The GSWeathervane 2012 – 2013
Student Handbook

This handbook is published annually and includes information on activities, policies and regulations, student rights and responsibilities, problem-solving resources, and the academic calendar. It is prepared and edited by the Division of Student Affairs in cooperation of the offices of Academic Affairs and the President.

This handbook is prepared for the convenience of students and does not constitute an official publication of the Board of Regents of the University System of Georgia. In case of any divergence from or conflict with the Bylaws or Policies of the Board of Regents, the official Bylaws and Policies of the Board of Regents shall prevail.

The statements set forth in this handbook are for informational purposes only and should not be construed as the basis of a contract between a student and this institution. While every effort has been made to insure accuracy of the material stated herein, the University reserves the right to change any provision listed in this handbook without actual notice to individual students. Every effort will be made to keep students advised of such changes.

Information regarding academic requirements for graduation will be available in the offices of the Registrar, Vice President for Academic Affairs, and Deans of the Schools. It is the responsibility of each student to keep himself or herself apprised of current graduation requirements for a degree program in which he or she is enrolled.

Georgia Southwestern State University is in compliance with all applicable federal and State regulations. The University does not discriminate on the basis of race, color, creed, national origin, religion, sex, age, handicap, or status as a veteran.

This handbook is not a contract. It is for informational purposes only and provides no rights to the reader.
Welcome to Georgia Southwestern State University—a campus that cares.
You have chosen to be part of the GSW experience, and we congratulate you on that choice. You could not have selected a better place or better time. Georgia Southwestern is entering its second century and moving quickly to create an even greater presence among the fine regional universities in the state and across the southeast. GSW is known for many things including its alumni, which include notable figures like former U.S. President Jimmy Carter and first lady Rosalynn Carter, former U.S. Attorney General Griffin Bell, and many others; its outstanding academic programs and the faculty who make those programs possible; and its staff who work hard to create a consistent, student-centered campus environment. When these strengths are coupled with the exceptional enthusiasm and energy of all the GSW stakeholders, it is inevitable that great things are going to happen here at the University.

I like to think of student life here at GSW as a “total collegiate experience.” By that I mean we are careful in not drawing too clear a line between curricular and extra-curricular activities. Every activity on this campus is in some ways curricular and plays a part in one’s education. Belonging to a service club, pledging a sorority or fraternity, playing on an athletic team, working part-time on campus, or participating in the intramural program, all have important educational or curricular outcomes. For that reason I like to think of everyone who works on the campus, be they faculty or staff, as teachers. The number one priority for every GSW employee is your success as a student.

The GSWeathervane is a valuable handbook and guide that provides important information about the many opportunities that we offer as part of the “total collegiate experience.” I encourage you to explore these opportunities and find those that are right for you. These organizations and activities provide not only valuable entertainment and educational venues, but also chances to make lifelong friendships. Again, welcome to Georgia Southwestern. May your days here be filled with many good times, learning opportunities, rewarding experiences, and intellectual challenges.

Best wishes,
Kendall Blanchard
Welcome to Georgia Southwestern State University. We want all of our students to have an exciting, fun, rewarding and successful experience at GSW. This is YOUR campus!!!! Our campus is also a community, and this community forms our GSW family. As a member of our GSW family, each of us has a role to play in making GSW successful. Believe me; GSW is not successful if our students are not successful. GSW’s ultimate goals for each student include enhancing your learning skills, helping you to successfully complete your program of study, assisting you in obtaining employment, and helping you to become a responsible citizen. We have many faculty, staff members, administrators, and other students who will help you along the way. Please remember that your top priority should be your academic studies. We also have many student organizations, and we hope you will find one, or more, that you can become involved in. Although we already have many outstanding student leaders at GSW, there is always room for more. We want you to succeed and will pledge our commitment to make this happen; but you will also need to do your part. Together we can be a winning combination and your success can be guaranteed. Again, welcome to GSW. We look forward to working with You!!

Best wishes for success,

Sam Miller, Ph. D.
Vice President for Student Affairs
Welcome from the Vice President of Academic Affairs

Welcome to Georgia Southwestern State University! You are about to begin an exciting, new phase in your life. At GSW you will make new friends and have new experiences, but most importantly, you will gain valuable knowledge and skills that will have a positive impact on you and on others, and that you will use for the rest of your life. Your learning at GSW MATTERS!

The good news is that you are completely in control of your learning. Perhaps the biggest transition you face in coming to a university is that faculty will expect you to take charge of your learning. Learning is an active process that requires a great deal of effort on your part. But rest assured that GSW has many support mechanisms to help you be successful. We are a learning community, with high expectations, and confidence in you. The faculty here want and expect you to come see them outside of class. Please see them whenever you are having difficulty in class or if you just want to chat about your future career.

In addition to the faculty, tutors are available in the Academic Skills Center. The First Year Advocate is located there as well. She will help you with everything from setting up tutoring to exploring housing issues and financial aid. Your peers are another source of assistance. Our residence halls are designed to foster living and learning communities, where you can form study groups so that you can help each other.

With freedom comes responsibility, however; you are in charge of your learning, and it is up to you to attend class and put in the necessary hours of studying. The general rule is for every hour spent in class, you should budget two hours out of class in studying and doing homework. Being admitted to a great university means that you have what it takes to succeed. But you will need to work at it. Perseverance will pay off. Interest, curiosity, and excitement should guide your learning. If there is anything I can do to help you succeed, do not hesitate to come visit me. I wish you great success.

Sincerely,
Dr. Brian U. Adler
Academic Vice President and Dean of the Faculty
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UNIVERSITY MISSION STATEMENT

Georgia Southwestern State University cultivates excellence in learning and teaching that encourages intellectual, personal, and social growth for students, faculty, staff, and the community. Georgia Southwestern State University is a comprehensive state university within the University System of Georgia that offers a full range of bachelor degree programs, along with selected master’s and specialist degree programs.

UNIVERSITY DIVERSITY STATEMENT

Georgia Southwestern State University embraces diversity as an integral part of being a caring community of learners. We are committed to building and maintaining a diverse, accessible, civil and supportive campus. GSW provides an environment and curriculum which affirms pluralism of beliefs and opinions, including diversity of religion, gender, ethnicity, race, sexual orientation, disability, age, and socioeconomic class.

The University will implement and adhere to policies and procedures which discourage harassment and other behaviors that infringe upon the freedom and respect that every individual deserves.
**ALMA MATER**

Hail to thee, our foster mother  
Praise to thee we bring,  
Of thy teachings altruistic,  
Lovingly we sing,  
For thy spirit through the ages  
Ever shall prevail  
Hail to thee, our own Southwestern  
Alma Mater, hail

Fires are kindled at thy alter  
Fires that never die  
Bright they burn in hearts eternal  
‘Neath the southern sky  
Burning for divine approval  
Ever shall prevail  
Hail to thee, our own Southwestern  
Alma Mater, hail
ACADEMIC INFORMATION

ACADEMIC INTEGRITY
Students at Georgia Southwestern State University are expected to conform to high standards of intellectual and academic integrity. The University assumes as a basic and minimum standard of conduct that students be honest and that they submit for credit only the product of their own efforts—Scholastic ideals and the need for fairness require that all dishonest work be rejected as a basis for academic credit. They also require that students refrain from all forms of dishonorable conduct in the course of their academic careers. Academic honesty is the responsibility of the students and faculty of Georgia Southwestern State University. The full text of the Policy on Academic Integrity can be found in the GSW Bulletin.

REGISTRATION AND ACADEMIC INFORMATION NETWORK (RAIN)
The Registration and Academic Information Network (RAIN) allows students to access their academic and financial records on-line. Students can view holds, midterm grades, final grades, academic transcripts, registration status, class schedules, curriculum sheets, as well as their financial aid status, account summaries and fee assessments. RAIN provides a convenient method for students and faculty to obtain information via the web. It is a secured site which is continually expanding to provide 24 hour access to all students. Information is routinely added to RAIN, including term-specific notices and deadlines. Students must access RAIN to view grades for their courses each semester.

REGISTRATION FOR CLASSES
Registration for classes is the process of seeing the faculty advisor, selecting the courses appropriate for the degree program, arranging these into a schedule to fit available time slots, signing up for these classes with the advisor or online through RAIN and paying fees. The Schedule of Classes available online through RAIN each term lists all courses being offered. Students may change their class schedule or register late during the first three days of class each semester.

STUDENT ACADEMIC LOAD
A student is considered to be carrying a full load if enrolled for twelve or more semester hours of academic credit. A student is considered to be registered for an overload if enrolled in more than eighteen course credit hours.

The full-time load for a graduate student is nine semester hours credit in academic subjects. A graduate student is considered to be registered for an overload if enrolled in more than fifteen course credit hours.

A student must have the approval of his or her advisor, complete the appropriate form, and then send it to the Office of the Vice President for Academic Affairs for final approval in order to register for an overload. The following cases usually qualify:

(1) Undergraduate students on the Dean’s List or President’s List for the preceding term may register for as much as twenty-one hours credit.
(2) A student enrolled in certain curricula which require an overload for a given semester may register for the specified hours of credit.

PART-TIME STUDENTS
Students who are enrolled for less than a full load are classified as part-time students. These students may be working toward college degrees or they may be taking courses for self-improvement. Part-time students are required to satisfy the minimum academic standards.

AUDIT
A student who is auditing a course is expected to attend classes, but they are not required to take examinations or meet course requirements. No credit is given for audits. In the event of overloaded classes, students enrolled for credit will be given preference. Fees for attending class on an audit basis are calculated at the same rate as regular academic fees. A student must have permission from the Office of the Vice President for Academic Affairs to audit a course.

CREDIT BY EXAMINATION
Credit by examination is offered for a number of courses at the University, e.g. CLEP, International Baccalaureate, Advanced Placement, and Prior Learning Assessment. Credit by examination is listed as such on the transcript along with the course number, title, and hours of credit; however, no grade is assigned and the credit is not included in computing the grade point average. Credit by examination is limited to ten hours in a discipline and thirty hours in the University. Credit by examination is usually earned at the time the student enters the University. See the Registrar for more information.

EXPERIENTIAL LEARNING/ PRIOR LEARNING ASSESSMENT
Credit for prior experiential learning is available in selected undergraduate degree programs. A student in one of these degree programs should notify his or her academic advisor to determine if this policy applies. If applicable, the advisor notifies the appropriate academic dean or department chair, who convenes a faculty committee to review the student's portfolio to determine if credit for prior experiential learning is warranted and if so, the number of semester credit hours to be awarded. The total number of credit hours awarded for experiential learning cannot exceed 21 semester credit hours.

GSW grants no graduate level credit for experiential learning except under the supervision of the institution.

Prior Learning Assessment (PLA) is a process through which students identify areas of learning from their past experiences, demonstrate that learning through appropriate documentation, and submit their materials related to specific course objectives so that they can be assessed and possibly awarded academic credit. PLA will reduce the repetition of relevant, course-related material for students with prior learning (or with prior degrees). Students must complete PLA 2000, Prior Learning Documentation
Course, to be eligible to apply for PLA credit. Contact Dr. Chuck Huffman for more information.

**MILITARY CREDIT**
Credit for prior military experience and training is determined on an individual basis, following the guidelines published by the American Council on Education for the Evaluation of Educational Experiences in the Armed Services. Students should see the Registrar for additional information.

**SCHEDULE ADJUSTMENTS**

**Adding or Dropping Courses**
During the first three days of class, students may add or drop courses during the published time period.

- Students must discuss adding or dropping courses with their advisors.
- Students who enter courses after the first day of class are responsible for making up missed assignments.
- Students may add or drop a Learning Support course only with the approval of the Registrar or the Assistant Vice President for Academic Affairs. Students enrolled in both Learning Support classes and degree credit courses cannot drop the Learning Support courses without dropping the degree credit courses as well.
- Students receiving financial aid should discuss dropping courses with a financial aid counselor, since dropping courses can negatively impact your financial aid eligibility.

After the published add/drop period, students may adjust their schedules only by “withdrawal.” (See below.)

Students registered for courses that have the first class meeting after the designated add/drop period will be subject to the Withdrawal from Class Policy or the Withdrawal from the University policy below. Any orientation session for online or off-campus courses is considered the first class meeting for the course.

**Withdrawal from a Course**
After the add/drop period, a student must officially withdraw from a course by completing the “Withdrawal from Class” form available in the Registrar’s Office or online at [http://gsw.edu/~aaf/student_forms/withdraw_class.pdf](http://gsw.edu/~aaf/student_forms/withdraw_class.pdf). This form must be returned to the Registrar’s Office upon completion. The student is fully responsible for collecting the appropriate signatures and submitting the completed form to the Registrar’s office.

- Withdrawal from class without penalty requires the student to complete the Withdrawal from Class form and return it to the Registrar’s Office by the published no-penalty date of approximately one week after midterm. A student following this procedure will receive a grade of W (Withdrawn).
• Withdrawal from class without penalty will not be permitted after the published ‘no penalty’ date except for non-academic reasons. Documentation must be provided by the student to receive a W rather than a WF (Withdrawn Failing).

• Students with Learning Support requirements who are enrolled in both Learning Support courses and degree credit courses may not withdraw from the required Learning Support courses with a “W” unless they also withdraw from the degree credit courses.

• Students receiving financial aid should discuss withdrawing from courses with a financial aid counselor, because dropping courses can negatively impact your financial aid eligibility.

All withdrawals from class must be approved and completely processed before the last day of classes. A student who does not officially withdraw from a class will receive a grade of F in that course for the term.

Withdrawal from the University
Students withdrawing from all classes and exiting the University after the first day of classes must meet with the First Year Advocate (Academic Skills Center, room 126) to initiate the official "Withdrawal from the University" process.

• Withdrawal from the University prior to the no-penalty date of one week after midterm will result in grades of W (withdrawn) for all courses.

• Withdrawal from the University after the no-penalty date will result in grades of WF (withdrawn failing) except for documented non-academic reasons.

All withdrawals from the University must be initiated by the student and completely processed before the last day of classes. The student is fully responsible for supplying all pertinent documentation to the First Year Advocate. Failure to withdraw from the University following the proper procedure will result in grades of F in all courses, and no refund will be given.

READMISSION
Former students who have not attended the University for one calendar year must complete a readmission form through the Registrar's Office and pay a $25 re-application fee. Students who were academically suspended at the end of their last term of enrollment must obtain the approval of the Assistant Vice President for Academic Affairs to return. Students who have attended other colleges or universities must submit official transcripts from those institutions before the readmission can be processed. The Readmission form can be found in the Registrar’s office or online at http://gsw.edu/~aaf/student_forms/readmission.pdf.
ATTENDANCE
Students are expected to attend all classes. If an absence is necessary, the student is responsible for reporting the reason to the instructor. In such cases, each instructor will take whatever action he or she deems necessary. Faculty members will make their absence policies clear to the students enrolled in their classes in writing within the first week of class. Penalties for excessive absences in each course are set at the beginning of each semester by the faculty member teaching that course. Students with excessive absences in a class may receive a grade of F for the course.

ADMINISTRATIVE WITHDRAWAL FROM A COURSE DURING THE FIRST WEEK OF CLASS

Students who attend none of the class meetings of a course during the first week of classes and do not inform the instructor of their intentions to remain in the course or do not drop the course within the published period will be administratively withdrawn from the course. Students who do not login/participate in the online class by the instructor deadline will be withdrawn from the course and receive a grade of W for withdrawal.

It is the responsibility for the faculty member to document such absences.

Instructors must take roll during the first week of classes, until final rolls are available on RAIN. The faculty member will submit the verification of enrollment information. Students will be contacted by the Registrar through RADAR email and given a deadline to respond before they are administratively withdrawn from the class. No refunds will be issued for nonparticipation withdrawals unless it results in a complete withdrawal from the University.

GRADING SYSTEM AND QUALITY POINTS

<table>
<thead>
<tr>
<th>Grade Achievement</th>
<th>Quality Points</th>
</tr>
</thead>
<tbody>
<tr>
<td>A Superior</td>
<td>4</td>
</tr>
<tr>
<td>B Above Average</td>
<td>3</td>
</tr>
<tr>
<td>C Average</td>
<td>2</td>
</tr>
<tr>
<td>D Poor</td>
<td>1</td>
</tr>
<tr>
<td>F Failing</td>
<td>0</td>
</tr>
<tr>
<td>P Pass</td>
<td>0</td>
</tr>
<tr>
<td>S Satisfactory Performance</td>
<td>0</td>
</tr>
<tr>
<td>U Unsatisfactory Performance</td>
<td>0</td>
</tr>
<tr>
<td>K Credit by Examination</td>
<td>0</td>
</tr>
<tr>
<td>V Audit</td>
<td>0</td>
</tr>
<tr>
<td>I Incomplete</td>
<td>0</td>
</tr>
<tr>
<td>W Withdrawed</td>
<td>0</td>
</tr>
<tr>
<td>WF Withdrawed Failing</td>
<td>0</td>
</tr>
<tr>
<td>WM Withdrawal for Military Purposes</td>
<td>0</td>
</tr>
<tr>
<td>NR No grade reported by instructor</td>
<td>0</td>
</tr>
</tbody>
</table>
Incompletes
A grade of "I" indicates that the student was doing satisfactory work but, for non-academic reasons beyond his/her control, was unable to meet the full requirements of the course during the term scheduled. The individual faculty member assigning the "I" has the responsibility for documenting the work to be completed. This documentation is to be filed with the academic dean or department chair at the time grades are submitted. An incomplete grade must be removed before the end of the following term (including summer term); otherwise, the grade will be recorded as F. Requests for an extension of an additional term must be made by the instructor and approved by the Dean/Chair and the Vice President of Academic Affairs. Students who for non-academic reasons stop attending class prior to midterm should withdraw from the course. A grade of "I" cannot be assigned in this situation.

GRADE POINT AVERAGE
The grade point average is the ratio of quality points earned to the number of credit hours for which the student is accountable. The grade point average will be calculated for each student at the end of each term and will be printed on the transcript as follows:

1. The Semester Grade Point Average is the ratio of quality points earned to credit hours attempted that semester in courses numbered 1000 or above.
2. The Cumulative/Institution Grade Point Average for undergraduate students only is the ratio of quality points earned to credit hours attempted in courses numbered 1000 or above for which a final grade has been earned. Normally, a course is counted only once for credit hours. For this type of course, the latest grade earned replaces all previous grades and determines the quality points assigned. A grade of WF is treated as an F in calculating grade point averages.
3. The Cumulative Grade Point Average for graduate students is the ratio of quality points earned in all courses to credit hours of all courses attempted.

POLICY ON REPEATING COURSES
Normally, a course is counted only one time for credit hours. If a student wants to repeat an undergraduate course that falls into this category, he/she may do so with the understanding that the latest grade earned replaces all previous grades and that all courses taken will be listed on the student’s academic transcript. The number of quality points awarded and credit hours earned is determined by this final grade. If a student wants to repeat a graduate course that falls into this category, the student may do so with the understanding that credit hours attempted and quality points earned in all attempts of the course will be counted in the student’s grade point average (GPA). A student should discuss how repeating courses effects financial aid with a financial aid counselor.
CLASS RANK
Undergraduate students are classified once each year. Class rank is based on semester hours of credit earned. Minimum semester hours of academic credit for the different class ranks are as follows:
Freshmen  
Sophomore  
Junior  
Senior

ACADEMIC HONORS FOR UNDERGRADUATE STUDENTS
President’s List
During any semester, a student who completes a load of at least fifteen semester hours of credit and earns an average grade of 4.00 will be named to the President’s List.

Dean’s List
During any semester, a student who completes a load of at least fifteen semester hours of credit and earns an average grade of 3.50 through 3.99 will be named to the Dean’s List.

Academic Achievement List
During any semester, a student is on the Academic Achievement List if he/she is in Academic Good Standing, has previously earned at least 15 hours of credit at Georgia Southwestern, is enrolled in 3 to 14 hours of credit, and earns a semester GPA of 3.5 or better.

UNDERGRADUATE ACADEMIC STATUS: GOOD STANDING, WARNING, PROBATION, SUSPENSION
A grade point average of 2.00 (C average) is required for graduation from Georgia Southwestern State University. (Some curricula may require a higher average.) A student whose performance is below this level exhibits academic deficiencies. The University uses the cumulative/institution grade point to determine academic standing. The following table shows the minimal graduating grade point average a student must achieve to make acceptable progress toward the 2.00 average and graduation.

<table>
<thead>
<tr>
<th>Total Hours Earned</th>
<th>Required Minimum GPA</th>
</tr>
</thead>
<tbody>
<tr>
<td>0-15</td>
<td>1.50</td>
</tr>
<tr>
<td>16-30</td>
<td>1.65</td>
</tr>
<tr>
<td>31-60</td>
<td>1.75</td>
</tr>
<tr>
<td>61 and above</td>
<td>2.00</td>
</tr>
</tbody>
</table>

The grade point average is calculated each term and appears on the grade report on RAIN to inform the student of his/her progress. The academic standing of the student will be printed on the grade report also.
**Good Standing**
A student will be placed in Good Standing when his/her cumulative/institution GPA is equal to or above the required minimum GPA for the number of hours the student has earned (including transfer hours).

**Academic Warning**
A student will be placed on Academic Warning at the end of any term in which the cumulative/institution GPA falls below the required minimum for the total hours earned. The student will have only one semester in which to raise the GPA to the required minimum and return to Good Standing. If not, the student is placed on Academic Probation. Students on Academic Warning are encouraged to take advantage of supplemental instruction resources available in the Academic Skills Center.

Freshman students who are placed on Academic Warning at the end of their first semester of enrollment must successfully complete UNIV 1001-Pathways to College Success during the following spring or fall semester, whichever comes first.

**Academic Probation**
A student will be placed on Academic Probation if the student fails to return to Good Standing at the end of the semester in which the academic standing of the student was Academic Warning. The student will have only one term to raise the GPA to the required minimum and return to Good Standing. If not, the student is placed on Academic Suspension. Students on Academic Probation are strongly encouraged to take advantage of academic assistance resources available in the Academic Skills Center.

**Academic Suspension**
A student will be placed on Academic Suspension if the student fails to achieve Good Standing while on Probation. The student must stay out of school for one semester or choose to remain in school with Restricted Enrollment status (see below). To return to school after the term of suspension, the student must write a letter of appeal to the Office of Academic Affairs. When the student returns, the academic status of the student is Academic Warning and the Warning-Probation-Suspension process starts over. That is, the student will have two semesters at most to raise the GPA to the Required Minimum and return to Good Standing, or the student will be suspended again. The maximum number of suspensions allowed is two. At the third suspension, the student will be suspended from GSW for a minimum of one calendar year.

Normally a student will not be reinstated after the third suspension. The student may, however, appeal this dismissal by stating his/her case to the Vice President for Academic Affairs. Appeals relative to dismissal in writing after the third suspension will be considered on a case-by-case basis with no guarantee of readmission.
A student on Academic Suspension will not be allowed to register for courses offered by the University, unless the student has been granted Restricted Enrollment Status.

Courses taken at other institutions while a student is on Academic Suspension from Georgia Southwestern will not be accepted in transfer.

Students returning to GSW after the first suspension are required to enroll in ACSK 1100, Academic Skills, during the first term of re-enrollment.

**Restricted Enrollment**

As an alternative to suspension, a student may request from the Associate Vice President for Academic Affairs to remain in school with Restricted Enrollment Status. This status means that the student may stay in school but may enroll primarily in repeat courses and ACSK 1100, Academic Skills, in order to improve the student's GPA to return to Good Standing. Restricted Enrollment is the only alternative to remaining out of school for one semester available to students who have been suspended.

Not returning to Good Standing by the end of the Restricted Enrollment term will result in an additional suspension for the student, and the student will remain out of school for a minimum of one semester. The student accepting this status will be advised by his/her assigned academic advisor. A Restricted Enrollment Agreement will be signed by the student, the advisor, and the Assistant Vice President for Academic Affairs before the student is allowed to register.

A student on Restricted Enrollment may drop or add courses only with the approval of the Office of Academic Affairs.

The Restricted Enrollment status is not available to Learning Support or transient students.

**Learning Support**

Students who are taking one or more Learning Support courses will be given this academic status until those students exit all required Learning Support courses. The policies of the Board of Regents and GSW Learning Support Programs will have precedence over the policies of GSW concerning Academic Suspension. The Restricted Enrollment academic status is not applicable to Learning Support students.

**Readmission of Students on Suspension**

A student on Academic Suspension who wishes to be readmitted to the University must write a letter to the Assistant Vice President for Academic Affairs requesting to be readmitted. The letter must include all factors which the student wishes to be considered. Each request for readmission will be considered individually and nothing in this section should be interpreted to mean that readmission is automatic. Students returning from the first suspension must take ACSK 1100, Academic Skills, during their first term of re-enrollment.
Readmission may be denied if, in the professional judgment of the Assistant Vice President for Academic Affairs, the student cannot perform satisfactory college level work.

Any student requesting readmission who has been out for one calendar year or longer must complete a readmission form available online through the Student Forms link found on the GSW Homepage (www.gsw.edu).

GRADUATE ACADEMIC STATUS
Graduate students who fail to maintain academic standards will be placed under academic review at the end of the semester in which their status falls below the required standards. See the current GSW Graduate Bulletin for additional information.

GRADUATION WITH HONORS FOR UNDERGRADUATES
In order to be eligible to graduate with honors from Georgia Southwestern State University, the following two requirements must be met:

- A student must earn at least 30 semester hours of academic credit at Georgia Southwestern State University.

- The grade point for honors must be an average of the final grades earned on work completed at all accredited colleges and universities attended and must fall into one of the following categories:

Graduation cum laude requires a minimum grade point average of 3.50
Graduation magna cum laude requires a minimum grade point average of 3.70.
Graduation summa cum laude requires a minimum grade point average of 3.90.

Only candidates for baccalaureate degrees are considered for academic honors at graduation.

FINAL EXAMINATIONS
A student who has three final examinations scheduled for the same day may request a change of date for one final through the Office of Academic Affairs. Times and dates for final examinations may not be changed to accommodate students' travel plans. Permission for a student to change his/her final exam time and/or date must be obtained from the Office of Academic Affairs. The final examination schedule is available in the published schedule of classes available through RAIN.

RE-EXAMINATION FOR SENIORS
A senior preparing for graduation within two (2) semesters who earns a final grade of F or D in a course may have the opportunity of one re-examination in that course. After reviewing the eligibility requirements for re-examination with the instructor of the course
(based on the conditions listed below), the student must request permission for the re-examination in writing from the Vice President for Academic Affairs. The instructor will be informed in writing whether permission has been granted. Conditions for re-examinations include the following:

a. The original course grade earned must not be the result of a violation of the Policy on Academic Integrity or the instructor's written policy on course attendance.

b. It must be mathematically possible to achieve the necessary passing grade in the course using the result of the re-examination.

c. The course must be a non-core course numbered 2000 or above which is necessary for graduation.

d. There must be no opportunity to repeat the course before the scheduled graduation.

e. Graded assignments for which a re-exam may occur include an examination, a project, a presentation, a paper, or another assignment as defined by course requirements. The assignment to be repeated will be determined by the instructor of the course.

f. A student cannot apply this re-examination policy in more than two courses.

g. The request for the re-examination must be made within thirty (30) days of the end of the term in which the grade was received.

h. Graduating seniors who fail the tests given by the Department of History and Political Science to meet the U.S. history/Georgia history and U.S. Constitution/Georgia Constitution requirements are entitled to a single retest in the deficient area during the term immediately preceding their graduation date. Retests are limited to two areas. Students in this situation should contact the administrative assistant of the Department of History and Political Science.

No reexaminations are allowed in graduate courses.

**CATALOG FOR GRADUATION EVALUATION**

Under the guidance of the academic advisor, a student may select to be evaluated for graduation from any catalog (curriculum sheet) in effect during the time of enrollment provided the enrollment has been continuous. Students readmitted or reinstated will be evaluated for graduation from the catalog (curriculum sheet) in effect at the time of readmission or reinstatement or any catalog (curriculum sheet) in effect during subsequent periods of continuous enrollment. Students changing majors will be evaluated for graduation from the catalog (curriculum sheet) in effect at the time of the change or any catalog (curriculum sheet) in effect during subsequent periods of continuous
enrollment. Each student is responsible for determining the appropriate catalog (curriculum sheet) to be used for academic advisement and for evaluation of graduation requirements. Catalog selection applies only to the course requirements of that catalog. All other academic procedures and graduation requirements must be satisfied according to regulations in effect at the time of graduation. Students desiring further information on the selection of an appropriate catalog (curriculum sheet) may contact their major department head/academic dean or the Registrar.

APPLICATION FOR GRADUATION

Undergraduates
The application for graduation for Fall Semester must be completed on or before December 1 prior to the academic year in which the degree is expected. The application for graduation for Spring Semester must be completed on or before May 1 prior to the academic year in which the degree is expected. Students who plan to graduate at completion of Summer Term must apply on or before September 1 prior to the year in which the degree is expected.

Graduation Term
Apply no later than the date below of the prior year:

<table>
<thead>
<tr>
<th>Term</th>
<th>Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>Fall</td>
<td>December 1</td>
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<tr>
<td>Spring</td>
<td>May 1</td>
</tr>
<tr>
<td>Summer</td>
<td>September 1</td>
</tr>
</tbody>
</table>

Graduates
Each student admitted to a graduate program must file an application for graduation one semester prior to completing degree requirements. Application deadlines are as follows and application forms are available in the Registrar’s Office as well as on RAIN.

Graduation Term
Apply no later than the date below of the prior semester:

<table>
<thead>
<tr>
<th>Term</th>
<th>Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>Fall</td>
<td>May 1</td>
</tr>
<tr>
<td>Spring</td>
<td>August 1</td>
</tr>
<tr>
<td>Summer</td>
<td>January 1</td>
</tr>
</tbody>
</table>

REGENTS’ TESTING PROGRAM FOR UNDERGRADUATES
Georgia Southwestern is pleased to announce the approval by the University System of Georgia for GSW to be exempt from requiring the passing of the Regents' Test as a condition for graduation. The quality of GSW's two composition courses, ENGL 1101 and ENGL 1102, has been deemed sufficient to measure a student's collegiate reading and writing skills.
All students must still meet the current requirement of earning a grade of C or better in ENGL 1101 and ENGL 1102 if they have not already done so.

- If you have failed one or both parts of the Regents' Test, you will **not** be required to take the Regents' Test again or be enrolled in Regents' remedial courses. You will be required to pass both ENGL 1101 and ENGL 1102 with grades of C or better.
- If you have never taken the Regents' Test, you do **not** have to take it, but you will have to earn grades of C or better in ENGL 1101 and ENGL 1102, as is currently required.
- If you have transferred in credit for ENGL 1101 or have Advanced Placement, International Baccalaureate, or CLEP credit for ENGL 1101 but do not have credit for ENGL 1102, you will need to take ENGL 1102, earning a grade of C or better. You do **not** have to take the Regents' Test.
- If you have transferred in both ENGL 1101 and ENGL 1102 with grades of C or better, you do not have to meet additional course requirements at GSW and you do **not** have to take the Regents' Test.

The Regents' remedial classes, RGTE 0199 and RGTR 0198, will no longer be required or offered.

Students needing extra academic support in reading or writing can go to the GSW Writing Center.

**VERIFICATION OF ENROLLMENT LETTERS**
Students requesting verification of enrollment letters from the Registrar's Office should be aware that normal processing time is three working days. Insurance and loan office forms will be mailed directly to the agency. Verification of enrollment is located at [http://gsw.edu/~aaf/student_forms/verifenrl.pdf](http://gsw.edu/~aaf/student_forms/verifenrl.pdf). The form can be mailed, faxed or delivered to the Registrar’s office.

**TRANSCRIPT REQUESTS**

**Online Ordering**

**Alumni and Former Students**

Georgia Southwestern State University and Scrip-Safe have partnered together to provide former students and alumni with access to an online ordering system through a secure website. Please login to [https://iwantmytranscript.com/gsw](https://iwantmytranscript.com/gsw) to order your transcript.

You can order your transcripts using Visa or Mastercard. Georgia Southwestern State University will process transcript orders during normal working hours Monday through Friday. When possible, requests should be made well in advance of the date when the transcript is needed. Normally, transcripts will be sent from Georgia Southwestern State
University within 48 hours after a request is received; however, additional time is required during peak periods.

The secure website will include instructions for placing your transcript order. Georgia Southwestern State University charges $5.00 per transcript. Scrip-Safe charges a $2.25 processing fee for each recipient (transcript addressee.) Order updates will be emailed to you, and you can also check your order status and history online.

*Note: If you attended GSW prior to Fall 1997 you may submit your request through Scrip-Safe’s Transcripts on Demand, however, GSW will not be able to submit your request electronically. Your transcript will need to be mailed to the recipient or picked up in the Registrar's Office, Sanford Hall, Room 210.*

Transcript on Demand Contact Information: todsupport@scrip-safe.com 1-800-736-7319 136 Commerce Blvd. Loveland Ohio 45140

**Current Students**

Current students can request a transcript to be sent electronically, mailed or for pick up by using RAIN.

Access and login to RAIN
Select “Student Services and Financial Aid” Tab
Select “Student Records”
Select “Order Official Transcript”
Select “Place a Transcript Order”

A new window will open up taking you to Transcripts on Demand. There you will follow the instructions to complete your transcript order.

The secure website will include instructions for placing your transcript order. Georgia Southwestern State University charges $5.00 per transcript. SCRIP-SAFE charges a $2.25 processing fee for each recipient (transcript addressee.) Order updates will be emailed to you and you can also check your order status and history online. Normally, transcripts will be sent from Georgia Southwestern State University within 48 hours after a request is received; however, additional time is required during peak periods.

Transcript on Demand Contact Information:
todsupport@scrip-safe.com 1-800-736-7319 136 Commerce Blvd. Loveland Ohio 45140
Ordering Transcripts Directly from GSW

GSW Alumni and current students may request an official transcript in person, through the mail or by fax. The request must be made in writing to the Registrar's Office at least 48 hours in advance. Requests must include:

1. Student's full name (include maiden or previous names)
2. GSW ID#
3. An approximation of the dates attended
4. A complete mailing address, fax number, or email address of recipient (if sent electronically)
5. Student’s signature
6. $5.00 processing fee

Transcript Request forms can be printed from http://gsw.edu/~aaf/student_forms/transreq.pdf or completed at the Registrar's Office, Sanford Hall, Room 210.

In order to avoid any delays, please be sure to include all names you may have used while attending GSW.

TRANSIENT STUDENTS

Students wishing to attend another institution as a transient student should complete the paperwork at least one month before the desired admission date. Transient permission forms are available online through the Student Forms available on the GSW Homepage (www.gsw.edu). Students should complete the transient permission form with their advisor to be sure the classes will transfer into their curriculum program at GSW. A GSW student attending another institution as a transient student is responsible for requesting a final transcript to be sent directly to the Registrar's Office at the end of the semester. After receipt of an official transcript indicating a passing grade for the approved transient course(s), the information will be added to the record. Degree candidates may earn credit through correspondence or through transient credit, but not more than ten hours in the major discipline and not more than 30 total hours of credit earned in this manner will count toward degree requirements.
SERVICES FOR STUDENTS

AMERICUS--"HOME AWAY FROM HOME"
Americus was named one of the top ten cities in the state by Georgia Trend Magazine, March 2000. Many cultural opportunities are available in Americus. The International Headquarters for Habitat for Humanity, Inc. are located here along with the historic Windsor Hotel, the Rylander Theater, the home of a former US President and two national parks. The University urges you to treat Americus, your home-away-from-home, as you would your own home . . . with respect for its laws, its property, and its people.

BOOKSTORE
The Campus Bookstore at Georgia Southwestern State University is institutionally owned and operated. The bookstore has been established to provide the student body with goods and services at the least possible cost. It is a part of the University and has goals directly centered on the satisfaction and success of the students and faculty. The bookstore is self-sufficient, receiving no funding from the University System, and any profit is returned to the institution. The success of the bookstore lies with the success of the students. The bookstore carries new and used textbooks, with an emphasis on trying to obtain as many used textbooks as possible through student buybacks and various wholesale distributors. In addition to course materials, the bookstore stocks computer software, mass-market paperback books, computer books, study aids, reference materials, and school/office supplies for academic use. The bookstore also has gifts, including tee shirts, hats, coffee mugs, seasonal gift items, balloon bouquets, greeting cards, a classic collection of crystal engraved with the school seal, and many other gift items. Other goods and services offered through the bookstore include fax services, phone cards, and special ordering for any academic materials at no cost. The bookstore accepts personal checks, Mastercard, Visa, Discover, and also has an authorization system allowing students to purchase academic materials with their financial aid funds.

Location & Store Hours
The Campus Bookstore is located in the Marshall Student Center on the campus of Georgia Southwestern State University. During fall and spring semesters, the bookstore is open from 8:30 a.m. until 4:30 p.m. Monday through Thursday and from 8:30 a.m. until 3:30 p.m. on Friday. The bookstore closes during breaks to restock shelves for the following term and is closed on holidays. Extended hours of operation are offered during the beginning of each term to accommodate the large volume of students buying books and supplies for new classes. The bookstore also has a website for textbook and merchandise purchases at www.gswbookstore.com.

Textbooks
The textbook buyback is conducted at the end of every semester during final exams. Books that are not changing to new editions and will be used the following term will be purchased at 50% of the price paid for the book. Books that are not being used again by the bookstore will be purchased by the buyer at established wholesale prices. The textbooks carried by the bookstore are based strictly on faculty selection. Every attempt is
made to have the books in stock before the beginning of the term, however there are occasional delays due to receiving the text information late, publishers being out of stock, late or misdirec
tioned shipments, or unexpected increases in a course’s enrollment.

Refund Policy
The bookstore encourages students to attend class before purchasing textbooks. A full refund will be given during the drop/add period of the current term, which is generally the first week of the semester. The store is simply unable to allow students to keep the materials for a longer period of time and still return them for full credit. New textbooks must be returned in new, saleable condition with no markings whatsoever to be eligible for a refund. A student ID and cash register receipt is required for a refund. Any markings result in the book being reduced to a used status and only a 75% refund given. General supply, gift, and clothing merchandise may be returned for any reason for a full refund within 7 days of purchase with a receipt. Defective merchandise may be returned any time throughout the semester for an exchange. Shrink-wrapped books must be returned in the original wrapping for a full refund. Textbooks purchased after the drop/add period are non-returnable. Sale items, study guides, special-order items, mass market paperbacks, and computer software are non-returnable. (Phone 229-931-2366)

ADMINISTRATIVE AND ACADEMIC BUILDING HOURS
All administrative and academic classroom buildings are opened at 7:30 AM unless specifically scheduled for a special event. They are closed after evening custodial duties which is approximately 10:30 PM. Offices within these buildings are operated from 8:00 AM to 5:30 PM Monday through Thursday and 8:00 AM to 12:00 noon on Friday. All residence hall exterior doors will remain locked at all times. The Student Success Center Building is opened at 7:30 AM daily and secured at 11:00 PM Monday through Friday.

BUSINESS SERVICES
Located in the Marshall Student Center, Student Accounts Office maintains a cashier's window where students, upon presentation of their validated ID card, may cash personal checks up to $50. The cashier's window is open from 8:30 am until 4:30 pm Monday through Friday. For complete information about fees and charges, policies, refund regulation, cancellation deadlines, etc., see the University catalog or contact Student Accounts (Phone 229-931-2013).

CAREER SERVICES
Programs and services of the Career Services Center help students gain information needed to make decisions about careers, life planning and acquiring job search skills. Specific programs and services include individual and group career counseling and assessment, computerized career information, resume preparation, interviewing, and job search workshops. A career planning class will be offered to assist students with developing appropriate career-related goals and in selecting a major corresponding with the student’s goals. Student participation in area and regional career fairs is coordinated by the Career Services staff, giving students the opportunity to meet and interview with representatives from business, industry, government, hospitals, health agencies and graduate school. Experiential learning opportunities are available either in internships or
in Cooperative Education assignments. Career Services posts extensive job announcements for part and full time jobs, and has a web-site for resources: www.gsw.edu/~career. Students may email Career Services at: career@canes.gsw.edu or reach us by phone at 229-931-2237. The Career Services office is located within the Student Success Center 3rd Floor Rooms 3404 & 3405.

**CAMPUS COMPUTING**
GSW offers students a variety of technology-based services on campus.

Each student is assigned a campus email address by Information and Instructional Technology (IIT). Information on accessing your student email account can be found at: [http://www.gsw.edu/~oiit/studentemail.shtml](http://www.gsw.edu/~oiit/studentemail.shtml).

Internet access is available to residence hall occupants. Those in Southwestern Oaks, Southwestern Pines, and Magnolias residence halls may use either a wired or a wireless internet connection. Those in Duncan Hall will use a wireless internet connection. Each residence hall also has a small computer lab with Internet access, GALILEO access, word processing and printing capabilities.

The James Earl Carter Library provides GALILEO access in the Library to many digital research databases and periodicals. A computer lab is also available in the Library to facilitate the student's work in preparing research papers. See the Library's website for additional information regarding access hours ([http://gsw.edu/Library/index](http://gsw.edu/Library/index)).

Computer Labs are available in the Academic Skills Center and the James Earl Carter Library. See the GSW website ([www.gsw.edu](http://www.gsw.edu)) for current hours. The labs are generally available during the day, in the evenings, and on the weekends.

The use of technology based services at GSW is governed by the Computer and Network Usage Policy found in Appendix P of this publication and on the web via the GSW website ([www.gsw.edu](http://www.gsw.edu)) under the Policies link on the main page. Each student is strongly encouraged to become familiar with this policy.

**COUNSELING**
The Counseling Services Department at GSW is located in the Student Success Center, Rooms 3401-3403 (Phone 229-931-2708). The goal of this office is to work with students on an individual basis.

Students struggling with a wide variety of personal issues and academic concerns may seek counseling from the Counseling Services Department. Respect for the individual, his or her values, and unique circumstances underlie our work with students. Most concerns can be dealt with through short-term individual counseling. Referrals to community resources are made when necessary.
All counseling services are completely confidential to the limits provided by law. No information (except that protected by law) can be released within or outside the University without the individual’s written consent.

**FINANCIAL AID**
GSW provides a variety of financial aid programs to assist students who have financial need or have outstanding academic and leadership achievements. Grants, scholarships, loans and part-time work constitute the types of financial aid available at GSW. The University believes the primary responsibility for meeting the costs of college is with the student and his or her family. The University also recognizes that economic circumstances may require the student to seek additional assistance from other sources. See Appendix L of this book for additional information. (Phone 229-928-1378).

**FOOD SERVICES**
The campus food service is provided by ARAMARK, an internationally recognized management corporation.

Located in the Marshall Student Center, a typical meal in the Residential Restaurant can be chosen from the Grill station, Pizza/Pasta station, Vegetarian station, RFoC Comfort Food station, Produce Market, and desserts. All items are cooked fresh daily; many upon order.

The Cane's Den, located in the Student Success Center, offers a wide variety of fast food options. Students are encouraged to stop in for BenePizza, Fresh Market Smoothies, Montague's Deli sandwiches, Grill Works hamburgers, and assorted Grab-N-Go items. Pay cash, check, or credit card for the items purchased or use the declining balance portion of your meal plan.

The C3 Convenience Store is located in the Marshal Student Center. Students will find everything from shampoo and milk to candy bars and Kleenex. Cash, checks, and credit cards are accepted along with declining balance dollars from your meal plan.

The declining balance account may be used to purchase items in the Canes Den or additional meals in the Dining Hall. This type of account is also offered to commuting students who would like to take advantage of the convenience of eating on campus. Call the Dining Hall office for more information at 229-924-2732.

**GYMNASIUM AND RECREATIONAL FACILITIES**
Classes and intercollegiate practices and competitions are given highest priority for campus athletic facilities; however, students may use these facilities by scheduling with the Athletic Department or the Intramural & Recreational Sports Office. Student organizations that charge a fee for an event in a campus athletic facilities will be charged rental, setup, security and auxiliary fees.
There are, however, several different recreational facilities for student use on the campus, and all students are encouraged to take advantage of these opportunities. These facilities include the Fitness Center, Group Exercise Room, the Climbing Wall, the Deriso swimming pool, tennis courts, intramural gymnasium, playing fields, and walking/jogging track.

The Athletic Department schedules use of the Storm Dome, the Deriso Pool, Tennis Courts, and Soccer Fields. The Intramural Office schedules use of the Intramural Gymnasium and the Intramural and Recreation Field located behind the Fine Arts building. This office along with the Athletic Department schedules the use of the new intramural and soccer fields.

Weightroom / Fitness Center  Located on the first floor of the Student Success Center. It is equipped with free weights and Cybex selectorized equipment that provides upper/lower body conditioning. The cardio area provides treadmills, arc trainers, cross trainers, a stair climber, recumbent and stationary bikes. Health magazines our provided for your health promotion and 2 flat screens for viewing favorite TV channels. Personal training is also available through the Assistant Director of Fitness and Wellness for a service charge.

The Aerobic Room is located just down the hall from the Fitness Center. The aerobic room provides over 2000 square feet of floating floor and mirrored walls. Fitness Wellness programs provided are: Lunch Time Pilates, Yoga, Zumba, Spinning, Step Aerobics, Kickboxing, and Boot camp just to name a few.

Students may access the weight room and Group Exercise room at designated times throughout the day. The hours are posted at the beginning of each semester. For more information on the weight room and Wellness programs, please contact the Director of Campus Recreation and Intramurals or Assistant Director for Fitness & Wellness.

Climbing Wall – The wall provides various climbing routes that offers varying degrees of difficulty. The wall is staffed by certified climbing wall instructors who operate the wall during evening hours.

Walking Trail --The walking trail is located across from the Education Center. This trail is open year round to members of the campus and community.

GSW Storm Dome--Located inside the Student Success Center, this facility is utilized by the GSW Intercollegiate athletic teams only.

GSW Hurricane Baseball Field --The field is located off of Simmons Street next to the GSW tennis courts and is utilized by the GSW Intercollegiate athletic teams only.

GSW Lady ‘Cane Softball Field--Located off Felder Street, this facility is utilized by the GSW Intercollegiate athletic teams only.
GSW Soccer Field -- Located off Felder Street and across from the GSW softball field, this facility is utilized by the GSW Intercollegiate athletic teams only.

GSW Tennis Courts -- There are lighted courts that are conveniently located on campus next to the Deriso Pool and Southwestern Pines. The GSW Tennis Teams have first priority when using the courts; otherwise the courts are open to students and community members year round. For safety purposes, lights will not be available during GSW baseball night games.

University Lake and Lakehouse -- Located on the south side of campus, the University Lake serves as a popular recreational area for members of the GSW community. Whether it be sunning at lakeside, a picnic under the trees, or meeting with friends, students can often be found at the lake. There is a Lakehouse equipped with kitchen facilities, which can be reserved by recognized student organizations for social functions. Reservations must be made through Office of Reservations (229-931-2368).

Deriso Swimming Pool Located behind the tennis courts is an Olympic sized pool. The pool is open each semester for student usage. The hours of operation are published each semester by the Athletic Department. (Phone 229-931-2222).

HEALTH SERVICES
On-campus health services are provided at the Herschel Smith Health Center, located in the Rosalynn Carter Health & Human Sciences Complex. The center provides services to students with minor illnesses or injuries and promotes positive physical and mental health. A health services professional staff member is available from 7:30am-5:00pm Monday-Thursday and 8:00am-3:00pm on Friday while classes are in session. The Health Center is open to students by appointment or on a walk-in basis. If a student needs emergency medical assistance when the Health Center is closed, the student should contact emergency medical services by dialing 911 or Public Safety. Public Safety's emergency phone number is 229-931-2245.

Other services provided include consultation services with the Health Center staff, a comprehensive Women's clinic each Wednesday. Hospitalization, prescribed medications, laboratory, X-ray services, and consultations with non-university medical specialist are not included in the semester health service fees. Cost associated with these services is the financial responsibility of the student.

A student who utilizes Health Center medical services is expected to visit the Health Center at times that do not conflict with academic responsibilities. After a student has been assessed in the Health Center, we will provide a written recommendation to excuse from class only if we feel there is justification. By Georgia Southwestern State University policy, an excuse from class can only be granted by the professor of that class.

The Health Center provides care for all currently registered students and currently employed faculty/staff (who must pay the co-pay health fee whenever using the health center). A mandatory health fee is assessed to students currently enrolled in three or more
credits on GSW's campus. A student registered for less than three credit hours has the option to pay the semester health fee, or a co-pay for each visit. The semester health fee entitles the student to consultation services with the professional Health Center staff. There are free over the counter medications available as well as first aid supplies, without charge. Students are accessed fees for prescription medications, equipment, lab tests and special procedures.

Students seeking medical assistance from the Health Center must have a completed certificate of immunizations and a health history form on file at the Health center. Students must be currently enrolled in classes at the time of treatment.

A student accepted for admission will receive a certificate of immunization and a health history form which is to be completed and returned to the Director of the Health Center prior to enrollment in the University. Evidence of two MMR's are required of students born in 1957 or later. All students are required to have Varicella, and Tetanus-Diphtheria. Hepatitis B vaccination -required for all students who will be 18 years of age or less at matriculation. Newly admitted freshmen or matriculated students planning to reside in university managed housing are required to have the meningococcal vaccine or sign a waiver (If the student is under the age of 18 a parent must sign the document). All new students (freshmen, transfers, and others) attending regularly scheduled classes or receiving resident credit will be required to submit a certificate of immunization prior to attending such classes. Students will not be permitted to attend classes or reside in campus housing until the required immunization record is on file with the Health Center.

International students must have documentation of two measles, mumps, and rubella immunizations or blood titers for immunity to measles, mumps and rubella. A PPD tuberculosis skin test is required within 10 days of arrival to campus. If positive, the students must have a chest X-ray within 2 weeks of arrival to campus. No X-ray films will be accepted. A Severe Acute Respiratory (SARS) Questionnaire form must be completed upon arrival to campus and completion of the tuberculosis screening questionnaire. All reports and documentation must be in English. All immunization forms and reports must have signature of health care provider, address and contact phone number in English.

It is recommended that each student discuss with his/her health care provider the need for additional immunizations such as, pertussis and hepatitis A.

It is recommended that all students carry major medical insurance to provide supplemental coverage in the event of an acute injury or illness requiring hospitalization. A low cost Health Insurance Program is available to students attending GSW. Georgia Southwestern State University requires that all international students, athletes, and nursing students submit proof he/she is covered by an approved health insurance plan. These students must present proof of this coverage each semester prior to registering for classes. If there is no proof of insurance, enrollment in university insurance program is automatic. Please contact the Health Center for brochures and plan information.
HOUSING & RESIDENCE LIFE  Living on campus at GSW is an exciting, enriching experience. You will have the opportunity to participate in creating a community with other residents who have values, beliefs, and goals that may be different from yours. Through interaction with these students, you will be challenged to think and to grow as an individual.

Three living centers are available at GSW:
• Southwestern Oaks – Suite Style rooms for freshmen. Housing is available for Upperclassmen based on availability. Southwestern Oaks is Co-ed by community.
• Magnolia – Suite-style rooms for upperclassmen, Co-ed by wing,
• Southwestern Pines – 4-bedroom Suite Style rooms for upperclassmen, Co-ed by floors,
Each residence hall has a staff of peer helpers called Resident Assistants led by a professional staff member. This staff lives in the hall with the residents to ensure safety, security and an educational living environment. All halls are equipped with electronic access control and access is only granted to current residents and University staff.
Policies and Procedures for Housing/Residence Life may be found in Appendix B. of this document. (Phone 229-931-2375).

IDENTIFICATION (ID) CARDS
Each student at GSW is required to obtain and carry an official University ID card. This card demonstrates an individual’s right to use University facilities and attend various University events. This card is non-transferable and should only be used by the individual to which it is issued.

The CanesCard is the official Identification Card for Georgia Southwestern State University. Students can use their CanesCard to receive financial aid refunds, access the Dining Hall, Java City, C-Store, and Canes Den. The CanesCard can also be used to make on campus and off campus purchases or access ATMs for cash. The CanesCard functions as a pre-paid DEBIT card, students can only make purchases if they have money applied to their CanesCard.

Every student will need to have a CanesCard to access GSW facilities such as the fitness center, game room, library, swimming pool, bookstore, academic computer labs, and the Residence Halls.

For new students CanesCard will be made on STORM Day and Registration day in the Student Accounts Office located in the Marshall Student Center. The CanesCard office will be open Monday-Thursday from 9am-5pm and Friday from 9am-2pm. Students can contact the CanesCard office at (229) 931-5091 or Student Accounts (229) 931-2013 with questions or concerns.

If a CanesCard is lost, stolen, or destroyed, cards can be replaced for a fee paid in the student accounts office.
LIBRARY

The James Earl Carter Library (named in honor of President Jimmy Carter’s father) has more than 190,000 volumes, over 30,000 electronic books, and 243 current journal subscriptions. As a selective federal depository, the Library also provides access to over 300,000 government documents in various formats. The Library’s special collections include the Georgia Southwestern Historical Collection and the Dr. Harold Isaacs Third World Collection. The Fine Arts Gallery and Oral History Center are located in the Library.

The Library is open during the following hours:
Monday - Thursday: 8 a.m. - 10 p.m.
Friday: 8 a.m. – 3 p.m.
Saturday: 9am - 5p.m.
Sunday: 2 p.m. 10 p.m.

Changes in the Library hours are regularly updated and posted on the Library website and at the Library.

Computer Lab: The Library’s Computer Lab is open during regularly-scheduled library hours, closing one half hour prior to the Library’s closing. It is open for general use except when used for instruction. A class schedule is posted near the entrance to the lab.

Students have free access to book stacks. Books in the general collections may be checked out for 3 weeks and are renewable unless someone else has requested them. The penalty for all overdue books, except reserve materials, is 25 cents per day. Student IDs
are required to check out materials.

GALILEO (Georgia Library Learning Online): GALILEO is located on all the Library computers. GALILEO provides access to over 100 databases. GALILEO may also be accessed from home or through use of a password available at the Library’s Circulation Desk.

Other Library services include GIL Express, which enables borrowing from other University of Georgia institutions; InterLibrary Loan; a complete reference and instructional program including the Area BLIBR 1000 \; ; and online renewal, hold, and ILL request services.

For further information, please check the Library’s website at:
http://gsw.edu/Library/index

POST OFFICE
The University Post Office, located in the Marshall Student Center, offers most of the services of a city post office. You’ll find your GSW mailbox located here. It’s a good idea to check your mailbox daily. Post Office hours are 9am - 4pm, Monday - Friday.

A GSW mailbox is assigned to each student living in the residence halls. Commuters may apply for a GSW mailbox during the first two weeks of the semester — they are issued based on availability. No mailbox assignments are made after the first two weeks of the semester.

Your GSW mailbox is for your use ONLY while you are actually enrolled in school. If you graduate or stay out of school for a semester (including summer semester), your mail will be returned to sender unless you fill out a “Forwarding Address” form at the campus post office.

Mail should be addressed to students as follows:

STUDENT NAME
GSW BOX ___
800 GEORGIA SOUTHWESTERN STATE UNIVERSITY DRIVE
AMERICUS, GA 31709-4376

Your GSW mailbox is for your use only–no one else is allowed to use your mailbox. For further information, contact the Postal Services Supervisor at 229-931-2364.

PUBLIC SAFETY
The Department of Public Safety is a state certified law enforcement agency. It is responsible for the on-campus enforcement of the Georgia criminal and motor vehicle code, the ordinances of the City of Americus, and the University’s Code of Conduct and parking code. The Department operates 24 hours a day including weekends and all holidays. The department is located in Sanford Hall Room 118. (Phone 229-931-2245).
The 24 hour emergency number is 229-931-2245. Public Safety should be called anytime to report criminal activity, fires, and medical emergencies. The Department investigates all crimes which occur on campus and prosecutes these cases in state and superior court when warranted. Public Safety also refers cases to Student Affairs for disciplinary action.

Public Safety offers educational programs dealing with various crime prevention and general safety topics. Current crime statistics and personal safety information are located within the office.

Parking – All students, faculty and staff who operate a motor vehicle on campus must register their vehicle with Public Safety. The campus has been divided into zones which are assigned to residential and commuter students and faculty/staff members. When a vehicle is registered, a zone will be assigned and a decal issued. The decal must be placed on the vehicle in order to complete the registration process. A copy of the Parking Code is available on the Public Safety Webpage (http://www.gsw.edu/~safety/) and it is the responsibility of the driver to read and comply with the parking code.

Appeal of Traffic Ticket Fines – A student has a right to appeal a traffic ticket fine by filing the appeal at the Public Safety Office, (Sanford Hall, 931-2245) within three business days of issuance of the traffic ticket. As stated in Article XIII, Section B.4., Student Rights and Responsibilities, GSW Weathervane, appeals of traffic tickets are heard by the Student Conduct Board when classes are in session. If the Student Conduct Board is not in session, the appeal will be heard by the Assistant Dean of Students (Phone 229-931-2378).

RESERVING CAMPUS SPACE
Reservations for facilities are made on a first come, first served basis, with priority given to university affiliated groups. All reservations must be approved by the Director of Campus Life before reservations are confirmed. Reservations of space for non-academic campus events are made with the Reservations Office in the Division of Student Affairs. Reservation forms can be found on the GSW website located under Student Affairs.

The Office of Reservations is located on the 3rd floor of the Student Success Center in Room 3416. Reservation forms are made available online or by visiting the Office. The Office of Reservations is committed to providing you will the fullest attention for all of your facility needs that we are responsible for. The Division of Student Affairs is responsible for the following areas:

Lakehouse
Student Success Center Conference Rooms 2410, 2413, 2417
Student Success Center Conference Room 3447 (SGA Conference Room)
Student Success Center Corridors
Marshall Student Center Crest Room Cafe Java (limited reservations)
Marshall Student Center Patio
Magnolia Courtyard  
Student Success Center Intramural Gym  
Student Success Center Aerobics Room  
Lawn Areas (Sanford Lawn, Centennial Park etc.)

You can contact the Reservations office by dialing 229-931-2368 or email reserve@gsw.edu.

All reservations for the above listed facilities/areas must go through the DSA (Division of Student Affairs) Reservations Office. Reservations can be made online at http://www.netsimplicity.net/Reservations/meetingrequest.aspx?db=Reservations

Username: Guest (Note the capitalization of G)  
Password: gsw1906

If you would like to see all of the rooms that are available, please check the following website first: http://www.netsimplicity.net/Reservations

Username: Guest (note the capitalization of G)  
Password: gsw1906

All reservations must be requested at least 5 business days before the facility is being reserved. Exceptions can be made in emergency situations only with the approval of the Director of Campus Life. In the event that you need to make a change in your requested reservation, please email the Office of reservations at reserve@gsw.edu with your specific requests that need to be made.

Note: Your reservation will only be official when you receive an email confirmation back from the Office of Reservations. You will need to bring this confirmation to your reservation spot in the event there is a question.

When a facility has been scheduled, the reservation’s staff will issue a confirmation of the reservation via email from reserve@gsw.edu within 2 business days of the transaction. This confirmation will also be sent to the Service Solutions (Company in charge of setup) and Public Safety (Office in charge of making sure the facility is unlocked and secure) We will only send email confirmations in an effort to conserve trees and save paper. Should you not receive an email confirmation within two days, please email or call the Office of Reservations at 229-931-2368. Should you call the Office of Reservations and no one answers, please leave a message on the answering machine and someone will respond to you within one business day.

In the event that there is an emergency with the facility and you cannot locate the Office of Reservation’s staff, please contact: 1st Mr. Joshua Curtin 229-931-2377 or 2nd Dr. Darcy Bragg at 229-928-1387. If neither individual is available, please ask for Ms. Kina Davis at 229-928-1387.
If Organizations or Outside groups request to use meeting areas within the Division of Student Affairs, and do not show up for their meetings without cancelling their reservation, privileges can be revoked.

Organization or individuals making requests will be held responsible for making sure that the location is left clean after each use. If you do not request a setup and you change the setup from what was already in place you are responsible for setting it back up the way it was found. If these policies are not followed privileges will be taken from whatever organization or outside group the reservation is requested under. Please also be aware that no setup requests will be allowed for Saturday and Sunday events. GSW does not have the weekend staff to do setups on Saturday or Sunday.

Additional Reservations Information:

Reservations that are made for the sound system are the same as those for facility/area reservations. The sound system must be picked up from the Office of Reservations on the day of the event and returned by noon the following day. If the following days happens to be a weekend, it must be turned in the following Monday by noon.

The DSA Conference Room 3426 will be handled through Ms. Kina Ford. You can contact Kina at 229-928-1387, or via email at kqf@canes.gsw.edu

For more information on policies and how to reserve all facilities on campus, please click on the facility manual:

**GSW Facility Manual**

The facilities and areas which the Student Affairs Reservations Office processes reservations for include the:

Lakehouse  
Student Success Center Conference Rooms 2410, 2413, 2417  
Student Success Center Conference Room 3447 (SGA Conference Room)  
Student Success Center Corridors  
Marshall Student Center Crest Room (main lobby) (limited reservations)  
MSC Patio  
Lawn Areas (Sanford Lawn, Centennial Park etc.)

The Student Affairs Conference Room 3426 will be handled through Ms. Kina Davis. You can contact Kina at 229-928-1387, or via email at kina.davis@gsw.edu

**STUDENTS WITH DISABILITIES**  
Georgia Southwestern State University and the Office of Disability Services are committed to assist each student with a disability in his or her pursuit of educational goals, equal access and educational opportunities. The Office of Disability Services is
responsible for providing reasonable accommodations and services to any student with a documented disability. Please contact the Disability Coordinator at (229) 931-2661 or visit Room 101 in Sanford Hall to obtain more information about disability services.

STUDENT SUPPORT SERVICES
Student Support Services is a federally funded program designed to increase college retention and graduation, foster an institutional climate supportive for the success of low-income, first generation, non-traditional and disabled college students, and to provide supplemental activities that will enhance their personal development.

Services (Free to all participants)
Tutoring, Cultural Trips (Plays, Concerts, Tours, Art Show, etc…), Academic Workshops (Stress Management, Time Management, Study Skills, Regents Preparation, Financial Aid and Graduate School selection and many more), and Academic and Career Guidance

Program Eligibility
First generation, Income eligible according to U.S. Department of Education, U S Citizen, Documented disability, Enrolled at GSW. For more information, contact a SSS staff person at (229) 931-2294.

WEATHER/EMERGENCY CLOSING
Because of the difficulty of making up lost time, classes are cancelled only in extreme circumstances. In the event of an emergency University closing, announcements will be made over local television and radio stations.

The University now has a mass notification program on campus called ConnectEd. When you register, you should put in your land line phone number, your cell number, possibly your parents number, email address and etc.. The notification system will download the information into the Banner system. In the event of severe weather and the possibility of the University closing, the system would send out information relative to the status of the University through the information that you have provided. If you have trouble entering the information, then please contact Ms. Krista Smith in the Registrar’s office.

Occasionally, students commuting to the campus from distant points encounter weather which makes travel difficult; students are advised to use their best judgment in those situations and to consult with individual faculty members as to making up lost class time. The University reserves the right to schedule additional class sessions should some become cancelled. Official announcements about class cancellation can be obtained by calling Public Safety at 229-931-2245. Again make sure your correct information is entered so that Banner can pull the information and download it in the ConnectEd system. If you are traveling any distance, the system will alert you as to the status of the University and may save you some travel time and help you avoid certain situations.
STUDENT ACTIVITY FEE
Every semester each student is required to pay a Student Activity Fee. This fee allows students admission to student activities for free or a reduced admission. Activity money is also used to fund The Student Government, Intramural and Recreational Sports, the Sou’Wester, GSW- TV16, Sirocco, and the Campus Activities Board as well as many other student activities.

STUDENT SUCCESS CENTER FEE
Every semester each student is required to pay a Student Success Center Fee. This fee allows students access and use of the fitness center, climbing wall, aerobics room, racquetball courts, gym, game room and locker rooms available in the Student Success Center. The fees will cover costs associated with operating this center.
STUDENT ORGANIZATIONS

Student Government Association
The Student Government Association (SGA) consists of four elected officers (President, Vice President of Academic Affairs, Vice President of Student Affairs, and Secretary/Treasurer), 11 elected senators and two appointed senators. As stipulated in the Constitution of the Student Government, to be eligible to hold an executive office a student must: 1) have earned 30 hours of credit at GSW; 2) have earned an overall graduating grade point average of at least 2.75; 3) be enrolled in at least 12 academic hours; 4) not be placed on any type of disciplinary, social, or academic probation; 4) anticipate being enrolled for one full academic year for which elected or appointed. To be eligible to hold a Senator position, a student must: 1) have earned twelve (12) hours of credit at GSW; 2) have earned an overall graduating grade point average of at least 2.50; 3) be enrolled in at least twelve (12) academic hours; 4) not be placed on any type of disciplinary, social, or academic probation; and 4) anticipate being enrolled for one full academic year for which elected or appointed.

The Student Government Association Office is located on the third floor of the Student Success Center in room 3467 (229-931-2363). The executive committee, senators, and advisors welcome everyone to join their weekly meetings on Thursdays at 4:45pm in the Student Government Conference Room 3447, which is located on the third floor of the Student Success Center.

Campus Activities Board
The Campus Activities Board (CAB) provides students with quality entertainment and activities throughout the regular academic year. CAB's executive board consist of one elected officer (President) and five selected officers (Public Relations Director and four Program Directors). CAB is always recruiting volunteers and sponsoring events that you, the student, want to bring to campus. From concerts to comedians, to movies and game nights, CAB is always entertaining! All weekly meeting times are posted at the CAB office or on the Semester Activities Calendar. For more information about upcoming student activities and campus events, please check our online activities calendar at www.gsw.edu/events.

Leadership Opportunities

Ihelp - Students who encourage their peers to make healthy, positive lifestyle choices through educational programming and personal contact.

M.O.D.E.L.S - Mentors Offering Direction, Encouragement, and Leadership Skills (M.O.D.E.L.S.) is a mentoring program designed to assist freshmen students with the transition to college life.
Peer Educators - Students who encourage their peers to make healthy, positive lifestyle choices through educational programming and personal contact.

Orientation Team – The O’Team serves the University by assisting new students and their families in their transition to GSW. Sessions are held each summer as well as before each semester. The O’Team leaders are selected by an intensive tryout process in early October.

Resident Assistants - This group of upperclassmen serve as peer mentors in the residence halls. These students assist in student programming and activities, as well as many responsibilities related to the maintenance and administration of the residence halls.

Sigma Alpha Pi Leadership Society - The Society is an organization that helps people discover and achieve their goals. The Society offers life-changing lectures from the nation’s leading presenters and a community where likeminded success oriented individuals come together and help one another succeed. The Society also serves as a powerful force of good in the greater community by encouraging and organizing action to better the world. Students must have a minimum GPA of 2.9 and letter of recommendation to be invited into the organization.

Zephyr Recruitment Team – This group serves the Admissions Office by hosting potential students as they visit the campus for tours and Preview Days. The Zephyrs are selected through an interview process during Fall semester.

Service Organizations

B.O.L.D – stands for “beautiful, outstanding ladies of distinction”. A women’s organization established to promote community service.

Gamma Beta Mu Leadership Society - fosters leadership, character, and unity among a diverse group of student leaders

Millard Fuller Center – Associated with the old Habitat for Humanity International, this organization assists the national headquarters with builds, food drives, and hosts build trips for Spring Break.

Student African American Brotherhood (SAAB) – This organization provides a forum for young men to interact socially and present and learn from educational programming.

SUAVE – This organization provides a forum for young ladies to interact socially and present and learn from educational programming.
**Religious Groups**
Various religious organizations assume responsibility for directing religious activities on campus, encouraging attendance at the house of worship of one’s choice, endeavoring to instill in students a deeper understanding of their faith and engaging in programs of religious emphasis. Some groups at GSW are the Baptist Collegiate Ministries, Holy Young People Evangelism, Cornerstone Campus Ministry, Presbyterian Student Center, Wesleyan Foundation, and Union Tabernacle Baptist Church Ministry and the Interdenominational Council.

**Student Media & Publications**

_Sirocco_ – This is a literary magazine published each spring semester. It contains poetry, prose, art, and photography. Material should be submitted to the Sirocco through the university English Department.

_GSW-TV16/Hurricane Watch_ – Located in Morgan Hall. The station provides educational, informative, and entertaining programming. GSW-TV16 provides hands-on experience for students in television broadcasting and production. Hurricane Watch is located in the Student Success Center Room 3461.

_The Sou’Wester_ – A student-edited and managed campus newspaper that is distributed free around campus and town. The publication deals with issues on campus, the community, the state and the nation. Students are welcome to be student journalists - in photography, news, sports or layout for the newspaper. The opinions expressed are of the staff, not necessarily those of the university or the student body.

**Greek Letter Organizations**
As in many other American colleges and universities, fraternities and sororities play a distinctive role at Georgia Southwestern State University. They offer opportunities for students to succeed academically, develop lasting friendships, contribute to the broader community through service and participate in social, cultural, and athletic activities. Ten Greek letter social organizations are represented at the University.

Three councils govern Greek letter organizations: National Pan-Hellenic Council (NPHC), Inter-fraternity Council (IFC), and Panhellenic Association. Amongst other responsibilities, these councils coordinate membership selection and recruitment process standards and plan various activities throughout the year.

Panhellenic and Inter-fraternity Recruitment are held near the beginning of each Fall Semester. During the summer, Greek information is provided online for all undergraduate and graduate students. There is a minimal charge for participation in recruitment activities to cover costs associated with the week. The intake process for NPHC groups is held throughout the year. Information can be obtained from posted advertisements, individual sorority and fraternity members or in the Office of Campus Life. GSW Greek social organizations are listed below:
**National Pan-hellenic Council (NPHC)**

*Office Location: Student Success Center Room 3469*

<table>
<thead>
<tr>
<th>Sororities</th>
<th>Fraternities</th>
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<tr>
<td>Alpha Kappa Alpha</td>
<td>Alpha Phi Alpha</td>
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<td>Delta Sigma Theta</td>
<td>Omega Psi Phi</td>
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<td>Sigma Gamma Rho</td>
<td>Phi Beta Sigma</td>
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<td>Zeta Phi Beta</td>
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**Panhellenic Association**

*Office Location: Student Success Center Room 3464*

- Kappa Delta
- Zeta Tau Alpha

**Inter-fraternity Council**

*Office Location: Student Success Center Room 3463*

- Chi Phi
- Kappa Sigma
- Pi Kappa Phi
- Sigma Chi

**Departmental Organizations**

This is a listing of departmental organizations related to particular academic areas. However, members to not necessarily have to major in the related subject in order to be a member of the organization. For more information, contact the respective departments:

- American Medical Students Association
- Artists Association
- Student Georgia Association of Educators
- Biology Club
- Chunnel Club (English and Foreign Languages)
- GSWANS (Georgia Southwestern Association of Nursing Students)
- Geology Club
- Student Council for Exceptional Children
- Math Club
- Students of Business
- Psychology/Sociology Club
- Students in Free Enterprise
- History & Political Science Club
- CMENC (Music Educators)
- Georgia Association of Nursing Students
- Chemistry Club
- Health and Human Performance Club
- Spanish Club
Honor Societies & Campus Honors Awards

**Alpha Chi** – Recognizes academic achievement of the top 5% of the junior and senior class.

**Alpha Lambda Delta** – Encourages superior scholastic excellence among female and male students in their first year. This group is open to those who have competed 30 semester hours with a GPA of 3.5 or better.

**Alpha Psi Omega Drama Society** – Recognizes outstanding work in the field of theatre.

**Blue Key** – Recognizes outstanding leadership contributions in a broad range of co-curricular activities and academic achievement among juniors and seniors.

**Gamma Beta Phi** – Recognizes academic achievement of top 20% of each class.

**National Residence Hall Honorary** – Honors the top 1% of Residence Hall leaders.

**Order of Omega** - Recognizes outstanding Greeks who have excelled in both academics, but also leadership.

**Pi Sigma Alpha** – Recognizes outstanding achievement in the field of Political Science.

**Sigma Beta Delta** – Recognizes superior achievement in the field of business.

**Sigma Tau Delta** – Recognizes superior achievement in English and literature.

**Sigma Theta Tau** – Recognizes superior achievement in nursing education and practice.

**Tau Beta Sigma** – Recognizes outstanding achievement by a woman who is a member of a GSW band program.

**Upsilon Pi Epsilon** - Recognizes superior achievement in the field of computer and information sciences.

**Who’s Who Among Students in American Colleges and Universities** – One of the highest honors a student at Georgia Southwestern can achieve is that of being named to Who’s Who in American Colleges and Universities. Selection on campus is based on academic achievement, service to the community, leadership in co-curricular activities and potential for future achievement.
Residence Hall Leadership Opportunities

Residence Hall Association – The governing body for residence hall students, the Residence Hall Association (RHA) remains active in all residence hall decisions.

Special Interest Groups

Forensics Team - Students compete in local and regional competitions in areas including Poetry/Prose Interpretation, After Dinner Speech, and Impromptu Speaking. For more information contact the Fine Arts Department at 229-931-2204.

International Student Association - Offers all GSW students an opportunity to learn more about other countries and cultures. Activities include movie nights, presentations about foreign cities and countries, and an annual international food festival.

Dance Team - Tryouts are held every Fall semester. For more information contact the Division of Student Affairs at 229-928-1387.

University Republicans and Young Democrats – Students involved with these organizations serve the national platform on a local level.

FOR A COMPLETE LISTING OF ALL STUDENT ORGANIZATIONS AND THEIR CONTACT INFORMATION, VISIT OUR WEBSITE AT WWW.GSW.EDU AND CLICK ON STUDENT AFFAIRS, AND THEN ON STUDENT ACTIVITIES.

STUDENT CONDUCT BOARD
The Assistant Dean of Students coordinates the student conduct process. Students interested in serving on the Student Conduct Board which operates in conjunction with The Student Government should apply through the Student Government Association. (Phone 229-931-2363).

GEORGIA INTERN PROGRAM
Georgia Southwestern State University is a participant in the Georgia Intern Program. Students may receive a maximum of 15 hours toward their degree for work as interns in public and nonprofit agencies in the State of Georgia. Students from all academic areas are eligible for the program. Courses for which academic credit is to be awarded must be approved in advance by the Chairman of the Division or Department offering the courses and the campus coordinator of the program. Course numbers 492-494 in each discipline are reserved for Georgia Intern Program credit. Interested students should contact the campus coordinator of the Georgia Intern Program for additional information (Phone 229-931-2079).
THE VISUAL AND PERFORMING ARTS
Georgia Southwestern offers many cultural opportunities for students. Music concerts and recitals, and Forensics speech tournaments, theatre and video productions, as well as art exhibitions are scheduled throughout the year.

Theater, Communication, and Media Arts
Performance and production opportunities are available to all students through stage plays, performance events through the Rylander Theater Partnership and narrative video projects produced each semester. Course credit is available for participation in these activities.

Music
The Concert Choir is a non-auditioned group which performs several times a year on campus, and occasionally off-campus. The Concert Choir provides music for events on campus, including graduation.

The Chamber Singers is a small, auditioned choral group noted for exceptional performances. Each year the Chamber Singers perform often on and off campus. Every Fall, the group produces and performs a Madrigal Dinner at the Windsor Hotel in downtown Americus, complete with Renaissance costumes and music.

The Concert Band and Jazz Band, both auditioned groups, perform on and off campus in concert and for special events. All ensembles offer academic credit for participants.

Visual Arts
The Visual Arts program offers students the opportunity to express themselves creatively through painting and drawing, glassblowing, ceramics, sculpture, photography, print making, computer graphics and digital media.

INTRAMURAL SPORTS AND RECREATION
The purpose of Intramural Sports and Recreation at Georgia Southwestern is to offer a wide variety of activities either organized or self-directed activities so that all members of the University community have an opportunity to participate. University Recreational Services provide the University community the outlet to physical well being through physical activity. Intramural team sports offerings include Flag Football, Soccer, Indoor Soccer, Ultimate Frisbee, Basketball, Kickball, Racquetball, and Volleyball. Numerous individual and dual sports such as Tennis, Golf, Disc Golf, Rock-Climbing wall and Billiards are also made available throughout the year. There are also employment opportunities available through our office.

Aerobics and outdoor trips are new and integral facets of recreational sports at GSW. Each semester group exercise classes and a variety of trips are offered to the students at minimal or no cost. Recreational facilities available include the Old Gym, athletic field, swimming pool, tennis courts, fitness center, and fitness trail and Student Success Center.
All Intramural Sports, Aerobics and Outdoor Recreation information is available on the first day of classes in the Recreational Sports Office in the Student Success Center Room 3438 or call 931-2365.

INTERCOLLEGIATE ATHLETICS
GSW is an NCAA Division II institution and a member of the Peach Belt Conference. Athletics play a very important role in the campus and community life at Georgia Southwestern State University. The athletic teams have been a catalyst in creating enthusiasm, school spirit, and student unity on the GSW campus and in the community. The offices for athletics and physical education classes are located in the Student Success Center (STORM Dome).

Women's Basketball
For more information, please contact Coach Kelly Britsky at 229-931-2231.

Men's Basketball
Please contact Coach Mike Leeder in the athletic department at 229-931-2230.

Baseball
For more information, please contact Coach Bryan McLain at 229-931-2843.

Women’s Cross Country
For more information, please contact the Athletic Department at 229-931-2222

Men’s Soccer
Please contact Coach Warren Russ at 229-931-7006.

Women’s Soccer
Please contact Coach Samantha Snow at 229-931-2936.

Softball
Contact Coach Eddie Ward at 229-931-2174 for more information.

Men’s/Women’s Tennis
Please contact Coach Brennon Sewell at 229-931-2284 for more details.

Men’s Golf
For more information, please contact Coach Andrew Danna at 229-931-2609.

CAMPUS TRADITIONS

Campus Pride Day
Twice a year, faculty, staff, and students work together on a campus beautification project.
Hello Walk
The wide paved walkway from the library to the Student Success Center is called “hello walk”. It is tradition to say “hello” to those you pass on this walkway.

Move-In Day
A special day is set aside prior to the beginning to Fall semester when faculty and staff volunteers help the new freshmen class move into their residence hall rooms.

Welcome Week
The first full week of Fall semester is packed with fun and informative programs and events to help the new and returning students meet one other, get reacquainted, and start the academic year off right!

Significance of the Winds
GSW’s mascot is the Hurricane. Several references to the winds/weather can be found around campus such as: street names, R.A.I.N, Aeolian (alumni newsletter), The Sou’wester (student newspaper), Zephyrs (recruitment team), Sirocco (Student Literary Magazine) etc.

Student Appreciation Day
Held on the last day of class during Spring semester, the faculty and staff host an outdoor picnic with games, door prizes, and giveaways to show their appreciation to the student body.

Fall Festival- During the Fall semester, usually in October, the ATOD task force (Alcohol Tobacco and Other Drugs) puts on a special day for all students, faculty and staff to come and celebrate the new season by providing a weekend activity that doesn’t involve drugs or alcohol and still allows students to have a good time.

Homecoming Week
Homecoming occurs during the month of February while Men’s & Women’s Basketball season is still in session. Many activities are scheduled for this spirit-filled week. The highlight of Homecoming is typically the recognition of the Homecoming Court and the crowning of the King and Queen.

Taste of the World---This is an annual international festival held at GSW every April. Students, faculty, and staff have the opportunity to enjoy food, music, and the cultures of many countries.
STUDENTS’ RIGHTS AND RESPONSIBILITIES

STUDENT BILL OF RIGHTS

1. The right of students to be treated with dignity, courtesy, and fairness.

2. The right to miss, without penalty, class meetings held at hours other than their regularly scheduled times.

3. The right to consult with an assigned advisor for a reasonable time to complete the advisement necessary for the student's present semester as well as for future planning.

4. The right to transfer core curriculum within the University system.

5. The right to consult with faculty outside of classroom time during regularly scheduled office hours or by appointment.

6. The right to have access to campus facilities of which use is required to complete course assignments and objectives, i.e., computer lab, any academic building.

7. The right to receive at the beginning of each semester, for each course, a syllabus which outlines course objectives and requirements. If changes to the syllabi are made during the semester, students should be informed of these changes in writing.

8. The right to receive access to any and all of their own personal records.

9. The right to have access to standards of grading and evaluation.

10. The right to be informed of the grade appeals process.

In order for the goals and objectives of the University to be realized, students are guaranteed certain freedoms and rights. At the same time, students must accept commensurate responsibilities. The principles and procedures contained herein have been adopted by Georgia Southwestern State University in order to create and perpetuate an optimal environment within which students may exercise fully their freedom and rights as citizens of the University community, and be protected against infringements on such freedoms and rights by other members of the University community, or by members of the society at large.

Georgia Southwestern State University students and members of the academic community enjoy the same freedom of speech, right to peaceful assembly, right of petition and other rights accorded by the Constitution of the United States of America and
the State of Georgia. As members of the academic community, they also are subject to
the obligations that accrue to them by virtue of this membership.

Georgia Southwestern State University is a community of persons from diverse cultural,
racial, ethnic, educational and social backgrounds. The University community is unique
in that its members strive to learn from one another in an atmosphere of positive
engagement and mutual respect. Georgia Southwestern State University holds each
member of this community to explicit expectations concerning respect for and behavior
toward each other.

The members of the University community are individually and collectively responsible
for their behavior and are fully accountable for their actions. They must take individual
responsibility for their own learning and awareness about racism, sexism, and other forms
of injustice. Bigotry is unacceptable within this university community. No one has the
right to denigrate another human being on the basis of race, sex, sexual orientation, age,
handicap, national origin, or any other factor. By their conduct and expressions, all
members of the University community are expected to comply with the University policy
of non-discrimination. Verbal, gestural, or written abuse, threats, harassment,
imintimidation or other forms of violence against any member or groups of members of this
community will not be tolerated.

In this context, abuse of alcohol or illegal substances will not be accepted as an excuse,
reason or rationale for such abuse, harassment, intimidation or violence. Ignorance or "it
was just a joke" also is not an excuse for such behavior. Such behavior will be subject to
serious disciplinary measures. All who study, teach, live and work in the Georgia
Southwestern State University community are here by choice and are committed to these
principles that are an integral part of the mission and goals of Georgia Southwestern State
University.

Georgia Southwestern State University is an equal opportunity, affirmative action,
educational institution and as such does not discriminate in any matter concerning
students, employees, or services to its community on the basis of race, color, religion,
sex, sexual orientation, veteran status, disability, age or national origin. The University is
in compliance with all known federal, state and local regulations regarding
discrimination. By their conduct or expressions, students are expected to comply with the
University policy statement regarding non-discrimination.

In the event that a student has been convicted of a civil or criminal offense, the nature of
which may present a clear and present danger of serious physical or mental harm to the
student or to any other member of the University community or to university property,
such student may be subjected to disciplinary action of a severe nature. Appeals to
disciplinary action are outlined in other appropriate sections of this document.
Disciplinary action may be taken against students if they behave in a manner that directly
and adversely affects the interests of the University community. In such a case the
student is liable to disciplinary action within the college community that is independent
of formal charges which could lead to trial by legally constituted authorities outside the college community.

The right of the student to be secure against unreasonable searches by university officials shall not be denied. However, in the reasonable exercise of its supervisory duty and in carrying out the basic responsibility of the institution regarding discipline and the maintenance of an educational atmosphere, the University may, under the direction of those institutional employees authorized by the President, conduct inspection and reasonable searches in residence halls or other facilities operated by the University. Those university employees responsible shall authorize such inspections and searches only when they have reasonable cause to believe that criminal law or university policies are being violated. Nothing in this section shall be held to prohibit entry into residence hall rooms for necessary janitorial maintenance, fire prevention and safety activities.

**Civility Statement**

Georgia Southwestern State University views civility primarily as the demonstration of respect for others, basic courtesy, reciprocity (treating others as we wish to be treated), and behaviors that create a positive environment in which to learn, work and co-exist. While no civility statement can guarantee considerate and principled conduct, the values set forth below represent institutional ideals and should serve as guideposts:

1. Respect for the work of all persons.
2. Courteous discourse (oral, verbal, non-verbal and electronic).
3. Honest interactions and utterances.
5. Integrity and keeping promises.
6. Commitment to our campus community philosophy: Access, academic development and degree completion, career preparation, workforce development, partnering and community outreach, and good citizenship development.
7. Open professional communications.
8. Diversity, professionalism and collegiality.
9. Free expression of views without a spirit of meanness or a desire to do harm.
10. Tolerance of differing points of view.
11. Avoidance of participation in cyber misconduct [stalking, bullying, or sexual harassment].

These ideals are consistently modeled by those in leadership positions - in the administration, staff, faculty, and student body - and should provide direction for all members of our GSW community.

**Dress Standard**

Dress and personal appearance should be in good taste, consonant with an adult, professional atmosphere and should reflect the student's respect for her/himself and for our university.
ACADEMIC RIGHTS AND RESPONSIBILITIES OF STUDENTS

Students have the right to learn and to inquire. They have a right to examine and discuss questions of interest, to take stands on issues of interest to them, and to support causes, by orderly means, which do not impede the collegial process of learning.

Recognized student organizations shall be allowed to invite and to hear any person of their own choosing for the purpose of hearing that person's ideas and opinions. However, the university president has final responsibility for campus events and activities and may affirm or cancel a speaker's registration. In cases of cancellation the president shall provide the organization with a written explanation for the decision.

Students shall have the right of protection against prejudiced academic evaluation. At the same time, students are responsible for maintaining the standards of academic performance established by the faculty for each course in which they are enrolled. Any student who believes that individual academic rights have been violated may seek redress by contacting the Associate Vice President for Academic Affairs for direction in filing a formal grievance.

Individual students and recognized campus organizations have the right to publish and distribute written materials provided the material is identified by the name of the student or organization, in accordance with university regulations, and follows the guidelines established by the publications committee. Student publications shall be guaranteed the rights inherent in the concept of "freedom of the press."

In all academic matters, students at Georgia Southwestern State University have a right to be governed by justified regulations. They shall be free to take reasoned exception to data and views offered in the classroom and to reserve judgment about matters of opinion, without fear of penalty. Students have a right to grades that represent the instructor's professional judgment of their performance in courses, a right to professional relationships with each instructor, and a right to protection against improper disclosure of personal information. Students also have a right to clearly stated information that would enable them to determine:

1. The general requirements for establishing and maintaining an acceptable academic standing;
2. Their own academic relationship with the University and any special conditions which apply;
3. The graduation requirements for any particular curriculum and major.

Students are responsible for classroom behavior that is conducive to the teaching-learning process for all concerned, and for meeting the requirements of a course of study according to standards of performance established by the faculty. Students who engage in any prohibited or unlawful acts that result in disruption of a class may be directed by the faculty member to leave the class for the remainder of the class period. Longer suspensions from a class, or dismissal or disciplinary grounds, shall be administered
through the campus student conduct proceedings. The Vice President for Student Affairs, or his or her appointee, has the right to impose temporary sanctions pending hearings, as outlined in Appendix A. AA.

Students are expected to attend all classes. If an absence is necessary, the student is responsible for reporting this fact to the instructor. Each instructor will take whatever action he or she deems necessary. Faculty members are to have made their expectations concerning absences clear to the students enrolled in their classes, preferably in writing and within the first week of class.

**STATEMENT ON ACADEMIC RIGHTS AND RESPONSIBILITIES from the American Council on Education**

The university and the Board of Regents have also adopted the following Statement on Academic Rights and Responsibilities from the American Council on Education:

*Intellectual pluralism and academic freedom are central principles of American higher education. Recently, these issues have captured the attention of the media, political leaders and those in the academy. This is not the first time in the nation's history that these issues have become public controversies, but the current interest in intellectual discourse on campus suggests that the meaning of these terms, and the rights and responsibilities of individual members of the campus community, should be reiterated.*

*Without question, academic freedom and intellectual pluralism are complex topics with multiple dimensions that affect both students and faculty. Moreover, America's colleges and universities vary enormously, making it impossible to create a single definition or set of standards that will work equally well for all fields of academic study and all institutions in all circumstances. Individual campuses must give meaning and definition to these concepts within the context of disciplinary standards and institutional mission.*

*Despite the difficulty of prescribing a universal definition, we believe that there are some central, overarching principles that are widely shared within the academic community and deserve to be stated affirmatively as a basis for discussion of these issues on campuses and elsewhere.*

- *American higher education is characterized by a great diversity of institutions, each with its own mission and purpose. This diversity is a central feature and strength of our colleges and universities and must be valued and protected. The particular purpose of each school, as defined by the institution itself, should set the tone for the academic activities undertaken on campus.*

- *Colleges and universities should welcome intellectual pluralism and the free exchange of ideas. Such a commitment will inevitably encourage debate over complex and difficult issues about which individuals will disagree. Such discussions should be held in an environment characterized by openness, tolerance and civility.*

- *Academic decisions including grades should be based solely on considerations that are*
intellectually relevant to the subject matter under consideration. Neither students nor faculty should be disadvantaged or evaluated on the basis of their political opinions. Any member of the campus community who believes he or she has been treated unfairly on academic matters must have access to a clear institutional process by which his or her grievance can be addressed.

- The validity of academic ideas, theories, arguments and views should be measured against the intellectual standards of relevant academic and professional disciplines. Application of these intellectual standards does not mean that all ideas have equal merit. The responsibility to judge the merits of competing academic ideas rests with colleges and universities and is determined by reference to the standards of the academic profession as established by the community of scholars at each institution.

- Government’s recognition and respect for the independence of colleges and universities is essential for academic and intellectual excellence. Because colleges and universities have great discretion and autonomy over academic affairs, they have a particular obligation to ensure that academic freedom is protected for all members of the campus community and that academic decisions are based on intellectual standards consistent with the mission of each institution.

Other university policies regarding academic rights can be found in this excerpt from the Faculty Handbook:

**ACADEMIC FREEDOM FOR FACULTY**

The teacher is entitled to full freedom in research and in the publication of the results, subject to the adequate performance of his or her other academic duties; but research for pecuniary return should be based upon an understanding with the authorities of the institution.

The teacher is entitled to freedom in the classroom in discussing the subject, but he or she should be careful not to introduce into the teachings controversial matter (which – that) has no relation to the subject.

The university teacher is a citizen, a member of a learned profession, and an officer of an educational institution. When speaking or writing as a citizen, he or she should be free from institutional censorship or discipline, but the university teacher's special position in the community imposes obligations. As a person of learning and an educational officer, he or she should remember that the public may judge the profession and the institution by his or her utterances. Hence, the university teacher should at all times be accurate, should exercise appropriate restraints, and should make every effort to indicate that he or she is not an institutional spokesperson.

A faculty member who believes he or she has been deprived of academic freedom by any member of the faculty or administration and has exhausted all informal means of
resolving the difficulty may, in writing, file a grievance as provided in Section G, Article II of the Faculty Handbook. (University Statutes, Article III, Section 8)

Faculty members should assure unimpeded intellectual diversity in their classes and avoid even the appearance that students who disagree with their views will in any way be subject to prejudiced academic evaluation. Student complaints to this effect will be addressed through the Academic Grievance Policy as stated below. If warranted, the faculty member may be subject to disciplinary action administered according to due process through the Office of Academic Affairs.

**Intellectual Property Policy for Georgia Southwestern State University**

1. **Purpose:**

   A) To define the rights of creators of intellectual property and of the university in relation to such property.
   
   B) By clearly defining and protecting the rights of creators of such property, to encourage its creation.
   
   C) To define clearly the relative value of shared rights to such property, if such rights exist.

2. **Definitions:**

   A) Intellectual Property (IP) is any creative work that is potentially protected by national and/or international patent or copyright law, whether such protection is sought or not. Ownership of the IP carries the implied sole right of deciding whether or not a patent or copyright shall be sought. Intellectual property should be understood to include, but no be limited to:
   
   a. Written works of any sort, whether existing on paper or in digital form.
   b. Computer programs or portions of programs, or other software, whether created for classroom, service, or scholarly purposes. Ownership of software and programs carries with it ownership of any instructional materials and/or manuals or documentation, logos, artwork, and so on, developed to accompany it.
   c. Artistic creations, whether visual, dramatic, or musical, as well as audio and/or video recordings (or digital equivalents) of existing works in the public domain, or for which rights to record have been acquired.
   d. Recorded lectures or performances, whether recorded in audio, video, or both formats, and whether created for classroom, service, or scholarly purposes.
   e. Filmstrips, overheads, charts, and any other visual aid, whether in tangible or digital form.
   f. Mask work for the creation of electronic circuitry.
   g. Novel organism varieties (such as plant varieties) that qualify for patent protection.
h. Inventions and other creations that qualify for patent protection. Any trademarks and trade secrets that go along with such materials are part of the IP.

i. Archival and other material created or collected in the process of creating the IP. These may include databases and other tabulations, specimens of fossil or living organisms, photographs, films, notebooks, rough sketches and drafts, voice recordings, and so on. Digital versions of any of these things are to be regarded the same as hard copies. In the case of materials that are required to be archived in a public institution (such as organism type specimens) the owner of the IP holds sole right to determine where they shall be archived.

B) A creator is an individual who conceives, develops, perfects, or makes some other substantial contribution to the existence of a piece of intellectual property. Co-creators are individuals who all work on a single piece of IP. Co-creators have the choice to retain individual rights to the IP, or to pool their rights and be considered an institutional creator collectively. It is incumbent upon co-creators to have an agreed upon policy in place to outline the individual rights among themselves, or within their institution, before beginning work on the IP. Such agreements can be modified as the work progresses if necessary and mutually agreeable. The university as a whole, or any sub-unit of the university (such as a school or department) can be a plenary creator if and only if that institution conceives, funds, and hires labor specifically to bring the IP into existence ab initio.

3. Determining ownership of IP.

There exists a contractual agreement between the university and each of its employees and students that places certain responsibilities and rights on both. The following is written specifically about the relationship between the university and a faculty member, but the same or similar arguments hold true for any staff member or for any student who creates a piece of IP while at the university.

The university is expected to provide a certain level of tangible support to a faculty member. This level of customary or normal support includes, but is not necessarily limited to, office (and in appropriate cases) laboratory or studio space, office supplies, access to telecommunications and computer equipment, software, internet services, e-mail, disk memory for websites, laboratory supplies, photocopy machines and supplies, library (including e-library) access, interlibrary loan, computers, student assistants, access to secretarial services, and other such items that the faculty member is expected to use for normal teaching, service, and scholarly pursuits as part of her/his normal or customary duties. In exchange, the university profits from the students the faculty member teaches, the alumni he/she has previously taught, the prestige (at least) of his/her scholarly achievements, and the administrative value of her/his committee work, service work, and so on. Provision of these items does not entitle the university, or any part of the university, to any share in the ownership of IP.
created by the faculty member. It should be noted that the notion of “customary” will evolve over time. Today it is customary to provide a desktop computer for faculty. In five years a tablet might be the norm. The rule of thumb is that whatever is generally provided to most or all members of the faculty at the time a piece of IP is created is “normal and customary”.

A) Sole ownership by an individual creator:
Any creative work accomplished by an individual faculty member, or any IP that results from that work, is owned solely by the individual, even if that faculty member has used the customary support of the university in creating the IP. In the event that the creative work is carried out under a grant from an outside agency (which ordinarily would be granted to the institution and not the individual), the creator is still the sole owner of the IP. The university can claim no rights to it. This is true whether the grant carries indirect costs (“overhead”) or not. Acceptance of a grant on behalf of a faculty member implicitly agrees to these terms. The university may not make acceptance of a grant contingent upon being granted ownership or co-ownership, but may insist that all required labor for the creation of the IP, beyond the customary and normal, be covered in the grant funds, either as overhead or as direct costs.

B) Co-ownership by co-creators:
If the work leading to a piece of IP is collaborative among several individuals, those co-creators must have a clear, written agreement a priori about proportional sharing in the ownership, or agreement to function as an institutional owner. Disagreements at this stage are to be arbitrated by the IP committee. Of course any individual may enter into a priori agreement with the university to share her or his ownership with the university, but is under no obligation to do so.

The university may be considered a co-creator, but only if it has actively and purposely agreed to provide (and does, in fact, actually provide) an unusual level of support, either by providing additional funds, support staff, student assistants, release time, specially purchased equipment or supplies, rare holdings of its library or museum which become a part of the IP (as in digital reproduction) or otherwise provides an unusual level of support specifically for the project. The request for such support must be made by the individual creator or co-creators, and may not be offered or required by the university without such a request. In this case the university cannot be the primary creator, nor can it hold a majority share in the ownership of the IP.

C) Sole or primary ownership by the university as plenary creator:
There exists only one instance in which the university can be the plenary or the primary creator/owner of a piece of IP. In this case, the university must conceive the idea of creating the IP, must instigate work on the IP, must supply all funding during development of the IP, and must hire labor ab initio whose entire function is to create the IP. Furthermore, if any single new hire can be identified as the primary contributor of creative intellect to the work, that individual must be considered a co-creator and co-owner. The proportional ownership in this case is to be agreed a priori by mutual consent or by decision of the IP committee. Existing faculty, students, or
staff may not be recruited unless they are offered creator and owner status commensurate with their contributions, and it would be expected that at least one of them would become the primary creator and owner. If the university fully meets the definition of plenary creator it may be sole owner of the resulting IP. At its discretion, the university (as plenary creator) may offer individuals hired to do the labor a share in the ownership of the IP, but is under no obligation to do so. Any sharing of ownership in this case must have clear a priori written agreement about the proportional ownership of the IP.

4. **Administration of the IP policy.**

The university president shall appoint a committee (the IP committee) to oversee administration of this policy. The chair of this committee shall be a faculty member whose primary responsibility is teaching. Each college and division on campus shall be represented by a faculty member, again with a primarily teaching appointment. One member shall come from the Business and Finance office. Additional members may be appointed as applicable to individual cases from other areas – staff, students, the Library, additional specialists from certain departments or offices, etc. This committee should ordinarily meet only to review an agreement about proportional ownership of IP, to settle disputes about proper allocation in such an agreement, to settle other disputes over the use of the IP, or to assure that the university has sought and has received a proper co-ownership in any case where the university’s interest is a consideration. All decisions made by the committee shall be made after formal consultation with the creators of the IP, and are binding. The Faculty Handbook includes a section on Grants and Contracts that includes certain responsibilities of individuals that might be considered creators of IP. Anyone intending to initiate a funded project that might lead to creation of IP should review this document and follow its requirements.

5. **Guidelines for distributing the university’s income or share of income from a piece of IP.**

In the event that IP is created by an individual or a set of individuals without the university holding any vested interest in the IP, the university also has no responsibility for the legal and/or administrative aspects of the project, beyond those that a granting agency (if one is involved) ordinarily requires. If the university does hold any vested interest, then 20% of the annual gross income generated by that IP is to be held by the university to cover any and all legal and administrative costs, which the university thus assumes. If the university can demonstrate that its actual costs exceed this amount, the IP committee can allocate additional monies from the income to cover the additional costs. The remaining income (ordinarily 80% of the gross) is referred to hereafter as the net income.

As a guideline, it is recommended that the university’s share of the interest in income from IP be 15% of the net, if there is an individual primary creator or set of individual co-creators. If the university is the plenary creator, it is entitled to the entire net
income unless it has agreed to share with co-creators recognized a priori, and has formally agreed upon the proportional ownership.

Because the university’s share in the income from a piece of IP results from the creative work of its employees, a substantial amount of the income should be employed stimulating additional creative work. As a guideline, any university income up to $500,000 per year should be used to support research, innovation, or new teaching materials and initiatives instigated by faculty members. Existing Faculty Development Grants or Faculty Instructional Grants, for example, might be enhanced, or new ways of supporting the creative work of faculty, students, and staff might be created. Of the funds thus dedicated, 15% should be allotted to the creator’s department (or departments, if there is more than one creator, in proportion to their ownership of the IP. An additional 15% should be allotted to the school(s) or division(s) of the creator(s) in the same way. The remaining 70% should be administered at the university level. Annual income above $500,000 reverts to the general budget of the university.

Variations from these guidelines are permissible upon review by the IP committee, which also mediates any disputes over the allocations from any piece of IP.

**STUDENT EXPRESSION OF OPINION**

The right of students to freedom of speech and to peaceable assembly shall not be infringed by the University or by any of its officials or committees. Expression of opinion may go beyond verbalization and may include dramatization of their beliefs to catch the attention of the academic community. Students who avail themselves of their right to free expression shall be limited, however, by the general principle that they may not invade the rights of other citizens; nor may they by word or deed disrupt the normal functioning of the institution. Examples of such invasions and disruptions are as follows: attempts to exclude other members of the university community or guests of the University from free movement on campus or in buildings; destruction of property; public use of speech which, by current community standards, is considered to be obscene or is so patently abusive that it would fall into the category of "fighting words". Non-members of the University community shall not be permitted to engage in activities that disrupt, obstruct, or in any way interfere with the pursuits of teaching, learning, campus activities, or any other university process.

The Board of Regents Policy referencing the freedom of expression by members of the University community is found in the Regent's Policy Manual and is located in the Office of Student Life.

**STUDENT GRIEVANCE PROCEDURE**

Georgia Southwestern State University is committed to prompt and fair resolution of student concerns. The Student Grievance Procedure is the vehicle for resolving issues
through mediation. The purpose of this procedure is to resolve grievances pertaining to academic issues or other issues resulting from actions of faculty, staff and/or administrative members. The informal and formal procedures set forth in this document described below have been formulated to insure fairness and consistency in the University’s relations with its students. This procedure is intended to provide guidance and understanding of student rights and responsibilities in the grievance procedure. The burden of proof rests with the complainant.

A student who feels he/she has a grievance should first seek to resolve the complaints informally. The effort must include discussion with the specific faculty or administrative member involved (unless the grievance involves sexual harassment, in which case the student by bypass this step). A demonstration of good faith by all parties in attempting to resolve complaints should be paramount.

If the informal procedures fail to resolve the issue, the student may file a formal grievance. A student may discontinue the grievance process anytime during the informal or formal grievance procedure. A student may resume the grievance procedure again as long as it falls within the specified deadlines. Procedures set forth in this document relate to two types of grievances: 1) academic grievances, and 2) other student grievances. See Appendix I for Academic Grievance Procedures and Appendix K for Non-Academic Grievances.

CHILDREN ON CAMPUS
Students should not bring children to campus on a regular or prolonged basis. While the University encourages students and their families to take advantage of opportunities on campus, the University cannot insure the safety of children. Children must not be in classrooms, laboratories, instructional support areas or student life areas except in the context of programs conducted specifically for children. The University campus is not an appropriate environment for children, especially when there is no supervision.

POSTING OF INFORMATION
No signs or flyers are to be posted on building exteriors, glass or painted surfaces, wood or plaster walls, fixtures, or in any place or manner that defaces the surface used or makes the removal of the material difficult.

Notices may not be posted on stair rails or doors which block or obstruct one's view. Notices must carry the name of the organization or individual responsible for the removal of the notices. The University will allow no decorations within the circular drive in front of the Wheatley Administration Building or in front of the Education Center.

Signs must be properly placed and should not impair the safety of traffic or pedestrians.

Organizations and/or individuals should be careful not to harm any campus property (including trees, flower beds, sprinkler systems, etc.) when placing signs. Should rain, wind, or other forces render a sign unreadable, or cause disrepair, the sign should be
removed by the organization/individual that placed it within 24 hours following the damage.

Signs/Letters should be placed no more than seven days in advance of the advertised event and removed by the first weekday after the event has taken place. Signs/Letters not removed by the designated time may be subject to removal by physical plant or another member of the University staff. Offending individuals or organizations may be assessed a $25.00 fine per incident.

The University’s input regarding the relocation and timing of posting advertisements may be required in certain circumstances.

The University reserves the right to remove, or to request the removal of, any signs/posters/advertisements.

**FINANCIAL RESPONSIBILITY OF STUDENTS**

As members of the University community, students are expected to act responsibly with regard to their financial obligations. Students that are delinquent in their financial obligations to the University, or to any other facet of the University community, shall not be allowed to register for the next semester, to reside in the university residence alls, to transfer their credits to another school, or to graduate from the university. Fulfillment of financial obligations shall restore students to their prior status as members of the university community, except that they shall suffer whatever academic losses that naturally result from their prior financial irresponsibility.

**STUDENT MEDIA**

Student media and the student press are valuable aids in establishing and maintaining an atmosphere of free and responsible discussion and of intellectual exploration on the campus. They are a means of bringing student concerns to the attention of the faculty and the institutional authorities, and of formulating student opinion on various issues on the campus and in the world at large.

The editorial freedom of student editors, managers, and directors entails corollary responsibilities to be governed by the canons of responsible journalism, such as the avoidance of libel, indecency, undocumented allegations, attacks on personal integrity and the techniques of harassment and innuendo. All university-published, broadcast and financed student media should explicitly state on the editorial page that the opinions expressed are not necessarily those of the university or the student body.

**STUDENT NEWSPAPER AND GSW-TV16**

The Sou'Wester and GSW-TV16 (Hurricane Watch) are the official Georgia Southwestern State University student newspaper and television station, respectively. The tone and content of the media are essentially determined by the student editorial and/or production staff, with the cooperation of the faculty advisors. Hurricane Watch does operate all on-air programming in compliance with its “Code of Conduct for
Programming”. Faculty, students, and administrators may provide advice and criticism but shall not exercise powers of veto or censorship over news or editorial content, except as indicated below. Should a member of the University community be aggrieved by material appearing in The Sou’Wester or on GSW-TV16, such person may file with the Vice President for Student Affairs a formal complaint indicating that the publication contains material which is obscene, immoral, indecent, lacking in good taste, or seriously detrimental to the University or to a member of the University community. The Vice President for Student Affairs may use his or her discretion in judging the merits of the complaint. Upon finding cause to believe that the complaint should be investigated further, he or she shall refer the matter to the Faculty Subcommittee on Student Publications. The subcommittee shall hold a hearing and recommend to the Vice President for Student Affairs (1) that the aggrieved member does not have a complaint of a serious enough nature that disciplinary action is warranted, or (2) that the aggrieved member does have a complaint of a serious enough nature and one or more of the following actions should be taken:

1. Suspension of publication or broadcast
2. Removal of the offending staff member(s)
3. Prohibition of further contributions by the offender(s)
4. An admonishment or reprimand
5. Printed or broadcast retractions or apologies.

If the aggrieved member of the University community is a faculty member and is dissatisfied with the Vice President for Student Affairs’ decision, the Vice President for Student Affairs may appoint an ad hoc committee to act in an advisory capacity.

OTHER PUBLICATIONS
Students shall have maximum freedom to express opinions and communicate ideas by writing, publishing, and distributing materials. However, students involved with publications other than those authorized by the university shall be bound by the same rules of good taste cited for official university publications (and by other conditions as may be defined in disciplinary recommendations of the Faculty Subcommittee on Student Publications, or of some other appropriate college officials). The university shall not authorize such student publications, but the publications shall be properly registered with the Division of Student Affairs-Director of Campus Life. The responsibility for editorial or other content, finance, and distribution shall lie with the sponsoring individual, agency, group or organization. The name of the sponsoring individual, agency, group or organization shall be stated in each issue of the publication. Publications not in compliance with these specifications shall not be permitted to utilize any equipment or distribution facilities of the University.

RESPONSIBILITIES OF STUDENT EDITORS, DIRECTORS, & CONTRIBUTORS TO STUDENT MEDIA
A. Editors/Directors shall strive to meet the standards of good journalism: sincerity, truthfulness, and accuracy are fundamental. News shall be printed/broadcast in a factual and unbiased manner.

B. Student media shall have the freedom to aim constructive criticism at organizations, procedures, and policies, but must refrain from criticizing individuals. The possible effect of any published/broadcast matter shall be carefully considered.

C. Student media shall refrain from using obscene language, pornographic pictures, or offensive slang.

D. Student media shall serve the interests of all students, not just isolated groups within the University community. Editors/Directors shall perform editorial duties with due concern for the ultimate welfare of all students and the institution.

REVISIONS TO RIGHTS & RESPONSIBILITIES & CONDUCT CODE
If circumstances arise which warrant amendments or revisions to this document, such changes shall be made according to the following procedure:

A. In decisions concerning amendments and revisions of this document [Weathervane], such proposals may be directed to the Faculty Committee on Student Affairs, for consideration and adoption by majority vote of the Committee. Approval and final authority rests with the Vice President for Student Affairs and the President of Georgia Southwestern State University.

B. The Faculty Committee on Student Affairs shall consider amendments and revisions proposed by its own members, The Student Government, the faculty by formal motion adopted at a faculty meeting, the President of Georgia Southwestern State University, The Vice President of Student Affairs, or any group of students who may petition independently, in writing, provided the group equals in number twenty percent or more of the Fall Semester student enrollment for that year.
Appendix A
Student Conduct Code

The Student Conduct Code is a listing of responsibilities for students at Georgia Southwestern State University. The violation of any item in this section represents a serious offense and could lead to severe disciplinary action by the University. The written expectation for student conduct in no way removes or reduces the responsibility of each student's observance of regulations and sanctions established by university officials in such areas as financial responsibility to the University, library, residence halls, parking, etc. All violations of the Student Conduct Code should be reported within 15 business days to appropriate personnel. This time limit does not apply to sexual misconduct violations.

The Georgia Southwestern State University Student Conduct Code shall apply to conduct that occurs on University premises and at University-sponsored activities. The Student Conduct Code shall also apply to off-campus conduct that adversely affects the University Community and/or the pursuit of its objectives, or pertains to a specific Student Conduct Code. Each student shall be responsible for his/her conduct from the time of application for admission through the actual awarding of a degree, even though conduct may occur before classes begin or after classes end, as well as during the academic year and during periods between semesters of actual enrollment. The Student Code shall apply to a student's conduct even if the student withdraws from school while a disciplinary matter is pending. Any activity that occurs on Facebook, Myspace, Twitter, or any other social-networking website also falls within the jurisdiction of the Student Conduct Code.

A. ACADEMIC INTEGRITY
In the preparation of an essay, a laboratory report, an examination or any other assignment included in an academic course, no student shall receive or give assistance not authorized by the instructor.

1. No student shall take or attempt to take, steal, or otherwise procure in an unauthorized manner any material pertaining to the conduct of a class, including, but not limited to tests, examinations, computer software and programs, laboratory equipment, and roll books.

2. No student shall sell, give, lend or otherwise furnish to any unauthorized person material which can be shown to contain questions or answers to any examination scheduled to be given at any subsequent date in any course of study offered by the University, unless the student is authorized to do so by the instructor.

3. Plagiarism is prohibited. Themes, essays, term papers, tests and other similar requirements must be the work of the student submitting them. When direct
quotations are used, they must be indicated. When the ideas of another are incorporated in the paper they must be appropriately acknowledged.

4. All standards of academic conduct also pertain to all online or internet correspondence and interactions with the faculty and other students.

B. ALCOHOLIC BEVERAGES POLICY

1. General Policies

a. Alcoholic beverages may only be possessed or consumed on campus by students of the legal drinking age and only in the privacy of the individual's residence hall room or at an event that has been approved through the Director of Campus Life’s office.

b. Possession, use, or consumption of alcohol when under the legal drinking age is not permitted by state law or university policy.

c. No student or student group shall furnish or cause to be furnished any alcoholic beverage to any person under the legal drinking age.

d. No student or student group shall furnish or cause to be furnished any alcoholic beverage to any person in a state of noticeable intoxication.

e. The transportation of all alcoholic beverages on campus shall be in unopened, wrapped or bagged containers.

f. Each student is completely liable for all of his or her own actions at all times regardless of his or her mental or physical state, even if altered by alcoholic beverages.

g. Driving while intoxicated is a violation of federal and state laws.

h. Public drunkenness is prohibited.

i. Students who have consumed alcoholic beverages and who are involved in disruptive activities at public functions or in public places must leave the area upon request of a university official. Failure to comply may subject the student to disciplinary action or arrest.

j. See Appendix F of this publication for further alcohol information.
2. Procedures to be followed by student organizations:

a. Student organizations requesting to serve or sell alcohol at an event on campus must have their faculty/staff advisor or his/her designee present for the entire event. If someone other than the faculty/staff advisor is going to be present, this designee must be approved by the Director of Campus Life.

b. Student organizations wishing to host a function on campus serving or selling alcohol must adhere to the following procedures:

   i. Submit a Request to Serve/Sell Alcohol on Campus form to the Director of Campus Life at least three weeks prior to the proposed date of the event. The student organization representative signing this form and submitting it for approval must be at least 21 years of age.

   ii. After granting initial approval from the Campus Life Office, the Director will seek approval from ARAMARK for their contractual services. Note: ARAMARK is the only vendor that will be considered to serve or sell alcohol on campus.

   iii. If approved through ARAMARK, the Director of Campus Life will seek approval from the President’s Office.

   iv. After obtaining the university president’s approval, the Director of Campus Life will submit the form to the Office of Public Safety and notify the student organization to contact Public Safety to hire the appropriate number of university officers to work the event.

   v. Director of Campus Life will notify the student organization of final approval.

c. Each student organization and its officers are primarily responsible for the behavior of its members and other persons who attend its sponsored events at which alcohol is being consumed. Behavior that violates university policy will subject the student organization, as well as its officers and members, to disciplinary action by the University. All organizations shall be responsible for ensuring that all members and/or guests follow all applicable laws and regulations of the state, county, city, and university. Guests are to include both students of Georgia Southwestern State University and non-students (i.e. alumni and/or visitors of any sort). An organization may be required by the Director of Campus Life to attend an ATOD Alcohol Education session in order to be given approval for social events.

d. An officer or member of a university-chartered or registered organization shall
not expect or direct, explicitly or implicitly, a prospective member to consume alcoholic beverages as part of a membership selection process, including, but not limited to, formal ritual or informal social activities. Such behavior is considered hazing of the most serious nature and will subject the organization, as well as its officers, to disciplinary action by the University. No alcohol shall be present during any organization's rituals. This is to include formal recruitment and initiation periods held by Greek-letter organizations.

e. Student activity fund allocations are student-activity-generated monies and may not be used for the purchase of alcoholic beverages.

g. Each organization is required to designate a Specific Risk Manager for each social event. It is this individual's responsibility to assure that the organization complies with all rules and regulations, including event registration, security policy, ID checks for underage participants, and to appoint designated drivers when necessary.

h. The consumption of alcoholic beverages by persons of the legal drinking age will be permissible only for functions at which alcohol is not the focal point, reason for, or the "drawing card" for the event. Advertising for events at which alcohol will be consumed will not make reference to alcoholic beverages. Reference can be made, however, to the serving of food and alternative beverages, and checking of identification cards.

i. The possession, sale, use, or consumption of alcoholic beverages while on campus, on an organization's premises, during an organization's event, or the occurrence of any situation sponsored or endorsed by an organization must be in compliance with any and all applicable laws and regulations of the state, county, city, and Georgia Southwestern State University. This is to include planned and unplanned gatherings.

j. The responsibilities of the student organization to uphold University regulations, the Student Code of Conduct, local, state, and federal laws are not negated by the requirement of the presence of contracted security officers. The student organization has primary responsibilities for upholding policies and monitoring the event with regard to alcohol, crowd behavior, and environmental noise problems. Any violation of University regulations, the Student Conduct Code, local, state, and federal laws must be reported to the Director of Campus Life immediately after the violation occurs.

k. The organization sponsoring an event at which alcohol will be consumed will post notices at the event indicating the legal drinking age requirement and will verify, via a university student identification card or other official identification, the ages of all persons.

l. If alcohol is found or present at an event, the officers of the sponsoring
organization will ensure that no one under the legal drinking age possesses or consumes alcoholic beverages. During all social events the organization responsible for the event shall provide a clear and definitive method of identifying those members and/or guests that are of legal drinking age.

m. At all events where participants of legal drinking age consume alcoholic beverages, the sponsoring organization will provide sufficient nonalcoholic beverages and food for all participants in the same general area and for the duration of the event.

n. Any activity, especially those competitive in nature (e.g., drinking games or contests), contributing to the over-indulgence of alcohol by underage or legally-aged persons is prohibited. No member shall permit, tolerate, encourage or participate in the consumption of alcoholic beverages against another person's will.

o. The officers of the sponsoring organization must intentionally advise a noticeably intoxicated person to refrain from further consumption of alcoholic beverages, from driving, and from any activity which is potentially harmful to the person or other persons. In addition, the officers and members of the sponsoring organization may not provide alcoholic beverages to any person who is noticeably intoxicated. The officers and members are required to report any noticeably intoxicated person to the officers on duty at this event.

p. Failure to comply with the guidelines stipulated in this section of the Student Conduct Code may subject the sponsoring organization, as well as its officers and other student participants in the event, to disciplinary action.

C. DAMAGE TO PROPERTY
Malicious or unwarranted damage or destruction of property belonging to the University; items leased, rented or placed on campus at the request of the institution; or items belonging to students, faculty, staff, or guests is prohibited. Students are obligated to pay for all property damage caused by improper use or carelessness.

D. DISORDERLY ASSEMBLY

1. No student or student group shall assemble on campus for the purpose of creating riot, destruction, or disorderly diversion that interferes with the operation of the University. This section should not be construed so as to deny any students the right of peaceful, non-disruptive assembly.

2. No student or group of students shall obstruct the free movement of other persons about the campus or interfere with the use of University facilities and the normal operation of the University.
3. The abuse or unauthorized use of sound amplification equipment indoors or outdoors is prohibited. Any use of sound amplification equipment must be approved by the Director of Campus Life.

E. DISORDERLY CONDUCT

1. Disorderly or obscene conduct or breach of the peace on university property, or at any function sponsored or supervised by the University or any recognized university organization, is prohibited.

2. Physical assault, sexual assault, and stalking are prohibited.

3. Conduct or expressions which harass, demean, degrade, intimidate, or discriminate against an individual or a group of persons at the University are prohibited.

4. Conduct on university property, or at functions sponsored or supervised by the University or any recognized university organization, that interferes with the normal operation of the University is prohibited.

5. No student shall enter or attempt to enter any dance, social, athletic, or other events sponsored or supervised by the University or any recognized university organization without the credentials for admission (ticket, identification card, invitation, etc) or in violation of any reasonable qualifications established for attendance, by the sponsors.

6. Conduct or expressions which are obscene or which are patently offensive to the prevailing standards of an academic community are prohibited.

7. No student or student group shall interfere with or fail to cooperate with any properly-identified university faculty, administration, or staff personnel (including student staff members) while these persons are in the performance of their duties.

8. No student shall recklessly drive or operate any vehicle on campus.

9. Any behavior that disrupts the learning environment in classrooms, residence halls, or any other facility is prohibited. This includes behavior on email, GeorgiaView, Facebook, My Space, Twitter, You Tube, or any academic-related or social internet activity.

10. No student shall act in a manner that can reasonably be expected to disturb the academic pursuits or infringe upon the privacy, rights, privileges, health, or safety of other persons.
11. Obstruction of the free flow of pedestrian of vehicular traffic on University premises or at a University sponsored function is prohibited.

12. Any unauthorized use of electronic devices to make an audio or video recording of any person while on University premises without his/her prior knowledge or without his/her effective consent when such a recording is likely to cause injury or distress is prohibited. This includes, but is not limited to, surreptitiously taking pictures of another person in a gym, locker room, restroom, residence hall room, or other locations.

F. SEXUAL MISCONDUCT

1. Sexual acts which occur, regardless of personal relationship, without the consent of the other person, or that occurs when the other person is unable to give consent, are prohibited.

2. Obscene or indecent behavior, which includes, but is not limited to, exposure of one's sexual organs or the display of sexual behavior that would reasonably be offensive to others is prohibited.

3. Conduct of a sexual nature that creates an intimidating, hostile, or offensive campus, educational, or working environment for another person is prohibited. This includes unwanted, unwelcome, inappropriate, or irrelevant sexual or gender-based activities, comments, or gestures.

4. Any form of sexual harassment, non-consensual sexual contact, non-consensual intercourse, or sexual exploitation is prohibited. (See Appendix E for further explanation and definitions).

G. STUDENT HOUSING
Students shall abide by all policies and procedures published by the Residence Life Office and the Department of Auxiliary Services. (See Appendix B.)

H. DRUGS
The possession, use (without valid medical or dental prescription), manufacturing, distribution, furnishing, or sale of any narcotic or dangerous drug controlled by the Federal or Georgia law is prohibited. Drug paraphernalia is also prohibited.

I. FALSIFICATION OF RECORDS

1. No student shall alter, counterfeit, forge, or cause to be altered, counterfeited, or forged, any records, form or document used by or submitted to the University; nor shall any student knowingly use any such altered, counterfeited, or forged record, form, or document.
2. Giving false or misleading information to any university official or to an official hearing body is prohibited. This includes both oral and written information, including all forms and documents.

J. EXPLOSIVES
No student shall possess, furnish, sell, or use explosives of any kind on university property or at functions sponsored or supervised by the University or any recognized university organization.

K. FIRE SAFETY

1. No student or student group shall tamper with fire safety equipment.

2. The unauthorized possession, sale, furnishing, or use of any incendiary device is prohibited.

3. No student or student group shall set, attempt to set, or cause to be set, any unauthorized fire or explosion in or on university property.

4. The possession or use of fireworks on university property or at events sponsored or supervised by the University or any recognized university organization is prohibited. Fireworks are defined as any substance prepared for the purpose of producing a visible or audible effect by combustion, explosion, or detonation.

5. No student or student group shall make or cause to be made a false fire alarm.

6. All occupants of a building must leave the building whenever the fire alarm sounds.

L. a. WEAPONS (Other Than Firearms)

Students are prohibited from possession of weapons on university property, including those in vehicles, or at events sponsored or supervised by the University or by any recognized university organization. The possession or use of any other offensive weapons is prohibited.

L. b. Firearms or Guns

It is against University policy for any person to carry or possess any firearm, handgun or long gun at any school function on or off campus, on University property, Georgia Southwestern State University Foundation property, or any property leased or operated
by Georgia Southwestern State University. This includes persons who are licensed
weapon holders, whether concealed or in open view.

The exception to this policy as of June 14, 2010 is for a person holding a valid license to
keep a gun in a locked compartment or firearm rack in his vehicle while parked on
campus or when transiting through campus.

M. HAZING
Georgia Southwestern State University does not condone hazing in any form. Hazing is
defined as any intentional, negligent or reckless action, activity or situation which causes
another pain embarrassment, ridicule or harassment, regardless of the individual's
willingness to participate. Such actions and situations include, but are not limited to, the
following:

   a. Forcing or requiring the drinking of alcohol or any other substance.
   b. Forcing or requiring the consumption of food or any other substance.
   c. Calisthenics (push-ups, sit-ups, jogging, runs, etc.)
   d. Treeing
   e. Paddle swats
   f. Line-ups
   g. Theft of any property
   h. Road trips
   i. Scavenger hunts
   j. Causing fewer than six (6) continuous hours of sleep per night
   k. Conducting activities which do not allow adequate time for study
   l. Nudity at any time
   m. Running personal errands for the members (driving them to class, cleaning
      their individual rooms, serving meals, etc.)
   n. Forcing or requiring the violation of University, Federal, State, or local
      law.
   o. Any Physical Contact

N. JOINT RESPONSIBILITY FOR INFRACTIONS

1. Students or student groups who knowingly act in concert to violate university
   regulations have individual and joint responsibility for such violation, and such
   concerted acts are prohibited.

2. Students or student groups are responsible for the conduct of their guests on or in
   University property and at functions sponsored by the University or any registered
   University organization.

O. STUDENT IDENTIFICATION CARDS
1. Lending, selling, or otherwise transferring a student identification card or any official University materials is prohibited.

2. The use of a student identification card by anyone other than its original holder is prohibited.

3. No student or student group shall obtain under false pretenses any official University materials or student identification cards.

P. THEFT

1. No student shall sell a textbook that is not her/his own without written permission of the owner.

2. Without proper authorization, no student or student group shall take, attempt to take, or keep in her/his possession items of university property; items or services rented, leased, or placed on campus at the request of the institution; or items belongings to faculty, students, staff, student groups, or visitors to the campus.

Q. UNAUTHORIZED ENTRY OR USE OF UNIVERSITY FACILITIES

1. No student or student group shall make or attempt to make unauthorized entry into any university building, office, or other facility; nor shall any person remain without authorization in any building after normal closing hours.

2. No student or student group shall make or attempt to make unauthorized use of any university facility.

3. Being in the living quarters, hallways, or common area of a residence hall at a time not specified for visitation or without being escorted by a resident of that hall is prohibited.

R. GAMBLING
The playing of cards or any other game of skill or chance for money or other items of value is prohibited.

S. SMOKING
Smoking and use of tobacco products is prohibited inside and within 25 feet of all Georgia Southwestern State University buildings, including classrooms, laboratories, and residence halls. See more information in Appendix U.

T. STUDENT ELECTIONS
1. No student shall cast or attempt to cast more than one ballot in any election or referendum conducted on campus.

2. No student or student group shall interfere with any election held on campus.

**U. CLASS ABSENCES**
Students shall educate themselves of their instructors' policies concerning class absences and shall consider themselves bound thereby. Excessive or persistent class absences are prohibited. Students may not abandon their class(es); doing so will usually result in receiving a failing grade.

**V. REPEATED VIOLATIONS**
Repeated violations of published rules or regulations of the University, cumulatively indicating an unwillingness or inability to conform to the institution's standards for student life, are prohibited.

**W. VIOLATION OF OUTSIDE LAW**
Violation of local, state and federal law, on or off campus, is prohibited. Violations will be adjudicated through the university student conduct system at the discretion of the Vice President of Student Affairs or his/her designee.

**X. CONTEMPT**

1. Failure to appear as a witness at the appointed time at an administrative or disciplinary hearing shall subject the student to disciplinary action.

2. All students shall fully comply with the instruction of the hearing officers and panels of the Georgia Southwestern State University student conduct system.

3. No student shall commit perjury.

4. No student shall engage in conduct that disrupts the proceedings of the Georgia Southwestern State University student conduct system or otherwise obstructs justice or abuses the student conduct system on this campus. Abuse of the student conduct system includes, but is not limited to:

   a. Falsification, distortion, or misrepresentation of information before a student conduct board or hearing officer.

   b. Disruption or interference with the orderly conduct of a student conduct proceeding.

   c. Attempting to discourage an individual's proper participation in, or use of, the student conduct system.
d. Attempting to influence the impartiality of a member of a student conduct board or Student Conduct Officer prior to, and/or during the course of, a conduct proceeding.

e. Harassment (verbal or physical) and/or intimidation of a member of a student conduct board of Student Conduct Officer prior to, during, and/or after a student conduct proceeding.

f. Influencing or attempting to influence another person to commit an abuse of the student conduct system.

Y. FAILURE TO COMPLY
Failure to pay fines, make restitution, complete assigned sanctions, follow instructions given by university personnel while officially performing duties associated with their position, or observe restrictions imposed as a result of a disciplinary hearing shall subject the student to further, more severe, disciplinary action.

Z. POLICIES AND PROCEDURES
Students and organizations should abide by all published policies and procedures of the University.

AA. DUE PROCESS
Georgia Southwestern State University students whose activities may subject them to disciplinary action shall be afforded due process in accordance with Constitutional requirements and with the principles and procedures outlined below:

1. The student shall be notified in writing that they are accused of a violation. Notice may be emailed to the student’s radar email account, delivered in person, sent to the campus mailing address, sent to the home/permanent address (address on file with the Registrar’s Office), and/or sent to any class for which the student is enrolled. The notice shall detail the charges made and the rights of the accused student.

2. The student has the right to attend classes and required University functions until the hearing is held and a decision is rendered. Exceptions will be made (1) when a student's physical or emotional safety and well-being are endangered; (2) when the general safety of students, faculty or University property is endangered; or (3) when the orderly progression of the educational objectives of the institution may be disrupted.

3. In each case involving possible suspension or expulsion from the University, with the exception of cases involving academic dishonesty, the hearing shall be conducted by the designated Student Conduct Officer or by the Faculty-Student Conduct Board. For cases involving academic integrity, see Appendix W. Infractions of the Student Conduct Code that do not involve possible suspension
or expulsion shall be addressed by appropriate Student Life staff or the appropriate Student Conduct Board. In such a case, the hearing officer or group shall, at least forty-eight hours in advance of the hearing, notify the student in writing concerning the following:

   a. The date, time, and place of the hearing, and the person or group to conduct the hearing.

   b. Specific charges for violations of the Student Code of Conduct.

   c. The names of the witnesses scheduled to testify.

4. The student is encouraged to notify parents or guardians as to the seriousness of the matter; the University reserves the right to notify the student's parents or guardians of serious or repeated disciplinary actions.

5. The student has the right to waive a hearing and consent to sanctions.

6. The student shall be entitled to appear in person at the hearing and to present his or her information, including relevant witnesses approved by the University official or conduct board hearing the case at least 24 hours prior to the hearing. Witnesses must be able to present relevant information to the specific case. The student also may elect not to appear before the University official or conduct body. Should one elect not to appear, the hearing shall be held in his or her absence.

7. The student shall be entitled to select an advisor (who must be a student, staff or faculty member of the University). The advisor, upon request of the student, may:

   a. Advise the student/organization's representative in the preparation and presentation of a defense,

   b. Accompany the student/organization's representative to all discipline hearings

   c. Advise the student/organization's representative in the preparation of appeals, if needed.

   d. The advisor shall not assume responsibility for conducting the defense of the accused student/organization; the advisor may assist the student/organization's representative in addressing the hearing body, but may not cross-examine witnesses or answer questions directed to the student.
8. The student shall be entitled to ask relevant questions of the University official, of the conduct board, or of any witnesses.

9. The decision reached at the hearing shall be communicated in writing to the student or organization's representative within five business days after the conclusion of the hearing and summary of the evidence.

10. A tape recording or summary transcript of the proceedings shall be kept and made assessable to the student upon request should the case involve possible suspension or expulsion for the sole purpose of appealing a decision of suspension or expulsion.

11. The deliberations phase of student conduct hearings are confidential and not tape recorded.

12. The student shall be notified in writing of the right to appeal a decision of suspension or expulsion. Should a student appeal to the President of the University, any action assessed by another university official or conduct body shall be withheld pending disposition of the appeal. Student organizations, however, are not able to appeal any decision relative to outcomes from any level of campus judiciaries.

13. While firmly committed to the concept of due process, the University recognizes the fact that the student may be accused of on-campus or off-campus offenses that, by their nature, would present a clear and present danger of serious physical or mental harm to the students or to another member of the University community or to University property. In such case, the Vice President for Student Affairs or his or her appointee may impose the necessary temporary sanctions, pending a hearing. Further, the Vice President for Student Affairs, or his or her appointee, shall have power to impose such temporary sanctions, pending the outcome of a hearing, when a student or student group engages in conduct that presents a clear and present danger to the freedoms and rights of other members of the University community in any manner whatsoever, or which may otherwise interfere with in the operation of the University.

BB. STUDENT CONDUCT PROCESSES

1. The conduct boards of the University are the Faculty-Student Conduct Board and the Student Conduct Board. Composition of the conduct boards shall be as follows:

   a. The Faculty-Student Conduct Board of Georgia Southwestern State University shall consist of seven members, of whom four shall be faculty members appointed by the President of the University and three shall be regularly-enrolled students appointed by the President of the University upon recommendation of the President of the Student Government.
Association and the Student Conduct Officer of the University. All appointments shall be for one-year terms, but members shall be eligible for reappointment provided that no faculty member shall serve longer than five consecutive years. None of the committee members shall be officers or members of any institutional governing council. These committee members shall be selected as early as possible each Fall Semester and shall serve until the appointments for the succeeding year become effective. Members of the Faculty-Student judiciary shall select one of their own members to act as the Presiding Officer. The Presiding Officer shall set the time and place for hearings referred to the Faculty-Student Judiciary by the Student Conduct Officer and shall notify involved conduct board members. The Student Conduct Officer will notify accused individuals, witnesses, or organizations as outlined in AA. Decisions by the Faculty-Student Conduct Board shall be made by majority vote.

b. The Student Conduct Board of Georgia Southwestern State University shall consist of nine members, the Chief Justice, who is the Vice President of Academic Affairs of The Student Government Association, and eight students nominated by the Student Government Association and appointed by the President of Georgia Southwestern State University. The Student Conduct Board may be utilized at the discretion of the Student Conduct Officer in hearing non-suspendable matters. Decisions by the Student Conduct Board shall be made by majority vote.

c. In addition to the two conduct boards, there is also a Faculty Subcommittee on Student Discipline. This subcommittee shall consist of three faculty members and two students. The members of this Committee shall not be members of either of the Conduct Boards. The President shall appoint the members of this Subcommittee at the beginning of the Fall semester, with the assistance of the Student Conduct Officer, if desired. The purpose of this subcommittee is to review and handle appeal cases submitted to the President’s Office. The appeals process is outlined in section DD.

2. Each conduct board shall formulate its rules and policies of procedure within the guidelines specified within this document.

a. Preliminary investigations of charges against students shall be conducted by the University hearing Student Conduct Officer or his/her designee who will render a decision as to whether the alleged infraction is of a serious enough nature to warrant possible suspension or expulsion.

b. If suspension or expulsion is a possible penalty, the hearing shall be conducted by the Student Conduct Officer or by the Faculty/Student Conduct Board.
c. Any member of a conduct board shall disqualify himself/herself if his/her personal involvement in the case is of such a nature as to prevent a fair and impartial hearing.

3. Appeals involving traffic fines must be entered at the Public Safety Office within three days (excluding weekends and holidays) of issuance of citation and shall be heard by the Student Conduct Board when in session. If the Student Conduct Board is not in session, the appeal will be heard by the Student Conduct Officer. Decisions in traffic appeals shall be final.

CC. DISCIPLINARY MEASURES
Upon finding that a student or student organization has violated a code of conduct, the appropriate University official or judiciary body may apply one or more disciplinary measures within the restrictions provided in stated rules and procedures. The severity of the sanction shall be consistent with the nature of the offense. For students:

1. **Expulsion**--permanent disciplinary removal of the student from the University. During an expulsion period, a student may not visit the campus for reasons other than clarification of academic or behavior record.

2. **Probated Expulsion**--notice that further major violation(s) of University policy shall result in expulsion.

3. **Suspension**--mandatory disciplinary removal of the student from the University for a specified period of time. During a suspension period, a student may not visit the campus for reason other than clarification of academic or behavior record. No transfer credit from another institution which is earned during the suspension period will be accepted as credit toward a degree at Georgia Southwestern State University.

4. **Probated Suspension**--notice that further violation(s) of University policy shall result in suspension or expulsion. This sanction may be accompanied by the restrictions and restitutions as defined below.

5. **Disciplinary Probation**--notice to the student that further disciplinary violations(s) may result in suspension or expulsion. This sanction is assigned a specified period of time. This disciplinary measure also may include one or more of the following:

   a. **Restriction**--exclusion from participation in social and recreational activities, relocation of privileges available to Georgia Southwestern State University students, exclusion from representing the University in any official capacity, or from holding office in student organizations.
b. Restitution--reimbursement for damage or destruction of property, as
determined and stipulated by the University.

c. Community Service--assignment to work a specific number of hours on a
university program or project within a specific time frame. The
assignment must be related to the nature of the violation.

d. Referral for professional assessment to the Counseling Center or off-
campus professionals or organizations.

6. Disciplinary Warning--a written reprimand regarding behavior that violates the
Student Conduct Code or University policy, which can include restriction,
restitution or community service as defined above. This sanction is assigned a
specified period of time.

7. Fine— in addition to the preceding disciplinary measures, appropriate fines may
be imposed by the proper authority based on the severity of the infraction.

8. Mandatory withdrawal from the course and/or department within which the
offense occurred. Credit for the course may or may not be recorded.

9. Residence Hall Suspension--separation of the student from the residence halls
for a definite period of time, after which the student is eligible to return.
Conditions for readmission may be specified.

10. Residence Hall Expulsion--permanent separation of the student from the
residence halls.

For Student Organizations

1. Revocation of Recognition--permanent severance of the student organization's
relationship with the University.

2. Probated Revocation of Recognition--notice that further major violation(s) of
University policy shall result in revocation of recognition. This sanction may be
accompanied by restriction, restitution, and/or community service.

3. Suspension of Recognition--severance of the student organization's recognition
by the University for a specific period of time. This sanction may be
accompanied by restriction, restitution, and/or community service.

4. Probated Suspension--notice that further violation(s) of University policy shall
result in suspension. This sanction may be accompanied by restriction, restitution,
and/or community service.
5. **Disciplinary Probation**--notice to the student organization that further disciplinary violation(s) may result in suspension. This sanction may be accompanied by restriction, restitution, and/or community service.

6. **Disciplinary Warning**--a written reprimand regarding behavior that violates the Student Conduct Code or University policy, which can include restriction, restitution or community service.

7. **Notification of regional or national officers** of the action taken by the University and entry into the record of the student organization.

8. **Fine**--in addition to the preceding disciplinary measures, appropriate fines may be imposed by the proper authority based on the severity of the infraction.

**DD. APPEALS**

1. There is no appeal for a sanction less than suspension or expulsion. The only exception to this policy is in the case of sexual misconduct cases. (See Policy FF.)

2. Each appeal from decisions in hearings before the Faculty-Student Conduct Board or any university official (who assesses either suspension or expulsion sanctions only) shall be directed in writing to the President of the University within five class days after notification of the hearing outcome. The President shall refer the facts and circumstances of the case to the Faculty Subcommittee on Student Discipline, who will hear the appeal and transmit an advisory opinion. The President shall schedule the review within five class days following receipt of the student's written appeal, and a final decision must be rendered in writing within five class days after the conclusion of the review by the Faculty Subcommittee on Student Discipline.

3. The student may appeal on grounds that the evidence was not sufficient to prove guilt or on other specified relevant grounds that the sanction was too severe. In either case the student shall submit, in clearly written statements to the President, his or her reasons for appeal.

4. The President of the University shall be given all documents pertaining to the proceedings in the hearing by the Student Conduct Officer or appropriate university personnel.

5. When the President of the University has rendered in writing an adverse decision on any appeal, the student will be considered to have exhausted all recourse at the local level. Any expulsion or suspension shall become effective at this time even though an appeal may be taken to the Board of Regents. If the Regents should uphold the student, he or she will be restored to enrollment without prejudice.
Section 407.01 of the Policy Manual of the Board of Regents of the University System of Georgia says:

Appeals: Whenever an applicant for admission to any institution shall be denied admission or shall feel that his application has not been given due consideration, or whenever a student shall be expelled or suspended, such applicants or student shall have the right to appeal in accordance with the following procedure:

a. The person aggrieved shall appeal in writing to the head of the institution within five class days after the action of which he complains. The head of the institution shall within five class days appoint a committee composed of three members of the faculty of the institution, or he shall utilize the services of an appropriate existing committee. This committee shall review all facts and circumstances connected with the case and shall within five days make its findings and report thereon to the President. After consideration of the committee's report, the President shall within five days make a decision which shall be final so far as the institution is concerned.

b. Should the aggrieved person be dissatisfied with said decision, he may apply to the Board of Regents, without prejudice to his position, for a review of the decision. The application for review shall be submitted in writing to the executive secretary of the Board within a period of twenty class days, following the decision of the President. This application for review by the Board is not a matter of right, but is within the sound discretion of the Board. If the application for review is granted, the Board, or a committee of the Board, shall investigate the matter thoroughly and render its decision thereon within sixty days from the filing date of the application for review or from the date of any hearing that may be held thereon. The decision of the Board shall be final and binding for all purposes.

6. The decision of the Student Conduct Officer or the conduct board as specified in its policies and procedures, shall be final in cases not involving expulsion or suspension; there is no appeal for a sanction other than suspension or expulsion.

7. Findings and sanctions for student organizations are final; there is no process for appeals.

EE. RESIDENCE HALL VIOLATIONS
In the case of minor violations of the Student Conduct Code occurring in the residence hall or a violation of the residence hall policies (i.e. visitation violation, noise violation, etc.), a professional Residence Life staff member may be the hearing officer for a case.

FF. SEXUAL MISCONDUCT CASES
1. For all cases involving sexual misconduct (as defined in Section F.), the student
making the accusations will be notified of the outcome of the conduct hearing for the student that has been accused of the violations.

2. For all cases involving sexual misconduct, the student making accusations will have the right to appeal the outcome of the hearing through the outlined appeal procedures.
Appendix B
Residence Hall Policies and Procedures

A. Housing Terms and Conditions

1. Housing Application and Contract
   The housing application and contract is a legally binding agreement between the university and the resident. All students are responsible for the stipulation of the contract they are entering when a housing application is signed. All specific policies on payments, cancellations, deposits, and refunds will be included in the contract.

2. On-Campus Residency Policy
   It is University policy that all single, full-time undergraduates who are under the age of 21 be required to live on campus until they have earned 60 semester hours (junior status) or have lived on campus for four consecutive semesters (excluding summer semesters).

3. Housing Exemption Policy
   Any student who lives within a 50-mile radius of Americus with a family member who serves as a guardian will be exempt from this policy if an Exemption from Residency Requirement form is submitted to the Office of Residence Life. Other reasons for exemption from the residency policy include being married or having a dependent child. Failure to submit this request will result in a hold being placed on a student’s account until cleared.

4. Payments
   a. Per semester housing fees are due and payable in advance at the prescribed rate per academic term. If payment is not made by the stipulated deadline, the student’s registration may be canceled.

   b. Monthly housing fees are due the first day of each month. Payments will be due for the following months: August, September, October, November, December, January, February, March, and April. If payment is not received by the fifth day of the month, the payment is considered late and a late fee of $35.00 will be assessed.

5. Cancellations
   a. New and continuing applicants for campus housing who decide not to enroll at Georgia Southwestern must cancel their housing contract in writing no later than thirty (30) working days prior to the first official day of classes for
the affected term. Cancellation after this date will result in forfeiture of deposit.

b. Students who have signed this contract and enroll at Georgia Southwestern are obligated to the contract for the entire academic year and may not cancel this obligation. This obligation requires 100% payment for Fall and Spring semester fees.

6. Right of University to Cancel
a. The University reserves the right to refuse admission or readmission to University housing or to cancel the contract during the academic year for the student's failure to meet University requirements or to follow policies or regulations, or in the event of criminal conviction by civil authorities, or for any other reasonable cause.

b. If the student is removed from the residence halls for judicial reasons the student is responsible for 100% of the fees for that semester. If the student is still under contract for the Spring, the student will be charged 25% of the fees for that semester.

c. If the student fails to pay housing fees, additional fees, or assessments by the dates required by the University, the University is entitled to pursue any or all of the following actions: termination of the contract, evict the student from University housing, cancellation of registration, and withholding transcripts, diplomas or other records or documents maintained by the University.

d. If the student has not checked into his/her assigned room by Tuesday, August 14, 2012, the student could risk losing his/her housing assignment or be reassigned to a different room or residence hall.

7. Deposits
a. The $250 deposit must accompany the housing contract and is nontransferable to another person. The deposit is refunded according to the following conditions:
   1. The University is unable to provide campus housing,
   2. The terms of the contract are fulfilled,
   3. the student has been officially checked out of the room by a residence hall staff member
   4. the student is cleared of responsibility for damage to the room or building
b. The deposit will be forfeited, wholly or in part, when the student:
   1. is responsible for damage to the room or building,
   2. fails to follow departmental check out procedures
   3. terminates the contract after the established deadlines or before the terms are completed, or
   4. owes the University any debt, fine, or other obligation

8. Short Term Contract
   Short-term housing for commuter students is available up to two nights each week. Cost for the overnight stay is $25 for a single room and $20 for a double-occupancy room. Rooms are issued to commuters and guests only as space is available.

9. Schedule
   The University residence halls will open as announced prior to registration for each semester. Students shall vacate the halls by the day and time announced in advance of closing of the halls or they will be assessed an improper check out fee and charged for additional days/ nights spent in the hall. During official holidays within a semester, or between semesters, the University reserves the right to close all or some of the halls and require students remaining on campus to move temporarily to another hall. The University reserves the right to charge extra rent when housing is provided during breaks.

B. Campus Living Policies and Procedures

1. Occupancy
   a. Students may occupy residence hall rooms on the opening date announced prior to each term. Failure to occupy a reserved room within 24 hours of the beginning of classes may result in cancellation of a specific space assignment. Students contracting for housing prior to the first day of the term will be held responsible for payment of the entire term regardless of when they check in.

   b. Occupancy of rooms is allowed only by students to whom the room is assigned. Rooms may not be sublet to another person. In all residence halls, rooms shall be vacated by the date published by Residence Life.

   c. The University reserves the right to:
      1. Authorize or deny room and roommate changes,
      2. Place additional students in a student’s assigned room,
      3. Consolidate vacancies,
      4. Re-designate building usage, or
5. Relocate students for reasons including, but not limited to, renovation, maintenance, construction, roommate conflicts, and disciplinary sanctions.

d. In all residence halls, rooms shall be vacated no later than twenty-four hours after cancellation of the contract.

2. Visitation

   1. The following rules apply to all residence halls:
      a. Guests must enter and exit from the lobby entrance(s).
      b. Guests must be escorted by a resident of that building at all times.
      c. Residents are responsible for the behavior of their guest(s).
      d. During the hours when a desk assistant is on duty, all guests must present a picture ID and sign the visitation log.

   2. Freshmen students have the following hours of visitation:
      - Sunday - Wednesday 10:00 AM. - 1:00 AM
      - Thursday - Saturday 10:00 AM - 3:00 AM

   3. Upper-class students have no limitations on the hours of visitation. However, the 24-hour visitation policy does not allow for cohabitation. Residents may not have an overnight guest more than 3 times per month. If a guest is going to stay past the time that a desk assistant is on duty for that night, the resident must complete an overnight guest registration form and leave it with the desk assistant. If a resident has an overnight guest more than three times during any month, it may result in a loss of all visitation privileges for that resident, and the guest may be banned from visiting the residence hall at all.

   4. A resident may not have more than two guests at any one time. No suite or apartment may have more than four guests at any one time.

   5. Due to insurance restrictions and liabilities, children under the age of 12 are not permitted to stay past 10:00 p.m. in residence halls nor at any time for babysitting purposes. Children must be accompanied by the resident being visited while in the residence hall. Children must not be left alone in residence hall rooms or public areas.

3. Liability

   The University will not be liable for injury to persons or for loss or damage to items of personal property that occur in its buildings or on its grounds. This includes, but is not limited to, damage from fire, windstorm, vandalism, interruption of utilities, or condition of facilities. Students are
strongly encouraged to carry appropriate insurance to cover possible loss of personal property. The RLC for each residence hall can provide you information about obtaining student renter’s insurance.

4. **Lock Outs, Lost Keys, and Student Responsibility**
   1. The Residence Life Staff realizes that even with the best precautions, students may still lock themselves out of their room. If this happens, the student should:
      i. Find the RA on duty by calling their room and/or calling them.
      ii. Locate any available RA in the building.
      iii. Locate any available RA for that area (found on duty board in lobby of each residence hall).
      iv. If no RA is available, find the Residence Life Coordinator in the building.
      v. If the Residence Life Coordinator is not available, contact the Director of Residence Life Mon-Fri from 8:00 AM to 5:00 PM. or Public Safety during all other times and on holidays.

   2. A student will receive a key to his/her room from the residence hall staff during check-in procedures. It is the student's responsibility to keep the key secure and return it to the Residence Life staff upon vacating the room. Students should not loan their keys or access card for any reason to any person. Possession of unauthorized keys is prohibited.

   3. A resident who loses his/her room key will be held responsible for the cost of lock replacement.
      i. Double occupancy room (Oaks/Duncan) - $75.00
      ii. Single occupancy (Oaks/Magnolia/2-Bedroom apartments) - $125.00
      iii. 4-Bedroom Apartments (Pines) - $250.00

   4. Should the key be broken, a replacement key will be provided when the broken key is returned at the cost of $25.00 per key.

5. **Room Entry**
   While the University will make every effort to respect the privacy of the student, the university reserves the right of entry for inspection, verification of occupancy and repairs, or when there is reason to believe the Student Code of Conduct is being violated. The university also reserves the right of entry without notice in circumstances posing a threat to life or property or as reasonably necessary to preserve campus order and discipline.

6. **Solicitation**
   Solicitation within the residence halls is only permitted in compliance with applicable University policy and the approval of the Director of Residence Life.
Research may be conducted in the halls only with the prior written approval of the Director of Residence Life and GSW's IRB.

7. **Conduct in the Residence Halls**
   Students and their guests are expected to conduct themselves with proper regard for the rights, property, and privileges of other residents. Pets, solicitation of business, weapons, alcohol, controlled substances, alteration of locks, removal of furnishings, and tampering with any security or fire system is prohibited. Violations of these regulations may subject the individual to disciplinary action, confiscation of contraband, and removal from University housing or from the University itself.

8. **Quiet Hours**
   a. Residence Life realizes that part of college is to socialize. However, we also feel that students that choose to study should be able to do that. Therefore, we have come up with the following quiet hours for specific times.

   b. Students must vacate the building lobby by 12:00 midnight. Students will not be allowed to congregate past this time. (This included sitting areas outside of the residence hall doors)

   c. Social gatherings in the hall way should NOT go past 9:00 PM. If a group wishes to have something past 9:00 PM, they should reserve a community room.

   d. Quiet hours begin at 9:00 PM and end at 9:00 AM. During finals, these hours are 24 hours a day.

   e. Courtesy Hours are from 9:00 AM to 9:00 PM. During these hours a resident’s music should not be heard more than an apartment or room away from their own.

C. **Safety and Security**

1. **Health and Safety Inspections**
   b. Pets - Only fish are permitted in the residence halls. Fish may be maintained in aquariums no larger than ten (10) gallons. Only one aquarium per resident is permitted.

   c. Cleanliness- There should be a clear pathway throughout living facilities. Dishes should be cleaned after usage and any food should be stored
properly. Trash should be disposed of and taken out the allocated trash facilities located in the parking lot on a routine basis.

d. Electrical Appliances- All surge protectors, power strips, etc must be used appropriately. Microwaves and refrigerator must be plugged directly into the wall outlet.

2. Emergency Door Usage
The emergency exit doors of all residence halls should be used only during an emergency. All emergency doors will be alarmed 24 hours a day. Propping exterior doors compromises the security of the residence hall and is expressly prohibited unless special permission has been granted by the Residence Life Coordinator.

3. Roofs, Ledges, and Windows
a. Roofs and Ledges - Residents are not permitted on roof areas and window ledges as they are not intended to hold excess weight. The University is not responsible for injuries that result from a fall from a ledge or roof area.

b. Windows- Residents are not to use any residence hall windows as an entrance or exit to the building.

4. Fire Safety
a. Fire Drills- All residents and guests are to vacate the building when the fire drill sounds. They must be at least 100ft away from the building. No one may re-enter the facility until they are given permission.

b. Smoking is not permitted in any of the residence halls. Smoking outside of the building is only permitted 25 feet away from the building.

c. Candles and Incense - No candles, incense, or other items that require burning are allowed in the residence halls. This includes all decorative candles and candles with the wicks removed. The University reserves the right to confiscate candles or other questionable flammable materials and the student will face a judicial hearing.

d. Cooking (In halls other than Southwestern Pines)- There is no cooking allowed in the residence hall rooms other than in the microwave or a coffee maker. Students may store other cooking appliances in their room, but they are only to be used in the kitchen area of the residence hall. If any student is found using an unauthorized appliance in his or her room, the appliance will be confiscated and the student will face a judicial hearing. Confiscated materials may be returned to the student at the end of the semester for the
student to take home per approval of the Residence Life Coordinator. Unwashed or abandoned dishes, cooking utensils, or food may be discarded to prevent pests.

e. Electrical Appliances - Students may have small refrigerators and microwaves in the residence halls. The following appliances are not permitted in the residence halls: any appliance requiring 220 volts or 1500 watts, space heaters, hot plates, air conditioners, or any appliance with an exposed heating element. If any student is found using an unauthorized appliance in his or her room, the appliance will be confiscated and the student will face a judicial hearing. (Note: Confiscated materials may be returned to the student at the end of the semester for the student to take home per approval of the Director of Residence Life.)

5. Security
For security purposes, the Residence Life staff may, at any time, request proper identification from a student or any person in or around the residence halls.

D. Condition of Facilities

1. Student Responsibility of Facilities
The student is responsible for the condition and for maintaining the cleanliness of the assigned room and its furnishings. The student shall reimburse the University for all damages to, loss of, and/or special cleaning of these accommodations and furnishings. Residents are required to check out of their assigned room by following procedures posted at the end of each semester. When inspected, the room should be cleared of all personal belongings and debris.

2. Common Areas and Hallways
Residents of a hall also may be required to share expenses of repair, replacement, and/or special cleaning of any University-owned property in areas commonly used by residents and their guests. Any use of residence hall furniture other than in public areas of the residence hall is prohibited.

3. Community Areas
In the event of damage in hallways or common areas, students may be charged for repairs or replacement of damaged property when not attributed to a specific individual. Determination of room and common area damage, loss, or cleaning assessments shall be made by the University at its sole discretion. This includes all community kitchens, computer labs, multi-purpose rooms, and lobby areas.
Appendix C
Student Organizations Rights & Responsibilities

A. FREEDOM AND RESPONSIBILITY OF ORGANIZATIONS
Freedom of action granted to a registered organization implies the responsibility for developing the direction, scope and character of the organization in promoting the total educational program of the University. This freedom of action is limited only by the stated purpose of the organization, by the University and the society. The aim of the University is not to establish a complete set of rules or regulations to control student organizational activities, but to keep such regulations to the minimum found necessary by experience. Within the spirit of this philosophy, it is expected that a student organization should not assume that it rightfully may engage in any activity that is not restricted specifically by the regulations. In planning new activities, student organizations should consult first with their faculty advisor(s) and if there is doubt as to the appropriateness of the activity, the organization should consult the Director of Campus Life well in advance so that equitable decisions may be reached through cooperative discussion.

B. UNIVERSITY REGULATIONS FOR STUDENT ORGANIZATIONS
Restrictions imposed by University regulations for student organizations are established by the Faculty Committee on Student Affairs, which has student and faculty representatives. Regulations established by this group are intended primarily to protect all parts of the University program from interference from each other and from duplication of effort. Organizations dissatisfied with these policies should address themselves to the Faculty Committee on Student Affairs. Acceptance of established procedures of campus governance is part of the responsibility undertaken by a student group becoming chartered as a University organization.

C. CHARTERED STUDENT ORGANIZATIONS
Georgia Southwestern State University encourages students to become participating members of chartered student organizations insofar as the aims and purposes of the organizations are consistent with the aims and purposes of the University and University community. Chartered student groups include the following types:

Social organizations
Honorary and leadership organizations and recognition societies
Departmental organizations and professional fraternities
Political organizations
Specialty groups (athletic, religious, etc.)

1. Such organizations shall adhere to the following procedures for obtaining a charter:
   a. Obtain from the Director of Campus Life the petition for recognition packet.
b. Submit the complete packet, a constitution, membership list 7 members as a recommended minimum), proposed source/method of funding, and name of a faculty advisor to the Director of Campus Life. (Note: The approval process for social fraternities and sororities shall be governed by the Georgia Southwestern State University Pan-Hellenic Council, Inter-fraternity, and Panhellenic Councils where appropriate.)

c. The Director of Campus Life will submit these documents to the Faculty Committee on Student Affairs for approval or rejection of the organization. At least thirty days following submission of the required documents, the committee will meet at a scheduled time with the members and anticipated Advisor of the proposed organization prior to rendering a decision.

d. The Faculty Committee on Student Affairs will notify the Faculty Senate of its action, approval or rejection, of the organization.

e. The Faculty Senate shall report to the faculty, as information, the approval or rejection of the organization.

f. Any deletions or amendments to an approved organizational constitution must be forwarded to the Faculty Committee on Student Affairs for final consideration before being adopted by the organization.

2. The charters of student organizations may be revoked and individual members may be subjected to disciplinary actions, as stipulated in Appendix A, Section BB, if the group or organization is found guilty of the following:

a. Hazing

b. Disorderly conduct or social misconduct

c. Interference with orderly academic processes of the University, its activities, or the rights and freedoms of other members of the University community.

d. Violation of Georgia Southwestern State University rules, regulations and policies.

e. Violation of Federal, State, or local laws and of policies of the Board of Regents.

f. Participation in activities that disrupt or obstruct any teaching, research, administration, disciplinary public service, or other activities authorized to be held or conducted on the Georgia Southwestern State University campus.
g. Staff of the Office of Campus Life or Division of Student Affairs staff may suspend the rights of an organization pending an investigation or an official hearing.

D. ANNUAL REGISTRATION OF RECOGNIZED STUDENT ORGANIZATIONS

Each Fall semester all organizations who wish to remain active organizations on campus must register their desire by completing a form that lists the current officers and the faculty advisor, along with a copy of the organization's most current constitution. It is the President's responsibility to file the roster of elected officers with the Office of Campus Life by the 1st of September. Failure to comply with this regulation will result in the loss of recognition on campus. Changes in organization officers or membership during the year are to be reported to the Office of Campus Life as they occur. New officers should check to see that the constitution on file is current. Student organizations shall furnish to the Office of Campus Life, upon request any information that it considers necessary for administration, such as constitution, list of officers, faculty advisor, schedule of activities, etc.

E. STUDENT ORGANIZATION PRIVILEGES

Registered student organizations are eligible to:

1. Use university facilities, equipment, and services according to prescribed policies and procedures.

2. Sponsor on-campus fund raising events (all events must be approved by the Director of Campus Life at least two weeks prior to the event.)

3. Apply for student activity funds (those organizations that do not restrict membership or do not require adherence to any doctrine or belief are eligible to apply.)

4. Invite guest speakers to campus in accordance with established guidelines.

5. Use copying services on campus.

6. Establish a University account and use the services of the University Business Office.

7. Receive awards or honors presented to university organizations and members.

8. Be listed in University/student publications.

9. Sponsor program activities consistent with the purpose of the organization and the University.
10. Distribute and post literature and organizational materials according to established policies and procedures.

11. Request assistance from the Office of Public Relations and student media groups to promote organizational activities.

**F. MEMBERSHIP REQUIREMENTS**

Membership in a registered student organization must be open to any Georgia Southwestern State University student who shall comply with:

1. The stated purpose(s) of the organization

2. Reasonable conditions and obligations of membership, except that:
   
   a. no student shall be excluded from membership on the basis of race, color, national origin, religious creed, age, political views, Vietnam-era veteran status, sexual orientation, or disability;

   b. no student shall be excluded from membership on the basis of sex, unless: the organization is a social fraternity or sorority, or the primary purpose of the organization is to engage in sports, the main purpose or activity of which involves bodily contact, or the organization is otherwise exempt under Title IX of the Educational Amendment of 1972.

3. Constitution of such registered student organization and, if affiliated with an off-campus organization, the constitution of the off-campus organization must not contain any provisions which discriminate against a student under the provisions or the rules of Georgia Southwestern State University.

4. Leadership Position Requirements:
   
   a. A minimum graduating grade point average of 2.0 and current enrollment, is required for a student to hold and maintain organization offices as follows: president; vice-president; secretary; treasurer; board member; or comparable positions under other titles, such as editor, captain, or chairperson. Organizations may require officers to have a grade point average higher than a 2.0 and should specify this requirement in the organization's constitution. It is the responsibility of the organization's faculty advisor to ensure compliance with the provision.

   b. Students holding organization offices are expected to uphold the requirements of the Georgia Southwestern Student Conduct Code. Should a violation of the Student Conduct Code or local, state, or federal law occur, the Vice President for Student Affairs, Student Conduct Officer, or designee and the organization's faculty advisor shall review the circumstances of the incident and advise the organization of recommended action. Recommended action
may range from verbal admonition to removal of the student from office, and may include referral to the Georgia Southwestern State University Student Conduct system.

G. SCHEDULING SOCIAL EVENTS

1. Definition - social events refer primarily to parties, dances, or concerts sponsored by student organizations. It is expected that such social events will be scheduled at times that do not interfere with the normal educational functioning of the University.

2. Approval - no social event may be held on campus by a student organization without prior approval of the Director of Campus Life.

3. The designated faculty advisor, or a designee selected by the faculty advisor, is required to attend all organization functions on campus, for the duration of the event, at which alcohol will be consumed and to assist the officers and the sponsoring organization to comply with university regulations, as well as local, state, and federal laws.

4. Event requests - requests for social events on campus must be submitted for approval at least five (5) working days in advance.

5. Request for facilities - reservations for facilities can be made in the Reservations Office upon approval of the event and the form should be filed at least five (5) working days prior to the event.

6. Work orders - arrangements for work orders necessary for the use of a facility must be made in the Division of Student Affairs at least five (5) working days prior to an event.

7. Litter - Organization members and faculty advisors are responsible for seeing that facilities used are clean and properly put in order after use. The sponsoring organization is responsible for any and all damage incurred to the facility. The sponsoring organization will be held accountable for all litter left in the area where the activity was held, including outside of buildings and parking lots. Should it be necessary for the University to remove any ground litter, the sponsoring organization will be charged for such service.

8. Security - Organizations that sponsor (1) a social event on campus where more than fifty people will be in attendance and alcohol is to be consumed by legally aged persons, or (2) a dance and/or concert is open to the public, or (3) where in excess of one hundred people are to be in attendance, are required to pay at least one additional certified security or police officer who will be present during the entire event. The number of officers assigned to each event will be determined jointly by a student representative from the sponsoring organization and the
Division of Student Affairs at least 48 hours in advance of approval of the event. The student organizations shall be responsible for paying the Security Officers a salary per hour equivalent to the current rate of pay. Such payment will be made to the Business Office and confirmation of the payment must be provided to the Director of Campus Life prior to the scheduling of a facility. Charges will vary depending on the length of the event and the number of officers required. The responsibilities of the student organization to uphold University regulations, local, State and Federal laws, are not negated by the requirement of the presence of Security officers. The responsibilities of the Security Officers are to support the sponsoring student organization in upholding University regulations, local, State and Federal laws. Included in these responsibilities are upholding policies with regard to alcohol, crowd behavior and environmental noise problems. Georgia Southwestern State University Department of Public Safety Personnel are not eligible for contracting out to such events. The student responsibilities are upholding policies with regard to alcohol, crowd/guest behavior and environmental noise problems. The student organization has primary responsibility for monitoring the event and the Security Officers is available only as a last supplemental resort. Failure to provide adequate security personnel or other security measures in order to insure the safety of those in attendance is prohibited.

9. Crowd size that exceeds such limits so as to infringe upon the rights of others or endanger those in attendance is prohibited.

10. Failure to provide adequate parking so that vehicles are impeding the normal flow of traffic, parked illegally or parked on private property without proper authorization is prohibited.

11. Activities/Exams: No campus-wide social activities shall be held by any student organization during final examination periods. In addition, recognized student organizations may not schedule events or activities within 48 hours of the beginning of a final examination period.

12. Hours to Terminate - Activities on campus shall terminate on Sunday through Thursday nights by midnight; Friday and Saturday nights by 1:00 a.m. The termination time must be specified on the social request form and approved by the Director of Campus Life.

H. STUDENT ORGANIZATION LIABILITY
Organization officers, members and advisors may be civilly liable for harm resulting from either dangerous organization activities or those that create an unreasonable risk of injury on and off campus. All persons involved in organizations are advised to plan activities carefully, comply with all laws (including those related to the consumption of alcohol and the use of vehicles and other equipment) and to neither endorse nor participate in activities that could result in injury to participants, bystanders, property or self. Organizations sponsoring recreational activities, off-campus trips of any kind or any
activities where risk to participants may be involved are required to have participants sign a RELEASE AND WAIVER OF LIABILITY FORM. These forms may be obtained from the Student Affairs website.

I. STUDENT ORGANIZATION TRAVEL
The Board of Regents has stipulated that organization related travel of students be subject to the same guidelines as those of University employees. See the Office of Campus Life for specific details.

J. STUDENT ORGANIZATION FUND RAISING
All registered student organizations are encouraged to make every possible effort to become financially self-supporting. Organizations may generate funds by charging dues to members, charging admission to events and sponsoring approved fund raising activities. Fund raising events must be approved at least two weeks in advance by the Director of Campus Life, including approval of the method to be used in selling tickets and collecting money when admission is to be charged to an event. Fund raising is defined as anytime an organization collects money for any purpose on or off campus. Raffles and games of chance are prohibited. Student Organizations wishing to hold an on campus or off-campus fundraiser must fill out a fundraising approval form at least 5 business days in advance.

K. FINANCIAL MANAGEMENT OF STUDENT ORGANIZATIONS

1. Student organizations receiving student activity funds cannot maintain outside bank accounts.

2. All monies collected, whether on or off campus, by funded student organizations, must be deposited in a University account.

3. All invoices must be paid within 30 days, as stipulated by State of Georgia Policy.

L. EXPENDITURE OF STUDENT ACTIVITY FUNDS
The following guidelines are to be followed by all campus organizations expending student activity funds:

1. Cash Advance - For expenditures under $100, an organization may obtain monies from the petty cash fund in the Business Office with prior written approval (Request for Petty Cash) of the organization's treasurer and faculty advisor. The following procedures apply:
   a. Present cashier with a Request for Petty Cash signed by the treasurer and faculty advisor.
   b. Sign cashier's receipt for the amount withdrawn.
c. A paid invoice or cash register tape imprinted with the vendor's name must be obtained for all purchases.

d. Return paid invoices and/or register tape to the cashier within three (3) days after the cash advance. Any money not spent must be returned at the same time.

e. Initial cashier's receipt indicating the actual expenditure. In the event that a purchase costs more than the amount of money withdrawn from the petty cash fund, refunds will be made to individuals having to spend their own money. No refunds will be made for purchases made without prior written approval (Request for Petty Cash).

2. Payments to Individuals/Requests for Cash in Excess of $50
   Payments to individuals require a properly authorized Disbursement Authorization and will be paid in cash. The Disbursement Authorization form also may be used when more than $100 in cash is needed. Disbursement Authorization forms must be in the Business Office at least one week before a check is needed.

3. Purchase Orders - Prior to all purchases (regardless of the amount) for which a cash advance or disbursement has not been obtained, a properly authorized purchase request form must be completed by the organization's treasurer and faculty advisor. Under no circumstances will a purchase be made without properly notifying the Business Office in advance.

4. Internal Requisition Forms - The purchase of items from the University Bookstore requires the use of an Internal Requisition Form. In unusual circumstances, when the faculty advisor is away from campus for an extended period of time, the Director of Campus Life will co-sign all expenditure request forms. All of the required forms may be obtained in the Office of Campus Life.
Appendix D
Student Medical/Mental Health Withdrawals

For the provision of an academic learning environment and the protection of students and the total University community, the University has adopted a policy for the administrative medical/mental health withdrawals of students by the Vice President for Student Affairs. In making this decision, the Vice President for Student Affairs may consult with the Director of Counseling Services, the University physician, the Director of the University's Health Services, the Director of the University's Public Safety Office, Director of Human Resources, other appropriate university officials [such as Residence Life staff, Dean/Asst. Dean of Students, faculty, etc.], as well as with the student's parents/legal guardians [if under age 18-FERPA based], and the student's physician and appropriate health professionals [in the form of medical records documentation].

The Vice President for Student Affairs may administratively withdraw the student when it is determined that the student suffers from a physical, mental, emotional or psychological health condition which: (1) poses a significant danger or threat of physical harm to the student or to the person or property of others or (2) causes the student to interfere with the rights of other members of the University community or with the exercise of any proper activities or functions of the University or its personnel or (3) causes the student to be unable to meet institutional requirements for admission and continued enrollment, as defined in the Student Conduct Code and other publications of the University.

Except in emergency situations, a student shall, upon request, be accorded an appropriate hearing prior to the final decision concerning his or her continued enrollment at the University. The request for this hearing should be made, in writing, to the Vice President of Student Affairs. The student has the right to appeal the administrative withdrawal. This appeal must be submitted, in writing, to the President's Office within five [5] days of receiving the notification. The President may reject or accept the appeal. If the appeal is accepted, the President shall schedule a review within five class days following receipt of the student's written appeal, and a final decision must be rendered in writing within five class days after the conclusion of the review. The President may independently handle the review or appoint a committee to conduct the review. If the President appoints a committee to handle the review, it shall occur within ten [10] class days upon receipt of the appeal. The committee should be composed of three members of the faculty of the institution, or the President may utilize the services of an appropriate existing committee. This committee shall review all facts and circumstances connected with the case and shall within five days make its findings and report thereon to the President. After consideration of the committee's report, the President shall within five days make a decision, and notify the student, in writing. This decision shall be final so far as the institution is concerned.
Appendix E
Gender-Based Misconduct Policy

INTRODUCTION
Members of the university community, guests and visitors have the right to be free from sexual violence. All members of the campus community are expected to conduct themselves in a manner that does not infringe upon the rights of others. The University believes in a zero tolerance policy for gender-based misconduct. When an allegation of misconduct is brought to an appropriate administration’s attention, and a respondent is found to have violated this policy, serious sanctions will be used to reasonably ensure that such actions are never repeated. This policy has been developed to reaffirm these principles and to provide recourse for those individuals whose rights have been violated. This policy is intended to define community expectations and to establish a mechanism for determining when those expectations have been violated.

OVERVIEW OF POLICY EXPECTATIONS WITH RESPECT TO PHYSICAL SEXUAL MISCONDUCT
The expectations of our community regarding sexual misconduct can be summarized as follows: In order for individuals to engage in sexual activity of any type with each other, there must be clear, knowing and voluntary consent prior to and during sexual activity. Consent is sexual permission. Consent can be given by word or action, but non-verbal consent is not as clear as talking about what you want sexually and what you don’t. Consent to some form of sexual activity cannot be automatically taken as consent to any other form of sexual activity. Silence—without actions demonstrating permission—cannot be assumed to show consent.
Additionally, there is a difference between seduction and coercion. Coercing someone into sexual activity violates this policy in the same way as physically forcing someone into sex. Coercion happens when someone is pressured unreasonably for sex. Because alcohol or other drug use can place the capacity to consent in question, sober sex is less likely to raise such questions. When alcohol or other drugs are being used, a person will be considered unable to give valid consent if they cannot fully understand the details of a sexual interaction (who, what, when, where, why, or how) because they lack the capacity to reasonably understand the situation. Individuals who consent to sex must be able to understand what they are doing. Under this policy, “No” always means “No,” and “Yes” may not always mean “Yes.” Anything but a clear, knowing and voluntary consent to any sexual activity is equivalent to a “no.”

OVERVIEW OF POLICY EXPECTATIONS WITH RESPECT TO CONSENSUAL RELATIONSHIPS
There are inherent risks in any romantic or sexual relationship between individuals in unequal positions (such as teacher and student, supervisor and employee). These relationships may be less consensual than perceived by the individual whose position confers power. The relationship also may be viewed in different ways by each of the
parties, particularly in retrospect. Furthermore, circumstances may change, and conduct that was previously welcome may become unwelcome. Even when both parties have consented at the outset to a romantic or sexual involvement, this past consent may not remove grounds for a later charge of a violation of applicable sections of the faculty/staff handbooks. The university does not wish to interfere with private choices regarding personal relationships when these relationships do not interfere with the goals and policies of the university. For the personal protection of members of this community, relationships in which power differentials are inherent (faculty-student, staff-student, administrator-student) are generally discouraged. Consensual romantic or sexual relationships in which one party maintains a direct supervisory or evaluative role over the other party are unethical. Therefore, persons with direct supervisory or evaluative responsibilities who are involved in such relationships must bring those relationships to the timely attention of their supervisor, and will likely result in the necessity to remove the employee from the supervisory or evaluative responsibilities, or shift the student out of being supervised or evaluated by someone with whom they have established a consensual relationship. This includes RAs and students over whom they have direct responsibility. While no relationships are prohibited by this policy, failure to self-report such relationships to a supervisor as required can result in disciplinary action for an employee.

SEXUAL VIOLENCE -- RISK REDUCTION TIPS
Risk reduction tips can often take a victim-blaming tone, even unintentionally. With no intention to victim-blame, and with recognition that only those who commit sexual violence are responsible for those actions, these suggestions may nevertheless help you to reduce your risk experiencing a non-consensual sexual act. Below, suggestions to avoid committing a non-consensual sexual act are also offered:

1. If you have limits, make them known as early as possible.

2. Tell a sexual aggressor “NO” clearly and firmly.

3. Try to remove yourself from the physical presence of a sexual aggressor.

4. Find someone nearby and ask for help.

5. Take affirmative responsibility for your alcohol intake/drug use and acknowledge that alcohol/drugs lower your sexual inhibitions and may make you vulnerable to someone who views a drunk or high person as a sexual opportunity.

6. Take care of your friends and ask that they take care of you. A real friend will challenge you if you are about to make a mistake. Respect them when they do.

If you find yourself in the position of being the initiator of sexual behavior, you owe sexual respect to your potential partner. These suggestions may help you to reduce your risk for being accused of sexual misconduct:
1. Clearly communicate your intentions to your sexual partner and give them a chance to clearly relate their intentions to you.

2. Understand and respect personal boundaries.

3. DON’T MAKE ASSUMPTIONS about consent; about someone’s sexual availability; about whether they are attracted to you; about how far you can go or about whether they are physically and/or mentally able to consent. If there are any questions or ambiguity then you DO NOT have consent.

4. Mixed messages from your partner are a clear indication that you should stop, defuse any sexual tension and communicate better. You may be misreading them. They may not have figured out how far they want to go with you yet. You must respect the timeline for sexual behaviors with which they are comfortable.

5. Don’t take advantage of someone’s drunkenness or drugged state, even if they did it to themselves.

6. Realize that your potential partner could be intimidated by you, or fearful. You may have a power advantage simply because of your gender or size. Don’t abuse that power.

7. Understand that consent to some form of sexual behavior does not automatically imply consent to any other forms of sexual behavior.

8. Silence and passivity cannot be interpreted as an indication of consent. Read your potential partner carefully, paying attention to verbal and non-verbal communication and body language.

In campus hearings, legal terms like “guilt, “innocence” and “burdens of proof” are not applicable, but the university never assumes a student is in violation of university policy. Campus hearings are conducted to take into account the totality of all evidence available, from all relevant sources. The university reserves the right to take whatever measures it deems necessary in response to an allegation of sexual misconduct in order to protect students’ rights and personal safety. Such measures include, but are not limited to, modification of living arrangements, interim suspension from campus pending a hearing, and reporting the matter to the local police. Not all forms of sexual misconduct will be deemed to be equally serious offenses, and the university reserves the right to impose different sanctions, ranging from verbal warning to expulsion, depending on the severity of the offense. The university will consider the concerns and rights of both the complainant and the person accused of sexual misconduct.
SEXUAL MISCONDUCT OFFENSES INCLUDE, BUT ARE NOT LIMITED TO:

1. Sexual Harassment

2. Non-Consensual Sexual Contact (or attempts to commit same)

3. Non-Consensual Sexual Intercourse (or attempts to commit same)

4. Sexual Exploitation

1. SEXUAL HARASSMENT:

Sexual Harassment is

- unwelcome, gender-based verbal or physical conduct that is,
- sufficiently severe, persistent or pervasive that it,
- unreasonably interferes with, denies or limits someone’s ability to participate in or benefit from the university’s educational program and/or activities, and is
- based on power differentials (quid pro quo), the creation of a hostile environment, or retaliation.

Examples include: an attempt to coerce an unwilling person into a sexual relationship; to repeatedly subject a person to egregious, unwelcome sexual attention; to punish a refusal to comply with a sexual based request; to condition a benefit on submitting to sexual advances; sexual violence; intimate partner violence, stalking; gender-based bullying.

2. NON-CONSENSUAL SEXUAL CONTACT:
Non-Consensual Sexual Contact is
- any intentional sexual touching,
- however slight,
- with any object,
- by a man or a woman upon a man or a woman,
- that is without consent and/or by force.

Sexual Contact includes:

Intentional contact with the breasts, buttock, groin, or genitals, or touching another with any of these body parts, or making another touch you or themselves with or on any of these body parts; any intentional bodily contact in a sexual manner, though not involving contact with/of/by breasts, buttocks, groin, genitals, mouth or other orifice.

3. NON-CONSENSUAL SEXUAL INTERCOURSE:
Non-Consensual Sexual Intercourse is any sexual intercourse however slight, with any object, by a man or woman upon a man or a woman, that is without consent and/or by force.
Intercourse includes vaginal penetration by a penis, object, tongue or finger, anal penetration by a penis, object, tongue, or finger, and oral copulation (mouth to genital contact or genital to mouth contact), no matter how slight the penetration or contact.

4. SEXUAL EXPLOITATION

Occurs when a student takes non-consensual or abusive sexual advantage of another for his/her own advantage or benefit, or to benefit or advantage anyone other than the one being exploited, and that behavior does not otherwise constitute one of other sexual misconduct offenses. Examples of sexual exploitation include, but are not limited to:

- Invasion of sexual privacy;
- prostituting another student;
- non-consensual video or audio-taping of sexual activity;
- going beyond the boundaries of consent (such as letting your friends hide in the closet to watch you having consensual sex);
- engaging in voyeurism;
- knowingly transmitting an STI or HIV to another student;
- Exposing one’s genitals in non-consensual circumstances; inducing another to expose their genitals;
- Sexually-based stalking and/or bullying may also be forms of sexual exploitation

ADDITIONAL APPLICABLE DEFINITIONS:

Consent is clear, knowing and voluntary. Consent is active, not passive. Silence, in and of itself, cannot be interpreted as consent. Consent can be given by words or actions, as long as those words or actions create mutually understandable clear permission regarding willingness to engage in (and the conditions of) sexual activity.

Consent to any one form of sexual activity cannot automatically imply consent to any other forms of sexual activity.

Previous relationships or prior consent cannot imply consent to future sexual acts.

Force is the use of physical violence and/or imposing on someone physically to gain sexual access. Force also includes threats, intimidation (implied threats) and coercion that overcome resistance or produce consent.

Coercion is unreasonable pressure for sexual activity. Coercive behavior differs from seductive behavior based on the type of pressure someone uses to get consent from another. When someone makes clear to you that they do not want sex, that they want to
stop, or that they do not want to go past a certain point of sexual interaction, continued pressure beyond that point can be coercive.

NOTE: There is no requirement that a party resist the sexual advance or request, but resistance is a clear demonstration of non-consent. The presence of force is not demonstrated by the absence of resistance. Sexual activity that is forced is by definition non-consensual, but non-consensual sexual activity is not by definition forced.

In order to give effective consent, one must be of legal age.

Sexual activity with someone who one should know to be -- or based on the circumstances should reasonably have known to be -- mentally or physically incapacitated (by alcohol or other drug use, unconsciousness or blackout), constitutes a violation of this policy.

Incapacitation is a state where someone cannot make rational, reasonable decisions because they lack the capacity to give knowing consent (e.g., to understand the “who, what, when, where, why or how” of their sexual interaction).

This policy also covers a person whose incapacity results from mental disability, sleep, involuntary physical restraint, or from the taking of rape drugs. Possession, use and/or distribution of any of these substances, including Rohypnol, Ketomine, GHB, Burundanga, etc. is prohibited, and administering one of these drugs to another student is a violation of this policy. More information on these drugs can be found at http://www.911rape.org/

Use of alcohol or other drugs will never function as a defense to a violation of this policy.

The sexual orientation and/or gender identity of individuals engaging in sexual activity is not relevant to allegations under this policy. For reference to the pertinent state statutes on sex offenses, please see [insert reference here].

**OTHER MISCONDUCT OFFENSES (WILL FALL UNDER TITLE IX WHEN GENDER-BASED)**

1. Threatening or causing physical harm, extreme verbal abuse, or other conduct which threatens or endangers the health or safety of any person;

2. Discrimination, defined as actions that deprive other members of the community of educational or employment access, benefits or opportunities on the basis of gender;

3. Intimidation, defined as implied threats or acts that cause an unreasonable fear of harm in another;
4. Hazing, defined as acts likely to cause physical or psychological harm or social ostracism to any person within the university community, when related to the admission, initiation, pledging, joining, or any other group-affiliation activity (as defined further in the Hazing Policy);

5. Bullying, defined as repeated and/or severe aggressive behavior likely to intimidate or intentionally hurt, control or diminish another person, physically or mentally (that is not speech or conduct otherwise protected by the 1st Amendment).

6. Violence between those in an intimate relationship to each other;

7. Stalking, defined as repetitive and/or menacing pursuit, following, harassment and/or interference with the peace and/or safety of a member of the community; or the safety of any of the immediate family of members of the community.

QUESTIONS AND ANSWERS

Here are some of the most commonly asked questions regarding University’s sexual misconduct policy and procedures.

*Does information about a complaint remain private?*

The privacy of all parties to a complaint of sexual misconduct must be respected, except insofar as it interferes with the university’s obligation to fully investigate allegations of sexual misconduct. Where privacy is not strictly kept, it will still be tightly controlled on a need-to-know basis. Dissemination of information and/or written materials to persons not involved in the complaint procedure is not permitted. Violations of the privacy of the complainant or the accused student may lead to conduct action by the university.

In all complaints of sexual misconduct, all parties will be informed of the outcome. In some instances, the administration also may choose to make a brief public announcement of the nature of the violation and the action taken, without using the name or identifiable information of the alleged victim. Certain university administrators are informed of the outcome within the bounds of student privacy. If there is a report of an act of alleged sexual misconduct to a conduct officer of the university and there is evidence that a felony has occurred, local police will be notified. This does not mean charges will be automatically filed or that a victim must speak with the police, but the institution is legally required to notify law enforcement authorities. The institution also must statistically report the occurrence on campus of major violent crimes, including certain sex offenses, in an annual report of campus crime statistics. This statistical report does not include personally identifiable information.

*Will my parents be told?*
No, not unless you tell them. Whether you are the complainant or the accused student, the University’s primary relationship is to the student and not to the parent. However, in the event of major medical, disciplinary, or academic jeopardy, students are strongly encouraged to inform their parents. University officials will directly inform parents when requested to do so by a student, in a life-threatening situation, [or if an accused student has signed the permission form at registration which allows such communication].

Will the accused student know my identity?

Yes, if you file a formal complaint. Sexual misconduct is a serious offense and the accused student has the right to know the identity of the complainant/alleged victim. If there is a hearing, the university does provide options for questioning without confrontation, including closed-circuit testimony, Skype, using a room divider or using separate hearing rooms.

Do I have to name the perpetrator?

Yes, if you want formal disciplinary action to be taken against the alleged perpetrator. No, if you choose to respond informally and do not file a formal complaint (but you should consult the complete confidentiality policy above to better understand the university’s legal obligations depending on what information you share with different university officials). Victims should be aware that not identifying the perpetrator may limit the institution’s ability to respond comprehensively.

What do I do if I am accused of sexual misconduct?

DO NOT contact the alleged victim. You may immediately want to contact someone in the campus community who can act as your advisor. You may also contact the Student Conduct Office, which can explain the university’s procedures for addressing sexual misconduct complaints. You may also want to talk to a confidential counselor at the counseling center or seek other community assistance. See below regarding legal representation.15

Will I (as a victim) have to pay for counseling/or medical care?

Not typically, if the institution provides these services already. If a victim is accessing community and non-institutional services, payment for these will be subject to state/local laws, insurance requirements, etc. [In this state, victims may be ineligible for state-based assistance if they were engaged in any illegal activity during the assault or if they fail to cooperate with criminal prosecution].

What about legal advice?

Victims of criminal sexual assault need not retain a private attorney to pursue prosecution because representation will be handled by the District Attorney’s +Prosecutor’s+ office. You may want to retain an attorney if you are the accused student or are considering
filing a civil action. The accused student may retain counsel at their own expense if they determine that they need legal advice about criminal prosecution and/or the campus conduct proceeding.

What about changing residence hall rooms?

If you want to move, you may request a room change. Room changes under these circumstances are considered emergencies. If you want the accused student to move, and believe that you have been the victim of sexual misconduct, you must be willing to pursue a formal or informal university complaint. No contact orders can be imposed and room changes for the accused student can usually be arranged quickly. Other accommodations available to you might include:
--Assistance from university support staff in completing the relocation;
--Arranging to dissolve a housing contract and pro-rating a refund;
--Assistance with or rescheduling an academic assignment (paper, exams, etc.);
--Taking an incomplete in a class;
-- Assistance with transferring class sections;
--Temporary withdrawal;
-- Assistance with alternative course completion options;
--Other accommodations for safety as necessary.

What should I do about preserving evidence of a sexual assault?

Police are in the best position to secure evidence of a crime. Physical evidence of a criminal sexual assault must be collected from the alleged victim’s person within 120 hours, though evidence can often be obtained from towels, sheets, clothes, etc. for much longer periods of time. If you believe you have been a victim of a criminal sexual assault, you should go to the Hospital Emergency Room, before washing yourself or your clothing. The Sexual Assault Nurse Examiner (a specially trained nurse) at the hospital is usually on call 24 hours a day, 7 days a week (call the Emergency Room if you first want to speak to the nurse; ER will refer you). A victim advocate from the institution can also accompany you to Hospital and law enforcement or Security can provide transportation. If a victim goes to the hospital, local police will be called, but s/he is not obligated to talk to the police or to pursue prosecution. Having the evidence collected in this manner will help to keep all options available to a victim, but will not obligation him or her to any course of action. Collecting evidence can assist the authorities in pursuing criminal charges, should the victim decide later to exercise it.

For the Victim: the hospital staff will collect evidence, check for injuries, address pregnancy concerns and address the possibility of exposure to sexually transmitted infections. If you have changed clothing since the assault, bring the clothing you had on at the time of the assault with you to the hospital in a clean, sanitary container such as a clean paper grocery bag or wrapped in a clean sheet (plastic containers do not breathe, and may render evidence useless). If you have not changed clothes, bring a change of clothes with you to the hospital, if possible, as they will likely keep the clothes you are wearing as evidence. You can take a support person with you to the hospital, and they can
accompany you through the exam, if you want. Do not disturb the crime scene—leave all sheets, towels, etc. that may bear evidence for the police to collect.

*Will a victim be sanctioned when reporting a sexual misconduct policy violation if he/she has illegally used drugs or alcohol?*

No. The severity of the infraction will determine the nature of the university’s response, but whenever possible the university will respond educationally rather than punitively to the illegal use of drugs and/or alcohol. The seriousness of sexual misconduct is a major concern and the university does not want any of the circumstances (e.g., drug or alcohol use) to inhibit the reporting of sexual misconduct.

*Will the use of drugs or alcohol affect the outcome of a sexual misconduct conduct complaint?*

The use of alcohol and/or drugs by either party will not diminish the accused student’s responsibility. On the other hand, alcohol and/or drug use is likely to affect the complainant’s memory and, therefore, may affect the outcome of the complaint. A person bringing a complaint of sexual misconduct must either remember the alleged incident or have sufficient circumstantial evidence, physical evidence and/or witnesses to prove his/her complaint. If the complainant does not remember the circumstances of the alleged incident, it may not be possible to impose sanctions on the accused without further corroborating information. Use of alcohol and/or other drugs will never excuse a violation by an accused student.

*Will either party’s prior use of drugs and/or alcohol be a factor when reporting sexual misconduct?*

Not unless there is a compelling reason to believe that prior use or abuse is relevant to the present complaint.

*What should I do if I am uncertain about what happened?*

If you believe that you have experienced sexual misconduct, but are unsure of whether it was a violation of the institution’s sexual misconduct policy, you should contact the institution’s student conduct office or victim advocate’s office. The institution provides advisors who can help you to define and clarify the event(s), and advise you of your options.
Appendix G
Sexual Assault Victim's Bill of Rights

The following rights shall be accorded, by all campus officers, administrators, and employees of Georgia Southwestern State University, to victims of campus-related sexual assaults:

1. The right to have any and all sexual assaults against them treated with seriousness; the right, as victims, to be treated with dignity; and the right for campus organizations which assist such victims to be accorded recognition.

2. The right to have sexual assaults committed against them investigated and adjudicated by the duly constituted criminal and civil authorities of the governmental entity in which the crimes occurred; and the right to the full and prompt cooperation and assistance of campus personnel in notifying the proper authorities. The foregoing shall be in addition to any campus disciplinary proceedings.

3. The right to be free from any kind of pressure from campus personnel that victims not report crimes committed against them to civil and criminal authorities or to campus enforcement and disciplinary officials; or report crimes as lesser offenses than the victims perceive them to be.

4. The right to be free from any kind of suggestion that campus sexual assault victims not report, or under-report, crimes because:
   a. victims are somehow responsible for the commission of crimes against them;
   b. victims were negligent or assumed the risk of being assaulted; or
   c. by reporting crimes they would incur unwanted personal publicity.

5. The same right to legal assistance, or ability to have others present, in any campus disciplinary proceeding that the institution permits to be the accused; and the right to be notified of the outcome of such proceeding.

6. The right to full and prompt cooperation from campus personnel in obtaining, securing, and maintaining evidence (including a medical examination) as may be necessary to the proof of criminal sexual assault in subsequent legal proceedings.

7. The right to be made aware of, and assisted in exercising any options, as provided by State and Federal laws or regulations, with regard to mandatory testing of sexual assault suspects for communicable diseases and with regard to notification to victims of the results of such testing.
8. The right to counseling from any mental health services previously established by the institution, or by other victim-service entities, or by victims themselves.

9. After campus sexual assaults have been reported, the victims of such crimes shall have the right to require that campus personnel take the necessary steps or actions reasonably feasible to prevent any unnecessary or unwanted contact or proximity with alleged assailants, including immediate relocation of the victim to safe and secure alternative housing, and transfer of classes if requested by the victims.

10. In addition to the above rights, students, whether sexual assault victims or not, have a right to habitability in campus housing and in campus accommodations for which the University receives any compensation, direct or indirect.
Appendix H
Alcohol, Tobacco, and Drugs Information for University Students

The University System of Georgia accepts a responsibility to educate its students on the dangers of alcohol, tobacco, and other drugs and to adopt policies and procedures designed to minimize the incidents involving the high-risk use of alcohol, tobacco, or other drugs. At Georgia Southwestern State University, alcohol, tobacco, and other drug education programs are coordinated through the Division of Student Affairs by the Asst. Dean of Students in conjunction with the Task Force on Alcohol, Tobacco, and Other Drugs (ATOD), and the BACCHUS (Boosting Alcohol Consciousness Concerning the Health of University Students) Peer Educators.

These groups sponsor alcohol, tobacco, and drug awareness programs during the academic year. The dangers of high-risk use and the resources available for assistance (counseling, treatment and rehabilitation) are included in the programs. These programs are intended to educate about the reality of alcohol, tobacco, and drug use and its effects on the physical, mental, emotional and spiritual well being of the individual. The programs are open to all Georgia Southwestern State University students, faculty and staff. The date, time, location and specific topic of each program are advertised in The Sou'wester, GSW news on-line, and on information boards around campus. Informative pamphlets are made available free of charge on a regular basis to the entire university community in the Peer Educators Office located in the Student Success Center and in the Herschel A. Smith Health Center.

The Georgia Southwestern State University policies on alcoholic beverages and substances abuse are stated in Appendix A of this publication.

Student Action Plan

Any student violating any policy of the Student Code of Conduct that relates to alcohol, tobacco, or drugs or for which the presiding student conduct officer or student conduct board feels that the use alcohol, tobacco or drugs contributed to or was related to that student’s violation will be assigned sanctions as outlined in the Student Assistance Program. The program also will be available for any individual seeking help for alcohol, tobacco, or other drug issues.

The plan of action for the SAP will be as follows:

**First offense:** The student will be required to sign up for and successfully complete the GSW Alcohol, Tobacco, and Other Drugs (ATOD) Education program at the next available offering. The student will be required to pay a $100 fee for the program. In addition, the student may be required to attend workshops presented by Counseling
Services, complete online training sessions, complete community service projects under the direction of the volunteer services coordinator, write a response paper following the program, and complete a student conduct evaluation form.

**Second offense:** The student will be required to repeat all sanctions described as part of the first offense, with some additional requirements. The additional requirements may include an appointment with Counseling Services and an extended curriculum version of the ATOD program. The extended curriculum includes a research paper and a program presentation. The student will be required to pay a $200 fee for the program. A clinical assessment may be necessary to determine if addiction counseling or other treatments should be recommended. If the student is under the age of 21, the Student Conduct Officer may choose to notify the student’s parents of this second violation of the Student Code of Conduct.

**Third offense:** The student will be suspended from school for a minimum of one semester. In addition, he or she will be referred to Alcohol/Drug addiction counseling such as Middle Flint Behavioral Health Care Services, for proper evaluation and must complete his or her addiction education program. Only after providing verification of completion of the educational program, may the student return to school.

**GSW Alcohol, Tobacco, and Other Drug Task Force**
Georgia Southwestern State University is committed to support and comply with the Drug Free Schools and Communities Act Amendments of 1989 (Public Law 101-226, Section 22, subpart B) as an Institution of Higher Education. The law under this act now covers both drugs and alcohol, and relates to faculty, staff and students. Therefore, the entire campus community of Georgia Southwestern State University is under the mandate to comply. A committee appointed by the President of Georgia Southwestern has been charged with ensuring compliance with the aforementioned federal mandates.

The Task Force on Alcohol, Tobacco, and Other Drugs Committee is a committee appointed by the President of Georgia Southwestern State University. The Task Force shall focus on alcohol, tobacco, and other drug education, prevention and intervention for the GSW campus community. The Task Force shall:

- Provide continual guidance and support to ensure that the 1989 amendments (Part 86) to the "Drug-Free Schools and Campuses Act" regulations are being followed,
- Develop a strategic plan for GSW on ATOD issues. This will include the assignment of sub-committees to accomplish strategic plan tasks,
- Forward any recommendations or modifications in any current GSW drug/alcohol/tobacco policies to the President.
• Establish and assess the Student Assistance Program to educate and provide interventions to students who violate current GSW alcohol, tobacco, and other drug policies as well as any federal, state or local laws.

• Oversee the general education of the campus community in relation to policies, laws, and risks associated with ATOD use including programming, classes, seminars, and workshops.

• Collaborate with GSW's chapter of the BACCHUS Peer Educators to provide quality educational programming in the areas of alcohol, tobacco, and other drugs for the campus community.

• Provide training for task force members and peer educators on ATOD issues.

• Provide financial support for GSW education and prevention programs.

• Assess the university environment surrounding perceptions and use of ATOD using a variety of instruments such as the CORE survey.

• Collaborate with members of the community to ensure a community approach to ATOD education.
Appendix I
Student Grievance and Appeal Procedures for Academic Issues

An academic grievance is defined as a problem with a course that is related to a student's program of study.

A. EXAMPLES
Examples of Academic Grievances (Problems which occur in the classroom, which are related to a student's program of study, or which relate to intellectual diversity.)

1. The assignment of the final grade in a course that the student believes to be lower than the grade earned in the course.

2. The assignment of the final grade in a course by the faculty member who did not indicate clearly the criteria upon which a grade would be earned by the student.

3. The assignment of a final grade lower than that earned by another student enrolled in the same class whose recorded academic performance (all grades for course requirements and assignments) was the same as the student receiving the lower grade.

4. The assignment of a final grade in a course by a faculty member based upon performance measure(s) other than the criteria published by the faculty member for the student's earning the final grade in that course.

5. A student believes that he was absent from a given class fewer times than the number of absences recorded by the faculty member who, based upon the number of recorded class absences, assigned a failing grade to the student as stipulated in the course syllabus.

6. A student believes that he/she received a prejudiced academic evaluation for expressing a reasoned opinion or idea different from that of the instructor.

B. INFORMAL PROCEDURE - STEP 1
A student who has a complaint is first expected to resolve the complaint informally. The student should discuss his/her problem with the faculty or staff member involved and try to reach a mutually agreeable solution within the first thirty calendar days of the academic term immediately following the term in which the grievance occurred. If the student is not comfortable talking with the faculty or staff member involved, the student may skip to the Mediation Process or the Formal Procedure as described below. Grievances submitted after that date will not be considered. Upon notification of a complaint by the student, the faculty or staff member must meet with the student to
discuss the complaint within ten (10) class days. Should the grievance not be mutually resolved, the student will have the option to seek mediation (Step 2 below) or advance to the formal grievance procedure (Step 3 below) within ten (10) class days. Should the student elect to advance to the formal grievance procedure (Step 3), he/she will waive the option to seek mediation (Step 2) related to the grievance at a later date.

C. MEDIATION STEP 2 (OPTIONAL)

1. If all reasonable informal efforts to resolve the grievance fail, the student is encouraged to choose the mediation process. However, this step is optional. Mediation is an informal process that involves a neutral third party who will assist in resolving the dispute. The objective of this process is to come to an agreement that is fair and meets the needs of the parties involved. This process is confidential and private. Mediation does not waive the rights of any aggrieved party to seek resolution of his/her grievance through legal avenues. Mediation is a cost effective, voluntary, fast and efficient way to resolve grievance, thus permitting reaching a mutually acceptable resolution.

2. Steps for Mediation:

   a. Students choose one mediator from a panel. The list of certified mediators is available from Director of Human Resources. Both parties must be agreeable to mediating the conflict.

   b. The mediator will set up a time for the student and faculty or staff member to meet. This meeting will take place within ten (10) class days after the mediator is chosen.

   c. At the time of the meeting, the mediator will assist the two parties in finding a mutually agreeable and fair solution to the conflict. The mediator may offer suggestions, but cannot impose a solution.

   d. If the student is not satisfied with the outcome of mediation, he or she can file a formal grievance.

   e. Both parties involved in the grievance would sign the statement acknowledging their understanding of what processes occurred during Step 2.

   f. The mediator has the option to request written materials from all parties involved in the grievance for the purpose of clarifying the issue(s).
D. FORMAL PROCEDURE STEP 3

1. A formal grievance must be filed within ten (10) class days from the time of the conclusion of the Informal Procedure (Step 1), if Mediation (Step 2) is not pursued, or the conclusion of Mediation (Step 2). Waiver of time limits (or extension) may be approved by mutual consent.

2. The student must submit the grievance in writing to the appropriate Department Chair. If there is not a Department Chair, then the grievance should be directed to the respective Dean of the School (See Step 4).

3. The Department Chair will investigate the grievance and may interview the student for further clarification. After the investigation, he or she may either grant or deny the redress sought or provide remedies. The written decision of the Department Chair will be issued no later than ten (10) class days following receipt of the written grievance.

4. If the Department Chair's decision is not satisfactory to the student, the student has ten (10) class days to appeal the decision in writing to the Dean of the appropriate School. Upon receipt of the appeal, the Dean will review the facts of the grievance and may conduct further inquiry. The Dean has ten (10) class days after receipt of the grievance, to notify the student of his/her decision.

5. If the Dean does not render a decision satisfactory to the student, the student may file a written appeal to the Vice President for Academic Affairs within ten (10) class days of the Dean's decision. The Vice President will review the facts of the grievance and may conduct a further inquiry. The Vice President has ten (10) class days after receipt of the grievance to notify the student in writing of his/her decision.

6. When all previous efforts have failed (informal, mediation, and formal), the student must file a written appeal with the President of the University within ten (10) class days of the decision of the Vice President for Academic Affairs, stating the allegations and providing available documentary evidence.

7. The President, upon receipt of the formal appeal, will submit the grievance to the Committee on Academic Grievance within ten (10) class days, for consideration.

8. The following rules will apply:
   a. The committee shall hear the case and forward its recommendations to the President.
b. The hearing will be conducted by the Committee on Academic Grievance in an informal and expeditious manner.

c. The Committee will be provided with all prior relevant documents from both sides and may request additional information and/or seek further witnesses.

d. Only committee members, parties to the action and their advisors (drawn from among the student, faculty, and staff of the University) and witnesses testifying before the Committee shall be permitted in the hearing.

e. At the hearing, the complainant, the defendant, and witnesses for each party may testify, and may be questioned by committee members and the student’s advisor.

f. The Committee is empowered to rule on procedural matters and relevance of witnesses and/or evidence.

g. All hearings will begin within ten (10) class days from the time the Committee receives the grievance from the President.

h. A tape recording or other record of the hearing shall be preserved for reference and review until the case has been finally resolved.

9. The Committee shall arrive at a decision after all evidence has been heard and the parties have been dismissed. Only committee members who have been present for the entire hearing may vote on the case.

10. A majority vote of qualified members shall constitute a judgment.

11. Upon receipt of the Committee's recommendations, the President of the University shall render a final decision within ten (10) class days, and may amend a grievance according to his/her best judgment.

12. The student, on receiving an unfavorable decision, may submit an appeal to the Board of Regents.
E. TIME LINE FOR FILING GRIEVANCES
(A student may terminate the grievance at any time during the process.)

<table>
<thead>
<tr>
<th>Step</th>
<th>Maximum Time Line</th>
</tr>
</thead>
<tbody>
<tr>
<td>Initiation of Grievance Procedure</td>
<td>Must be filed within 30 class days into next Term</td>
</tr>
<tr>
<td>Informal Procedure (Step 1)</td>
<td>10 class days, faculty/staff member to meet with student</td>
</tr>
<tr>
<td>Mediation (Step 2-if optioned)</td>
<td>10 class days after completion of Step 1</td>
</tr>
<tr>
<td>Formal Procedure (Step 3)</td>
<td>10 class days after completion of Step 1 or Step 2</td>
</tr>
<tr>
<td>A. Written grievance submitted to Department Chair/Head (if optioned)</td>
<td>10 class days after completion of Step 1 or Step 2</td>
</tr>
<tr>
<td>If there is no Department Chair, submit grievance directly to the Academic Dean of the School (Step C)</td>
<td></td>
</tr>
<tr>
<td>B. Written response to the grievance from Department Chair/Head</td>
<td>10 class days after completion of Step A</td>
</tr>
<tr>
<td>C. Written grievance submitted to Academic Dean (Academic grievance only)</td>
<td>10 class days after completion of Step B</td>
</tr>
<tr>
<td>D. Written response to the grievance from Academic Dean (Academic grievance only)</td>
<td>10 class days after completion of Step C</td>
</tr>
<tr>
<td>E. Written grievance submitted to Vice President for Academic Affairs or Vice President for Student Affairs</td>
<td>10 class days after completion of Step D</td>
</tr>
<tr>
<td>F. Written response to the grievance from Vice President of Academic Affairs or Vice</td>
<td>10 class days after completion of Step E</td>
</tr>
</tbody>
</table>
President for Student Affairs

G. Written grievance submitted to the President of the University 10 class days after completion of Step F

H. Grievance referred to the appropriate Grievance Committee 10 class days after completion of Step G

I. Committee to begin hearing after the receipt of the grievance from the President of the University 10 class days after completion of Step H

J. Written response to the grievance from the Grievance Committee will be forwarded to the President of the University 30 class days after completion of Step I

K. Written response to the grievance from the President of the University to the student 10 class days after completion of Step J
Appendix J
Policy for Academic Renewal

Any degree-seeking student who has experienced academic difficulty, who has not attended any post secondary institution for a period of five years and who wishes to make a fresh start may apply for Academic Renewal. Former Learning Support students may apply for Academic Renewal only if they successfully complete all Developmental Studies requirements prior to the commencement of the five year period of absence. A student re-enrolling after a five-year absence from Georgia Southwestern State University must apply for Academic Renewal within three terms after re-enrollment or one calendar year, whichever comes first. If a student is granted Academic Renewal, a new grade point average will be established according to the following guidelines:

1. A Renewal GPA is begun when the student receives approval for Academic Renewal and includes all course work completed following the re-enrollment.

2. The Academic Renewal GPA will be used for determining academic standing and eligibility for graduation.

3. All previously attempted course work continues to be recorded on the student's official transcript.

4. To earn a degree, a student must meet the Georgia Southwestern State University residency requirements after acquiring Academic Renewal status.

5. At least 50% of work toward a baccalaureate degree must be completed after the granting of Academic Renewal status for a student to be eligible for honors at graduation.

6. Academic credit for previously completed course work including previous transfer course work will be retained only for courses in which an A, B, or C grade has been earned.

7. Retained grades are not calculated in a Renewal GPA. Such credit is considered in the same context as transfer credit, credit by examination, and courses with grades of "S."

8. Courses with D or F grades must be repeated at the Georgia Southwestern State University if they are required in the student's degree program. Further, all remaining courses for the current degree objective must be completed at Georgia Southwestern State University, i.e., no transient credit will be accepted.

9. Applicability of retained credit to degree requirements will be determined by the degree requirements currently in effect at the time Academic Renewal status is
conferred on the student. Specific Georgia Southwestern State University program regulations must also be met.

10. A student can be granted Academic Renewal status only one time.

11. Transfer Credit.
   a. A student who has been suspended from Georgia Southwestern State University and has attended one or more other system institutions during the required period of suspension will not be eligible for Academic Renewal.
   b. A student who has not been suspended from Georgia Southwestern State University but who has been absent from Georgia Southwestern State University five years or more and who has attended a school other than that institution during that period of absence may choose only one of the following options.
      1) A student may return to Georgia Southwestern State University subject to all relevant transfer and re-entry policies. No renewal GPA is calculated and transfer credit will be granted for applicable courses taken during the absence.
      2) A student may apply for Academic Renewal. If Academic Renewal status is approved, no transfer credit will be granted for course work completed during the absence.

12. Any scholastic suspensions that occurred in the past shall remain recorded on the student's permanent record.

13. The Renewal GPA begins with the semester following re-enrollment. If a student is denied Academic Renewal and subsequently does not re-enroll, he/she may resubmit an Academic Renewal application after no less than one year has passed since the initial petition.

14. The granting of Academic Renewal does not supersede financial aid policies regarding Satisfactory Academic Progress.

15. The granting of Academic Renewal does not supersede the admissions requirements of certain programs, e.g., teacher education, nursing, which require a specific minimum grade point average based upon all course work. A student may apply for Academic Renewal in the Registrar's Office.
Appendix K
Student Grievance and Appeal Procedures for Non-Academic Issues

A student may have a grievance or problem that occurs outside of the classroom or is not related to a student's program of study. Examples of such grievances are:

- A student who receives a fine for mutilating Georgia Southwestern State University library material, by allegedly tearing out an article from periodical, states that she obtained the material from a hometown friend.

- The Exemption for Residency Policy request of a freshman or sophomore student who lives more than 50 miles from Georgia Southwestern State University is denied.

- The meal plan exemption request of a student, who believes that he has health problems which will be complicated by eating on campus, is denied.

- The request for a replacement ID card by a student, who reports that his Georgia Southwestern State University ID card was destroyed by a residence hall washing machine, is denied.

- A request by a president of a Georgia Southwestern State University recognized student organization for the use of a university facility for a social event is denied.

A. INFORMAL PROCEDURE
A student who has a complaint is first expected to resolve the complaint informally. The student should discuss his/her problem with the faculty or staff member involved and try to reach a mutually agreeable solution within the first thirty calendar days of the academic term immediately following the term in which the grievance occurred. Grievances submitted after that date will not be considered. Upon notification of a complaint by the student, the faculty or staff member must meet with the student to discuss the complaint within ten (10) class days. Should the grievance not be mutually resolved, the student will have advance to the formal grievance procedure within ten (10) class days. Should the student elect to advance to the formal grievance procedure he/she will waive the option to seek mediation related to the grievance at a later date.

B. FORMAL PROCEDURE

1. A formal grievance must be filed within ten (10) class days from the time of the conclusion of the Informal Procedure. Waiver of time limits (or extension) may be approved by mutual consent.
2. The student must submit the grievance in writing to the appropriate Department Head.

3. The Department Head will investigate the grievance and may interview the student for further clarification. After the investigation, he or she may either grant or deny the redress sought or provide remedies. The written decision of the Department Head will be issued no later than ten (10) class days following receipt of the written grievance.

4. If the Department Head's decision is not satisfactory to the student, the student has ten (10) class days to appeal the decision in writing to the Vice President of Student Affairs. The Vice President of Student Affairs will review the facts of the grievance and may conduct further inquiry. The Vice President of Student Affairs has ten (10) class days after receipt of the grievance to notify the student in writing of his/her decision.

5. When all previous efforts have failed (informal procedure, mediation, and formal procedure), the student must file with the President of the University a written appeal stating the allegations and providing available documentary evidence within ten (10) class days of the decision of the Vice President of Student Affairs.

6. The President, upon receipt of the formal appeal, will submit the grievance to the Committee on Non-Academic Grievance for consideration.

7. The following rules will apply:
   
   a. The committee shall hear the case and forward its recommendations to the President.

   b. The hearing will be conducted by the Committee on Non-Academic Grievance in an informal and expeditious manner.

   c. The Committee will be provided with all prior relevant documents from both sides and may request additional information and/or seek further witnesses.

   d. Only committee members, parties to the action and their advisors (drawn from among the student, faculty, and staff of the University), and witnesses testifying before the Committee shall be permitted in the hearing.

   e. At the hearing, the complainant, the defendant, and witnesses for each party may testify, and may be questioned by committee members. The student and faculty/staff involved, may ask questions only through the Committee, who will decide whether the questions are appropriate.
f. The Committee is empowered to rule on procedural matters and relevance of witnesses and/or evidence.

g. All hearings will begin within ten (10) class days from the time the Committee receives the grievance from the President.

h. A tape recording or other record of the hearing shall be preserved for reference and review until the grievance has been finally resolved.

i. The Committee shall arrive at a decision after all evidence has been heard and the parties have been dismissed. Only committee members who have been present for the entire hearing may vote on the case.

j. A majority vote of qualified members shall constitute a judgment.

k. Upon receipt of the Committee's recommendations, the President of the University shall render a final decision within ten (10) class days, and may amend a grievance according to his/her best judgment.

C. PROCEDURES FOR GRIEVANCE HEARINGS

1. Members - The Committee on Non-Academic Grievances shall consist of two (2) faculty members, two (2) students, one (1) staff member and one member of the faculty and/or administration to serve as moderator for the committee. This moderator will have no vote in decisions made by the committee unless there is a tie in which case the moderator may cast the deciding vote. The faculty members will be selected by the President of the University and will also select an alternate faculty, staff, and student member. This selection will take place during the first two weeks of Fall Semester. Alternate members will serve only in the absence of the regular member, and will serve for the complete hearing of a grievance. The regular appointee will not hear any part of a grievance for which the alternate is serving.

2. Conflict of Interest - In the event of any conflict of interest or possible conflict of interest among any of the committee members, or if any committee member is a faculty member, student, or administrator from the same department as the grievant or the person against whom the grievance is filed, the alternate member(s) shall serve in the place of the person(s) having conflict. In the event that there are no further members on the committee, the President of the University shall appoint the replacement(s) as needed. This replacement shall be appointed within ten (10) class days.

3. Related Grievances - In the event that identical or closely related grievances are separately submitted by two or more students, these grievances may be consolidated and considered as one by the same committee, provided these
grievances are received within ten (10) class days of the first grievance and provided that the person against whom the grievance is filed approves.

4. **Recommendations** - The committee shall recommend action to the President of the University within (10) class days after they conclude their deliberations. The President shall respond to the student in writing within ten (10) class days of the President's receipt of the recommendation from the appropriate grievance committee. Time lines may be adjusted if there are compelling reasons for delay offered by any members of the parties.
Appendix L
Financial Aid Procedures and Policies

A. FINANCIAL AID ELIGIBILITY

Determination of eligibility for financial aid is based on the student's financial need as well as satisfactory academic standing. As used in relation to financial aid eligibility, the term financial need means the monetary difference between the total costs of attending the college and the computed amount of financial resources which the student and the family can contribute toward the total costs. The total cost of attending the University includes tuition and all fees, room and board, books and supplies, personal expenses and allowable transportation costs. Financial need is computed by a standard need analysis system using confidential information submitted by the parents or the self-supporting student. The need analysis system used by Georgia Southwestern State University is the Free Application for Federal Student Aid (FAFSA) administered by the U.S. Department of Education. The analysis of a family's financial resources includes consideration of current family income, assets, family size, number of children and number in college, and any other factors which seriously alter a family's financial strength. Federal aid programs, state aid programs and many university programs do not permit aid awards that exceed the computed financial need. Thus, information on all sources of aid must be provided to the Financial Aid Office. The amount of a student's computed financial need is the total cost of attending Georgia Southwestern State University minus the computed family resources.

B. PROCEDURES FOR APPLYING FOR FINANCIAL AID

Financial aid is not automatically renewed. Continuing students must reapply for financial aid each year. Reapplying for financial aid at Georgia Southwestern State University includes the following: Submit the Free Application for Federal Student Aid (FAFSA) to the U.S. Department of Education for processing. These forms are available from the Financial Aid Office at Georgia Southwestern State University or you may apply online at www.fafsa.gov. The FAFSA also serves as a prerequisite for the Federal Stafford Loans and the HOPE Scholarship. The information on the FAFSA will be used to calculate the expected family contribution (EFC) that is used to determine the student's need. Students are encouraged to submit the materials itemized above in January or as soon as the preceding year's federal income tax form has been prepared. When reapplying for financial aid, the student and parents should allow time for the processing of the FAFSA, the primary determinant of the student's computed financial need, to be determined by the U.S. Department of Education.

C. FINANCIAL AID POLICIES

Georgia Southwestern administers its financial aid program in compliance with all applicable Federal and State laws and regulations. Specifically, the financial aid policies are listed below:
To receive any Federal financial aid, a student must maintain satisfactory progress toward a degree as determined by the standards of the University. The Federal Regulations defines "satisfactory progress toward graduation" as passing 67% of all academic work attempted during an academic year, as well as earning the minimum grade point average as specified in the University Bulletin. For example, a full-time student taking 30 total hours in two semesters should pass at least 20 hours for the academic year. A withdrawal does not constitute passage. At the end of the academic year, each student's progress will be reviewed. Students who fail to meet these standards will have their financial aid terminated. They will not be eligible to receive further aid until they have corrected the deficiency or have successfully appealed the termination. To receive Financial Aid, the student must not owe a refund of previous Federal grants or be in default on a Federal student loan. When the student is eligible for a Federal Pell Grant, the financial aid package is built around this grant. Refunds are made in accordance with the schedule in the current University Bulletin.

D. APPEAL OF FINANCIAL AID TERMINATION
A student has the right to appeal the termination of financial aid for any reason other than lack of funds from which the financial aid award is made. The first step is to submit a financial aid appeal to the Director of Financial Aid, c/o Office of Financial Aid, Georgia Southwestern State University. If a medical reason is the basis for the appeal, a letter of substantiation must be provided by the student's attending physician to the Director of Financial Aid prior to consideration of the request. It is always beneficial to attach a personal statement and supporting documentation with any financial aid appeal form. A final letter of appeal may be filed with the Vice President of Student Affairs. A complete copy of the Financial Aid Appeals Process, as stated in the Georgia Southwestern State University Financial Aid Policies and Procedures Manual, is available in the Georgia Southwestern State University Financial Aid Office (Sanford Hall, Room 207, 928-1378). If a student loses eligibility for her/his HOPE scholarship, the letter of appeal must by filed directly with the GSFC at:

Georgia Student Finance Commission
2082 East Exchange Place, Suite 200
Tucker, GA 30084
Phone: 800-505 4732

More information on financial aid may be obtained from the Financial Aid Office, Room 207, Sanford Hall. Office hours are from 8:00 a.m. until 5:00 p.m., Monday through Friday (except Summer Semester). (Phone 912-928-1378).

E. BUSINESS OFFICE INFORMATION
Students are encouraged to familiarize themselves with the official business regulations of the University and detailed financial information, which are stated in the current issue of the University Bulletin.

F. CASHING CHECKS
You may cash personal checks up to $50 and money orders with identification at the cashier's window in the Marshall Student Center. No two-party checks will be cashed. You also may cash checks up to $10 at the Campus Bookstore.

G. TUITION AND FEE REFUND POLICY

Students who formally withdraw from the University prior to passing the 60% point in time during the term are eligible for a partial refund of fees. Refunds are made only when a student completely withdraws from the University, and no refunds are made when a student of his or her own volition reduces the course load after the add/drop period.

Students may receive a refund resulting from a reduction of their course load during the add/drop period. No refunds for withdrawals will be made after passing the 60% point in time during the semester. It is the student's responsibility to withdraw officially in accordance with University regulations. Forms for withdrawal from the University are available in the First Year Advocates Office located in the Academic Skills Center. A refund of tuition and fees, in accordance with federal, state, and institutional policies, will be issued within 30 days of receipt of completed withdrawal forms by the Business Office. Students who formally withdraw from the institution on or before the first day of class are entitled to a refund of 100% of the tuition and fees paid for that period of enrollment. (First day of class is defined as "classes begin" date published in the GSW Bulletin.) Students who formally withdraw from the institution after the first day of class but before the 60% point in time during the term are subject to guidelines established by the Board of Regents of the University System of Georgia. This policy states:

The refund amount for students withdrawing from the institution shall be based on a prorata percentage determined by dividing the number of calendar days in the semester that the student completed by the total calendar days in the semester. The total calendar days in a semester includes weekends, but excludes scheduled breaks of five or more days and days that a student was on an approved leave of absence. The unearned portion shall be refunded up to the point in time that the amount equals 60%. Students that withdraw from the institution when the calculated percentage of completion is greater than 60%, are not entitled to a refund of any portion of institutional charges. A refund of all matriculation fees, and other mandatory fees shall be made in the event of the death of a student at any time during the academic session. (BR Minutes, 1979-80, p.61; 1986-87 pp. 24-25; 1995, p.246)

The University is required to determine how much student financial aid was earned by students who withdraw during the term. If students have “unearned aid” because they were disbursed more than they earned, it may be necessary for the unearned portion to be returned to the appropriate student financial aid fund. If the students have 'earned aid' that they have not received, they may be eligible to receive those funds.
Appendix M
Confidentiality of Student Records:
Family Educational Rights and Privacy Act (FERPA)

1. Georgia Southwestern State University is covered by the Family Educational Rights and Privacy Act of 1974 (FERPA), as amended, which is designed to protect students' rights in regard to education records maintained by the institution. Under the Act, students have the following rights:

   a. the right to inspect and review education records maintained by the institution that pertain to you;

   b. the right to challenge the content of records (except grades that can only be challenged through the Grade Appeal Process) on the grounds that they are inaccurate, misleading or a violation of your privacy or other rights; and

   c. the right to control disclosures from your education records with certain exceptions.

2. Any student who is or has been in attendance at Georgia Southwestern State University has the right to inspect and review his or her educational records within a reasonable period of time (not to exceed 45 days) after making a written request. However, the student shall not have access to:

   a. Financial records of parents.

   b. Confidential letters of recommendation placed in record prior to January 1, 1975.

   c. Letters of recommendation concerning admission, application for employment or honors for which the student has voluntarily signed a waiver.

3. Directory information will be treated as public information and be generally available on all students and former students, at the discretion of the university. Directory information includes the student's name; telephone number; major field of study; dates of attendance; degrees, honors and awards received; level, and full or part time status. Participation in officially recognized sports; height, weight, age, home-town and general interest items of members of athletic teams is also included in Directory Information.
4. Requests for Education Records should be made in writing to the Registrar, Georgia Southwestern State University. "Education Records" means generally any record maintained by or for Georgia Southwestern State University and containing information directly related to the students' academic activities. Requests for any information or documents in the student’s conduct file must be made in writing with the student’s signature to the Assistant Dean of Student’s Office.

5. Students who challenge the correctness of student educational records shall file a written request for amendment with the Registrar. The student shall also present to the Registrar copies of all available evidence relating to the data or material being challenged. The Registrar shall forward the information to the custodian of the record who will consider the request and shall notify the student in writing within 15 business days whether the request will be granted or denied. During that time, any challenge may be settled informally between the student, or the parents of a dependent student, and the custodian of the records, in consultation with other appropriate University officials. If an agreement is reached it shall be in writing and signed by all parties involved. A copy of such agreement will be maintained in the student's record. If an agreement is not reached informally or, if the request for amendment is denied, the student shall have the right to challenge through the Grievance Procedure outlined in the Student Handbook.

6. Release of protected information in the student's educational record without consent will be allowed to:

   a. Institutional personnel who have a legitimate educational interest.

   b. Officials of other schools where the student seeks to enroll. Efforts will be made to notify the student of the release of such information.

   c. Representatives of Federal agencies authorized by law to have access to education records, and state education authorities.

   d. Appropriate persons in connection with a student's application for or receipt of financial aid.

   e. State and local officials to whom information must be released pursuant to a state statute adopted prior to November 19, 1974.

   f. Organizations conducting studies for the institution.

   g. Accrediting organizations.

   h. Parents of a dependent student, as determined by the Internal Revenue Code of 1954, as amended.
i. Persons necessary in emergency situations to protect health and safety.

j. Persons designated in subpoenas or court orders.

k. Parents of the students who are under 21 in cases involving alcohol or drug use.

7. If a request for Education Records is not covered by the Annual Disclosure Statement provided by the Registrar, the written request for release of information should be submitted to the Registrar and contain the following information:

   a. Specific records to be released.
   b. Reasons for such release.
   c. To whom records are to be released.
   d. Date.
   e. Signature of the student.

8. Records will be released in compliance with a judicial order or lawfully issued subpoena. However, reasonable efforts will be made to notify the student in advance of compliance.

9. Students have the right to obtain copies of official transcripts provided all financial obligations to the University have been met. Students will be charged at the prevailing rate for each certified transcript obtained. Copies of other information in the student's education record will be provided at a cost of $0.25 per page of copy.

10. Students who feel that their rights have been violated under the provisions of the Family Educational and Privacy Act should write to the following office: Department of Education, 330 Independence Avenue, SW, Washington, D.C. 20201.

11. Georgia has an Open Records Act. All records kept by Georgia Southwestern State University, except those protected by the Family Educational Rights and Privacy Act of 1974, are subject to public open records requests. Requests for public open records should be submitted to the Director of Human Resources, Georgia Southwestern State University.
Appendix N
F-1 International Students

Georgia Southwestern State University is part of the Department of Homeland Security's Student Exchange and Visitor Information System (SEVIS). Through this system, the university has become a liaison between GSW international students and a number of government agencies. To meet federal obligations imposed by these agencies, Georgia Southwestern State University is required to report certain personal, academic, and employment related data on international students and scholars to the United States Citizenship and Immigration Services. Georgia Southwestern State University is dedicated to enabling international students to accomplish their educational goals on our campus so long as the student maintains visa status and abides by the policies of the university. In an effort to assist students with immigration matters, each institution has been assigned a Designated School Official (DSO). The DSO for GSW is Mrs. Lois Oliver, Assistant Registrar.

All F-1 international students must consult a DSO before making any changes that will affect their immigration status. These changes include, but are not limited to, a change of major, a change of degree program, a change of address, a change of school, etc.

All F-1 international students are required to attend an international student orientation session at the beginning of each semester. The orientation session will inform and remind students of general immigration regulations that may affect their stay in the United States. As part of the orientation, students will be issued an International Student Handbook to use as a reference for international questions and concerns. Students may also access the handbook online at: http://www.gsw.edu/international/f1/index.html. Attend the University that the US Citizenship and Immigration (USCIS) has authorized you to attend by stamping your I-20 when you entered the U.S., or by being notified of your transfer to another school.

MAINTAINING F-1 VISA STATUS
In order for international students to maintain a valid F-1 Visa status, the following conditions must be met:

1. Maintain a valid passport at all times.

2. Continue to carry a full course of study (12 hours for undergraduate students, 9 hours for graduate students) each regular semester (fall and spring).

3. Apply with your Designated School Official promptly for an extension of stay if you are unable to complete your program of study by the ending date on your I-20.
4. Apply with your Designated School Official for proper documentation to notify USCIS of a change of education level and/or a change in major.

5. Do not change schools without first contacting your Designated School Official for proper documentation.

6. Do not engage in any employment without proper authorization. Only students holding an Employment Authorization Card (EAD) are allowed to work off-campus. A social security card is not an EAD card.

7. Limit on-campus employment to 20 hours per week while school is in session.

8. Report a change of address to the DSO and the Registrar's Office within 10 days of the change.

9. Maintain approved health insurance coverage.

10. Obey all local, state, and federal laws.
Appendix O

Appeal to Board of Regents

Any person in the University System for whom no other appeal is provided, and who is aggrieved by a final decision of the President of an institution, may apply to the Board of Regents, without prejudice to his or her position, for a review of the decision, except that the Board will not accept or consider appeals based on academic grades, residency status for tuition purposes, parking and other violations of traffic regulations. In such matters, the decision of the President shall be final and binding for all purposes. The application for review of the matter under appeal shall be submitted in writing to the Executive Secretary of the Board within a period of twenty calendar days following the decision of the President. It shall state the decision complained of and the redress desired. A review by the Board is not a matter of right, but is within the sound discretion of the Board. If the application for review is granted, the Board, or a committee of the Board, or a Hearing Officer appointed by the Board, shall investigate the matter thoroughly and report their findings and recommendations to the Board. The Board shall render its decision, thereon, within sixty days from the filing date of the appeal.
Appendix P
Policy Concerning Auxiliary Groups

1. No student organization may sponsor or support an auxiliary group in any form. An auxiliary group is defined as a supplemental group to an organization in which, for whatever reason, the participants are ineligible to become full members of the organization. These include, but are not limited to, the following: little sisters, big brothers, favorites, friends of the chapter, rush hostesses, etc.

2. Student Organizations may not give out jerseys, t-shirts, etc. to any non-members that would imply auxiliary membership to that group. The following exceptions apply:
   a. T-shirts given that commemorate a specific event (i.e. social, philanthropy, etc.)
   b. The individual was chosen as that organization's sole sweetheart or homecoming representative.

3. Composites of an organization may only contain active members, advisors and a sole Sweetheart/Beau. Organizations may not have special composites made featuring non-members of the organization.

4. Under no circumstances will a rush, or recruitment activity, be held to recruit individuals for auxiliary organizations. This includes recruiting non-members to do things for the organization in exchange for some type of honor or recognition.

5. Individuals who affiliate with auxiliary groups are also in violation of this policy and may be referred to the campus student conduct system.
Appendix Q
Computer and Network Usage Policy

1. Background and Purpose
This document constitutes a campus-wide policy intended to allow for the proper use of all Georgia Southwestern State University computing and network resources, effective protection of individual users, equitable access to, and proper management of those resources. This policy applies to Georgia Southwestern State University network usage even in situations where it would not apply to the computer(s) in use. These guidelines are intended to supplement, not replace, all existing laws, regulations, agreements, and contracts which currently apply to these services. The different computer labs located throughout campus may post additional operational rules and restrictions that are considered part of this policy. Users are responsible for reading and following these rules. Access to networks and computer systems owned or operated by Georgia Southwestern State University imposes certain responsibilities and obligations and is granted subject to university policies and local, state, and federal laws. Appropriate use should always be legal, ethical, reflect academic honesty, reflect community standards, and show restraint in the consumption of shared resources. It should demonstrate respect for intellectual property; ownership of data; system security mechanisms; and individuals' rights to privacy and to freedom from intimidation, harassment, and unwarranted annoyance. Appropriate use of computing and networking resources includes instruction; independent study; authorized research; independent research; communications; and official work of the offices, units, recognized student and campus organizations, and agencies of the university.

2. Definitions

2.1 Campus Technology Services
Support for computing functions on the Georgia Southwestern State University campus is the responsibility of Information and Instructional Technology (IIT).

2.2 Authorized users
Individuals who have been granted and hold an active and authorized account on a GSW computer or network and abide by this policy are considered authorized users.

2.3 Authorized use
Authorized use is predicated on access by an authorized user. Authorized use is usage that is consistent with the academic, research and service goals of this institution and that falls within the guidelines of this policy and the policy of the Board of Regents which states that property owned by the institution shall be used only for institutional purposes. Any individually owned computer or electronic device connected to the campus network is also subject to the guidelines of this policy. Placement of any network device such as servers, modems, hubs, routers, switches, cameras, etc., must be approved by IIT prior to being connected to the network. Residence Hall occupants may connect one computer to the campus network for personal use only.
3. Individual privileges
The following individual user privileges are granted contingent upon acceptance of the accompanying individual responsibilities (see 4.) These privileges are based on each person developing the skills necessary to be a competent user of computing resources.

3.1 Privacy
To the greatest extent possible in a public setting the university wants to preserve the individual's privacy. The Information Technology professionals at GSW are committed to preserving the privacy of each authorized user of the computer systems. However, it is impossible to guarantee such privacy and users must be aware of several specific issues. Electronic mail messages are not secure and therefore should not be assumed to be private. Also, despite best efforts to prevent it, a determined person could gain unauthorized access to stored data and thus violate your privacy. Under the Georgia Open Records law it is possible that information stored on a computer system, including electronic mail, would be available for inspection by any member of the public. Finally, in the process of performing normal system/network management and auditing functions, it may be necessary to view user's files or confidential information. However, system, network and application administrators are bound by both professional ethics as well as job requirements to respect the privacy of those involved and not initiate disclosure of information obtained in this manner unless it is discovered that provisions of this policy or existing state or federal laws have been violated. Users shall not perform security scanning, probing or monitoring services without appropriate permission.

3.2 Freedom of expression
The constitutional right to freedom of speech applies to all members of the campus no matter the medium used.

3.3 Ownership of intellectual works
People creating intellectual works using Georgia Southwestern State University computers or networks, including but not limited to software, should consult Determination of Rights and Equities in Intellectual Property (Board of Regents Policy Manual, section 603.03, 2/2/94 and any subsequent revisions).

3.4 Freedom from harassment and undesired information
All members of the campus have the right not to be harassed by computer or network usage by others (see 4.1.3).

4. Individual responsibilities
Individual users are expected to accept the responsibilities outlined in this section.

4.1 Common courtesy and respect for rights of others
Individual users are responsible to all other members of the campus community in many ways, including to respect and value the rights of privacy for all, recognize and respect the diversity of the population and opinion in the community, to behave ethically, and to
comply with all legal restrictions regarding the use of information that is the property of others.

4.1.1 Privacy of information
Files of personal information, including software programs, no matter on what medium they are stored or transmitted, are subject to the Georgia Open Records Act (http://www.sos.state.ga.us/Archives/rms/ora.htm) if stored on Georgia Southwestern State University's computers (see section 5.2). That fact notwithstanding, no one should look at, copy, alter, or destroy anyone else's personal files without explicit permission (unless authorized or required to do so by law or regulation). Simply being able to access a file or other information does not imply permission to do so. Similarly, no one should connect to a host on the network without advance permission in some form. People and organizations link computers to the network for numerous different reasons, and many consider unwelcome connections to be attempts to invade their privacy or compromise their security.

4.1.2 Intellectual property
Individual users are responsible for honoring the intellectual property rights of others.

4.1.3 Harassment
No member of the community may, under any circumstances, use Georgia Southwestern State University's computers or networks to libel, slander, or harass any other person. The following shall constitute computer harassment:

(1) Intentionally using the computer to annoy, harass, terrify, intimidate, threaten, offend or bother another person by conveying obscene language, pictures, or other materials or threats of bodily harm to the recipient or the recipient's immediate family.

(2) Intentionally using the computer to contact another person repeatedly with the intent to annoy, harass, or bother, whether or not any actual message is communicated, and/or where no purpose of legitimate communication exists, and where the recipient has expressed a desire for the communication to cease;

(3) Intentionally using the computer to contact another person repeatedly regarding a matter for which one does not have a legal right to communicate, once the recipient has provided reasonable notice that he or she desires such communication to cease (such as debt collection);

(4) Intentionally using the computer to disrupt or damage the academic, research, administrative, or related pursuits of another;

(5) Intentionally using the computer to invade the privacy, academic or otherwise, of another or the threatened invasion of the privacy of another.
4.2 Responsible use of resources
Individual users are responsible for knowing what information resources are available, remembering that the members of the University community share them, and refraining from all acts that waste or prevent others from using these resources or from using them in whatever ways have been proscribed by the University and the laws of the state and federal governments. Programs that use large amounts of bandwidth may be disabled if they interfere with academic or administrative functions.

4.3 Recreational activities
Recreational use of Georgia Southwestern State University computing resources is prohibited to the extent this activity interferes with academic pursuits. Recreational computing includes game playing and downloading music or video files.

4.4 Information integrity
It is the user's responsibility to be aware of the potential for and possible effects of manipulating information, especially in electronic form, to understand the changeable nature of electronically stored information, and to verify the integrity and completeness of information that is compiled or used.

4.5 Desktop systems integrity
Users may not install hardware or change equipment configurations on desktop PC systems without prior approval of Information and Instructional Technology. Users may not install software on desktop PC systems located in public computing facilities. Installation of software on assigned desktop systems will be subject to provisions outlined in section 4.11.

4.6 Use of desktop systems - Users are responsible for the security and integrity of University information stored on assigned desktop systems. This responsibility includes making regular backups, and controlling physical and network access to the machine. Users must protect passwords or other information that can be used to gain access to other campus computing resources.

4.7 Access to facilities and information

4.7.1 Sharing of access
Computer accounts, passwords, and other types of authorization are assigned to individual users and must not be shared with others. You are responsible for any use of your account.

4.7.2 Permitting unauthorized access
Users may not run or otherwise configure software or hardware to intentionally allow access by unauthorized users (see section 2.3).

4.7.3 Use of privileged access
Special access to information or other special computing privileges is to be used in performance of official duties only. Information obtained through special privileges is to be treated as private.

4.7.4 Termination of access
When a user ceases being a member of the campus community (graduates or terminates employment), or is assigned a new position and/or responsibilities within the University, access authorization may be reviewed. Users must not use facilities, accounts, access codes, privileges, or information not authorized in the new circumstances.

4.8 Attempts to circumvent security

4.8.1 Decoding access control information
Users are prohibited from using any computer program or device to intercept or decode passwords or similar access control information.

4.8.2 Denial of service
Deliberate attempts to degrade the performance of a computer system or network or to deprive authorized personnel of resources or access to any University computer system or network are prohibited.

4.8.3 Harmful activities
The following harmful activities are prohibited: creating or propagating viruses; disrupting services, damaging files, intentional destruction of or damage to equipment, software, or data belonging to Georgia Southwestern State University or other users; and the like.

4.8.4 Unauthorized access
Individual users may not damage computer systems, obtain extra resources not previously authorized, deprive another user of authorized resources, access abilities used during a previous position at the University, or gain unauthorized access to systems by using knowledge of a special password, loopholes in computer security systems, or another user’s password.

4.8.5 Unauthorized monitoring
Users may not use computing resources for unauthorized monitoring of electronic communications.

4.9 Academic dishonesty
Users should always use computing resources in accordance with the high ethical standards of the university community. Academic dishonesty (plagiarism, cheating) is a violation of those standards.

4.10 Use of copyrighted information and materials
Users are prohibited from using, inspecting, copying, and storing copyrighted computer programs and other material in violation of copyright.
4.11 Use of licensed software
No software may be installed, copied, or used on university resources except as permitted by the publisher of the software. Software subject to licensing must be properly licensed and all license provisions (installation, use, copying, number of simultaneous users, term of license, etc.) must be strictly adhered to. All software installed on campus computers must be approved by Information and Instructional Technology.

4.12 Political campaigning/commercial advertising
The Board of Regents policy (section 914.01) states, "The use of System materials, supplies, equipment, machinery, or vehicles in political campaigns is forbidden." The use of university computers and networks shall conform to this policy.

4.13 Personal business
Computing facilities, services, and networks may not be used in connection with compensated outside work or for the benefit of organizations not related to Georgia Southwestern State University, except in connection with traditional faculty pursuits such as teaching, research, and service. This and any other incidental use (such as electronic communications or storing data on single-user machines) must not interfere with other users' access to resources (network bandwidth, disk space, printers, etc.) and must not be excessive. State law restricts the use of state facilities for personal gain or benefit.

4.14 State of Georgia Policy on Pornographic Material
According to State of Georgia policy of the Appropriate Use of Information Technology Resources (Policy Number 3.1.3) creation, accessing or transmitting sexually explicit, obscene or pornographic material is prohibited.

5. Georgia Southwestern State University Privileges
Georgia Southwestern State University retains certain privileges regarding the information necessary to manage the equipment and physical assets used in accomplishing its mission.

5.1 Allocation of resources
Georgia Southwestern State University allocates resources in order to achieve its overall mission.

5.2 Control of access to information
Georgia Southwestern State University may control access to its information and the devices on which it is stored, manipulated, and transmitted, in accordance with the laws of Georgia and the United States and the policies of the university and the Board of Regents. Georgia Southwestern State University reserves the right to remove data and/or program files from the network file servers and computers located in classrooms and labs and from other publicly accessible equipment.
5.3 Imposition of sanctions
Georgia Southwestern State University may impose sanctions and punishments on anyone who violates the policies of the university regarding computer and network usage.

5.4 System administration access
Electronic mail, information passing over the university network, and information stored in user accounts are generally considered to be private and confidential. Although this type of information must be accessed by system personnel for the purpose of backups, network management, etc., the content of user files and network transmissions will not be viewed, monitored, or altered without the express permission of the user except in the following circumstances:

- the university has reason to believe that an account or system has been breached and is being used by someone other than the authorized user;
- the university has received a complaint that an account or system is being used to gain unauthorized access or to attempt to gain unauthorized access to another network site; or
- the university has reason to believe that an account is being used in violation of university policies, federal, or state law.

Under these circumstances, the Director of IIT, or his/her designee, may authorize system support personnel to monitor the activities of a specified account or computer system and to search electronic information stored in that account. However, in all cases, individuals' privileges and rights of privacy are to be preserved to the greatest extent possible.

5.5 Monitoring of usage, inspection of files
Georgia Southwestern State University may routinely monitor and log usage data, such as network session connection times and end-points, CPU and disk utilization for each user, security audit trails, network loading, etc. In all cases, an individual's privileges and right of privacy are to be preserved to the greatest extent possible. If during the process of the routine activities, IIT discovers a clear violation of policy (e.g. pornographic material) this violation will be reported to Office of the Dean of Students (for students) or HR director (for employees).

5.6 Suspension of individual privileges
Georgia Southwestern State University may suspend computer and network privileges of an individual as a result of formal disciplinary action imposed by the Office of the Dean of Students (for students) or the employee's department in consultation with the appropriate administrator.

5.7 Suspension of a network connection
IIT will temporarily disconnect a suspect computer from the network if the situation warrants. A computer could be temporarily disconnected from the network as a result of evidence of excessive bandwidth use from obvious peer to peer traffic or if there is evidence a computer has a virus or evidence that a computer has been hacked and is being used to illegally share files. A computer may also be temporarily disconnected from the network as the result of an abuse report filed at USG IIT Customer Services Abuse...
6. Georgia Southwestern State University Responsibilities

6.1 Security procedures
Georgia Southwestern State University has the responsibility to develop, implement, maintain, and enforce appropriate security procedures to ensure the integrity of individual and institutional information, however stored, and to impose appropriate penalties when privacy is purposefully abridged.

6.2 Anti-harassment procedures
Georgia Southwestern State University has the responsibility to develop, implement, maintain, and enforce appropriate procedures to discourage harassment by use of its computers or networks and to impose appropriate penalties when such harassment takes place. The Georgia Southwestern State University harassment policies can be found at http://www.gsw.edu/~hr/publications/POLICY.htm.

6.3 Upholding of copyrights and license provisions
Georgia Southwestern State University has the responsibility to uphold all copyrights, laws governing access and use of information, and rules of organizations supplying information resources to members of the community (e.g., acceptable use policies for use of Internet).

6.4 Unit responsibilities
Each unit has responsibility for:

- enforcing this policy
- protecting confidentiality of private information, including user files and system access codes (passwords)
- controlling physical access to equipment
- providing proper physical environment for equipment
- utilizing institutional safeguards against fire, flood, theft, etc.
- giving prompt notification to IIT of the user's termination or transfer

7. Procedures and Sanctions

7.1 Investigative contact
If a user is contacted by a representative from an external organization (District Attorney's office, FBI, GBI, Southern Bell Security Services, etc.) who is conducting an investigation of an alleged violation involving Georgia Southwestern State University computing and networking resources, the user must inform IIT and the Vice President for Business and Finance (VPBF) immediately. The VPBF together with the Director of IIT will provide guidance regarding the appropriate actions to be taken.
7.2 Responding to security and abuse incidents / Computer Incident Response Team - CIRT
All users and units have the responsibility to report any discovered unauthorized access attempts or other improper usage of Georgia Southwestern State University computers, networks, or other information processing equipment. If a user observes or has reported (other than as in 7.1 above) a security or abuse problem with any university computer or network facility, including violations of this policy, the user should contact IIT immediately at 931-2074, abuse@gsw.edu or http://www.gsw.edu/~oiit/abuse.shtml.

7.3 First and minor incident
If a person appears to have violated this policy, and (1) the violation is deemed minor, and (2) the person has not been implicated in prior incidents, then the incident may be dealt with by the IIT CIRT team. If warranted, the violation will be reported to the Vice President for Student Affairs (for students), the HR Director (for all others) and the Director of Information and Instructional Technology. The alleged offender will be furnished a copy of the university Computer and Network Usage Policy (this document).

7.4 Subsequent and/or major violations
Reports of subsequent or major violations will be forwarded to the Vice President for Student Affairs (for students), the HR Director and Vice President for Academic Affairs (for all others), and the Director of IIT for the determination of sanctions to be imposed. Copies of the imposed sanctions will be sent to the Vice President for Academic Affairs, the Vice President for Business and Finance, and the Director of IIT. Unit Heads should consult the appropriate Vice President regarding appropriate action to be taken.

7.5 Range of disciplinary sanctions
Persons in violation of this policy are subject to the full range of sanctions including the loss of computer or network access privileges, disciplinary action, dismissal from the university, and legal action. Some violations may constitute criminal offenses as outlined in the Georgia Computer Systems Protection Act and other local, state, and federal laws. The university will carry out its responsibility to report such violations to the appropriate authorities.

7.6 Appeals
Appeals should be directed through the already existing procedures established for employees and students.
Appendix R
Background of the Campus Student Conduct Process

How is the campus student conduct process different from a criminal charge/court prosecution?

There are several differences between the systems. First and foremost, rules governing the handling of student conduct matters at institutions of higher education are different from criminal statutes. Criminal prosecutions take place only when violations of law are alleged. On campuses, there are many types of violations that may not be violations of the law, but violate institutional community standards, such as academic dishonesty. There are other types of violations that mirror criminal statutes such as underage drinking. There are still others that may use similar terminology but are defined differently. Sexual assault and rape are good examples of these.

A second major difference between the campus student conduct process and the criminal process is the standard of proof. On most campuses, there must be a preponderance of the evidence, enough evidence to tip the scales (i.e. 51% or "more likely than not"), before a student is found responsible for violating the student conduct code. This is the same standard used in most civil cases. Some institutions use the clear and convincing standard that is around 75% - 80%. In contrast, the standard in a criminal case is beyond a reasonable doubt, which is a 97%. Standards of proof in student conduct processes can vary somewhat from campus to campus.

Another difference is that the campus process is usually confidential, whereas a criminal prosecution creates public records. For more on the limitations on disclosure of student records see the section below on the Family Educational Rights and Privacy Act (FERPA). Many states have laws defining public information and regulating its use.

In addition, a campus’s jurisdiction is more limited than the courts. Most institutions of higher education require some connection to the campus in order to address a violation of the code. The connection can be as minimal as the conduct brought negative publicity to the institution or as significant as requiring proof that the conduct had an effect on another student. Still others only address conduct that occurs on campus property.

Yet another difference is that the process on many campuses is an administrative hearing and not a trial, and as such not adversarial in nature. Therefore, the institution’s process may not have the same procedures as a criminal trial. On many campuses, students are entitled to an advisor, but that advisor may not represent that student. Students are expected to speak for themselves at all times during the process, and any advisor disregarding these rules may be asked to leave any meeting or hearing. This is mainly to preserve the educational nature of university disciplinary hearings. It is important for students to represent themselves and to explain their conduct to others.
Finally, as the student conduct process is considered an educational tool, the sanctions imposed tend to focus on repairing harm to the community, to victims, and to the institution as a whole. They also take into account what the accused student needs to learn from the situation. The process focuses on helping the student understand why his/her behaviors violated community standards and how the person can avoid making the same mistake again. It is also focused on helping the student see how the instances of misconduct affect others. These are generally not addressed in the criminal process. However, where weapons or violence are involved, students may be facing separation from the institution. In these instances, the campus’s primary concern is maintaining a safe environment and an educational response would not be appropriate.

Summary of Differences between Criminal Processes and Campus Disciplinary Processes

Courts have clarified the differences between a criminal proceeding and a campus disciplinary system, as well as setting the minimal procedural safeguards necessary in a campus proceeding. Some of the more significant differences are listed below:

**Burden of Proof**
*Criminal*: Beyond a reasonable doubt  
*Campus*: Preponderance of evidence

**Evidentiary Standard**
*Criminal*: Strict rules of evidence apply  
*Campus*: Allows all reasonable evidence, including hearsay

**Right to Counsel**
*Criminal*: Yes  
*Campus*: Limited to when student is charged concurrently with a crime. Can restrict attorney’s role to advisory only.

**Basis of Charge Against Student**
*Criminal*: Violation of the law  
*Campus*: Violation of the Student Code of Conduct

**Disciplinary Philosophy**
*Criminal*: Penalties are designed to punish.  
*Campus*: Sanctions are designed to both punish and educate.

**Outcome of Process**
*Criminal*: Found to be guilty or innocent  
*Campus*: Found to be in violation or not in violation of the student conduct code

**Right of Appeal**
*Criminal*: System provides for appeals  
*Campus*: An appeal process is recommended, but is not required
Double Jeopardy

*Criminal:* Cannot be tried twice criminally for the same offense

*Campus:* Does not apply since campus student conduct processes are administrative, not criminal.
Appendix S
Mediation Process

In cases where there is no clear violation of the Student Conduct Code, but there is a conflict between two or more students or student groups, students may choose to go through the mediation process. Mediation is defined as a structured and voluntary intervention in which an impartial and neutral third party helps facilitate a mutually agreeable settlement of a conflict between two students. It is the responsibility of the students involved in the conflict to reach a mutually acceptable agreement. The role of the mediator is to assist students in reaching a mutually acceptable agreement, help identify the issues involved in the conflict and to facilitate a resolution of the conflict. It is important to note that mediation should not be viewed as a means to avoid being charged with a violation of the Student Conduct Code and should not be used in place of the student conduct process. It is simply an alternative strategy used to address student behaviors that may not require formal student conduct actions.

Not all conflicts are appropriate for mediation. Violations of the Georgia Southwestern State University Weathervane may not be subject to mediation. Mediation is not designed to resolve conflicts between students and professional staff or between students and faculty members. The following represents conditions in which mediation may be used. It is, however, not an all inclusive list.

1. If it were determined that it would be in the best interest of the students to mediate the conflict.

2. If it is clear that students cannot work together because of a conflict.

3. If academic performance is negatively impacted because of a conflict.

4. If one student complains about another student’s behavior, but does not want to pursue formal student conduct action.

5. If a student’s learning experience or personal development is in jeopardy.

The procedures for mediation are:

1. Students must meet with the designated Student Affairs official, for an in-take process. At that time, it will be determined if the case is appropriate for the mediation process. In addition to mediation, any information provided that indicates a clear violation of the Student Conduct Code, will result in a student conduct hearing.

2. Once the designated Student Life official determines that this case can be mediated, the student(s) choose a mediator from a list of university officials that
have been trained in mediation or are assigned an off-campus mediator from the Consortium on Negotiation and Conflict Resolution.

3. Both students must agree to participate in mediation.

4. The mediator and the students will sign a written contract outlining agreed upon behavior.

5. A violation of the contract may result in formal student conduct procedures.
Appendix T

Additional Policies for Greek letter Organizations

New Member Program Guidelines

These guidelines were established to ensure that new member education enhances the academic progress of each Fraternity and Sorority member and assist their interpersonal development while providing the history and information necessary for viable membership in the Fraternity/Sorority Community.

1. Every new member will receive a copy of the GSW’s New Member Bill of Rights that shall be reviewed with him/her at the onset of the chapter’s new member orientation program. The New Member Bill of Rights Confirmation Form must be signed and filed with the Office of Campus Life within the first week of the new member program.

2. Each chapter will uphold the GSW’s Anti-Hazing Contract, educating all members on this policy at the onset of every new member program. Every member of the GSW Greek community is responsible for upholding a zero tolerance for hazing. The Anti-Hazing Contract Confirmation Form must be signed and filed with the Office of Campus Life within the first week of the new member program.

3. New member programs may last no longer than ten weeks. All new member programs must be completed by the deadline established and announced by the Office of Campus Life each semester.

4. Each chapter’s new member program must be submitted in writing and approved by the Office of Campus Life prior to bids being issued. A copy of this written program must be provided to each new member by his/her chapter at the onset of the new member program. Written programs must include all dates, beginning and ending times, locations and descriptions of each activity. This includes initiation date, time, and location.

5. Any changes to new member calendars must be discussed with and approved by the Office of Campus Life at least 72 business hours in advance.

6. New member activities must end no later than 11:00 PM Sunday – Thursday and 1:30 AM Friday and Saturday and may not start again till 8:00 AM Monday – Friday, and 9:30 AM Saturday and Sunday.

7. For organizations with required study halls or study hours, flexibility must be given to those individuals who need to study alone, in the library computer lab, with a study group or in a separate location. Only academic coursework may be completed during required study halls (no fraternity/sorority information).
8. Organizations wishing to hold new member activities including off-campus initiation, retreats or road trips, must have prior approval from the Office of Campus Life. Chapters wishing to hold overnights (on or off campus) as part of their program must file an Overnight Request Form and an Overnight Participant List with the Office of Campus Life no later than Tuesday for that weekend. Overnight activities may only occur on Fridays or Saturdays.

9. All chapters must follow their own inter/national new member programs. In cases where GSW's and inter/national policies differ, GSW's policy will always take precedence.

10. New member educators are encouraged to meet regularly with the Director of Campus Life as well as their chapter's faculty and chapter advisors for feedback.

11. Questions or concerns should be directed to the Office of Campus Life in the SSC room 3411 or 229-931-2377.

12. In an effort to support the Greek community on campus, the Office of Campus Life will be implementing a de minimis support dues to help offset the cost of Greek life and provide additional programming and incentives to GSW Greek organizations. This account will be separate from all other Campus Life budgets and go back to the Greek community. The support dues will be represented as follows:

- 0-15 members: $5.00 per member
- 16-25 members: $75.00 flat fee
- 26 or more members: $100.00 flat fee

All dues will be collected once per semester. They will be submitted when the roster is turned in at the beginning of September and beginning of February each academic year.

13. Roster Changes for Greeks: Rosters when submitted must reflect the roster that is turned into each organization’s National Office. This will avoid confusion and guarantee that each Greek organization's roster is exactly the same. Changes to the roster can be done throughout the semester, as long as said organization can show the roster their National Office has on file and that is current.

14. Greek President’s Meetings are considered mandatory. Absence from this meeting will result in a loss of social privileges for the remainder of the month until the next Greek President’s meeting. Each academic year, the chapter can receive one excuse from not attending the Greek President’s meeting. If the current Greek President cannot attend this meeting, it is the assumption they will send a member of the Executive Council in its place. These meetings typically take place on the last Friday of the month at 10am in Student Life Conference room.

15. Chapters should be familiarizing themselves with the GSW’s Weathervane, specifically sections regarding Hazing and Greek Life. Chapters should also
familiarize themselves with Georgia State Law and their own inter/national policies related to new member activities.

**New Member Bill of Rights**

There are a number of activities that are constructive parts of new member/associate/aspirant education and will contribute to your becoming a more active and productive member of your Greek organization. However, there are other activities in which you might be asked to take part that are a violation of inter/national fraternity and sorority regulations, Panhellenic, Inter-fraternity, National Pan-Hellenic regulations, and/or GSW policies. These activities constitute “hazing.”

Listed below is a New Member Bill of Rights that specifically outlines activities that fraternity or sorority members cannot require of you. If they do so, the fraternity or sorority and the individual member(s) in question are subject to severe penalties up to and including permanent removal of GSW recognition, suspension from GSW and possibly removal of the chapter’s charter. New members/associates/aspirants participating in “hazing” activities may also be subject to student conduct sanctions. Please study your rights and make certain that they are not violated. No new member/associate/aspirant shall be required by any person or persons to perform any act which:

1. Interferes with the academic process – causes the pledge/new member/associate/aspirant to miss or be ill prepared for classes, labs, study sessions, or test,

2. Causes the new member/associate/aspirant to violate GSW policies,

3. Requires or pressures the new member/associate/aspirant to consume alcohol,

4. Prevents the new member/associate/aspirant from securing normal amounts of sleep (no activities between the hours of 11 p.m. and 7 a.m.),

5. Requires the new member/associate/aspirant to perform personal services for collegiate or alumni members (including, but not limited to, driving around members and/or their guests (including members of other organizations), “shopping” for members, etc.),

6. Is sadistic -- treats the pledge/new member/associate/aspirant in a “sub-human” manner,

7. Is illegal – including the use of drugs and alcohol,

8. Is immoral,

9. Places the new member/associate/aspirant in physical danger or in jeopardy of losing his or her life,
10. Places severe emotional stress upon the new member/associate/aspirant,

11. Requires the new member/associate/aspirant to be present at activities for unreasonable periods of time,

12. Requires the new member/associate/aspirant to participate in a “Kangaroo” Court or other individual questioning activities,

13. Prescribes the wearing of anything to identify new member/associate/aspirant status (this includes new member/associate or bid day T-shirts, or wearing of required clothing),

14. Requires the new member/associate/aspirant to carry items that they would not normally bear (including paddles, signature books, etc.),

15. Requires the new member/associate/aspirant to answer the telephone in a manner unlike a member would answer it,

16. Prevents the new member/associate/aspirant from speaking for a period of time,

17. Involves the abandonment of new member/associate/aspirant or active members thereby requiring them to find their own way back to campus,

18. Requires the blindfolding of the new member/associate/aspirant (exceptions: during low ropes course with trained facilitator, or as prescribed in writing for inter/national ritual),

19. Requires the new member/associate/aspirant to stand when a collegiate or alumna/us member enters a room,

20. Requires the new member/associate/aspirant to intentionally deface the house/chapter room/suite/apt. etc.; or requires the new member/associate/aspirant to clean the house/chapter room/suite/apt., etc. of others,

21. Requires calling other new member/associate/aspirant “names”,

22. Requires new member/associate/aspirant to enter the house/suite/building only from a specific door,

23. Requires new member/associate/aspirant to eat meals together, attend unscheduled “call-down” meetings or sleep in the house/suite/apt. together for any length of time without written permission from GSW and inter/national office,
24. Requires a new member/associate/aspirant to address or refer to members in a manner different from how they are addressed (i.e. Mr./Ms. Smith for initiates, Pledge Jean for new members),

25. Requires new member/associate/aspirant to participate in scavenger hunts or similar activities by any name that involves taking of items, time deadlines, etc.

**Greek Life Grade Policy**

Greek Organizations are expected to maintain higher educational standards of academic progress and will be expected to maintain a Cumulative and Semester GPA of 2.25. Organizations that miss one or both of GPA’s will be effected as follows.

1\textsuperscript{st} Semester Below 2.25 Cumulative or Semester = Warning. No sanctions will be issued, however, the Greek Organization should concentrate on getting grades up with incentives or initiatives.

2\textsuperscript{nd} Semester Below 2.25 Cumulative or Semester = Probation. A minimal loss of one privilege will occur. If both Cumulative and Semester are below 2.25 a loss of two privileges will occur. Privilege losses will be decided by the Director of Campus Life. Examples of privilege losses might include: Sports Probation, Loss of Social Events, Educational Programs etc.

3\textsuperscript{rd} Semester Below 2.25. Cumulative or Semester = Suspension. This will result in a loss of all privileges. Suspension shall be defined as the temporary loss of all membership privileges in the respective Greek Council, but all obligations of membership (payment of dues, attendance at meetings, compliance with all policies, etc.) remain.

4\textsuperscript{th} Semester Below 2.25 Cumulative or Semester = Expulsion until Grades remain above 2.25. Expulsion will result in loss of all privileges and status. The Expelled Greek Organization will no longer be recognized at Georgia Southwestern State University. After a Greek Organization comes off of Expulsion, said organization will be placed on a one semester of Probation. If the Greek Organization maintains a 2.25 GPA both semester and cumulative, then the Greek Organization will be reinstated with all rights and privileges.
Appendix U  
Tobacco Use on the GSW Campus

Policy:
Georgia Southwestern State University strives to maintain a healthy workplace and campus environment for all staff, students, faculty and visitors. For that reason, GSW generally discourages tobacco use. No smoking or other use of tobacco is permitted in any building on campus at any time. GSW expects all staff, faculty, students and visitors to adhere to this policy:

1. No use of tobacco is permitted in any building at anytime. Those who violate this policy may be subject to disciplinary action.

2. Smoking and other use of tobacco is permitted 25 feet from each building on campus in the designated areas.

3. Individuals who choose to smoke in designated areas must extinguish their cigarettes completely and dispose of them responsibly in the canisters which have been designated for that purpose. Individuals who use other forms of tobacco must also dispose of tobacco and residuals by placing them in trash cans. Leaving cigarette butts or spitting tobacco or tobacco-related substances on sidewalks is unacceptable and may result in further restrictions on tobacco use on campus.

4. Violations of this policy will incur serious disciplinary penalties. The lives, health, and safety of everyone on campus are at risk, along with the potential for grave damage to the GSW campus, which includes the buildings and sidewalks.

Purpose:
These regulations are intended to limit the potential adverse effects of secondhand smoke, to provide a tobacco-free environment in all Georgia Southwestern State University buildings and facilities, and to ensure compliance with the provisions of the Georgia Clean Air Act.

- "Tobacco" means cigarettes, cigars, cheroots, stogies, and periquels; granulated, plug cut, crimp cut, ready rubbed, and other smoking tobacco; snuff and snuff flour; Cavendish; plug and twist tobacco; fine-cut and other chewing tobacco; shorts, refuse scraps, clippings, cuttings, and sweepings of tobacco; and other kinds and forms of tobacco, prepared in such manner as to be suitable for chewing or for smoking in a cigarette, pipe, or otherwise, or both for chewing and smoking. "Tobacco" also includes cloves and any other plant matter or product that is packaged for smoking.
• "Smoking" means the burning of a lighted cigarette, cigar, pipe, or any other device, matter or substance that contains tobacco.

• There shall be no sale of tobacco in any Georgia Southwestern State University building, facility, or anywhere on the University campus.

• There shall be no smoking or other use of tobacco products in any buildings, facilities or motor vehicles owned, leased or operated by Georgia Southwestern State University. "Buildings" and "facilities" shall include, but not be limited to, hallways, classrooms, residence halls, offices, restrooms, meeting rooms, lobbies, elevators, shops, cafeterias, snack bars, waiting rooms, indoor athletic facilities and performance halls, and all other spaces in buildings and facilities.

• In addition, there shall be no smoking in or within one hundred (100) feet of open-air athletic facilities on the GSW campus, such as the baseball/softball/soccer fields and tennis courts.

• All members of the University community and visitors to the campus are responsible for compliance with this policy. Violation of this policy may result in disciplinary action, up to and including termination of employment, expulsion from the University, or removal from residence halls.
Appendix V
Social Networking Policy

Social network sites are web-based services that allow individuals to (1) construct a public or semi-public profile within a bounded system, (2) articulate a list of other users with whom they share a connection, and (3) view and traverse their list of connections and those made by others within the system. The nature and nomenclature of these connections may vary from site to site.


Some examples of social networks include Facebook, MySpace, Twitter, You Tube, GeorgiaVIEW, Cyworld, Linked-In, Bebo, and others.

Students should refrain from any behavior that might reflect badly on themselves, their families, and/or GSW. Such behavior includes any activities conducted online.

Students are not restricted from using any online social network site and/or digital platform. However, users must understand that any content they make public via online social networks or digital platforms is expected to follow acceptable social behaviors and also to comply with the federal government, Georgia, and GSW rules and regulations.

Please keep the following guidelines in mind as you participate on social networking web sites:

- Before participating in any online community, understand that anything posted online is available to anyone in the world. Any text or photo placed online is completely out of your control the moment it is placed online – even if you limit access to your site.

- You should not post information, photos, or other items online that could reflect negatively on you, your family, or Georgia Southwestern State University.

- You should not post your home address, local address, phone number(s), birth date, or other personal information, as well as your whereabouts or your plans. By doing so, you could be opening up yourself or others to predators.

- Individuals may and will monitor these web sites.

- Potential employers, internship supervisors, graduate program personnel, and scholarship committees now search these sites to screen candidates and applications.
The malicious use of online social networks, including derogatory language about any member of the GSW community; demeaning statements about or threats to any third party; incriminating photos or statements depicting hazing, sexual harassment, vandalism, stalking, underage drinking, illegal drug use, or any other inappropriate behavior, will be subject to disciplinary action by the appropriate GSW personnel.

Failure to agree and adhere to this policy, once documented, may result in a range of sanctions, as outlined in GSW’s Code of Conduct, depending upon the circumstances.

Violations of University policy or evidence of such violations in the content of social networks or digital platforms are subject to investigation and sanction under the GSW Student Handbook [WeatherVane]. They are also subject to investigation by law enforcement agencies, if the evidence or circumstances warrant such action.
Appendix W
GSW Academic Integrity Policy

Introduction

Academic Integrity is a commitment, even in the face of adversity, to five fundamental values: honesty, trust, fairness, respect, and responsibility. From these values flow principles of behavior that enable academic communities to translate ideals into action. International Center for Academic Integrity

GSW’s Policy on Academic Integrity sets forth principles of behavior intended to enable its community members to act according to these fundamental values, thereby fostering a community of excellence in teaching and learning. This policy defines academic integrity, assigns responsibility of community members for upholding these principles, defines academic dishonesty, and delineates the procedure for handling violations of the community standard.

Principles of Academic Integrity

1. **Accurate Attribution of Ideas**: While the free exchange of ideas does not demand that every idea a person expresses be her or his own original thought, it does demand that a person accurately represent the origin of the thoughts she or he expresses. The forms of attribution vary depending upon the formality of the setting in which ideas are exchanged. In conversation, attribution might be as simple referring to where you heard an idea while in a class presentation or a written assignment, a specific style of attribution or documentation will be required. The specific format for such is usually defined by the academic discipline.

2. **Collaboration on Assignments**: Collaboration is a fundamental component of community building and a valued ability in the work force, as well as one of the most important practices of a democratic society, but it depends on community members exercising the values of fairness, respect, and responsibility. Respectfully listening to the perspectives of others, and shouldering the responsibility for contributing equitably to the success of the group demonstrate academic integrity. In the academic setting, collaboration has been shown to improve students’ learning, but it must be balanced with the need to assess a student’s individual mastery of a topic. Thus, faculty may actively discourage collaboration for some types of assignments, such as homework or papers, while encouraging it in others circumstances, like group projects or presentations.

3. **Collection of Data**: The academic community is a culture of evidence in which decisions are made and opinions evaluated largely on the basis of the factual or logical support. Therefore, whenever a community member presents data he or she has collected firsthand through observing, interviewing, surveying, or experimenting, he or she must...
be careful to describe clearly how the data were collected to verify that the results are presented accurately and to maintain all confidentiality agreements with participants.

4. **Quizzes, Tests, and Examinations:** The academic community often calls upon its members to demonstrate what they know, or what they can do individually, often under the pressure of time constraints, which can put a student’s honesty, trust, fairness, respect, and responsibility to the test. Academic integrity requires that a student abide by the rules established by the faculty member for assessing individual learning.

**Responsibility of Community Partners for Upholding the Values of Academic Integrity**

**Responsibility of the Faculty Member:**

Students do not always come to the GSW community knowing the principles of academic integrity and therefore teaching students to exercise these principles is the duty of the faculty. Given that the parameters of academic integrity are defined by the goal of an assignment or activity, the type of assessment being used, and the standards of the particular discipline, faculty members should be explicit about their expectations of students. To that end, faculty members should state in their syllabi the expectations for 1) attribution of ideas, 2) collaboration on assignments, 3) collection of data, and 4) quizzes, tests and examinations.

**Responsibility of the Student**

As partners in their own learning, students are responsible for making themselves aware of how the principles of academic integrity apply in each academic setting they enter. While the faculty member is responsible for setting expectations, it is the student’s responsibility to seek guidance from the faculty member, especially when unsure of how to apply the principles in a particular situation. When in doubt, seek guidance from the instructor.

**Academic Dishonesty**

Violations of academic integrity will be subject to sanction by the academic community. The examples given below are intended to clarify the standards by which academic dishonesty may be judged.

**Plagiarism**

Plagiarism includes, but is not limited to, asking someone to write part or all of an assignment, copying someone else's work (published or unpublished), inadequately documenting research, downloading material from electronic sources without appropriate documentation, or representing others' works or ideas as one’s own.

**Cheating on Examinations**
Cheating on an exam includes, but is not limited to, giving or receiving unauthorized help before, during, or after an in-class or out-of-class exam. Examples of unauthorized help include using unauthorized notes in either hard copy or electronic form, viewing another student's exam, taking pictures of exams with cell phones or other electronic devices, allowing another student to view one's exam, and discussing an exam or sharing information on an exam’s content with other students after the exam has occurred in one section but not in another.

Unauthorized Collaboration

Unauthorized collaboration includes giving or receiving unauthorized help for work that is required to be the effort of a single student, such as the receiving or giving of unauthorized assistance in the preparation of a laboratory or writing assignment, on-line exams, etc.

Falsification

Falsification includes, but is not limited to the fabrication of citations or sources, of experimental or survey results, and of computer or other data.

Multiple Submissions

A student may not submit substantial portions of the same work for credit more than once without the explicit consent of the faculty to whom the work is submitted for additional credit. If a work product is to be substantially revised or updated, the student must contact the faculty member in advance to discuss necessary revisions. In cases where multiple submissions are approved, faculty members will require copies of the original documents for comparison.

Process for Resolving Academic Dishonesty Issues

Instances of academic dishonesty are a serious violation of community standards for academic integrity and may result in suspension or expulsion from GSW. While faculty members have the primary responsibility for establishing the parameters of academic integrity in the academic situations they supervise, it is the responsibility of all members of the GSW academic community to report suspected instances of academic dishonesty. Therefore, any member of the GSW academic community can lodge an academic dishonesty complaint with GSW’s Student Conduct Officer.

Any member of the academic community who has evidence of academic dishonesty should report his or her suspicion and evidence to the faculty member of the student(s) believed to be in violation of the policy. The faculty member is then responsible for responding, and if she or he has adequate evidence, may file an Academic Dishonesty Violation Report with the Student Conduct Officer.
Faculty Reporting

If an instructor discovers a case of academic dishonesty, he or she may impose whatever penalty is deemed appropriate by the faculty member, given the standards and expectations shared with students in that course (including but not limited to rewriting assignments, failure on the assignment, or failure in the course). The faculty member has the final word for how the incident will be handled in his or her own classroom.

All incidents of academic dishonesty will be reported to the Student Conduct Officer using the Academic Integrity Violation Report Form which asks for a description of the incident, a copy of the faculty member’s written policy on academic dishonesty, the penalty imposed by the faculty member, and the student’s signature indicating the faculty member met with the student about the incident and explained the consequences.

The Student Conduct Officer will keep on file all Academic Integrity Violation Report forms. When a new report is received, the Student Conduct Officer will review the record to determine if the student has any other academic integrity violations on file. A first offense will be filed, but no action will be taken by the University unless the student chooses to dispute the charge, at which time the Student Conduct Officer will call for a hearing of the Faculty-Student Conduct Board. If the student has two or more violations on file, the Student Conduct Officer will automatically call for a hearing of the Faculty-Student Conduct Board, and the faculty member may be asked to submit further documentation of the violation.

The Faculty-Student Conduct Board will hold a hearing to determine if the student should be found in violation of the academic integrity policy and recommend a course of action to the Vice President for Academic Affairs. Only in cases where a student is exonerated of accusations of academic dishonesty can a grade be appealed through the grade appeal process. If the Faculty-Student Conduct Board determines the student to be in violation of the academic integrity policy, the Student Conduct Officer will then share with the Board any additional information concerning the number and types of prior violations, which the Board may consider when making sanction recommendations. The Faculty-Student Conduct Board will provide in writing its decision on the case and sanction recommendations to the Vice President for Academic Affairs. Sanctions may range from educational, such as assignments which require the student to research the topic of academic integrity or speaking to the UNIV 1000 classes about academic integrity, to more serious including probation, suspension, or expulsion.

The Vice President for Academic Affairs will notify the student and faculty member of the outcome of the case and of any University sanctions imposed. If sanctions include suspension or expulsion, the student’s Department Chair and/or Dean will also be notified. A student may not withdraw from the course in which an accusation has been made during the student conduct process. Students accused of academic dishonesty are entitled to the due process rights outlined in the Student Conduct Process of GSW.

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