

Message from the President

Dear Student,

I want to welcome you as a new student to one of the best two-year colleges in the state of Georgia! Georgia Highlands College is committed to helping you meet your personal and career goals through one of our associate degree programs or through our many non-credit professional development programs.

As one of the University System of Georgia's 12 two-year colleges, Georgia Highlands is your gateway to higher education and is committed to providing personal assistance to help you meet your educational goals. That assistance includes instructional support services, career counseling, student life activities and high-speed Internet services that affords 24-7 access to course information and library resources.

Our goal is to provide each student with a broad, general education and the needed skills -- problem solving, critical thinking, communication and computational -- to compete in the world of work and to participate as a contributing member of our diverse and global society.

I am pleased that you have chosen Georgia Highlands College. If I can be of any assistance to you along the way, feel free to contact me.

Sincerely,

Dr. John Randolph (Randy) Pierce
President

Message from the Vice President for Student Services

Dear Student,

Congratulations upon your decision to further your education by attending Georgia Highlands College! All of us who work at the college wish you every success in your studies.

Georgia Highlands College has a talented and caring faculty and staff dedicated to your success and to excellence in teaching and learning. Our graduates are well prepared for a successful transition into a baccalaureate program.

This student handbook provides important information you should know while you are a student here. Please use this handbook as a supplement to our general catalog and credit class schedules.

Enjoy your learning experiences while at GHC, both inside and outside the classroom setting. I hope you find your studies to be an opportunity for personal growth, discovery and achievement.

Sincerely,

Ronald D. Shade
Vice President for Student Services

Student Handbook Introduction

Welcome to Georgia Highlands College! All of us, your faculty, staff and fellow students, are glad that you are here. We all want your experience at Georgia Highlands College to be a good one. So let's take the first step...scan all the information included in this student handbook. This document contains many of the keys to success during your time at GHC. We ask that you also take one other step. Please don't stop at reading the handbook...utilize it! This information will not be very useful if you simply read it but never apply it to your studies at GHC. We're here because of you. We sincerely want you to succeed and we're committed to your success. The handbook presents valuable information so that you may get to know the college better; now let us know you better. Be engaged in your learning. Studies have shown that students who participate in at least one campus activity are more likely to be successful in their college.

Georgia Highlands embraces its responsibility to foster an environment of respect and understanding among all individuals and groups. The college welcomes everyone to become a participating member of the campus community, regardless of race, ethnicity, national origin, religious or political beliefs, gender, age, sexual orientation, economic status, physical or mental abilities or any other distinction.

In order to preserve this atmosphere of free thought, Georgia Highlands is committed to the prevention of bigotry, prejudice, expressions of hatred and any behaviors that infringe upon individual rights. Abuse or harassment, whether verbal, physical, or psychological, against anyone on the campuses of Georgia Highlands College, is unacceptable and will not be tolerated.

No matter the location – Floyd, Heritage Hall, Cartersville, Marietta, Paulding or Douglas - all students and employees of Georgia Highlands College should dedicate themselves to the defense and implementation of these principles as core values of the college's goals and mission.

STUDENT SERVICES

Academic Guidelines

Attending Class

GHC does not have a uniform attendance policy; however, students should make every effort to attend every class meeting. Since classes and instructors differ greatly, you should be certain to understand the attendance requirements for each course you take. Studies have shown that class absences lead to lower grades.

Health and Wellness Services

Georgia Highlands College, being a nonresidential, commuter institution, does not maintain complete health services on any campus locations. Students are expected to make arrangements for their own health care through area medical resources. Limited first-aid kits are available in a number of departmental offices across the campuses, with signage marking those locations. Emergency automated external defibrillator units are also available in several locations across campuses, with signage marking those locations.

Students attending the Marietta site may elect to pay the health services fee to SPSU in order to have access to those services provided by SPSU.

Because student health directly affects student success in college, Georgia Highlands College encourages students to participate in wellness activities. The Division of Health, Physical Education and Recreation offers a broad range of courses dealing with health and wellness issues. On the Floyd Campus, a fitness lab, gymnasium, fitness trail, tennis courts, soccer field and other facilities are also available for student use.

Students attending the Marietta or Paulding sites or the Cartersville campus may elect to pay the student recreation fee of \$51 per semester to Southern Poly that will allow them to use SPSU's new state-of-the-art Recreation and Wellness Center. Students should go to the SPSU business office and identify themselves as a GHC student. Once you have paid the fee, take your receipt to the Recreation Center where you will receive a sticker for your GHC student ID card giving you access to the facility.

Housing

Georgia Highlands College does not provide residential housing on its campuses. However, students who attend the Marietta site at Southern Polytechnic State University have the option of on-campus housing through the host institution. These housing agreements are made independently by each student with those institutions or their residential management company and are not monitored or coordinated by Georgia Highlands College in any way.

Library

www.highlands.edu/library/

The Georgia Highlands College library has access to libraries located at five sites, which support the college's academic and professional programs. Their combined collections of print volumes, audiovisual materials and thousands of electronic titles cover a wide subject range including the fine arts, biomedical and physical sciences, humanities, sign language and social sciences.

The online catalog lists the large majority of items in the libraries' collections. The coverage of holdings varies from one library to another. This catalog identifies the books, videos, and journals that the institution owns. GALILEO, a statewide online database that provides access to thousands of electronic journals through the Internet, is another rich resource for the Georgia Highlands College community.

The main library system consists of the Floyd Campus library and the Cartersville Campus library. Students at the Marietta site may use the library at the Southern Polytechnic State University Library.

In addition to providing users with an array of informational, instructional and research resources, through cooperative agreements users also have access to additional collections and services available from the University System libraries.

Student Success Centers

The Georgia Highlands Success Center is designed to help new and returning students succeed in their chosen college curriculum and help them improve their academic skills through one-on-one tutoring, advising and accurate placement through testing. The Student Success Center is also available to students to help them identify college resources that will aid them in their college experience. The Student Success Center is designed to accommodate students on all campuses through online activities, personal contact, or both.

Academic Advising

www.highlands.edu/advising

Georgia Highlands offers many opportunities for advising and students should consult an advisor every term before registering. The site directors at each site of the college are advisors, for instance. In addition, a list of advising specialists for each academic division is available at the link above. Students at the Floyd campus may visit the advising office in W-201 every weekday day except Wednesday, when the advising generalist is at the Cartersville campus in the Hub. Early Bird advising is held every term at each site to provide walk-in help with long-term academic planning toward degree completion or transfer to a four-year college. Students who need advising assistance can use the methods listed here or e-mail advising@highlands.edu or contact 706-802-5013.

Assessment Center

www.highlands.edu/academics/academicaffairs/success/assessment/

The Assessment Center is located inside the library on the Floyd Campus and in room 113 on the Cartersville Campus. Both centers administer Compass Placement and Exit Tests, the College Board On-Campus SAT Test, the Regents' Test, some independent study tests and many other assessments as needed. The centers' general hours of operation are from 8:00 a.m.–5:30 p.m. Monday through Thursday and 8:00 a.m.–12:00 p.m. Friday. Test dates and times can be found on the GHC testing web pages (link shown above).

Tutorial Support

www.highlands.edu/academics/academicaffairs/success/tutorial/

For those days when thinking alone is just too hard! The Tutorial Centers provide one-to-one tutorials in areas of math, English, reading, research, and occasionally science and Spanish. The Centers also provide information and practice for standardized tests, assistance with computer

skills, workshops in special areas of study, and online tutorials in English and math. The Centers attempt to address the needs of day and evening students by providing hours that accommodate both. The hours are posted throughout the school, emailed to faculty and students, and made available on the Tutorial Center website.

The Rome and Cartersville Centers are located in the libraries of each institution. The Marietta Center is located in the conference room of the GHC offices in the D building. Students on other campuses are encouraged to utilize the tutorial services offered by the host school or to check with the site director for information on where to go for tutoring.

It is the purpose of the Georgia Highlands Tutorial Centers to help students succeed in their chosen college curriculum and help them improve their academic skills. Tutors do not grade papers or in any way substitute for classroom instruction, and course instructors provide the standard for grading. Instructors serve as a referral source for the Tutorial Centers; however, students are also encouraged to drop by. The Tutorial Centers welcome all students.

Student Life

www.highlands.edu/campuslife/life/index.htm

The Office of Student Life seeks to develop the Georgia Highlands College student body through a series of co-curricular activities that promote experiential learning, leadership, wellness, volunteerism, and an appreciation of the arts. The OS� encourages and provides student involvement opportunities to complement the academic programs of study and to enhance the overall college experience for all GHC students.

The Office of Student Life has permanent locations on both the Floyd and Cartersville campuses. The Office of Student Life on the Floyd Campus also houses the offices for student publications, student governance and new student orientation.

All programs, events and functions coordinated by the Office of Student Life are funded by the student activity fee that all students pay each semester. For this reason, most programs and events available during the course of the semester are FREE for all students to attend and/or participate in.

The OS� coordinates the forming of clubs and organizations by students and provides resources for those groups as they sponsor a wide variety of programs and events. A list of available student organizations is provided in this handbook. Any GHC student at the Marietta site may also join and participate in any of the registered and recognized clubs and organizations at Southern Poly. GHC students must meet any regular requirements or criteria for joining any group, as well as any membership dues required of regular members.

A current calendar of events and programs for the Floyd, Heritage Hall, Cartersville, Paulding and Douglas campuses can be found online at the Campus Life Calendar at www.highlands.edu/cgi-bin/campuscalendar/calendar.cgi or by contacting the OS� at 706-295-6363 (Floyd) or 678-872-8411 (Cartersville).

Georgia Highlands College students who attend the Marietta site are eligible to participate in any of the general student activity events hosted by Southern Poly. This includes entertainment events, cultural series events, leadership programs and other events/programs sponsored by SPSU Office of Student Activities. See www.spsu.edu/activities for updates and a calendar of events at SPSU.

Cultural/Entertainment Events

The Office of Student Life coordinates and schedules a wide variety of student activities programs and events of a cultural, entertainment and recreational nature throughout the year. Cultural events often include programs or special exhibits on literature, music and the arts. The GHC Community Speaker Series brings nationally known guest lecturers to campus to discuss a variety of topics that are both entertaining and enriching. Entertainment events include professional musicians, novelty attractions, games, comedians and special annual events such as Week of Welcome, Fall Frenzy and Spring Fling. The current schedule of events/activities can be found on the Campus Life Calendar (link found above).

Intramural Sports

www.highlands.edu/academics/divisions/smpe/hperweb/intramurals/index.htm

The college offers a wide range of intramural athletic programs for those students who wish to participate in competitive athletic activities. Competition in the team sports of flag football, basketball, soccer, softball and volleyball are held in season for men and women. Individual and dual sports such as tennis, golf, table tennis, shuffleboard, horseshoes, sailing, canoeing, badminton, billiards and others are offered throughout the year.

The sign-up/team registration period for intramural activities takes place before the beginning of each event. All-star teams are often selected to compete with other colleges or to attend state tournaments.

For additional information interested persons should contact David Mathis, coordinator of the intramural sports program, in the Office of Health, Physical Education and Recreation on the Floyd Campus; or Jenn Purcell, assistant director of student life in the Office of Student Life on the Cartersville Campus.

Students who attend the GHC Marietta site must elect to pay the Southern Poly recreation fee of \$51 per semester in order to be eligible to play/participate in SPSU intramural activities.

Student Governance

The Student Engagement Council is composed of student and faculty/staff representatives who work together for the betterment of the student body and its interests. The student representatives of the SEC are the designated representatives (officers) from all the student clubs and organizations at all campuses; plus a limited number of unaffiliated student representative slots called student-at-large positions. Students interested in serving in an at-large position should contact the Office of Student Life for an application. Although the SEC includes representatives from the faculty and staff, a student representative serves as chairperson of the SEC and is selected by the other council members.

The primary purpose of the SEC is to serve as the voice of the student body and act as a liaison between students and college administration in order to help formulate just and proper regulations pertaining to student government and to assist those persons designated to enforce the regulations. The SEC operates under the Constitution of the Student Body of Georgia Highlands College. The SEC also assists the Office of Student Life with its activities and events in a manner that strives to result in the greatest possible advantage and satisfaction of all students, both as individuals and as part of the student body as a whole. The SEC also operates as the student activity fee budget committee that determines how the collected student activity fee monies are to be allocated for the upcoming year.

Students also have the opportunity to serve on several institutional committees to assist faculty and staff in the setting, review and discussion of college policies and procedures. Committees available for student representation and participation include the following:

- Student Affairs Committee

- Student Judicial Committee
- Technology Committee
- Affirmative Action Committee

Students interested in serving on an institutional committee should contact the Office of Student Life.

Student Clubs & Organizations

A well-rounded, integrated program of student activities is provided through student organizations. Various clubs and organizations have been established on campus for students with similar purposes and interests. These groups include scholastic honors, academic departmental groups, student leadership, student media and special interest groups.

Membership in all groups is open to all students; however some may require additional criteria for joining. Some groups operate primarily on one campus location, while others may operate on multiple campuses. A student at any campus or instruction site is eligible to join any group, regardless of whether the organization is based at that student's primary campus.

Students interested in joining any of the established groups should contact the club advisor for more information. Club Round-Up days are held at the beginning of both fall and spring semesters on the Floyd and Cartersville campuses as an opportunity for students to learn more about the groups.

Any GHC student attending the Marietta site may join and participate in any of the registered and recognized clubs and organizations at SPSU. GHC students must meet any regular requirements or criteria for joining these groups, as well as paying any membership dues required of regular members. Students at the Marietta site may contact the SPSU Office of Student Activities for more information.

If you do not see a group that interests you, the Office of Student Life encourages students to form new organizations at any time. Guidelines for creation of a new student organization can be found elsewhere in this Student Handbook. Listed clubs are followed with the code on which location it primarily operates – Floyd Campus (FC), Cartersville Campus (CC), Marietta Site (MS), and Heritage Hall (HH), or All Campuses (All).

Special Interest Groups

Baptist Student Union (BSU), FC – Advisor Lavinia Heaton; Chaplain Frank Murphy
 Believers United Christian Club, MS – Advisor Meredith Ginn
 Black Awareness Society (BAS), FC – Advisor Dr. Jon Hershey
 Books For Change, CC – Advisor Sarah Hepler
 Chargers Raising Colts (CRC), FC/CC – Advisors Katrina Vernor and Krista Mazza
 College Democrats, FC/CC – Advisor Dr. Laura Musselwhite
 GHC Theater Club, FC/CC – Advisor Travice Obas
 Gay, Lesbian, Bi-Sexual, Transgendered and Straight Alliance (GLBTSA) – Advisor Dr. Laura Musselwhite
 Green Highlands, CC – Advisors Libby Gore and Devan Rediger
 Hispanic Student Association (HSA), FC – Advisor Mark Greger
 That Anime Club, FC – Advisor Brian Barr
 Spanish Activities Club, CC – Advisor Kathryn Garcia
 Students Without Borders (SWB), FC/CC – Advisor Erica Simpson
 Writer's Collaborative, FC – Advisor Clayton Jones
 Young Libertarians, FC – Advisor Allan Nichols
 Young Republicans, FC/CC – Advisor Crystal Farrer

Academic Departmental Groups

American Criminal Justice Association, Lambda Alpha Epsilon chapter, FC – Advisor Dr. Greg Sumner
 Highlands Association of Nursing Students (HANS), HH/MS – Advisors Rebecca Maddox and Debbie Amason
 Human Services Club, FC – Advisor Susan Claxton
 Student American Dental Hygienist's Association (SADHA), HH – Advisor Donna Miller

Honorific Groups

Alpha Beta Gamma Business Honor Society, all – Advisors Betty Nolan and Dr. Jed Gillespie
 Phi Theta Kappa Honor Society (PTK), all – Advisors Dr. Nancy Hague, Sharryse Henderson, Scott Akemon, and Veronica Morin
 Psi Beta Psychology Honor Society, all – Advisor Donna Mantooth

Leadership Groups

Emerging Leaders, all – Advisors John Spranza and Jenn Purcell
 Highlands Interactive Productions (HIP), FC/CC – Advisors John Spranza and Jenn Purcell
 Northwest Crescent Leadership Alliance (NWCLA), all – Advisors John Spranza and Jenn Purcell
 Orientation Leaders, all – Advisor Melinda Ewers
 Student Engagement Council (SEC), all – Advisors John Spranza and Jenn Purcell
 T.R.A.S.H. Peer Educators (Teaching Responsible Alcohol, Substance and Highway Safety), FC/CC – Advisors Christin Perry-Michalik

Student Media

Six Mile Post (SMP), all – Advisors Dr. Kristie Kemper and Cindy Wheeler
 Old Red Kimono (ORK), all – Advisor Dr. Nancy Applegate and Jesse Bishop

Alpha Beta Gamma (ABG)

Alpha Beta Gamma is an international business honor society established in 1970 to recognize and encourage scholarship among two-year college students in business curricula. Students must have completed at least 15 credit hours with demonstrated academic excellence by attaining a 3.0 GPA or its equivalent in business courses as well as a 3.0 overall average.

American Criminal Justice Association

The American Criminal Justice Association's Alpha Delta Chapter is open to students employed, enrolled or taking courses in criminal justice, human services, or other related studies. The organization provides the following benefits: opportunities for scholarships, a national and local network of professionals, employment opportunities, opportunity for scholastic honors and professional recognition.

Baptist Student Union (BSU)

Georgia Highlands College's BSU has interdenominational membership and is open to all Georgia Highlands College students, faculty and staff who want to become involved in Christian activities and services on the campus and in the community.

Believers United Christian Club

The purpose of the Believers United Christian Club is to share and teach the Scriptures by holding weekly Bible study sessions.

Black Awareness Society (BAS)

This organization is designed to expand the social, cultural and service awareness of the students enrolled at Georgia Highlands College. Membership is open to all Georgia Highlands College students.

Books For Change

This organization reads and discusses books of all manners in an effort to create positive change in society through book-related events.

Chargers Raising Colts (CRC)

This nontraditional-student organization focuses on supporting, encouraging and assisting GHC students juggling the responsibilities of family and children with attending college.

College Democrats

This political organization is a chapter of the Young Democrats of Georgia, which is the state's official youth arm of the Democratic Party. Members of the organization strive to make a positive difference in the community by working within the political process and upholding the principles of the Democratic Party while assisting Democratic candidates to get elected into public office.

Emerging Leaders

Students who participate in the Emerging Leaders program receive leadership development training through a series of workshops and short training sessions. Students who successfully complete the program are better prepared to be campus leaders and expand on their leadership skills during their time at GHC. Students must be nominated by a faculty/staff member during Fall to be eligible to participate in the Spring program.

GHC Theater Club

An organization designed to explore the passion of theater, teach the skills and roles of acting and directing, and share the creativity of set and stage design. The group strives to present one production per year.

Gay, Lesbian, Bisexual, Transgender and Straight Alliance (GLBTSA)

GLBT&S Alliance provides support for students and connects them with allies on campus. This organization works to promote tolerance of diversity and a hate-free society.

Green Highlands

Green Highlands strives to raise awareness and action towards a well-rounded, healthy lifestyle. Emphasis is placed on the entire mind-body well being and environmental conservation and establishing an earth-friendly behavior.

Highlands Association of Nursing Students (HANS)

HANS is comprised of students majoring in nursing at Georgia Highlands College. This organization encourages socialization to the profession of nursing and leadership development. Membership allows a student to have a voice in the state and national student organization as well as linkage with nursing students all over the United States. HANS is highly involved in community service projects and some fund-raising activities.

Highlands Interactive Productions (HIP)

HIP is the campus activity programming board for Georgia Highlands College. Members assist the Office of Student Life with the selection, promotion and presentation of the various entertainment events and activities held on campus during the year.

Hispanic Student Association (HSA)

The HSA is a group whose goal is preserving and promoting the richness of Latino culture and heritage, to unite students of Hispanic (Latino) ethnic background and those who have an interest in Hispanic culture, and hold activities that invoke cultural and social involvement.

Human Services Club

The Human Services Club is open to all students at Georgia Highlands College who are interested in serving the community with compassion, understanding, and a quest for knowledge.

Northwest Crescent Leadership Alliance (NWCLA)

This cooperative leadership development program is collaboration between GHC, Berry, Shorter, Kennesaw, Dalton, Reinhardt and Southern Poly. Students must apply to participate in the year-long program that involves monthly meetings at a different institution each time. Applications are available in early Fall.

Old Red Kimono (ORK)

The Old Red Kimono is an annual literary magazine published each spring and is designed and edited by paid student editors. It features writings and artwork of GHC students, as well as a limited number of non-student submissions. The ORK sponsors the Paris Lake Poetry Contest and includes submissions and winners of this contest in the publication.

Orientation Leaders (OLs)

Orientation Leaders assist with new student orientation sessions, held throughout the year. Orientation Leaders are well-trained student leaders who serve as the connection between the campus and the new incoming students. Applications for these paid positions are accepted in the office of Orientation, and all students selected must complete a series of training sessions, workshops, and group-dynamic projects.

Phi Theta Kappa (PTK)

Phi Theta Kappa is the international honor society for two-year colleges. Students who achieve a 3.50 cumulative GPA with at least 12 credit hours at Georgia Highlands College are invited to join. Members must then maintain a 3.25 GPA. The GHC chapter is Alpha Psi Omicron and was chartered in January 1994. The organization elects officers, holds regular meetings and plans activities and service projects for members and the campus. Phi Theta Kappa also offers scholarship opportunities for members.

Psi Beta

Psi Beta is a national honor society for students enrolled in two-year colleges and interested in psychology. Some of the requirements for membership include an overall B average, at least a B average in the completion of two psychology courses and an interest in psychology. A one-time fee is paid for lifetime membership. The chapter meets and elects officers. Membership provides opportunities to develop one's interest in psychology and to gain invaluable experience to include on a resume.

Six Mile Post (SMP)

The Six Mile Post is the college's award-winning newspaper that is planned, written, edited and designed by students. Several students serve on the editorial board in paid positions, while other students may elect to be on the volunteer staff or receive class credit through JOUR 1125. The SMP is published seven times a year – three issues in fall, four issues in spring.

Spanish Activities Club

The Spanish Activities Club was created to enhance the learning and appreciation of Hispanic language and culture through campus events and community service projects.

Student American Dental Hygienist's Association (SADHA)

SADHA is comprised of students in the dental hygiene program at GHC. This organization strives to promote and sustain the art and science of dental hygiene and to represent and safeguard the common interest of the members of the dental hygiene profession. It also works to contribute to the improvement of the oral health of the public, and is involved in community service projects and some philanthropic activities.

Student Engagement Council (SEC)

The Student Engagement Council is Georgia Highlands College's model of student government. The primary purpose of the SEC is to serve as the voice of the student body and act as a liaison between students and college administration in order to help formulate just and proper regulations pertaining to student government and to assist those persons designated to enforce those regulations.

Students Without Borders (SWB)

This group aims to assist students understand and appreciate other nations and cultures, and to encourage student participation in the Study Abroad program. All students who have traveled/studied abroad or would like to travel/study abroad are welcome!

That Anime Club

Succinctly, we expand the imaginative and fantastic world of anime to GHC. Charged with discussing and debating your favorite animes and manga, while watching new anime and learning the extensive history of how anime and manga commenced and progressed, inevitably influencing popular Japanese and world culture.

T.R.A.S.H. Peer Educators

The T.R.A.S.H. Peer Educators is the Georgia Highlands chapter of the International BACCHUS Network. T.R.A.S.H. stands for Teaching Responsible Alcohol, Substance and Highway Safety, and the group coordinates awareness campaigns on various safety and responsibility issues for college students.

Writers Collaborative

The college Writers Collaborative provides opportunities for students with an interest in writing to share their work and to experience the work of other writers.

Young Libertarians

This political organization is organized to implement and give voice to the principles of the Libertarian Party by functioning as a libertarian political entity separate and distinct from all other political parties or movements. We support moving public policy in a libertarian direction and support the election of Libertarian candidates to public office.

Young Republicans

This political organization is the Georgia Highlands chapter of the Georgia Association of College Republicans. Members are dedicated to helping Republican candidates get elected into public office through grassroots and get-out-the-vote efforts and to advancing the ideals of the Republican Party on college campuses throughout Georgia.

Recognition of New Student Organizations

The privilege to organize student organizations is provided through the Office of Student Life. Clubs and organizations cannot discriminate on the basis of sex, race, religion or other protected classes. A new organization packet is available in the Office of Student Life on the Floyd and Cartersville campuses, and the student life staff can answer any questions you may have. The following information must be submitted to the Office of Student Life before the recognition process can take place:

- Name of organization
- Local or national organization status
- Proposed Constitution
- Purpose of organization
- Qualification of membership with non-discrimination statement
- Membership fee/dues if any
- Time and location of meetings
- Faculty sponsor/advisor
- Time and election of officers
- Membership list of interested students/officers

The completed application must be reviewed and approved by the SEC, the Student Affairs Committee, the Faculty of the college, and the President of the college. Once all levels of approval have been given, the organization will be listed as a recognized student organization of Georgia Highlands College.

During the time between submission of the application and the completion of the approval process, the applicant organization may hold interest/recruitment meetings in order to solicit additional student interest and/or organizational planning meetings with the interested students to begin discussion about what the group would like to achieve.

Upon receiving college recognition, new organizations will be eligible to:

- Use the phrase "Georgia Highlands College" when referring to its chapter/club
- Use/reserve college facilities and certain equipment

- Sponsor or host events both on an off campus as an organization
- Request for funding from the student activity fee budget committee

Policy for Dissolution of Existing Student Organization or Club

When a student organization or club has been inactive (i.e. has not held any events, meetings or activities; nor has it reported any members) in the previous academic year, the Director of Student Life will notify the last known faculty advisor and/or the organization's president by October 1 that the club is considered silent and will be removed from the current list of active student organizations.

Any group that is deemed silent must follow these recommended steps in the process of dissolution:

- Contact any remaining members to alert them of the intention to dissolve.
- Pay any and all debt obligations held in the group's name.
- Close any and all utilities, subscriptions, or other recurring expenses held in the group's name.
- Close any and all off-campus financial accounts held in the student group's name.
- Close any and all email, internet, and phone accounts held in the group's name.
- Shut down any webpage held in the group's name.
- Return any materials or other assets to the Office of Student Life.

If the club has not been reactivated by March 1 of the following semester, any money in the club's on-campus account will revert to the student activity fee budget account as determined by the Director of Student Life.

If a club decides to seek reactivation, the organization must notify in writing the Director of Student Life. The group's Constitution and other records will be kept on file in the Office of Student Life for future reference.

If the reactivation takes place before the money in the club's account has been reverted to the student activity fee budget, the money on balance in the club's account will be available; however, any club reactivating after its balance has been removed from its old account will be required to request new funding from the student activities budget through the Student Engagement Council.

CAMPUS POLICIES

Children on Campus

Children of currently-enrolled students are allowed on campus **only** with the direct supervision of that parent. Children will **not** be allowed to roam the campus or be left unattended by their parent(s) at any time in any location.

Students who are parents of unattended children found on campus will be removed from their class to take possession of the children, and may be asked to remove the children from campus if other arrangements cannot be made.

Children may be present in an academic class or lab **only** with advance permission of the instructor. The faculty member in question will have the discretion to determine how far in advance the student should request the presence of the child. The attending parent will assume responsibility for the behavior of the child. Children are to follow the same rules of reasonable behavior that apply to regular Georgia Highlands College students, and faculty members may request that a child be removed from the class at any time if the child's presence disrupts the learning environment of other students.

Free Speech

Georgia Highlands College values and encourages the right of all members of our community to exercise free speech. The college maintains a position of neutrality as to the content of any written material or presentation displayed on its campuses under this policy.

In accordance with this right, and in order to protect the rights of all citizens, the college reserves the right to administer the time, place and manner of certain free speech activities. Anyone wishing to hold a march, rally, make a speech or conduct any other similar expressive activity on Georgia Highlands College's property not otherwise connected with the academic work or other activities authorized by the college shall contact the director of student life. Requests will be reviewed on the basis of assuring equal opportunity for all persons; preserving order within the college's property and providing a secure environment to the individuals exercising freedom of expression.

Sexual Harassment Policy

Federal law provides that it shall be an unlawful discriminatory practice for any employer, because of the sex of any person, to discharge without cause, to refuse to hire or otherwise to discriminate against any person with respect to any matter directly or indirectly related to employment or academic standing. Harassment of an employee on the basis of sex violates this federal law.

It is the policy of Georgia Highlands College that no member of the college community may sexually harass another. Any employee or student who violates that policy will be subject to dismissal or other sanctions after compliance with procedural due-process requirements.

Definition

Unwelcome sexual advances, request for sexual favors and other verbal or physical conduct of a sexual nature constitute sexual harassment when:

- Submission to such conduct is made, either explicitly or implicitly, a term or condition of an individual's employment or education
- Submission to or rejection of such conduct by an individual is used as the basis for academic or employment decisions affecting that individual

Such conduct has the purpose or effect of substantially interfering with an individual's academic or professional performance or creating an intimidating, hostile or offensive employment or educational environment.

Examples of Sexually Harassing Behavior

Behaviors that constitute an example of the first part of the definition include those that imply that the receipt of employment and educational enhancements depend on the employee's or student's accepting such conduct from those in positions to bestow such enhancements.

Behaviors that are examples of the second part of the definition include those that seek to require the actual submission to such conduct as the basis for employment or educational decisions.

Those behaviors that are examples of the third part of the definition include such conduct as creates an employment and educational atmosphere that can detrimentally affect one's ability to perform one's duties.

Procedures for Handling Complaints

The following procedures are applicable to complaints against faculty or professional, non-faculty staff and shall be followed by students, classified employees and other faculty or professional, non-faculty staff in reporting incidents of sexual harassment.

1. Reports of inappropriate sexual conduct by a faculty member or professional, non-faculty staff should be made in writing to the division chairperson or department head who is the supervisor of the faculty member or professional, non-faculty staff involved.
2. The division chairperson or department head will immediately investigate the allegation of harassment. Failure to do so is also misconduct subject to disciplinary action.
3. The division chairperson or department head will immediately report the complaint of harassment to one's respective vice president with consultation from the director of human resources.
4. The division chairperson or department head, with collaboration from the director of human resources, will conduct a complete investigation of the matter and submit a report of the investigation to the appropriate vice president of the college who in turn will recommend a disposition of the case to president.
5. The following procedures are applicable to complaints against classified employees and should be followed by faculty or professional non-faculty staff, students and other classified employees in reporting incidents of sexual harassment.
6. Reports of inappropriate sexual conduct by a classified employee should be made in writing to the director of human resources.
7. The director of human resources will investigate the allegation of harassment. Failure to do so is also misconduct subject to disciplinary action.
8. The director of human resources will submit a report of the investigation and a recommendation for disposition to the president.
9. The following procedures are applicable to complaints against students and should be followed by classified employees, faculty or professional, non-faculty staff and other students in reporting incidents of sexual harassment.
10. Reports of inappropriate sexual conduct by a student should be made in writing to the vice president for student services.
11. The vice president for student services, with consultation from the director of human resources, will investigate the allegation of harassment. Failure to do so is also misconduct subject to disciplinary action.
12. The vice president for student services will submit a report of the investigation and a recommendation for disposition to the president.

Note: If the employee against whom the complaint is made is the supervisor of the person making the complaint, or if any other circumstances exist in which any member of the college community prefers to report the misconduct through other channels, this can be done by contacting the president, the vice president of academic affairs, the vice president for finance and administration, the vice president for student services or the director of human resources. An investigation will be made and appropriate action shall be taken.

Student Grievances

Definition

The purpose of this policy is to set out the guidelines and standards for the filing of a formal grievance by a student against a faculty or staff member. A grievance may arise out of a decision reached or action taken in the course of official duty by a member of the faculty or staff. Any student has the right to file a grievance. The grievance policy is applicable to situations not covered by the college's academic integrity policy, grade appeals policy or sexual harassment policy.

Procedures

Prior to the filing of a formal grievance, a student has the right to engage in informal discourse or negotiation privately with the faculty or staff member, or the immediate supervisor of the staff member or division chair of the faculty member. If this avenue has been exhausted without providing a satisfactory conclusion, and the student desires to file a formal grievance against a faculty or staff member, the following course of action should be taken:

- A. The student must attempt to resolve the matter with the faculty or staff member involved by making an appointment with the faculty or staff member to discuss the problem. Substantiating data and examples illustrating the problem should be presented in writing by the student.
- B. If the student and faculty or staff member fail to resolve the matter, the student may request the division chairperson of the faculty member or immediate supervisor of the staff member to become involved in the proceedings. Such a request should be made in writing to the chairperson or supervisor. The chairperson or supervisor should inform the student of receipt of the request within five working days. The conference itself should be held within fifteen working days of receipt of the written request from the student.
- C. If either party is not satisfied with the results of the conference, either party may appeal in writing to the appropriate vice president. In the case of a faculty member, this individual would be the vice president for academic affairs. In the case of a staff member, this individual would be either the vice president for finance or the vice president for student services. This individual will meet with the student and the faculty or staff member together and attempt to resolve the problem. All documentation should be forwarded to the appropriate vice president. The appropriate vice president should inform the student of receipt of the request within five working days. The conference itself should be held within fifteen working days of receipt of the written request from the student.
- D. If mutual satisfaction is not reached following this conference, either party may appeal in writing to the president of the college, whose decision will be final. All documentation should be forwarded to the president.
- E. If the grievance is with a division chairperson or staff supervisor, the student may appeal in writing directly to the appropriate vice president. If the grievance is with a vice president, the student may appeal in writing directly to the president of the college.

STUDENT RIGHTS & RESPONSIBILITIES

Disciplinary Philosophy

This Student Rights and Responsibilities document was developed to promote an atmosphere conducive to learning and personal growth. As a basic framework, Georgia Highlands College students are guaranteed the rights, privileges, freedoms and responsibilities granted to United States citizens. Students are expected to abide by all local, state and federal laws as well as college policies. Alleged violations of laws may be referred to the appropriate authorities. Violation of law may also result in action by the college.

Beyond the general rights and responsibilities of citizenship, Georgia Highlands College has developed an *Academic Integrity Code* and a *Student Code of Conduct* to guide students as citizens of the academic community. The discipline process supports the educational mission of the college. Its sanctions are designed to educate the student and maintain an atmosphere for learning. For example, sanctions may include required community service designed both to promote learning and to make restitution for damages that might have occurred. The purposes of the disciplinary process include the following:

- Protecting relevant legal rights of students
- Facilitating and encouraging respect for campus governance and regulations
- Developing, disseminating, interpreting and enforcing campus regulations

In cases that involve actions or misconduct that would cause a student or students to be subjected to disciplinary sanctions, the student(s) will have the right to due process as accorded in the U.S. Constitution, the Constitution of Georgia, and all applicable laws.

Code of Conduct and Academic Integrity Code

General Information

Georgia Highlands College has developed a code of conduct to guide students and student organizations in participating in the academic community. This *Student Code of Conduct and Academic Integrity Code* outlines the behaviors and actions that are prohibited and outlines the procedures for adjudicating them.

Georgia Highlands College seeks to promote and ensure academic integrity on its campuses. Adherence to the principles of academic integrity insures students are provided opportunities that foster their academic growth. Students are expected to complete all work without cheating, lying, plagiarizing, stealing or receiving or giving unauthorized assistance. Students with questions about any of these policies or definitions should seek clarification from an instructor, division chair, director of student life, or the vice president for academic affairs. Members of the college community are expected to be familiar with the *Academic Integrity Code* and to cooperate upon enforcement. Faculty will take all appropriate steps to inform students of academic integrity principles, including all permissible as well as prohibited acts.

The *Academic Integrity Code* applies to all academic work, including, but not limited to, exams, tests, quizzes, papers, reports, presentations, lab work, artwork, experiments or any other effort that would be used in assessing the student's grade. Work may be in written, oral, digital or electronic form.

Students or organizations who are charged with violating the *Code of Conduct* and/or *Academic Integrity Code* are entitled to a fair hearing in which the accused will be allowed to speak in his/her defense and to call witnesses on his/her behalf. The procedures outlined in the code are not bound to the standards of a court of law. Instead, in adjudication of such cases, the hearing officer or panel will decide the case based on a standard of preponderance of evidence, requiring a conclusion that the breach of the code more likely occurred than not. This means that the evidence to suggest a violation occurred must outweigh the evidence to suggest the violation did not occur. Evidence can include, but is not limited to, witness statements, admissions, physical evidence or observation.

To determine whether a student organization is responsible for a violation of the *Student Code of Conduct* or *Academic Integrity Code*, all circumstances will be considered, including, but not limited to: 1) whether the misconduct was committed by one or more members of the organization; 2) whether any officers of the organization had prior knowledge of the misconduct; 3) whether organization funds were used; 4) whether the misconduct occurred as a result of an organization-sponsored function; and 5) whether members of the organization misrepresented the details of the incident to institutional or legal authorities.

The following actions or behaviors are prohibited:

A. Academic Regulations

1. PLAGIARISM

Plagiarism is submitting words, ideas, opinions or theories of another, except those that are common knowledge, without proper credit to that person. Unfair credit includes, but is not limited to, a direct quotation of all or part of another's words without the proper identifying marks and/or merely stating the general source in a bibliography without noting the specific source in a body of work. Plagiarism includes, but is not limited to, the following when performed without fair credit:

- Direct quoting of all or part of another person's written or spoken words without quotation marks or similar appropriate punctuation
- Paraphrasing all or parts of another person's written or spoken words without proper documentation within the submitted work
- Stating an idea, theory or formula originated by another person as one's own
- Repeating information, such as statistics, which is not common knowledge and was originally compiled by another person
- Purchasing or receiving any academic works from another person or another source and submitting the work as one's own for evaluation or grade.
- Reusing assignments from another person.
- Copying, using "cut and paste", or otherwise using materials found on the Internet without proper website citation.

2. UNAUTHORIZED ASSISTANCE

No student shall:

- Give or receive assistance not authorized by the instructor in the preparation or completion of any essay, laboratory work, test, exam or other assignment as part of an academic course of study
- Sell, give, lend or otherwise procure or secure any unauthorized material that can be shown to contain questions or answers to any examination or test scheduled to be given at any subsequent date excluding questions and answers from any previous test that was given back to a student for keeping
- Copy or allow another person to copy answers to a test, exam, assignment or other exercise
- Transmit or receive information during a test that is within the scope of the material to be covered by that test

- Use any handheld electronic device (cell phone, PDA, iPhone, digital camera, etc.) to search for, receive, record, send or text information regarding an in-class assignment, test or quiz.
- Complete for another, or allow another to complete, all or part of an assignment, such as lab work, homework, computer assignment or exercise
- Submit a group assignment or allow a group assignment to be submitted as the work of everyone in the group when fewer than all in the group assisted substantially in its preparation
- Use *without authorization* a programmable calculator or other electronic device, including but not limited to, cell phones, personal data organizers, pagers or laptop computers
- Allow another person to log in to a Web-based course (such as on VISTA) to submit work not created by the enrolled student.

3. **FALSIFICATION**

Giving false information in connection with the performance of any work or the procedures outlined in this code. No student shall:

- Give false reasons for failure to complete academic work
- Falsify the results of any lab or experimental work or fabricate data or information
- Alter academic work after it has been submitted without permission of the instructor. Alter grade, lab, or attendance and participation records
- Damage computer, computer-related equipment (printers, disks, etc.), or lab equipment in order to alter or prevent the evaluation of academic work (Note: damage to college or another student's property may also be adjudicated under the *Student Code of Conduct*)
- Give false or misleading information in connection with a hearing or investigation involving possible academic dishonesty
- Submit academic credit work that has been previously submitted for credit unless given permission by the instructor receiving the work
- Alter, take, procure or attempt to alter, in an unauthorized manner any materials pertaining to the conduct of the class including, but not limited to, tests, examinations, equipment or roll books
- Steal or procure information related to any academic work in an unauthorized manner
- Log-in or attempt to access another students' Web-based course account (such as on VISTA or eCore)

4. **DISRUPTIVE CLASSROOM BEHAVIOR**

Students are expected to abide by the rules of common courtesy and respect the authority of all college employees. No student shall:

- Display classroom behavior that interferes with the learning environment
- Challenge the authority of a course instructor that creates a threatening or uncomfortable classroom environment for other students or the instructor

B. **Animals**

- Bringing into any college building any animal, except those needed to assist a person with a disability or those required for class or laboratory projects
- Leaving any animal in an unattended motor vehicle for any period of time

C. **Assault**

- Unwanted touching of another student, faculty or staff member or invited guest of the college
- Assaulting another sexually as defined by Georgia law

D. **College Documents**

- Forging or misusing college documents including, but not limited to, identification cards, transcripts and parking permits
- Altering or transferring a Georgia Highlands College student identification card to another person
- Knowingly providing false information to the college

E. **College Facilities/Property**

- Occupying or accessing any college building, facilities or premises without authorization.
- Remaining in a facility after operating hours without authorization
- Using any college service without authorization
- Using, possessing or duplicating college keys, without authorization

F. **College Name or Mascot**

- Using the college name, logo, seal, mascot or symbols implying representation of the college without authorization

G. **Computers**

- Accessing or using college computers or computer networks on campus without authorization
- Copying copyrighted software owned by the college without authorization
- Copying of copyrighted materials not belonging to the college using college computers without authorization
- Adding computer viruses or other software or programming to a college computer that interferes with the use of the college's computer network without authorization
- Misusing college computers

H. **Damage to Property**

- Maliciously damaging destroying, vandalizing, or misusing property belonging to the college, a member of the college community, or visitor to the college
- Littering

I. **Disorderly Conduct**

- Interfering with the normal functions of the college, including, but not limited to, classes, studying, research, teaching, administrative tasks or public service
- Obstructing the free movement of students, faculty, staff or guests of the college
- Interfering with use of college facilities for approved college functions or events
- Abusing, misusing or using sound amplification equipment without authorization
- Interfering with the freedom of expression of others

- Breaching the peace of the college or college-sponsored activities
 - Assaulting, harassing, or threatening to assault or harass any person on the college premises or at college-sponsored activities
 - Entering or attempting to enter to any college event without authorization
 - Interfering with faculty, staff or emergency personnel performing their tasks
- J. Drugs and Alcohol Policy**
- Possessing alcoholic beverages on campus and/or at college-sponsored activities without authorization
 - Being in an intoxicated state on the college premises or at college-sponsored activities
 - Driving on campus while under the influence of any drug, including alcohol
 - Using, manufacturing, possessing, possessing with the intent to distribute or distributing any controlled substance on the college premises or at a college activity
 - Using club or student activity money to purchase alcohol and/or any controlled substance
- K. Explosives**
- Possessing, using, selling or distributing any explosive or incendiary device
 - Possessing, using, selling or distributing any unauthorized fireworks on campus or at a college event
- L. Failure to Comply**
- Refusing to cooperate with a reasonable request from a college official in the performance of the official's duties
 - Failing to appear for a disciplinary hearing
 - Failing to complete disciplinary sanctions
- M. False Information**
- Providing false information or withholding information that would have altered the enrollment status of the student at the college
- N. Fire Safety**
- Tampering, misusing or damaging any fire safety equipment such as, but not limited to, fire extinguishers, alarms or sprinkler systems
 - Causing a false alarm
 - Setting a fire
 - Failing to evacuate a building during an alarm
- O. Freedom of Expression**
- Unauthorized assembling on the college premises
 - Impeding the rights of others to speak or assemble in an authorized manner
- P. Harassment/Hazing**
- Holding rites and/or ceremonies of induction, initiation, or orientation into college life or into any group on campus that tend to cause mental or physical suffering or place a person in danger of harm to self or others
 - Sexually harassing anyone in any form, including written, spoken or physical means
 - Interfering with a student's or employee's ability to work or study or that creates a hostile, intimidating or offensive atmosphere
- Q. Joint Responsibility and Student Responsibility for Guests**
- Encouraging, conspiring or cooperating with others to violate a college policy
 - Serving as host to guests who violate the *Student Code of Conduct* while on campus or attending a college event
 - Permitting guests to attend classroom activities without the consent of the instructor responsible for the course
- R. Local, State and Federal Statutes**
- Failing to abide by local, state, or federal laws
- S. Other Published Policies or Regulations**
- Many individual departments and divisions have additional or more detailed policies and regulations that govern each office/area. Students are also obligated to abide by these additional rules and regulations while on campus.
- T. Solicitation**
- Unauthorized selling or distributing on the college property
 - Unauthorized posting of signs, banners or other advertisements in any area outside the public bulletin boards
- U. Theft**
- Removing or selling property or services not belonging to the person taking the property on the college premises or at college activities, without authorization
- V. Tobacco Use**
- Using tobacco products is prohibited everywhere on all campus locations, with the exception of the parking lot. Tobacco products include, but are not limited to, cigarettes, snuff and chewing tobacco.
- W. Weapons**
- Using or possessing a weapon on campus or at a college-sponsored activity, without authorization. A weapon may mean any object or substance designed to inflict an injury or incapacitate another person. A weapon may be a firearm, a knife or any object or device designed for offense or defense; or other item considered as a weapon by local, state or federal statutes
- X. Violation of other Codes or Regulations as Outlined in the Georgia Highlands College Catalog**
- The Georgia Highlands College Catalog online at <http://www.highlands.edu/currentstudents/catalog/index.htm> includes information pertaining to the following collegiate matters: course registration, course auditing, independent study policy, course changes, withdrawal procedure, records, expenses and fees, fee refund policies, financial responsibility, academic rights and responsibilities, academic advising, class attendance, grading system, grade reports, Dean's list, degree qualifications, financial aid and veteran's assistance. Attempts to circumvent these policies through dishonesty are also considered breaches of the *Student Code of Conduct* and/or *Academic Integrity Code*.

Any student, faculty or staff member of Georgia Highlands College may file a complaint against a student for violation of the *Student Code of Conduct*. The complaint must state the alleged misconduct, including, but not limited to, the time and date, any witnesses present and the facts of the case. Speculation and opinions should not be included. The complaint should be written in third person and submitted to the director of student life. The complaint should be filed within five (5) working days of knowledge of the described incident. The director of student life may ask the complainant for clarification in writing. Any clarification may be added to the complaint.

After receiving a report, the director of student life or a staff designee will investigate the circumstances of the incident and determine what regulations, if any, are alleged to have been violated. Reports that indicate the alleged behavior does not violate any conduct regulation(s), lack of sufficient information, or if the College discerns that the behavior is not suitable for investigation may result in no action being taken.

Academic Integrity Code

Any student, faculty or staff member of Georgia Highlands College may notify an instructor of suspected academic misconduct. In cases involving alleged violations of the *Academic Integrity Code*, the appropriate faculty member will file an *Academic Misconduct Incident* report. The complaint must include the alleged misconduct, including, but not limited to, the time and date, any witnesses present and the facts of the case. Instructors may also include samples of evidence. Speculation and opinions should not be included. The complaint will be presented to the student(s) so accused. The faculty member must also state the recommended sanction for the offense on this same form.

The director of student life coordinates the student disciplinary process for the college. The academic disciplinary process has informal and formal resolution methods, as well as administrative and hearing elements. Students charged with violation(s) of the *Academic Integrity Code* will be advised in detail of their rights and procedures for adjudication.

JUDICIAL PROCESS – CODE OF CONDUCT

If the director of student life or the assigned staff designee investigating the case feels there may have been a violation of a conduct regulation and there is sufficient reason to proceed with the judicial process, he/she will notify the student or organization of the charges in writing. That notification will specify when and where the alleged violation occurred, the alleged violation(s), and the date and time of a scheduled appointment to discuss the situation.

The purpose of the meeting is to insure that the student or organization is familiar with the judicial process and the Student Code of Conduct in order to accurately prepare and present a response to the charge(s). At any point throughout the judicial process a student or organization is allowed to have an advisor as a resource, however the advisor is not permitted to speak on the student's behalf. Prior violations of the Student Code of Conduct can only be considered when discussing sanctions once it is determined there was a conduct violation.

At this initial meeting, the student or organization will:

1. Be advised of the right to decline making any statements or answering questions and, that in doing so, no assumption to responsibility will be drawn.
2. Be advised of the pending charges and the report submitted.
3. Be informed on the Student Code of Conduct and its adjudication process, or referred to where a copy may be obtained.
4. Be informed of judicial procedures through which charges are resolved.
5. Be allowed to read any and all information regarding the original complaint.
6. Have the opportunity to share any pertinent information regarding the original complaint.

While meeting with the student or organization, the staff member will determine which, if any, of the alleged charge(s) are to be resolved through the judicial process and inform the student or organization of the choice of processes that can be chosen: 1) informal resolution, or 2) formal resolution. The formal resolution process can come in the form of an administrative hearing or a panel hearing.

1. Informal Resolution

For a case to be resolved via the informal resolution process, the student or organization must:

- A. Accept responsibility for the alleged violation(s)
- B. Agree with the sanctions recommended by the director or staff designee
- C. An informal resolution may take place during the initial meeting, if the student chooses to do so.

2. Formal Resolution

If a student or organization does not accept responsibility for the alleged violation, does not agree with the recommended sanction, or would prefer the case be resolved through a formal resolution process, then the accused student or organization may select between 1) an administrative hearing, or 2) a panel hearing. The director or staff member handling the case always reserves the right to have a case heard by a disciplinary panel if he/she believes it to be necessary, including if the student or organization fails to show up for a scheduled meeting to discuss the situation.

JUDICIAL PROCESS – ACADEMIC INTEGRITY CODE

1. Informal Resolution Procedure

All academic-related infractions or disorderly behavior in an academic class may be resolved by the instructor via the informal resolution procedure. Once the alleged violation has been reported or discovered, the faculty member shall inform the student of the allegation of academic misconduct and schedule a meeting with the student to discuss the allegation in private. The faculty member may choose a neutral party to facilitate this meeting. The initial meeting should be scheduled within three (3) working days of discovery or reporting of the incident.

The faculty member and the student shall complete the "Academic Dishonesty Discussion Checklist" and the "Academic Misconduct Incident Report" together at this initial meeting. For a case to be resolved via the informal resolution process, the student or organization must:

- A. Accept responsibility for the alleged violation(s)
- B. Agree with the sanctions recommended by the faculty member
- C. An informal resolution may take place during the initial meeting, if the student chooses to do so.

If no resolution is agreed upon or the student does not participate in the informal resolution procedure, the matter will proceed to the formal resolution process. The student involved may not plead "no contest" (a plea which does not admit responsibility but which accepts a particular penalty).

The faculty member shall provide the student with a completed copy of the Academic Misconduct Report. The report must be submitted to the director of student life within three (3) working days of the meeting. The director of student life will review the judicial records of the student involved in the incident. If previous Academic Misconduct Student Reports are on file, the director may contact the student to begin the formal resolution procedure.

The student has five (5) working days from the meeting to rescind the agreement mentioned above. A written statement of rescission must be submitted to the director of student life. If a statement of rescission is submitted, the case will be processed through the formal resolution process.

2. Formal Resolution Procedure

The formal resolution process is coordinated by the director of student life and includes both administrative and hearing elements. The faculty member shall complete the Incident Report as stated above and file it with the director of student life within ten (10) working days of the discovery or report of the alleged incident. The director of student life shall notify the student of the allegations and a pre-hearing conference shall be scheduled with the student. The student may at this time request to have an administrative hearing or to go before a hearing panel for the alleged violation(s). In cases involving more than one student, all students will be treated individually with respect to their alleged involvement in the incident. All students involved may elect to have a common hearing.

FORMAL RESOLUTION PROCEDURAL RIGHTS – Code of Conduct and Academic Integrity Code

The student shall be made aware, in writing, of any complaint filed against him/her at least three (3) working days prior to a hearing. Notice shall include time, date, and location of hearing, nature of the allegations and names of witnesses scheduled to appear. Both parties shall have the following rights in the hearing process:

- The right to an advisor. This person is simply to serve as a resource and/or support and cannot verbally participate or speak on behalf of the student or organization in any way during a formal hearing. The advisor may be another college employee or from outside the institution.
- The right to request, for cause, that up to two members from the hearing panel pool not hear the case in panel hearings. Those so identified will not hear the case by removal from panel selection.
- The right to request, for cause, that an appointed administrator not hear the case in administrative hearings. Each defendant is permitted to do this once. If after requesting a removal for cause the defendant is not satisfied with the selected administrator, the case will automatically go to a hearing panel.
- The right to question the complainant
- The right to question the defendant
- The right to present evidence
- The right to call witnesses
- The right to ask questions of witnesses
- The right to remain silent and have no inference of responsibility drawn from such silence
- The right to appeal as described in the college's procedures
- The right to be informed of the decision reached at the hearing
- The right to attend classes and college functions until a decision is rendered (Exceptions: physical or emotional well being of the defendant or complainant is endangered; the general safety and well-being of members of the college community are at risk; the educational process of others would be significantly disrupted; and personal or college property is in jeopardy. The president or designee shall make such exceptions

HEARING COMPOSITION

Code of Conduct

In administrative hearings, no administrator who has had personal involvement or a special interest in the case may serve as the presiding administrator hearing a case. For panel hearings, the hearing panel will have three (3) members randomly selected from the judicial pool. The panel may be all students, all faculty/staff members or any combination of both. The accused student or organization may request which type combination of panel he/she/it wishes to have.

A pool of trained students, faculty and staff will be created to provide members for hearing panels. All members will be trained in due process, the educational nature of the process and disciplinary sanctions. Student members of the hearing panel pool shall be appointed by the director of student life upon recommendation by the Student Engagement Council, and must not be on disciplinary probation at the time of application/nomination.

Once selected, the student panel members must maintain the 2.50 GPA and not be on disciplinary probation. Students will serve a one-year appointed term. Students in good standing may be reappointed for successive one-year terms not to exceed two terms.

Faculty and staff members of the hearing panel pool shall be appointed by the president upon recommendation of the vice-presidents to serve staggered two-year terms.

Academic Integrity Code

For an administrative hearing, the matter will be referred to an academic division chair from a division different from that in which the alleged infraction occurred. No administrator who has had personal involvement or a special interest in the case may serve as the administrator hearing a case.

Each hearing panel will have five (5) members consisting of: an academic division chair and one faculty member from a division different from that in which the alleged infraction occurred, one faculty member from the division where the alleged violation occurred, and two students. No member of a hearing panel who has had personal involvement or a special interest in the case may serve on a hearing panel that involves that case. Student panel members will come from the judicial pool as described in the *Code of Conduct* above.

ADMINISTRATIVE/PANEL HEARING DUTIES AND PROCEDURES – Code of Conduct and Academic Integrity Code

All hearings will be resolved through the following procedure:

1. In panel hearings, one panel member will be elected the chair prior to the hearing.
2. The administrator or panel will be given a copy of all forms, letters, and reports pertaining to the alleged incident. The administrator or panel must guard the rights of all students involved and ensure that due process is followed.
3. A recording will be made of all proceedings, with the exception of the panel deliberations. The recording will be kept for at least 10 calendar days after the case has been heard unless an appeal has been filed. A recorder malfunction will not be grounds for appeal of the sanction. As a backup, the administrator or panel chair may assign another designated person to serve as recording scribe.
4. The complainant and the accused are brought into the room. The administrator or panel chair reviews the hearing procedure and any questions about it.

5. The complainant is asked to present his/her statement. After the statement, questions may be asked by the administrator or panel and the accused student or organization.
6. Other witnesses for the complainant may be called by the complainant to give testimony and answer questions. Following questioning by the complainant, the accused student or organization and the administrator or panel may ask questions. All witnesses may be called at any point thereafter to answer additional questions until the hearing is concluded.
7. The accused student or organization is asked to present his/her statement. After this statement, questions may be asked by the complainant and the administrator and panel.
8. Other witnesses for the accused may be called by the accused to give testimony and answer questions. Following questioning by the accused, the complainant and the administrator or panel may ask questions. All witnesses may be called at any point thereafter to answer additional questions until the hearing is concluded.
9. The complainant is given the opportunity to make a closing statement.
10. The accused is given the opportunity to make a closing statement.
11. After considering all the evidence presented, the administrator or panel will recess to decide on the matter. In Code of Conduct panel hearings, each panel member has one vote; the panel will vote "responsible" or "not responsible". In Academic Integrity Code panel hearings, each panel member has one vote; the panel will vote "guilty" or "not guilty". A majority is needed for a decision. If the defendant(s) is found not responsible or not guilty, the matter will be considered closed. If the defendant(s) is found responsible of a code violation or guilty of an academic integrity violation, the panel will decide on the appropriate sanction.
12. The administrator or panel chair may determine an appropriate time limit for his/her/their deliberation, and will inform the student or organization of the decision within three (3) business days. An administrative or panel hearing may not take into account previous violations of the *Student Code of Conduct* or *Academic Integrity Code* when rendering a decision. Previous violations can be considered in the sanction phase of a hearing.
13. If the accused is found in violation of the incident(s) the administrator or panel will decide on an appropriate sanction, taking care to ensure the sanction is fair and educational for the student or organization.
14. The panel chair or administrator shall provide the director of student life with a written summary of each case. The director shall provide the summary and disposition to the student(s) involved within three (3) workdays of receipt of the summary. Included in the disposition will be information on how to appeal the decision.
15. Once the institutional appeals have been exhausted, the recording of the hearing will be erased. Typed manuscripts transcripts (if any are made) of the recording or a copy of the recording may be provided at the expense of the person making the request.
16. For all hearing decisions, regardless of outcome, the record will be maintained for five years after the student's graduation or date of last attendance. In cases of organizations, the record will be maintained for five years following the completed sanction. If a student or organization is suspended or expelled, the record is kept indefinitely. All such records will be kept by the director of student life.

Previous Student Conduct or Academic Integrity Cases

The hearing panel or judicial administrative officer may not take into account any previous discipline cases when determining whether the student has violated the code. Such previous discipline cases may be prejudicial against the defendant. If the student is found in violation of the offense, the hearing body may use discipline records from previous hearings as a basis for determining sanctions. If the student volunteers the information regarding any previous disciplinary action such information cannot be considered prejudicial and cannot be used as grounds for an appeal.

SANCTIONS

The following sanctions, or combination of sanctions, may be imposed on a student involved in an incident:

- *Clearance*: An official statement that the student has not been found in violation of a college policy.
- *Technical*: An official statement that the student has violated the letter of the policy but not its intent.
- *Censure*: An official statement that the student has violated a college policy. It is a reprimand from the College. Part of a censure may include restitution, community service, mandatory counseling requirements, or other educational sanctions deemed appropriate.
- *Restriction*: An official limitation placed on the student's actions, movements or access that often reflects the location or category of the violation.
- *Change in Grade*: A grade change recommended by the hearing body to the instructor for courses in which academic irregularities may have occurred.
- *Disciplinary Probation*: An encumbrance upon the student's good standing at the college. A subsequent violation during the probation period will be evaluated within the context of the student's probationary status and may result in disciplinary suspension.
- *Disciplinary Suspension*: A fixed period of time during which the student may not participate in academic or other college activities. At the end of the suspension period, the student must be re-admitted to the college. The student will not receive any credit for the semesters during which the suspension is in effect. Suspension will be for at least the duration of the semester.
- *Expulsion*: Permanent severance with the college. Only under rare and extenuating circumstances will a student be re-admitted.

APPEALS PROCESS – Code of Conduct and Academic Integrity Code

The student(s) will have the right to appeal the decision of the hearing administrative officer or panel to the vice president of student services in *Student Code of Conduct* cases, and the vice president of academic affairs in *Academic Integrity Code* cases. Upon the receipt of a decision, a student will have a period of five (5) working days to file an appeal with the appropriate office. Such appeals shall be in writing and cite all reasons for dissatisfaction with the hearing process. Appeals must be based on one of the following circumstances and should be addressed in the written appeal:

- A. Procedural errors – when the published procedures of the judicial process were not followed and the error(s) violated the student's or organization's rights.
- B. Substantive errors – when the evidence presented at the hearing was not sufficient to justify the decision reached or if the sanction(s) imposed is(are) unreasonably harsh based upon the circumstances of the case and the prior record of the student or organization.
- C. New evidence – when information, existing at the time of the hearing, was not available or known to exist at the time of the hearing.

If the student continues his/her course of study during the appeals process, he/she understands that any and all work may be null and void if the appellate body upholds the sanction.

The appropriate vice president shall be given a written transcript or summary of the proceedings. The vice president shall, within five (5) working days, appoint a committee of three faculty/staff members for *Code of Conduct* cases; or two faculty members and one student for *Academic Integrity Code* cases; or use an existing committee if appropriate. The committee shall review the facts and circumstances of the case. The committee shall within five (5) working days submit a recommendation to the vice president. The appeals committee may recommend overturning the decision of the hearing officer or panel or may modify the sanction. The appeals committee may recommend reducing the sanction but cannot increase the sanction. If the appellate process maintains the sanction without modification, the sanction may be imposed as originally ordered. Once the appeals process is completed, the vice president shall render a decision, within five (5) working days.

A student may appeal the decision of the vice president of student services or academic affairs to the president of the college within five (5) working days of issuance in written form. Once all appeals have been exhausted at the college level a student or organization may appeal in writing to the executive secretary of the Board of Regents. This appeal for review is not a right, but is within the discretion of the Board of Regents.