MESSAGE FROM THE PRESIDENT

Dear Student,

Congratulations upon your decision to further your education by attending Georgia Highlands College! You are valued. All of us here at the college are determined to help you succeed 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.

Let me suggest you become a part of our college community by engaging with your faculty and reaching out to become involved in student organizations. While attending GHC, dream big and push yourself to achieve. Seek out faculty and staff who can help you envision your future. Above all, 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,
Donald J. Green, Ed.D.
President

MESSAGE FROM THE VICE PRESIDENT FOR STUDENT AFFAIRS

Dear Student,

Congratulations upon becoming a part of the Georgia Highlands College family. All of us who work at the college wish you every success in your studies. GHC has a talented and caring faculty and staff dedicated to excellence in teaching and learning. Our desire is that you complete your associate’s degree at GHC. Even if you plan to transfer to another institution, leaving GHC with a degree in hand is beneficial to your future.

This student handbook provides important information you should know while you are a student here. Please use this handbook as a supplement to your general catalog and online course schedules. There are many important guidelines and policies in the handbook that will help you during your time as a GHC student. The faculty, staff and administration of GHC are here to help you learn and grow. We want to assist you in developing the skills that will lead to success, both in and out of the classroom.

Sincerely,
Dr. Todd Jones
Vice President for Student Affairs
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GEORGIA HIGHLANDS COLLEGE

SWITCHBOARD (Floyd Campus) ................................................................. 706-802-5000
TOLL FREE ................................................................................................ 800-332-2406
CARTERSVILLE SITE .............................................................................. 678-872-8000
MARIETTA SITE ...................................................................................... 678-872-8501
PAULDING SITE ...................................................................................... 678-946-1100
DOUGLASVILLE SITE ............................................................................. 678-872-4200
HERITAGE HALL ..................................................................................... 706-295-6321

CAMPUS SAFETY
Floyd Campus ...................................................................................... 706-295-6347 or 706-252-4813 (cell)
Heritage Hall ......................................................................................... 706-802-5004 or 706-252-4817 (cell)
Cartersville Site ...................................................................................... 678-872-8300 or 678-883-4117 (cell)
Paulding Site ......................................................................................... 678-946-1102 or 770-276-5383 (cell)
Douglasville Site .................................................................................. 678-872-4226 or 770-252-2704 (cell)
Marietta Site .......................................................................................... 678-915-5555

Division of Health Sciences .................................................................. 706-295-6732
Dental Hygiene and Nursing

Division of Humanities ......................................................................... 678-872-8064
Art, Communications, English, Foreign Language, Journalism, and Music

Division of Mathematics ....................................................................... 678-872-8099
Math, Computer Information Technology, and Computer Science

Division of Natural Sciences and Physical Education ....................... 706-295-6306
Lab Sciences (i.e. Astronomy, Biology, Chemistry, Geology, Physical Science, Physics),
and Physical Education

Division of Social Sciences, Business and Education ....................... 706-295-6300
Accounting, Business Administration, Criminal Justice, Economics,
Education, Geography, History, Human Services, Philosophy, Political
Science, Psychology, Religion, and Sociology

The information in this book was the best available
at press time.
Please watch for additional information and changes.

This Handbook is not a contract. It is for informational
purposes only and provides no rights to the reader.
<table>
<thead>
<tr>
<th>CONTACT</th>
<th>PHONE</th>
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<tbody>
<tr>
<td>Academic Success Center - Advising</td>
<td>706-802-5103</td>
</tr>
<tr>
<td>Academic Success Center - Tutoring</td>
<td>706-204-2398</td>
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<td>Cartersville Site</td>
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<td>678-872-4211</td>
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<td>Accounting Services</td>
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<td>Cartersville Site</td>
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<td>Admissions</td>
<td>706-295-6339</td>
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<td>Advancement Office</td>
<td>706-802-5473</td>
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<td>Assessment Center</td>
<td>706-802-5318</td>
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<td>Floyd Campus/Douglasville Site</td>
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<td>Marietta/Paulding Site</td>
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<td>Bookstore</td>
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<tr>
<td>College Marketing &amp; Communications</td>
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Financial Aid ................................................................. 706-295-6311
Human Resources Department ........................................ 706-802-5136
Information Technology Services
   Floyd Campus ............................................................. 706-295-6775
   Cartersville Site .......................................................... 678-872-8086
Intramural Activities
   Floyd Campus ............................................................. 706-295-6353
   Cartersville Site .......................................................... 678-872-8141
Library
   Floyd Campus ............................................................. 706-295-6318
   Cartersville Site .......................................................... 678-872-8400
   Marietta Site ............................................................... 470-578-6202
   Paulding Site .............................................................. 678-946-1007
   Douglasville Site ......................................................... 678-872-4237
President’s Office ......................................................... 706-295-6329
Registrar’s Office ......................................................... 706-295-6339
Six Mile Post Office (Student Newspaper) ......................... 706-295-6361
Student Life Offices
   Floyd Campus ............................................................. 706-295-6363
   Cartersville Site .......................................................... 678-872-8006
   Marietta Site ............................................................... 678-872-8510
   Paulding Site .............................................................. 678-946-1018
   Douglasville Site ......................................................... 678-872-4223
Student Support Services (Career, Counseling, and Disability Support)
   Floyd Campus ............................................................. 706-295-6336
   Cartersville Site .......................................................... 678-872-8004
   Marietta Site ............................................................... 678-872-8510
   Paulding Site .............................................................. 678-946-1100
   Douglasville Site ......................................................... 678-872-4200
Transcript Requests/Enrollment Verification (Registrar) ........ 706-295-6339
Veterans Services .......................................................... 678-872-8100

![Image of a group of four individuals sitting on a bench]
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...make sure to 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. Our advice for you is to 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 efforts.

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 Douglasville - 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.

Occasionally the Department of College Marketing and Communications and/or Digital Media Services will take photos or videos of various programs, around campus, or at off-campus events for use in official marketing materials and on social media. Students who do not wish to have their photo taken must notify the photographer of their wishes. Otherwise, it is assumed that the student approves use of his or her image in college marketing materials.

This Handbook is not a contract. It is for informational purposes only and provides no rights to the reader. All information included in this Handbook was the best available information available at press time. Policies, guidelines, and other rules and regulations may change at any time without advance notification to the college community. Any changes made will be communicated through the official communication channels of the institution
ACADEMIC ADVISING

What is it?
Academic Advising is a teaching, counseling, and investigative process between a student and his/her advisor with the goal of creating the best educational plan for the student’s life goals.

Advising for Fall 2018 Students
Georgia Highlands offers many opportunities for advising. Students should consult an advisor every term before registering. Professional advisors serve each GHC location and are available for drop-in advising or by appointment. Visit the advising webpage for advisor contact information. Faculty advisors are available by appointment during Early Bird Advising each fall and spring semester. Students are encouraged to sign up with a faculty advisor in their program during these long-term planning periods. Faculty advisor contact information may also be found on the advising webpage. Students who need advising assistance can use the methods listed here or e-mail advising@highlands.edu to submit a ticket request or contact 706-802-5103.

When does it occur?

- **Early Bird Advising:** Students meet with faculty advisors one-on-one to develop a two- to three-semester academic plan. Early Bird Advising is held prior to registration during Fall and Spring semesters. Students should make an appointment with an academic advisor in their program of study. Watch for posters and e-mails announcing the event.

- **Formal Advising Appointment:** Students may schedule a one-on-one appointment with a faculty advisor or professional advisor at any time.

- **Informal Advising:** Students may seek information from a faculty advisor or professional advisor before/after class meetings, via email, or via telephone. Please provide your GHC ID number and email from your GHC email account.

- **Special Events:** Advising/Registration workshops and class visits will occur periodically and by request.

Advising for Fall 2018 Students
Beginning in Spring 2018, students will be introduced to an advising model new to GHC: Quest for Success, which will emphasize the importance of academic advising in retention, progression, and graduation. Students will be required to attend a number of advising sessions throughout their time at GHC.

When does it occur?

- **Orientation:** Students are introduced to advising expectations when they attend orientation. They will learn about the advising process and next steps.

- **Advising Activity #1:** Students will meet with a professional advisor or a faculty advising specialist for a small group meeting sometime in weeks 3-5 of a student’s first semester. Small group advising meetings will provide students an opportunity to talk through challenges they may have encountered and get assistance with college resources. This is a mandatory activity, and failure to participate will prevent the student from registering for the next semester.

- **Advising Activity #2:** During weeks 6-13 of the first semester, students will make an appointment with a professional advisor or a faculty advising specialist for a one-on-one advising session. In this session, the student and advisor will work through the creation of an academic plan, address concerns, and discuss the registration process for the next term. Students will also learn who their assigned faculty advisor will be for the remainder of their time at the college. This is a mandatory activity, and failure to participate will prevent the student from registering for the next semester.
- **Advising Activity #3**: This activity happens in the student’s second semester. During weeks 6-13 of the second semester, students will make an appointment with their assigned faculty advisor for a one-on-one advising session. In this session, the student and advisor will review the student’s academic plan, address concerns, and make plans for future meetings. This is a mandatory activity, and failure to participate will prevent the student from registering for the next semester.

- **Additional Advising**: After the first two semesters, students are strongly encouraged to make an appointment with their assigned faculty advisor each semester for follow-up conversations about their academic plan.

### CORE CURRICULUM

*for Transfer programs*

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<tr>
<th>AREA</th>
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### INSTITUTIONAL REQUIREMENTS

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**LINK TO GHC CATALOG:**
[https://sites.highlands.edu/academic-affairs/college-catalog/](https://sites.highlands.edu/academic-affairs/college-catalog/)

*There are different requirements for the career programs of Nursing, Dental Hygiene, and Human Services. Be sure to follow your program sheet and consult with an advisor.

- RN-BSN Program: [https://sites.highlands.edu/nursing/BSN/](https://sites.highlands.edu/nursing/BSN/)
- RDH to BSDH Completion Program: [https://sites.highlands.edu/dental/programs/rdh-to-bsdh-completion-program/](https://sites.highlands.edu/dental/programs/rdh-to-bsdh-completion-program/)
- BBA Healthcare Management or BBA Supply Chain and logistics Programs: [https://sites.highlands.edu/bba/](https://sites.highlands.edu/bba/)
ACCESSING BANNER-SCORE
1. You may access your student information by going to www.highlands.edu.
2. Click on “BANNER-SCORE”.
3. Enter your 9-digit GHC ID number. If you do not have your ID number, scroll down and use the GHC ID Lookup link to get your GHC ID number.
4. Your temporary PIN is your six-digit birth date (MMDDYY). The new PIN must be a new six-digit number that you can remember (not your birthday).

BUSINESS OFFICE

STEPS TO PAY YOUR STUDENT BILL IN BANNER-SCORE
1. Use above directions to access BANNER-SCORE
2. Once logged in, click on the “Student Services” link
3. From Student Services, click “Student Financial Records”
4. Then click on “Account Summary by Term” to obtain amount owed. All the options to pay your account will be listed at the bottom of the screen (Pay by Credit Card, Pay by Check, and Pay by Savings Account).

When entering your payment, please make sure that you choose the correct term so that your payment will be properly applied.

STUDENT REFUNDS
Each registered Georgia Highlands College student will receive a “Refund Selection Kit” from Bank Mobile 7-10 days after issuance of the Georgia Highlands College Charger Identification Card. The Refund Selection Kit will be mailed to the primary address on file with the college. To receive refunds, students must activate the personal code sent in the refund selection kit and establish a refund preference method. During activation, the student will choose a refund preference. Activation and refund preference selection can be made online at www.Refundselection.com.

Refund Preference options include:
1. Electronic Deposit to another account.
2. Electronic Deposit to a Bank Mobile Vibe Account.
3. Paper Check delivered by USPS.

The Bank Mobile Vibe Account is a fully-functioning FDIC insured FREE CHECKING account that allows students to access refunds quicker and easier than ever before. The Vibe Account has no minimum balance, no monthly fees, and free Internet banking features. With it, students can use the Bank Mobile card to make purchases anywhere a MasterCard is accepted. Students can also get cash at any AllPoint ATM’s. Please remember this is not a credit card. It is a debit card!

Students’ entitled to a refund will receive an e-mail notifying them that their refund has been directly deposited to their Vibe Account. Additionally, student’s will be able to see details of their Vibe Account by accessing the Vibe Account Statement on the website.

If preferred, students may have refunds deposited to the bank of their choice. In order to have refunds deposited to a bank checking or savings account, students will have to activate their personal code received in the refund selection kit at www.RefundSelection.com.
CHARGER ID CARD

Your Georgia Highlands College ID/Charger Card may be used for the following:

- Identification on all Georgia Highlands College locations
- Purchases at the Georgia Highlands Bookstore – Floyd Campus and Cartersville Site
- Purchases at the Charger Café Marketplace – Floyd Campus and Cartersville Site
- Checking out books at the Georgia Highlands Libraries as well as any University System of Georgia Library
- All GHC vending machines
- All GHC copiers and Pharos print stations

There will be $5.00 added to your Student ID/Charger Card each semester after Add/Drop to use for copying and printing ONLY. Any remaining student copy/print funds not used at the end of each semester will be deleted. Any personal funds added to your Student ID/Charger Card will remain on the card until spent.

Money can be added to your Student ID/Charger Card (cash only starting in increments of $1) at any VTS (Value Transfer Station). Money can also be added at any Business Office location by cash, check, debit, or credit.

VTS Locations:
- Cartersville Site – vending area in the Academic Building and 1st floor of the Student Center
- Douglasville Site – vending area
- Floyd Campus – next to the GHC bookstore and in the Library
- Heritage Hall – vending area
- Marietta Site – Norton Hall, 2nd floor, next to the elevator

Please be advised that the student fees you pay only cover the cost of one Student ID/Charger Card during the duration of your time at Georgia Highlands College. Lost or stolen cards should be immediately reported to the Charger Card office. We will deactivate your card so that no one else can use it. If your card is lost, stolen, damaged, if you want a new picture, or if you need a name change, it is $20.00 for the replacement card. Nursing IDs (for those who are entering clinicals ONLY) are $20.00 -this includes the card and the badge holder. If you need to a replacement Nursing ID, it is a $20.00 charge. Replacement badge holders are $1.00.

STEPS FOR ACCEPTING STUDENT LOANS

1. Use above directions to access BANNER-SCORE.
2. Click on “Student Services and Financial Aid”
3. Click on “Financial Aid”
4. Click on “Award”
5. Click on “Award for Aid Year”
7. Click on the third tab – “Accept Award Offer”
8. Once the award is accepted, you will automatically be directed back to the acceptance page.
9. Click on the “lender” link in Step 2 of the instructions and follow the prompts to complete the loan process.
**IMPORTANT FINANCIAL AID DEADLINES**

Complete your FAFSA at [www.fafsa.ed.gov](http://www.fafsa.ed.gov)

**Fall - July 1**  **Spring - November 1**  **Summer - March 1**

**Satisfactory Academic Progress (SAP) Policy**

The Higher Education Act of 1965, as amended, mandates institutions of higher education to establish a standard of satisfactory academic progress for students who receive financial aid. This standard must apply to the student’s entire academic history, whether Title IV financial aid was received or not. In order to remain eligible to receive aid at Georgia Highlands College, students must meet the standards specified for acceptable academic performance and for satisfactory progress toward the completion of their program of study. The standards are established within the framework of applicable federal regulations specifically for the purpose of determining the eligibility of students to receive aid under the generally funded Title IV programs, including Federal Pell Grant, Federal Perkins Loan, Federal Supplemental Educational Opportunity Grant, ACG, SMART, Federal Work-Study, Georgia’s HOPE Scholarship, and Federal Family Education Stafford Loan Programs (Subsidized and Unsubsidized), and the Federal PLUS Loan Program. They should not be confused with Probation or Good Standing as defined by academic regulations.

Students must meet the requirements in each of the three areas listed below in order to be making Satisfactory Academic Progress (SAP). SAP is reviewed after every Spring Semester.

1. Students must maintain a 2.0 or above cumulative grade point average. Learning support classes are included in the GPA calculation for financial aid purposes.
2. Students must complete at least 67% of courses attempted. The system does not “round-up” completed hours. If a student attempts 12 hours but only completes 8, the completion rate is 66.6%. That student would not be meeting the SAP policy. Learning support classes are included in the completion ratio calculation for financial aid purposes.

   The following will be considered as hours successfully completed:
   1. “A” through “D” grades
   2. “S” satisfactory
   3. “K” credit
   4. “IC” institutional credit

   The following shall not be considered as semester hours completed:
   1. “F” grade
   2. “I” incomplete
   3. “W” withdraw
   4. “U” unsatisfactory
   5. “V” audit
   6. “IP” used in Learning Support Services

3. Students must complete their program of study in a reasonable time frame. The maximum time frame allowed for a student to complete their program of study is 150% of the total credit hours required for the program. For example, if your academic program requires 60 semester hours for graduation, you may receive aid for up to 90 semester hours. All transfer credit hours accepted by GHC are included in the total credit hours regardless of whether the courses are required for the student’s course of study.
Financial Aid Probation

A student will automatically be placed on financial aid warning in the event that the student fails to meet the institutional GPA and/or SAP progress requirements. A student in this category may receive financial aid until the end of the following semester, once grades are final all students checked and must be making satisfactory academic progress. If the student does not make up the deficiencies and remove himself/herself from financial aid warning, the student is NO LONGER eligible for Financial Aid and will be placed on Financial Aid Suspension. The student will remain in this status until he/she has returned to a satisfactory academic progress standing. A student who reaches or exceeds the Maximum Timeframe become ineligible for financial aid and placed on Financial Aid Suspension.

Appeal Process

If there are extenuating circumstances that prevented a student from meeting the SAP policy, a written financial aid appeal may be submitted to the Office of Financial Aid for the SAP Committee to review and determine if the student has sufficient evidence and documentation to grant an approval. Students cannot appeal if they have exceeded the maximum time frame for their program of study (#3). You may be approved for an appeal only once. While completing the appeals process, you are responsible for payment of current fees that are due by the published fee payment deadline.

Appeals can be submitted in person, by mail, or by email (Finaid@highlands.edu). In the appeal, the student must address both of the following items:

1. The extenuating circumstances that contributed to the student not meeting the Satisfactory Academic Progress policy and include any and all supporting documentation.
2. The actions that have been taken to change the circumstances and to improve academic status.

All supporting documentation must be attached to the appeal. All appeals are reviewed within 2 weeks of their submission. Once the review is complete, the student will be notified by email and by mail.

Approved Appeals

If the appeal is approved, the student will be placed on financial aid probation; all students must adhere to the conditions stated in their appeal approval letter. There will be no exceptions. The appeal will carry until the next SAP review which will be the following term once final grades are submitted. If the student is still not meeting SAP requirements at that time, he/she will no longer be eligible for aid.

Students who violate their appeal will be placed on Financial Aid Suspension and the appeal will be revoked. Students will not be eligible to receive financial aid again until all terms of the Satisfactory Academic Progress (SAP) Policy are being met.

Denied or Revoked Appeals

If the appeal is denied or revoked, students are not eligible to receive financial aid until all terms of the Satisfactory Academic Progress (SAP) Policy are being met.

Students who have a revoked or denied appeal may schedule an appointment to speak with the Satisfactory Academic Progress coordinator by sending their request to finaid@highlands.edu.
Counseling, Career, and Disability Support

Counseling Services
We all face many challenges in life and may find it difficult to sort through our options or make decisions. Supportive counseling allows you an opportunity to talk over what is on your mind with an objective person who can help you learn new skills and ways of looking at situations. Career or Academic counseling may help you explore career options, manage your time more efficiently, learn new study strategies, or manage test anxiety. Counselors also provide campus outreach events throughout the year dealing with specific student interests. Typical reasons given by students seeking counseling:

- Manage stress and anxiety effectively
- Clarify values and priorities
- Improve relationships
- Cope with grief and/or loss
- Explore issues of sexuality
- Overcome feelings of depression
- Resolve problems related to alcohol/drug use
- Learn more effective coping strategies

To schedule an appointment call:
Cartersville Site...678-872-8012
Douglasville Site...678-872-4200
Floyd Campus and Heritage Hall... 706-368-7707
Marietta Site...678-872-8501
Paulding Site...678-946-1100

Career Counseling
With Career Counseling you can discover your career, get help writing a resume, and learn how to interview for a job. Our student support staff is here to help you identify your career goals and help you achieve them. We have career assessments you can take, can assist you with ensuring your major is appropriate for your career, and provide a listening ear for your career questions and concerns. Be sure to visit our JOB BOARD online at www.collegecentral.com/highlands.
**Disability Support**

We are available to assist students with disabilities in obtaining equal access and opportunity to all programs and activities of Georgia Highlands College. Students that have a physical, cognitive, and/or psychological disability, which impacts their ability to access academic material, are entitled to non-discrimination and reasonable accommodations. Some examples of the disabilities accommodated at GHC: paraplegia, blind and visual impaired, deaf and hard of hearing, learning disorder, attention deficit disorder, acquired brain injury, bipolar disorder, autism spectrum disorder, HIV, and depression.

In order to receive services a student must self-identify to the Disability Specialist at their campus. The student must provide documentation of the disability from a qualified professional. An intake interview is conducted so the student and Disability Specialist can discuss individual needs and determine appropriate accommodations.

To schedule an appointment call:
- Cartersville Site…678-872-8004
- Douglasville Site…678-872-4200
- Floyd Campus and Heritage Hall… 706-368-7536
- Marietta Site…678-872-8508
- Paulding Site…678-946-1100

**Charger Food Pantry**

One in five students went hungry in the last month, and one in 10 students has been homeless, according to a recent collegiate study. GHC is working to combat this nationwide problem with its own Charger Food Pantry. The Charger Food Pantry is a FREE service available to any GHC student, and is available at all GHC locations. The Pantry is stocked with staple items like peanut butter, tuna, spaghetti sauce and other non-perishable food items, as well as personal items. Students must check-in using their GHC ID at each visit, and may collect up to 12 items once a week with no questions asked.

**Campus Assessment, Response, and Evaluation (CARE) Team**

The overall goal of CARE is to promote a safe environment, for all students and staff, focused on learning and student development. CARE, in its procedures and actions, also seeks to protect the rights of the individuals who may go through the process. Overall, CARE seeks greater communication, collaboration, and coordination of concerns regarding student behavior.

The CARE Team serves a dual purpose for the College:
1) Provides focused and comprehensive support and assistance for students with the goals of student retention and progress.
2) Provides a means of protecting the College community by connecting student behaviors that may lead to a troublesome or dangerous situation.

Faculty members and academic deans should address student issues at the classroom level when possible. If the student situation meets certain criteria, the academic dean or campus dean should refer the situation to the CARE Team for resolution.

Five functions of the CARE team:
1) Provide consultation and support to faculty, staff, and administration in assisting students who display concerning or disruptive behaviors;
2) Assess situations involving students who display concerning or disruptive behaviors;
3) Recommend appropriate intervention strategies or disciplinary sanctions;
4) Connect students with needed campus and community resources;
5) Monitor ongoing behavior of students who have displayed disruptive or concerning behavior.
CARE Team Referral Criteria:
1) Self-Harm Statements
2) Threatening Statements
3) Very Inappropriate Actions
4) Overly Confrontational/Aggressive
5) Unresolved Conduct Issues

Workforce Innovation and Opportunity Act
Financial Assistance for Career Programs

WIOA is a federally funded program to assist eligible adults who are experiencing economic difficulty or dislocated workers or homemakers with expenses related to training costs of career programs. Qualifying programs at GHC include Criminal Justice, Human Services, Nursing, Dental Hygiene, Mathematics, Accounting, Business Administration, Psychology, Teacher Education, Computer Science, and Physical Therapy Assistant.

WIOA may provide funds to cover tuition, books, and program related supplies. The grant may also help eligible individuals with some travel and child expenses. Please contact the WIOA Staff in Student Support Services at 706-295-6336 for more information to see if you are eligible for WIOA.

Other Student Services & Programs
Health Service and Wellness

Georgia Highlands College, being a nonresidential, commuter institution, does not maintain complete health services at any campus location. 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.

Because student health directly affects student success in college, Georgia Highlands College encourages students to participate in wellness activities. The Office of Physical Education 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. On the Cartersville Site, a fitness lab, gymnasium, aerobics room, and indoor running track are available for student use. At the Douglasville and Paulding sites, GHC has a partnership with local fitness centers for student memberships and students may inquire about how to gain access by contacting the Office of Student Life at those locations.

Georgia Highlands College, in conjunction with Kennesaw State University-Marietta’s Recreation Center, is now allowing a set number of students per semester (Fall, Spring, Summer) access, at no charge, to the gym facilities. Students may sign up for access in the Recreation Center no later than the end of the first month of the semester. The months are as follows: August 31 for the Fall semester, January 31 for the Spring semester and May 31 for the Summer semester. After the allotted number of students has been granted access, each subsequent student must pay the current fee rate for access and entrance into the facility. For more information, please contact the Office of Student Life or the Dean’s Office at the Marietta Site.

The overall goal of the wellness program is to engage the mind, body and spirit of each participant resulting in reduced health risk factors, improved overall well-being, and a productive, active, student body and work force. By encouraging Chargers to live healthier lifestyles, we hope to see energy levels enhanced resulting in even greater success in the classroom, as well as happiness and productivity in the workplace.
Georgia Highlands College, in conjunction with Kennesaw State University-Marietta’s Recreation Center, is now allowing a set number of students per semester (Fall, Spring, Summer) access, at no charge, to the gym facilities. Students may sign up for access in the Recreation Center no later than the end of the first month of the semester. The months are as follows: August 31 for the Fall semester, January 31 for the Spring semester and May 31 for the Summer semester. After the allotted number of students has been granted access, each subsequent student must pay $51 for access and entrance into the facility. For more information, please contact the Office of Student Life.

**Housing**

Georgia Highlands College does not provide residential housing on its campuses. However, students who attend the Marietta Campus at Kennesaw State University-Marietta have the option of on-campus housing through the host institution when space is available. 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.

**Meal Plans**

Georgia Highlands College offers food service at the Floyd Campus and Cartersville Site through the Charge Café Marketplace run by ABL Management. Fresh, hot, healthy, nutritious choices are provided for breakfast and lunch, Monday through Friday. Variety and creative menus keep interest high by offering comfort food as well as regional and ethnic specialties. Vegetarian and vegan options, nutritional and wellness programs, as well as various event themes and special activity catering is also available. Students may choose to purchase a meal plan option that provides 50, 75, or 100 meals per semester at affordable prices. Contact the GHC Business Office for current pricing and payment options on the Meal Plan program.

**Library**

http://getlibraryhelp.highlands.edu/home

Your Georgia Highlands College Libraries welcome you to GHC! Our library faculty and staff members are here to help YOU achieve success!

Your GHC Libraries are great places to study, collaborate, work, and relax. You’ll find over 70,000 books in your GHC Libraries, but you’ll also have access to over 90,000 ebooks online, as well as millions of articles from magazines, journals, newspapers, and other sources. Through GIL Express, you can access over 3.5 million books from all libraries in the University System of Georgia, and have them delivered to your GHC campus. We even provide you with access to tens of thousands of online videos selected just for your classes!

Need help with a class assignment or a research project? No worries! Not only are our librarians available (and friendly!) in person, but you can also get help from a librarian by text message, live chat, email, telephone, even Facebook and Twitter!

Need a quiet space to study? How about a high-tech conference room to work with friends on a group project? Or even just a comfy chair to kick back and relax (or even take a nap)!?? Your GHC Libraries are just the place! Our libraries on the Floyd Campus, the Cartersville, Paulding or Douglasville sites, have everything you need. If you’re on the Marietta Site, visit the KSU-Marietta Library, where you’ll find friendly help and all of the resources you could ask for. No matter your location, you can get help 24/7 at http://ask.highlands.edu.

Your GHC Libraries – Here to help you!
Testing Center
http://getlibraryhelp.highlands.edu/testing-services

The Testing Services office administers exams on the Floyd, Cartersville, Douglasville, Paulding, and Marietta campuses. Tests administered include, but are not limited to, Accuplacer Placement and Exit Tests, eLearning Midterms and Finals, the College Board On-Campus SAT, Independent Study Exams, Distance Learning Exams. The centers' general hours of operation are from 8:00am – 5:30pm Monday through Thursday and 8:00am – 12:00pm Fridays. Test dates, times, and locations can be found on the GHC testing web page (link shown above), and through the Check Admissions Status Page.

Tutorial Center
https://sites.highlands.edu/tutorial-center/

The purpose of Georgia Highlands College Tutorial Center is to help students to improve their academic skills and succeed in their chosen college curriculum. The staff of the center is dedicated to helping students acquire the skills to become independent learners and enhancing the education received by students in the classroom. Tutors do not grade papers or in any way substitute for classroom instruction, and course instructors provide the standard for grading.

The Tutorial Center provides tutorial services to all GHC students:
• Face-to-face tutoring in math, English, reading, and most sciences is available to all currently enrolled students. However, the availability of science tutoring may be limited to particular campuses.
• The Floyd and Douglasville centers are located in the libraries of each location. The Marietta center is located in Room 215 in Norton Hall. The Paulding center is in Room P-110. The Cartersville center is in Room 113.
• The Tutorial Centers attempt to address the needs of day and evening students by providing hours that accommodate both, when possible. The hours are posted throughout the school, emailed to faculty and students, and made available on the Tutorial Center website.
• No appointment is necessary. Drop by one of our centers during the posted hours.
• Online tutoring through Brainfuse Online Learning is available to students enrolled in any GHC online course. Visit our website to learn more about the service and how to register.

The Tutorial Center also provides:
• Information and practice for standardized tests for the college: Accuplacer, SAT, ACT, GACE Basic Skills, and TEAS
• Assistance with software used in many GHC classes
• Workshops in special areas of study
• Assistance with study skills to help students develop into high-performing, life-long learners
The Department of Campus Police is responsible for providing a safe and secure educational environment where life safety and property are protected. In order to meet these important responsibilities, the college maintains a force of campus safety officers whose duties are integrated to provide crime prevention, emergency services, and parking control/enforcement. Officers are on duty every hour that the campus is open. The department strives to contribute to the academic environment by performing professional safety and security tasks with a positive, service-oriented and educational approach.

Many officers are P.O.S.T. certified by the state of Georgia, and all personnel are trained to handle emergencies and will coordinate with law enforcement, medical, fire, and emergency services that are requested on all GHC locations.

Our mission is to provide safety, parking, and emergency preparedness services to the GHC community in a professional manner that will provide the college a safe environment that is conducive to education for all who study, work and visit GHC.

The department maintains a close working relationship with local police, fire and emergency agencies and their members. They come together through meetings, training, and investigative follow-ups. Information is freely shared between local agencies. The department maintains agreements with the Floyd County Police Department, the Douglasville Police Department, the Dallas Police Department, the Rome Police Department, and the Bartow County Sheriff’s Office. The department also cooperates and coordinates with other local, state and national campus safety agencies to remain abreast of trends, concerns and problems affecting college campuses and students.

Officers patrol the campuses via marked patrol units and/or on foot patrol to deter acts of crime, correct safety and security hazards and to detect and intervene when criminal activity occurs. They respond and follow-up on all reported crimes along with local police officers. In addition to patrol duties, officers investigate traffic accidents, assist in medical emergencies, provide limited motorist assistance, enforce campus parking and traffic regulations and provide safety support for many campus activities and events.


Parking and Traffic

https://sites.highlands.edu/campuspolice/traffic-information/

All vehicles parking on any GHC location except Marietta, must display a valid parking permit. Vehicles parked on the Marietta Site must display a current Kennesaw State University parking permit. Permits are available at registration or at any Campus Police office location. You can now apply for a Georgia Highlands College parking permit online at:

https://discovery.highlands.edu:9986/pls/SCORE/GHC_RQST_PERM.RegisterVehicle

Students may not park in faculty/staff-reserved spaces at any time. “Reserved” or “Faculty” spaces are off-limits to all students 24-hours a day, 7-days a week.

ALL STUDENTS MUST RENEW THEIR PARKING PERMIT EACH ACADEMIC YEAR! STUDENT PARKING PERMITS EXPIRE AUGUST 15TH OF EACH YEAR.
Violations of parking regulations are liable to receive a summons and or towing. Ticket appeal forms should be completed and submitted to the Campus Police Office or the Department of Student Life office at the GHC location where the citation was issued. Complete regulations are available on-line or at any Campus Safety Office.

**ATHLETICS**

[www.ghcchargers.com](http://www.ghcchargers.com)

GHC offers a diverse intercollegiate athletic program consisting of men’s and women’s basketball, baseball, and softball. Additional sports may be added in the future. GHC is a Division I member of the National Junior College Athletic Association (NJCAA), and is a member of the NJCAA Region 17 (also known as the Georgia Collegiate Athletic Association (GCAA)), which consists of 14 member institutions.

Charger athletic teams have built a tradition of winning in the short history of the programs. Men’s Basketball have reached the NJCAA Men’s National Tournament in 2014-15, 2015-16, and 2016-17, including appearances in the Final Four in 2015 and 2016. Women’s Basketball appeared in the NJCAA Women’s National Tournament in 2015-16, and was either the champion or runner-up in the GCAA in 2013-14, 2015-16, and 2016-17. The Baseball team reached the NJCAA Regional Tournament in 2016-17, and the Softball team played for the GCAA championship in 2017-18. GHC student-athletes continuously perform exceptionally well both on the field or court and in the classroom, and a high percentage of them continue their athletic careers after GHC by signing with four-year programs at the NCAA Division I, Division II, and NAIA levels. Baseball has also produced a Major League draft pick in recent years.

Students on the various sport teams must maintain a 2.0 GPA and pass 12 credit hours to be eligible. All students wishing to participate should contact the Athletic department at 706-295-6353. Students are encouraged to attend the games and support their Chargers. Full updated schedules can be found on the athletic webpage. Admission is free for all Georgia Highlands students at Charger home games. The Men’s and Women’s Basketball teams play their home games at the Floyd Campus Gym, the Baseball team plays its home games at LakePoint Sports Park in Emerson, GA, and the Softball team plays its home games at Stars Field in Cartersville, Ga.

**Intramural Sports**

[https://sites.highlands.edu/student-life/intramural-sports/](https://sites.highlands.edu/student-life/intramural-sports/)

The Intramural Program at Georgia Highlands College is dedicated to providing opportunity for each student, faculty, or staff member to participate in a variety of wellness, fitness and sports activities. GHC offers intramural sports to promote health, sportsmanship, teambuilding skills and memories that last a lifetime. The college offers a wide range of intramural athletic programs for currently enrolled 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, corn-hole, badminton, billiards and others are offered throughout the year.

**Available Sports:**

**Fall Semester**

- Co-ed Flag-Football
- Men’s 3-on-3 Basketball
- Women’s 3-on-3 Basketball
- Co-ed Indoor Volleyball
- Ultimate Frisbee
• Turkey Day Walk/Run
• Co-ed Soccer
• Tennis Tournament
• Billiards Tournaments
• Ping-Pong Tournaments
• E-sports Tournaments
• FIT Program (weekly workouts/miles)

Spring Semester:
• Men’s 5-on-5 Basketball
• Women’s 5-on-5 Basketball
• Co-ed Beach Volleyball
• Dodge Ball
• Kick Ball
• Co-ed Soccer
• Co-ed Softball
• Tennis Tournament
• Golf Tournament
• Billiards Tournaments
• Ping Pong Tournaments
• E-sports Tournaments
• FIT Program (weekly workouts/miles)

Need To Check Out Equipment?
The equipment check-out area is located in the Gym at the Floyd Campus in the Athletics Office (find the secretary’s desk) or in the Student Center building at the Cartersville Site. This is where students and faculty can sign-up for Intramural Sports, as well as check-out equipment. Don’t forget to bring a valid GHC ID!

Equipment for Check-out:
• Dodge balls, footballs, basketballs, volleyballs, soccer balls
• Tennis rackets, tennis balls, flag football flags, cones, jump ropes
• Frisbees, hula hoops, mesh jerseys, softballs, bats, golf clubs, golf balls
• Backpacks, sleeping bags, ground pads, tents, ground cloths, cook kits

If you are a Registered Student Organization (RSO), you may checkout select equipment for events:
Canoes, kayaks, paddleboards, paddles, life-jackets, field strippers, coolers

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 the Student Life Coordinators at your campus.
The Department 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. Student Life 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 Department of Student Life has permanent staff office locations on the Floyd, Cartersville, Marietta, Paulding, and Douglasville locations. The Department of Student Life office area on the Floyd Campus also houses the offices for student publications.

All programs, events and functions coordinated by the Department of Student Life are funded by the student activity fee paid by every student 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.

Student Life coordinates the forming of registered student 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 campus may also join and participate in any of the registered and recognized clubs and organizations at Kennesaw State University. 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, Marietta and Douglasville campuses can be found online on the Campus Life Calendars or by contacting Student Life at 706-368-7721 (Floyd), 678-872-8006 (Cartersville), 678-872-4223 (Douglasville/Paulding), or 678-872-8510 (Marietta). Updates can be found in your student email, on social media, on the Flush Flash, or signs and banners posted around campus.

Georgia Highlands College students who attend the Marietta campus are eligible to participate in any of the general student activity events hosted by Kennesaw State University-Marietta. This includes entertainment events, cultural series events, leadership programs and other events/programs sponsored by KSU-M Office of Student Activities.

Student Governance

The Student Government Association (SGA) 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 SGA are the designated representatives (officers) from all the registered student 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 SGA includes representatives from the faculty and staff, a student representative serves as chairperson of the SGA and is selected by the other council members.

The primary purpose of the SGA 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 SGA operates under the Constitution of the Student Body of Georgia Highlands College. The SGA also assists the activities and events on campus 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 SGA 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
- Diversity Committee

**Registered Student Organizations**

A well-rounded, integrated program of student activities is provided through registered student organizations (RSO). Various RSOs have been established on campus for students with different interests. These groups include scholastic honor societies, academic departmental groups, student leadership, student media, club sports, and special interest groups.

Membership in all groups is open to all students; however, some may require additional criteria for joining as full members. Some groups operate primarily on one campus location, while others may operate on multiple campuses. A student at any campus 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 at all locations as an opportunity for students to learn more about the groups.

Any GHC student attending the Marietta Campus may join and participate in any of the registered and recognized clubs and organizations of GHC & KSU-Marietta. 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 Campus may contact the KSU-M Office of Student Activities for more information.

If you do not see a group that interests you, the Department of Student Life encourages students to form new organizations at any time. Guidelines for creation of a new student organization can be found on the RESOURCES page on the Student Life website, or at any Student Life office.

Listed clubs are followed with the code on which location it primarily operates – Floyd Campus (FC), Cartersville Campus (CC), Marietta Site (MS), Paulding Site (PS), Douglasville Site (DS), Heritage Hall (HH), or All Locations (AL).
**Current Registered Student Organizations**

**Special Interests Groups**

**Active Minds - CC**
Active Minds empowers students to speak openly about mental health in order to educate others and encourage help-seeking. We are changing the culture on campuses and in the community by providing information, leadership opportunities, and advocacy training to the next generation to bring about mental health awareness.

**Adult Student Association - CC**
Offers collaboration, support, and professional growth opportunities to adult learners and non-traditional students. We support each other and share the challenges of returning to school while juggling a family, job, and other responsibilities.

**American Association of University Women (AAUW) - CC**
AAUW student organizations give students the resources and support to engage their community on women’s equity issues. Students gain leadership skills, create change on their campus, address equity issues, and connect with a national community.

**Baptist Student Union (BSU) – FC**
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.

**Brother 2 Brother (B2B) – AL**
B2B exists to provide positive solutions to the educational, cultural, social, spiritual and intellectual needs of African-American and Latino male college students at GHC; and to provide opportunities for leadership development and campus and community service.

**Capture Highlands Photography Club – FC**
We take pictures! Capture Highlands seeks to connect students and faculty that have an interest in photography, and to help members develop their skills in set-up and post processing of photography.

**Creative Writing Club – CC**
The purpose of this group is to write, collaborate, and most importantly, create. We encourage fellow students in pursuing creative and original pieces of writing of all kinds. We seek and promote published works from members and provide constructive criticisms for literary pieces within a sharing environment.

**CRU – CC**
CRU is a campus ministry focused on helping students grow in their relationship with God and influence the world for Him. Follow Cru on Facebook at http://www.facebook.com/groups/337702159648192/.

**Equality Alliance – FC, CC**
Equality 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.

**Fellowship of Christian Athletes (FCA) – FC**
The mission of the GHC FCA chapter is to present to athletes and coaches, and all whom they influence, the challenge and adventure of receiving Jesus Christ as savior and lord, serving Him in their relationships and in the fellowship of the church.

**Gaming Club – FC, CC, PS, DS**
The Gaming Club will provide the GHC community with opportunities for new and experienced players of table-top games, including tutorial sessions, tournaments and more. The club will promote a more positive image of gamers and gaming, focusing on the benefits of gaming such as building creativity and critical thinking skills; and will create networking opportunities for starting or joining gaming groups on campus.
GHC Players Drama Club – FC, CC
Our group of repertory players aim to promote the love of the stage and the tradition of live theater for all interested GHC students. We provide opportunities for students to learn about the performance roles of acting, writing, and directing, as well as the technical roles of set design, costuming, props, and lights and sound for live theater events.

Green Highlands – FC, CC, PS
This group strives to raise awareness and action towards a well-rounded, healthy lifestyle with emphasis being placed on mind and body well-being and environmental concerns.

Highland Heirs Chorus – FC
For students interested in vocal performance, singing, and ensemble voice. Members are not required to be music majors.

Intervarsity Nurses Christian Fellowship – HH
The Purpose of Nurses Christian Fellowship, as a ministry of InterVarsity Christian Fellowship/USA, is to establish and advance in nursing, within education and practice, witnessing communities of nursing students and nurses who follow Jesus as Savior and Lord: growing in love for God, God’s Word, God’s people of every ethnicity and culture, and God’s purposes in the world.

LA MANO- MS
LA MANO encourages GHC Latino students to achieve academic success and instils active participation within their community. Present cultural and academic activities to the student body at GHC.

Spanish Activities Club – CC
This club celebrates and explores the richness of the Hispanic culture through language, art, music and more.

Student Veterans of America- CC, FC, PS
SVA is a great resource for U.S. armed forces veterans, U.S. military active duty military personnel, and their supporters to assist with the transition from military life to civilian life.

Students Without Borders/ Study Abroad Club – FC, CC, PS, MS
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 Animation Club (TAC) – FC
Expanding the imaginative and fantastic world of anime to GHC is the aim of our club. Discussing and even debating your favorite types of animation, while watching new anime and learning the extensive history of how anime and manga art commenced and progressed, inevitably influence popular Japanese culture and the rest of the animation world.

Women to Women- MC, DC
The purpose of Women to Women is to connect and support women at GHC as we courage women to pursue and achieve their personal goals, share their unique gifts, and ideas while encouraging understanding among women of different classes, cultures, and ethnic backgrounds. We provide a supportive atmosphere for women to explore their concerns, focus on developing communication skills, volunteering in the community, and the general well-being of women in all aspects of their lives. We promote pride in women’s individuality while seeking to enrich their academic, cultural and social experiences.

Club Sports
Bass Fishing Club – FC
The GHC Bass Fishing team is a club sport that seeks to provide students the opportunity to fish competitively, promotes friendship and community for anglers of all ages, and bring awareness to the sport of fishing.
Boxing & Martial Arts Club – CC
The GHC Boxing Club is devoted to the teaching and fostering a love for the sport of boxing. We are committed in aiding our club in both growth and positive lesson formats, keeping participant safety and education at the forefront we encourage all students with an interest or background in combat sports to join.

Chargers Cheerleading Squad – FC
The Charger Cheerleading Squad is the spirit group that supports all GHC athletic teams and promotes school spirit and pride among the student body.

Cycling Club – CC
The purpose of the GHC Cycling Club is to promote the sport of cycling and give cycling enthusiasts an opportunity to compete, train, and improve their abilities. Mountain biking, downhill racing, road racing, time trials, slolam racing, cross country, and track racing enthusiasts are all welcome!

Dance Line – CC
The purpose of the GH Dance Line is to provide entertainment for various college and community sporting activities as well as to provide an opportunity for students to participate in a fun and enjoyable expression of dance.

Golf Team – CC
The GHC Golf team is a club sport that promotes the development and enjoyment of playing golf. Team members complete in a variety of tournaments and seek to improve as golfers and students of the game.

Ping-Pong Club – CC, FC
The Ping-Pong Club is dedicated to providing a fun and safe place for students to learn and practice the game. We strive to teach anyone willing to learn. Club members will compete against each other as well as in various local and state tournaments.

Running Club – FC, CC, DS
Our purpose is to promote student involvement in running. We want to encourage a healthier lifestyle through physical and social activities, competition, and recreation. Members will have the opportunity to compete in local races and represent the college at the club sport level.

Soccer Club – FC, CC
The Soccer Club is a club sport that seeks to provide opportunities for students to play the beautiful game. Members will practice, train, and play soccer in a variety of local leagues, tournaments, and other game settings. Opportunities to play are available to both male and female players.
Academic Groups

Business Leaders of Tomorrow (BLOT) – FC
Business Leaders of Tomorrow is comprised of students in the BBA program at GHC. This organization encourages socialization to the profession of business administration. Membership allows a student to have a voice within the organization and to help create, build, and strengthen community within the BBA program.

Engineering Society – PC
To provide a strong foundation for STEM students and ensure success in the engineering field.

English Majors Association – FC
The English Majors Association goals are to offer academic and career advice and mentoring, as well as cultural and social outings and events of interest to English majors.

Highlands Association of Nursing Students (HANS) – HH, MS
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.

Honors Program Club – AL
The GHC Honors Club supports the mission of the GHC Honor’s Program by providing opportunities for extracurricular involvement. The purpose of the organization is to further the aims of the GHC Honors Program by providing social, extracurricular, and educational opportunities for students already accepted into the program.

Human Services Club – FC
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.

Political Science & Criminal Justice Club – FC
Provides a forum for students interested in discussing subjects of politics and community affairs, a means of exploring local and state government functions of interest, airing pertinent political films, having debates, and involving GHC students in elections generally. This group is not directly affiliated with any specific political party, but will rather be open for and inclusive of all political ideologies.

Psychology Club – CC
The Psychology Club provides a common meeting ground for the free exchange of ideas among students, faculty, and guest lecturers, and inspires students to explore psychological principles in the modern field of psychology and related vocations. This club is open to all major and non-major psychology students who have a general interest in psychology.

Student American Dental Hygienist’s Association (SADHA) – HH
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 Professional Association of Georgia Educators (SPAGE) – FC, CC, PS
The Georgia Highlands College chapter of SPAGE is open to students interested in or majoring in education. The organization enables students to interact with a statewide network of professional educators in order to learn about various development experiences, career opportunities and preparatory programs offered in the field of education in the state of Georgia.
Leadership Groups

merging Leaders- AL
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 in order to be eligible to participate.

Highlands Interactive Productions (HIP) – AL
HIP is the campus activities programming board for Georgia Highlands College. Members assist the Department of Student Life staff with the selection, promotion and presentation of the various entertainment events and activities held on campus during the year.

Orientation Leaders – AL
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 Department of Student Life, and all students selected must complete a series of training sessions, workshops, and group-dynamic projects.

Student Government Association (SGA) – AL
The Student Government Association is Georgia Highlands College’s model of student government. The primary purpose of the SGA 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.

Honorific Groups

Alpha Beta Gamma (ABG) - AL
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.

Phi Theta Kappa (PTK) - AL
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- AL
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.

Student Publications

Old Red Kimono - AL
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.
Six Mile Post - AL
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.

Recognition of New Student Organizations

The privilege to organize student organizations is provided through the Department 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 from the Department of Student Life staff at all GHC locations, and the student life coordinators can answer any questions you may have. The following information must be submitted to the Department 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 at least ten (10) interested students/officers

The completed application must be reviewed and approved by the SGA, the Student Affairs Committee, Instructional Council, 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 and off campus as an organization
• Request funding from the student activity fee budget committee

Policy for Dissolution of Existing Student Organization

When a student organization 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 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 Department 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 Government Association.

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.

Freedom of Expression

A. PURPOSE AND OVERVIEW OF POLICY

The rights guaranteed by the First Amendment, including the right to free speech, free expression, free exercise of religion, and the right to assemble peaceably are of the utmost importance, and the University System of Georgia (USG) and its member institutions are committed to protecting those rights. Georgia Highlands College (GHC) recognizes and upholds the rights protected by the First Amendment, including the rights of free speech and free expression, and the right to assemble peaceably. Demonstrations, assemblies, and dissemination of information can be valid expressions for dissenting opinions provided they do not disrupt academic and administrative functions of the institution. This policy in no way prohibits individuals enrolled at or employed by GHC, also referred to in this policy as “members of the College Community,” from engaging in conversations on campus and does not apply to College-sponsored activities, but rather only establishes a designated public forum on GHC’s locations and sets forth requirements for reservation and use of the forum in the following limited circumstances: (1) members of the College Community who plan an event with 30 or more persons; and, (2) individuals or groups who are not members of the College Community who wish to speak on GHC’s campus or locations. This policy shall apply to all non-commercial speech on any of the Georgia Highlands College locations or facilities.
The opinions expressed by organizations, groups or individuals using GHC facilities do not necessarily reflect the position of GHC. The College affirms its commitment to freedom of speech, assembly and expression even though the language or ideas of those seeking a venue for free expression may contradict the College's ideals and policies or the personal views of GHC employees and students. By placing reasonable limitations on time, place, and manner of speech, GHC does not take a position on the content or viewpoint of the expression, but rather allows for a diversity of viewpoints to be expressed in an academic setting.

B. DESIGNATION OF PUBLIC FORUM ON GHC’S LOCATIONS

To better facilitate the free exchange of ideas, GHC has designated an area on each of its six campus sites to serve as a public forum for that specific location.

- Floyd Campus – the concrete area adjacent to the Student Center and Walraven buildings.
- Cartersville Site – the concrete area adjacent to the student drop off line between the Academic building and Student Center.
- Paulding Site – the courtyard area near the fountain in front of the library.
- Douglasville Site – the concrete sidewalk area to the right of the main door to the campus, beginning at least 20 feet from those main doors.
- Marietta Site – must abide by KSU policies, as GHC does not own the property that houses GHC facilities.
- Heritage Hall – the concrete patio area found in between the annex building and main building adjacent from the parking area.

These Public Forum Areas are generally available from 9:00 a.m. to 7:00 p.m. Monday through Friday, provided that the Public Forum Area has not previously been reserved. Reservations will only be processed on days that GHC’s Administrative Offices are open for business (“college business days”). Though reservations to use the Public Forum Area are only required as set forth in Section C and Section D below, GHC recommends that all parties interested in using the Public Forum Area submit a completed Forum Reservation Request Form to GHC’s Department of Student Life office located at the specific campus location in question prior to use so that the College may minimize scheduling conflicts, accommodate all interested users, and provide for campus safety.

C. MEMBERS OF THE COLLEGE COMMUNITY

Members of the College Community who plan to engage in expressive activity on campus in a group that is expected to consist of 30 or more persons must submit a completed Forum Reservation Request Form to GHC’s Student Life office at the campus location of the intended activity two college business days prior to the scheduled activity and must receive approval in writing from a Student Life official prior to engaging in the activity. Prior notice is required to ensure that there is sufficient space for the large group event, that necessary College resources are available for crowd control and security, and that the academic and other operations of the College are not disrupted. The Student Life official may grant a reservation for the Public Forum Area or another available area of campus, as requested by the applicant, and may only deny a reservation for the limited reasons set forth in Section E below.

If a member of the College Community or a small group of members of the College Community, while engaging in spontaneous expression, attracts a group of 30 or more persons, then a representative from the group should provide the College with as much notice as circumstances reasonably permit. The College reserves the right to direct a group of 30 or more persons engaging in expressive activity to the Public Forum Area or another available area of campus to ensure the safety of campus members, to provide for proper crowd control, and to limit disruption of the academic or other operations of the College. When relocating expression, the College official must not consider or impose restrictions based on the content or viewpoint of the expression.
D. PERSONS WHO ARE NOT MEMBERS OF THE COLLEGE COMMUNITY

Individuals or groups of persons who are not enrolled at or employed by GHC may only engage in expressive activity on GHC’s campus in the Public Forum Area and only after submitting a completed Forum Reservation Request Form to GHC’s Student Life office at the specific location for the intended activity at least two college business days prior to the scheduled expression and obtaining approval in writing from a Student Life official pursuant to the procedures set forth in Section E below. Organizers are encouraged to submit their requests as early in the planning stages of the event as possible. This provision does not apply to classroom instruction or College-sponsored events.

E. PROCEDURES FOR FORUM RESERVATION REQUESTS AND APPEALS

Completed Forum Reservation Request Forms should be submitted to GHC’s Student Life office located at the specific campus for the intended activity (via the on-line form) at least two college business days prior to the scheduled expression. Reservation requests will be processed on a first-come, first-served basis without regard to content or viewpoint of the expression.

The Student Life official will respond to all requests as soon as possible, but in no event more than one college business day after receipt of the request, either authorizing the reservation and noting any special instructions, if applicable, or setting forth the reason for denial of the reservation. The Student Life official may only deny a reservation request for one of the following reasons:

1. The Forum Reservation Request Form is not fully completed;
2. The Forum Reservation Request Form contains a material falsehood or misrepresentation;
3. The Public Forum Area has been previously reserved, in which case the College will designate another appropriate date, time, or location to accommodate the expression;
4. The use or activity intended by the applicant would conflict with or disturb previously planned programs organized and conducted by the College;
5. The Public Forum Area is not large enough to accommodate the expected or actual number of persons engaging in large group expression, in which case the College must provide a reservation for the applicant at an alternate location that can safety accommodate the expression provided that the applicant is a member of the College Community and that such a location exists on the GHC campus;
6. The use or activity intended by the applicant would present a danger to the health or safety of the applicant, other members of the College Community, or the public; or
7. The use or activity intended by the applicant is prohibited by law, GHC policy, or Board of Regents policy.

When assessing a reservation request, the Student Life official must not consider or impose restrictions on the expression based on the content or viewpoint of the expression.

All appeals must be made in writing to the Vice President for Student Affairs within one week of being denied a reservation request. The Vice President for Student Affairs or their designee must respond to the appeal in writing within one college business day.

F. GENERAL PROVISIONS

In addition to the requirements set forth above, all individuals expressing themselves on GHC’s campus must comply with the following guidelines and provisions:

- There must be no obstructions to and from buildings, no interference with other authorized and scheduled College activities, no impediments of passersby, or any disruptions of normal activities of the College.
- Sound amplification (including microphones and bullhorns) is not permitted due to the disruption of classes and other academic and administrative functions of the College.
- Georgia Highlands College equipment will not be available for assemblies, demonstrations, or protest activities.
• Events may not present a threat to public safety as determined by the Office of Campus Police or other College official.
• Use of streets or roads surrounding GHC's locations are subject to local city/town ordinances and may require additional applications and/or approvals by those municipal governments for permits. It is the responsibility of the demonstrators to obtain any additional documentation necessary according to local ordinances.
• Open flame devices and bonfires are prohibited.
• Items may not be affixed to permanent structures.
• Camping and the use of temporary shelters as such activities are prohibited.
• Non-commercial written materials may be distributed, however the manner in which they are distributed may not be confrontational and must allow people to decline to receive the materials. The College’s Solicitation Policy covers the distribution of commercial materials.
• The individuals or groups engaging in expression are required to remove signs, placards, litter, and all other materials when the approved activity period ends.
• Any activity that results in damage or destruction of property owned or operated by the College or property belonging to students, faculty, staff, or guests of the College is prohibited.
• In the case of inclement weather, the assembly, demonstration or protest activity will be postponed until the next available assembly date that the group would like provided that the Public Forum Area is available during that date and time.
• Compliance with the Georgia Highlands College Student Code of Conduct regulations, Georgia Highlands College policies and procedures, University System of Georgia policies and procedures, applicable city laws, Georgia state laws, and federal law is required.

The College reserves the right to deny individuals or groups the ability to assemble, demonstrate, or protest if the individuals or groups refuse to abide by the administrative procedures and guidelines. The authorized representative and/or person in charge of the expression is required to acknowledge, in writing, compliance with these administrative procedures and guidelines and to agree to make restitution for any litter or damage that occurs due to the expressive activity.

**Grade Appeal Policy**

Note: All appeals and documentation must be in writing.

1. If a student disagrees with a final grade in a course, he or she should first contact the instructor to see if the disagreement can be worked out. If it cannot be, the student has the right to appeal the grade. A student may not appeal the professional judgment of the faculty member. In all cases the policy in the course syllabus shall prevail in determining the grade. The student’s appeal must be based on the belief that the final grade was legally discriminatory in some way or that there was a mathematical error. If the student believes the final grade fits this category and wishes to appeal, he or she should ask the instructor for a written statement as to how he or she arrived at the grade. The instructor must provide the student with this statement.

2. If the student is enrolled in a program with a departmental appeal process, he or she should follow that process as written (again, in writing) and send it (along with the instructor’s statement) to the academic dean under whom the instructor works:
   - Natural Sciences and Physical Education - Dr. Greg Ford
   - Social Sciences, Business and Education - Dr. Alan Nichols
   - Humanities - Dr. Jon Hershey
   - Health Sciences - Dr. Michelle Boyce
   - Mathematics - Dr. Melanie Largin

   The student should explain what grade he or she thinks should have been awarded, and why.
Submit all documentation with the explanation. The academic dean may contact the instructor for further documentation.

3. If the problem has not been satisfied to the student’s satisfaction, the next step is to appeal to the academic dean. The student should submit the instructor’s written statement along with his or her explanation of the dispute.

4. If the student is dissatisfied with the decision of the academic dean, he or she may appeal (again, in writing) to the Vice President for Academic Affairs. All documentation should be forwarded to VPAA’s office, along with the student’s statement. The VPAA’s office has the option to appoint an appeal review committee.

5. If the student is dissatisfied with the decision of the academic dean, he or she may appeal (again, in writing) to the Vice President for Academic Affairs. All documentation should be forwarded to VPAA’s office, along with the student’s statement. The VPAA’s office has the option to appoint an appeal review committee.

6. The deadline for appeals shall be the mid-term date of the following semester after the course was taken.

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Nondiscrimination and Anti-Harassment Policy

Policy Statement

Georgia Highlands College strives to create and maintain an environment in which people are treated with respect and employees and students are able to work and learn in a safe environment. Therefore, Georgia Highlands will not tolerate unlawful discrimination or harassment of any kind. Through enforcement of this policy and through education, Georgia Highlands College will seek to prevent, correct, and discipline behavior that violates this policy.

This policy applies to all employees and students at all locations regardless of their status or position within the College and they are expected to comply with it. Any employee or student who violates this policy will be subject to dismissal or other disciplinary action commensurate with the seriousness of the offense.
Discrimination
No member of the College community shall, on the grounds of race, sex, religion, national origin, age, veteran status, handicap, or other characteristic protected by law, or on grounds irrelevant to merit and performance, be excluded from employment or participation in, be denied the benefits of, or otherwise be subjected to discrimination under any program or activity conducted by Georgia Highlands College.

Harassment
No member of the College community may harass another. Harassment is defined as verbal, nonverbal, or physical conduct that degrades, belittles, or puts down an individual or shows hostility or aversion toward that individual. Unlawful harassment is based on that individual’s race, sex, religion, national origin, age, veteran status, handicap, or other characteristic protected by law. Harassing behavior is designed to threaten, intimidate, or coerce an individual and is severe or pervasive enough to create a hostile, abusive or intimidating environment for a reasonable person.

Examples of Harassment include:
• Verbal: Referring to someone’s race, religion, sex, disability, age, or other characteristic protected by law in negative, offensive, or derogatory terms; making comments that include inappropriate stereotypical ideas, attributes, or characteristics of others
• Nonverbal: Distribution or display of written or graphically derogatory material about protected characteristics; offensive or hostile facial expressions or gestures
• Physical: Threatening or intimidating actions such as blocking a person’s path, pushing, shoving, or intentionally bumping into another person.

Sexual Harassment
Sexual harassment is a form of discrimination and harassment and is unlawful under Title VII of the Civil Rights Act of 1964. Sexual harassment is a form of discrimination that involves unwelcome sexual advances, requests for sexual favors, and other verbal, nonverbal or physical conduct of a sexual nature, when:
• Submission to such conduct is made either explicitly or implicitly a term or condition of a person’s education or employment; or
• Submission to or rejection of such conduct is used as a basis for an academic or employment decision; or
• Such conduct has the purpose or effect of interfering with an individual’s academic or work performance, or creates an intimidating, hostile, or offensive work environment. Such conduct has the purpose or effect of interfering with an individual’s academic or work performance, or creates an intimidating, hostile, or offensive work environment.
• Sexual harassment does not include occasional compliments or other socially acceptable behaviors. It does include behavior that is unwelcome, offensive, excessive or continual, and affects a reasonable person’s ability to perform educationally or professionally.

Examples of sexual harassment include:
• Verbal: Sexual innuendoes; jokes of a sexual nature; sexual propositions; lewd remarks or threats; requests for any type of sexual favor; verbal abuse or “kidding” that is sexually oriented and unwelcome
• Nonverbal: Distribution, display, or discussion of written or graphical material that is sexually suggestive or shows hostility toward an individual or group because of sex; suggestive or insulting sounds or whistles; staring; obscene gestures; leering
• Physical: Unwelcome physical contact, including but not limited to touching, tickling, patting, hugging, kissing, or brushing up against; sexual assault; forced sexual intercourse
Retaliation

It is unlawful to retaliate against an individual for filing a complaint of discrimination, harassment, or sexual harassment or for cooperating in an investigation of a complaint of discrimination, harassment, or sexual harassment. Georgia Highlands College will take strong responsive action if retaliation occurs. Any person found to have retaliated against an individual reporting, filing or cooperating in investigation is subject to Georgia Highlands College disciplinary procedures up to and including expulsion or termination.

Complaint Procedure

Any member of the College community choosing to use this complaint process will be treated with respect and the problem handled as soon as possible with as much confidentiality as is practicable in light of the need to take appropriate corrective action and perform an appropriate investigation of the matter. It is important to report concerns of discrimination, harassment, or sexual harassment regardless of the seriousness. The College cannot assist in stopping the behavior if it is unaware of the problem. Registering a complaint or cooperating in an investigation will not be used against the employee nor will it have adverse impact on the individual’s employment status. However, filing groundless and malicious complaints is an abuse of this policy and is prohibited.

Complaints against an employee of Georgia Highlands College regarding discrimination, harassment, sexual harassment, or retaliation:

If a College community member feels harassed, discriminated or retaliated against, he or she should make their unease or disapproval immediately known to the alleged aggressor whenever possible. If the situation is not immediately resolved or if the individual is unable to or uncomfortable to address the alleged aggressor directly, he or she should report the incident to any of the following:

- His or her supervisor/manager
- Human Resources Representative
- Vice President of Academic Affairs
- Vice President of Student Affairs
- Vice President of Finance and Administration
- Chief Human Resources Officer
- College President
- Georgia Highlands College Ethics and Compliance Reporting Hotline

Managers have a responsibility to respond immediately and fairly to any allegations of harassment or discrimination within their department whether or not a formal complaint has been filed. The manager will:

- Take all complaints seriously no matter how minor or who is involved
- Immediately report the allegations to the Chief Human Resources Officer so that an investigation can begin
- Take appropriate action to prevent retaliation or prohibited conduct from reoccurring during and after any investigations or complaints.

The person receiving the report will immediately notify the Chief Human Resources Officer.

1. The Chief Human Resources Officer or designee will lead a committee in an investigation into the matter. The complainant will be interviewed for details regarding the complaint and sign a written statement that will be created. It is helpful to have a record of the date, time and nature of the incident(s) and names of any potential witnesses.

2. The Investigation committee will interview the alleged aggressor and any potential witnesses.
   a. Within 15 business days of the complaint being filed, the Chief Human Resources Officer or designee will complete the investigation and submit a report of findings and a recommendation to the College President.
3. If it is determined that harassment or discrimination in violation of the College’s policy has occurred, appropriate disciplinary action will be taken. The appropriate action will depend on (1) severity, frequency and pervasiveness of the conduct; (2) prior complaints; (3) the quality of the evidence.

4. If the investigation is inconclusive or it has been determined that no harassment or discrimination has taken place but potentially problematic behavior has been revealed, preventive action or some form of disciplinary action may be taken.
   a. Within five (5) business days of the conclusion of the investigation, the Chief Human Resources Officer will advise the alleged aggressor and the complainant of the finding and inform them of the action, if any, to be taken.

Complaints against a student of Georgia Highlands College regarding harassment or sexual harassment:
If a College community member feels harassed or sexually harassed, he or she should make their unease or disapproval immediately known to the alleged aggressor whenever possible. If the situation is not immediately resolved or if the individual is unable to or uncomfortable to address the alleged aggressor directly, he or she should report the incident to any of the following:
• Student Success Counselor and Academic Advisor
• Disability Specialist and Career Counselor
• Campus Dean
• Vice President of Student Affairs
• Title IX Coordinator
• College President
• Georgia Highlands College Ethics and Compliance Reporting Hotline

The person receiving the report will immediately notify the Title IX Coordinator and the Vice President of Student Affairs.

1. The Title IX Coordinator and/or the Vice President of Student Affairs or designee will lead a committee in an investigation into the matter. The complainant will be interviewed for details regarding the complaint and sign a written statement that will be created. It is helpful to have a record of the date, time and nature of the incident(s) and names of any potential witnesses.

2. The Investigation committee will interview the alleged aggressor and any potential witnesses.
   a. Within 15 business days of the complaint being filed, the Title IX Coordinator and/or the Vice President of Student Affairs or designee will complete the investigation and submit a report of findings and a recommendation to the College President.

3. If it is determined that harassment or discrimination in violation of the College’s policy has occurred, appropriate disciplinary action will be taken. The appropriate action will depend on (1) severity, frequency and pervasiveness of the conduct; (2) prior complaints; (3) the quality of the evidence.

4. If the investigation is inconclusive or it has been determined that no harassment or discrimination has taken place but potentially problematic behavior has been revealed, preventive action or some form of disciplinary action may be taken.
   a. Within five (5) business days of the conclusion of the investigation, the Vice President of Student Affairs will advise the alleged aggressor and the complainant of the finding and inform them of the action, if any, to be taken.

STUDENT SEXUAL MISCONDUCT POLICY

1. Policy
Georgia Highlands College is committed to providing a safe and respectful environment. Georgia Highlands will not tolerate sexual harassment, sexual misconduct, sexual exploitation, sexual assault, domestic or dating violence, intimidation, retaliation, or stalking. GHC is committed to protecting a person reporting such conduct and providing a respondent with due process, as provided under Title IX, and to providing timely investigation and resolution on student sexual misconduct.
This policy and all other student conduct policies address the conduct of Georgia Highlands’ students. Other policies address any misconduct, including sexual misconduct, of faculty, staff (including student workers), and administrators.

This policy covers all students, regardless of gender identity or sexual orientation, and regardless of the relationship or lack thereof between the victim and the respondent. This policy also applies to members of the college community (e.g. visitors, community members) who are affected by student misconduct. This policy applies at all GHC locations and off-campus venues used for student programs and activities, as well as any off campus location when the conduct adversely effects the institution or the institutional objectives.

Students who experience any form of sexual misconduct discussed in this policy are encouraged to contact one of the people or offices listed in this policy – regardless of when or where the act occurred. These resources can help the student get the support needed.

Different employees on campus have different standards for maintaining a victim’s confidentiality. This policy will assist in making students aware of the various reporting and confidential disclosure options available to them so they can make informed choices about where to turn. Students may choose to talk to someone in one or more of the resources listed on the Student Support Services website as either Immediate Resources or Ongoing Resources.

2. Definitions

2.1. Sexual misconduct
Behavior that includes actual or attempted sexual harassment, non-consensual sexual contact, non-consensual sexual intercourse, sexual exploitation, and domestic violence. Behavior may occur between strangers, acquaintances, friends, people involved in an intimate sexual relationship, or other types of relationships. It can be initiated by males or females and includes conduct between the same sex and the opposite sex. Any type of sexual violence is sexual misconduct.

2.2. Sexual harassment
An unlawful form of discrimination and harassment (Title VII and Title IX). Sexual harassment is a form of discrimination that involves unwelcome sexual advances, requests for sexual favors, and other verbal, nonverbal or physical conduct of a sexual nature, when:

- Submission to such conduct is made either explicitly or implicitly a term or condition of a person’s education, participation in an institutional activity, or employment; or
- Submission to or rejection of such conduct is used as a basis for an academic or employment decision; or
- Such conduct has the purpose or effect of interfering with an individual’s academic (or work) performance, living conditions, or creates an intimidating, hostile, or offensive environment.

Sexual harassment does not include occasional compliments or other socially acceptable behaviors. It does include behavior that is unwelcome, offensive, excessive or continual, and affects a reasonable person’s ability to perform educationally or professionally.

2.3. Hostile environment
Conduct that is unwelcome, subjectively abusive to the person affected, and objectively severe and pervasive enough to create an environment that a reasonable person would find hostile or abusive.

2.4. Effective Consent
Approval or agreement given freely to participate in mutually agreed upon sexual activity. It is not effective consent if the approval is a result of intimidation, physical threats, or force, or if the initiator of the sexual conduct knows or has reason to believe that the other person is impaired (unable to understand the situation, express his/her desire, or understand the consequences of his/her choice).

Effective consent:

- is not the absence of a person saying “no”
- is not implied when a person is silent or submissive
• can be withdrawn at any time
• must be obtained at each stage of sexual activity and at each sexual encounter
• is specific to each sexual activity and does not imply consent to another sexual activity
• is measured against a reasonable person’s interpretation of the words or actions of a person to demonstrate agreement to do the same thing in the same way

2.5. Non-consensual sexual contact
The following conduct without effective consent: deliberately touching a person’s intimate parts (including genitalia, groin, breast or buttocks, or clothing covering any of those areas), or using force or threat of force to cause a person to touch his or her own or another person’s intimate parts.

2.6. Non-consensual sexual intercourse
Penetration (anal, oral, or vaginal) by a penis, tongue, finger, or inanimate object without effective consent.

2.7. Sexual exploitation
Taking advantage of another person without effective consent and includes:
• causing incapacitation of another person for sexual purpose
• causing the prostitution of another person
• electronically recording, photographing, or transmitting intimate or sexual utterances, sounds or images of another person
• allowing third parties to observe sexual acts
• performing voyeuristic acts
• knowingly transmitting a sexually transmitted infection, including HIV and STDs, to another person

2.8. Domestic Violence
The inflicting of physical injury by one family or household member on another, including sexual misconduct, and can be habitual behavior.

2.9. Incapacitation
Physical and mental inability to make informed, rational decisions. A person is considered incapacitated if sleeping, blacked out, drunk or intoxicated with the effects of drugs or alcohol.

2.10. Advocate
A person who will provide the victim or respondent with support such as counseling resources, medical options and resources, academic options, and – when applicable – housing options. Advocates may refer individuals to other campus resources or community resources.

2.11. Reporter
Any person filing a complaint with the institution for allegations of a violation of the student sexual misconduct policy.

2.12. Respondent
A person or group who is accused of student sexual misconduct or prohibited conduct as defined in this policy.

2.13. Victim
An individual who has been affected by an alleged violation as defined in this policy.

2.14. Professional Counselor
A person who is professionally licensed who provides mental-health counselling to members of the college community, including someone under the supervision of a licensed counselor. This person is able to maintain privileged communication.

2.15. Title IX Coordinator
The individual with the primary responsibility for coordinating and implementing the institution’s Title IX compliance efforts and for helping to strengthen a culture that supports a safe and respectful learning, working and living environment.
2.16. Privileged communication
Conversations and information that can be kept confidential between the individual and the professional to whom they are confiding. This confidentiality is afforded to professional counselors, clergy, medical professionals, and attorneys.

2.17. Stalking
A person repeatedly watching, following or harassing another person, making him/her feel afraid or unsafe.

3. Reporting and Confidentiality

3.1. Levels of Confidentiality
Victims of sexual violence are encouraged to talk to someone about what happened. Different employees on campus have different abilities to maintain a victim’s confidentiality, such as:

- Some employees are required to maintain near complete confidentiality; talking to them is sometimes called a “privileged communication.”
- Some employees may talk to a victim in confidence, and generally only report to the institution that an incident occurred without revealing any personally identifying information. Disclosure to these employees will not trigger an institution investigation into an incident against the victim’s wishes.
- Other employees are required to report all the details of an incident (including the identities of both the victim and alleged perpetrator) to the Title IX Coordinator. A report to these employees (called “responsible employees”) constitutes a report to the institution and generally obligates the institution to investigate the incident and take appropriate steps to address the situation.

3.2. Reporting Assistance/Possible Exoneration
The institution’s primary interest is in assisting individuals who are reporting student sexual misconduct. Therefore, the Vice President of Student Affairs may choose not to charge students who report student sexual misconduct and any material witnesses with Student Code of Conduct violations for behavior that would normally be considered a violation (e.g., underage alcohol consumption, use of illegal drugs, accessing institution buildings or facilities without authorization).

3.3. Victim Protection
After reporting student sexual misconduct to the institution, the individual will be protected from any further misconduct. The Vice President of Student Affairs will work with the victim to arrange for protective measures such as changes to academic schedules or removing the student’s information from the directory.

4. Resources

4.1. Immediate Resources
For a list of resources providing immediate assistance, go to the website for Student Support Services, and click on the link for Immediate Resources for names and contact information for hospitals, counselors, police, campus resources, and community resources.

4.2. Ongoing Resources

4.2.1. Advocacy and Counseling
For a list of resources providing ongoing support such as counseling and advocacy, both on-campus and off-campus, go to the Student Support Services website and click on the link for Ongoing Resources to access names and contact information.

4.2.2. Academic Accommodations and Interim Measures
Where appropriate, the following academic accommodations and interim measures will be taken as determined by Vice President of Student Affairs:

- Change academic schedules
- Allow alleged victim to withdraw from/retake class without penalty
- Provide additional tutoring
5. Reporting Options

5.1. Privileged and Confidential Communications
A victim wishing to maintain confidentiality should understand that in doing so the institution will be unable to conduct an investigation into the particular incident or pursue disciplinary action against the alleged perpetrator. The victim may later decide to file a complaint with the school or report the incident to local law enforcement. The counselors and advocates will assist the victim with protection and support and, should the victim later decide to report the incident, provide assistance in doing so.

5.1.1. Professional and Pastoral Counselors
Professional and Pastoral Counselors who provide mental-health counseling to members of the college community (including those under the supervision of a licensed counselor) are not required to report any information about an incident to the Title IX Coordinator without a victim’s permission. This is a privileged communication.

5.1.2. Non-professional Counselors and Advocates
Individuals who work or volunteer in the on-campus Student Support Services department, including front desk staff and students, can generally talk to a victim without revealing any personally identifying information about an incident to the institution. A victim can seek assistance and support from these individuals without triggering an institution investigation that could reveal the victim’s identity or that the victim has disclosed the incident.

While maintaining a victim’s confidentiality, these individuals or their office should report the nature, date, time, and general location of an incident to the Title IX Coordinator. This limited report – which includes no information that would directly or indirectly identify the victim – helps keep the Title IX Coordinator informed of the general extent and nature of sexual violence on and off campus so the Coordinator can track patterns, evaluate the scope of the problem, and formulate appropriate campus-wide responses. Before reporting any information to the Title IX Coordinator, these individuals will consult the victim to ensure that no personally identifying details are shared with the Title IX Coordinator.

5.2. Reporting to “Responsible Employees”
A “responsible employee” is an institution employee who has the authority to redress sexual violence, who has the duty to report incidents of sexual violence or other student misconduct, or who a student could reasonably believe has the authority or duty.

When a victim tells a responsible employee about an incident of sexual violence, the victim has the right to expect the institution to take immediate and appropriate steps to investigate what happened and to promptly and equitably resolve the matter.

A responsible employee must report to the Title IX Coordinator all relevant details about the alleged sexual violence shared by the victim and that the institution will need to determine what happened – including the names of the victim and alleged perpetrator(s), any witnesses, and any other relevant facts, including the date, time, and specific location of the alleged incident.

To the extent possible, information reported to a responsible employee will be shared only with people responsible for handling the institution’s response to the report. A responsible employee should not share information with law enforcement without the victim’s consent or unless the victim has also reported the incident to law enforcement.

The following categories are the institution’s responsible employees:

- Title IX Coordinator
- Deputy Coordinator
- Campus safety/campus police
- Institutional President
- Members of the President’s Cabinet

Before a victim reveals any information to a responsible employee, the employee should ensure that the victim understands the employee’s reporting obligations – and, if the victim wants to maintain confidentiality, direct the victim to confidential resources.
If the victim wants to tell the responsible employee what happened but also maintain confidentiality, the employee should tell the victim that the institution will consider the request, but cannot guarantee that the institution will be able to honor it. In reporting the details of the incident to the Title IX Coordinator, the responsible employee will also inform the Coordinator of the victim’s request for confidentiality.

Responsible employees will not pressure a victim to request confidentiality, but will honor and support the victim’s wishes, including for the institution to fully investigate an incident. By the same token, responsible employees will not pressure a victim to make a full report.

5.3. Requesting Confidentiality from Georgia Highlands College

5.3.1. Weighing the request
If a victim discloses an incident to a responsible employee but wishes to maintain confidentiality or requests that no investigation into a particular incident be conducted or disciplinary action taken, the institution must weigh that request against the institution’s obligation to provide a safe, non-discriminatory environment for all students, including the victim.

• If the institution honors the request for confidentiality, a victim must understand that the institution’s ability to meaningfully investigate the incident and pursue disciplinary action against the alleged perpetrator(s) may be limited.

• Although rare, there are times when the institution may not be able to honor a victim’s request in order to provide a safe, non-discriminatory environment for all students.

The institution has designated the following individual(s) to evaluate requests for confidentiality once a responsible employee is on notice of alleged sexual violence:

Title IX Coordinator, Chief Human Resources Officer
When weighing a victim’s request for confidentiality or that no investigation or discipline be pursued, this individual will consider a range of factors, including whether:

- There is an increased risk that the alleged perpetrator will commit additional acts of sexual or other violence, such as:
  - There are previous complaints of sexual violence about the same alleged perpetrator.
  - The alleged perpetrator has a history of arrests or records from a prior school indicating a history of violence.
  - The alleged perpetrator threatened further sexual violence or other violence against the victim or others.
  - The sexual violence was committed by multiple perpetrators.
- The sexual violence was perpetrated with a weapon.
- The victim is a minor.
- The institution possesses other means to obtain relevant evidence of the sexual violence (e.g., security cameras or personnel, physical evidence).
- The victim’s report reveals a pattern of perpetration (e.g., via illicit use of drugs or alcohol) at a given location or by a particular group.

The presence of one or more of these factors could lead the institution to investigate and, if appropriate, pursue disciplinary action. If none of these factors is present, the institution will likely respect the victim’s request for confidentiality.

5.3.2. Cannot Maintain Confidentiality

If the institution determines that it cannot maintain a victim’s confidentiality, the institution will inform the victim prior to starting an investigation and will, to the extent possible, only share information with people responsible for handling the institution’s response.

The institution will remain ever mindful of the victim’s well-being, and will take ongoing steps to protect the victim from retaliation or harm and work with the victim to create a safety plan. Retaliation against the victim, whether by students or institution employees, will not be tolerated.

The institution will also do the following:

- Assist the victim in accessing other available victim advocacy, academic support, counseling, disability, health or mental health services, and legal assistance both on and off campus.
- Provide other security and support, which could include issuing a no-contact order, helping arrange a change of living or working arrangements or course schedules (including for the alleged perpetrator pending the outcome of an investigation) or adjustments for assignments or tests.
- Inform the victim of the right to report a crime to campus or local law enforcement – and provide the victim with assistance if the victim wishes to do so.

The institution may not require a victim to participate in any investigation or disciplinary proceeding. Because the institution is under a continuing obligation to address the issue of sexual violence campus-wide, reports of sexual violence (including non-identifying reports) will also prompt the institution to consider broader remedial action – such as:

- Increased monitoring, supervision or security at locations where the reported sexual violence occurred.
- Increasing education and prevention efforts, including to targeted population groups.
- Conducting climate assessments/victimization surveys.
- Revisiting institution policies and practices.

5.3.3. Can Maintain Confidentiality

If the institution determines that it can respect a victim’s request for confidentiality, the institution will also take immediate action as necessary to protect and assist the victim.
5.3.4. Obligations under Clery Act
The Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act requires the institution to disclose information about crime on and around the college’s locations. An annual report of crime statistics is published. Additionally, the institution must provide timely warnings for crimes which pose a serious or ongoing threat to students and employees. In these cases the institution is required to include information about reported crimes of sexual misconduct, but will make every effort to protect the students’ privacy and confidentiality.

5.4. Miscellaneous

5.4.1. Public Awareness Events
Public awareness events such as “Take Back the Night,” the Clothesline Project, candlelight vigils, protests, “survivor speak outs” or other forums in which students disclose incidents of sexual violence, are not considered notice to the institution of sexual violence for purposes of triggering its obligation to investigate any particular incident(s). Such events may, however, inform the need for campus-wide education and prevention efforts, and the institution will provide information about students’ Title IX rights at these events.

5.4.2. Anonymous Reporting
Although the institution encourages victims to talk to someone, the institution also provides an online system for anonymous reporting. The system will notify the reporter (before s/he enters information) that entering personally identifying information may serve as notice to the institution for the purpose of triggering an investigation. Reporters should know that without sufficient detail an investigation may not bring forth enough proof for discipline.

To make an anonymous report, go to: https://forms.highlands.edu/incidentreporting

6. Violations
Violations of the Student Sexual Misconduct Policy include the following:
- Sexual misconduct
- Sexual harassment
- Hostile environment
- Non-consensual sexual contact
- Non-consensual sexual intercourse
- Stalking
- Sexual exploitation
- Sexual intimidation, threats, or physical force
- Sexual contact with a person under the age of consent
- Child molestation
- Indecent behavior or exposure
- Exposure of sexually transmitted disease or infection knowingly inflicted

7. Examples of Sexual Misconduct
- Verbal – sexual innuendoes; jokes of a sexual nature; sexual propositions; lewd remarks or threats; requests for any type of sexual favor; verbal abuse or “kidding” that is sexually oriented and unwelcome
- Nonverbal – distribution, display, or discussion of written or graphical material that is sexually suggestive or shows hostility toward an individual or group because of sex; suggestive or insulting sounds or whistles; staring; obscene gestures; leering
- Physical – unwelcome physical contact, including but not limited to touching, tickling, patting, hugging, kissing, or brushing up against
- Rape
• Sexual contact or intercourse with an impaired person
• Sexual assault
• Watching, photographing, or videotaping a person’s intimate parts without their knowledge or effective consent
• Repeated following or watching of another person
• Repeated unsolicited phone calls, emails, texts

8. Procedures

8.1. Reporter
See Section 5 for details regarding individuals or resources to whom a report can be made. Go to the Student Support Services webpage and use the Immediate Resources link.

8.2. Retaliation
Georgia Highlands College will not tolerate any act of retaliation against an alleged victim, witness, respondent, or other reporter. Any retaliation will receive strong disciplinary action.

8.3. Jurisdiction
Georgia Highlands College will investigate and address any reports of alleged misconduct where jurisdiction for students exists. Reporters are encouraged to submit a report to facilitate the timely investigation and resolution. Where the respondent is a candidate for graduation, the degree may be held if necessary until proper resolution of the student sexual misconduct charges. The institution will complete the response in the earliest practicable time that can accommodate the people involved including the witnesses.

8.4. Rights of the Victim and the Respondent
• Any and all reports of violations to the student sexual misconduct policy will be treated seriously and all parties will be treated with respect.
• Reporters will be informed about the options for reporting and the impact on confidentiality.
• Only those who have received annual training in the issues related to student sexual misconduct will carry out investigation and adjudication.
• A prompt, fair, and impartial investigation and resolution will be conducted.
• The victim and/or respondent may request updated information at any time throughout the process.
• Involved parties will be informed in writing of any policies that are alleged to have been violated.
• Options and assistance will be offered in changing academic, living, transportation, and working situations if requested and as long as the changes are available.
• Parties can request to receive support services (campus counseling, medical assistance).
• Parties will kept informed about the process and the progress of the investigation and outcome through institutional email. If an institutional email address is not available, then an alternate email address will be used. If there is no known email address, communication will be via the U.S. Postal Service.
• The victim and/or the respondent may raise concerns about the potential conflict of interest of the investigators and adjudicators by submitting those concerns in writing to the Title IX Coordinator and the President of the institution.
• An advisor may attend, with the victim and/or responder, any meeting or hearing. The advisor will provide support but may not participate and will be bound by confidentiality.
• Mediation will never be imposed as a resolution.
• Notices of meetings or hearings will be provided at least two days in advance and include the date, time, location, and participants.
• The victim and respondent have the right to present witnesses and evidence regarding the complaint.
• The victim’s prior sexual conduct with anyone other than the respondent is prohibited from questioning or evidence.

• If a hearing is held, the respondent may not directly question or cross-examine the alleged victim but will be provided with alternate methods such as the respondent submitting questions in writing to the Title IX Coordinator and receiving the alleged victim’s responses in written format.

8.5. Investigation
8.5.1. The Title IX Coordinator or designee will lead investigations into student sexual misconduct. The investigation will be conducted by at least two people and include interviews and examination of any additional evidence.

8.5.2. The standard of proof will be the preponderance of the evidence: when a reasonable person, after careful balancing of available information, would conclude a violation has/has not occurred.

8.5.3. Investigations of student sexual misconduct will be completed within 60 days unless the institution President grants an extension for good cause.

8.5.4. Evidence will be maintained in a secure confidential location by the lead person in the investigation. Should a report be made immediately and the scene of the incident identified, the Campus Safety/Campus Police will secure the area and restrict access until the scene is processed and evidence collected.

8.5.5. If the victim has consented to sharing information with law enforcement or if the victim has reported the incident to law enforcement, the institution will share information relevant to the investigation that is not protected by Federal confidentiality laws.

8.5.6. If the institution has agreed to respect the request for confidentiality and the ability to investigate the alleged matter is thereby restricted and no formal action will be taken, the institution may choose to implement the following actions to limit the effects of the alleged student sexual misconduct and prevent its recurrence:

• Provide additional monitoring, supervision, and/or security at the location of the alleged incident
• Provide additional monitoring, supervision, and/or security throughout the campus
• Provide training and educational materials for students and employees
• Publicize the Student Sexual Misconduct policy
• Conduct climate surveys regarding sexual misconduct

8.6. Determination of Charges
8.6.1. Policy violation
If a policy violation has been determined, a notification of charges will be sent to the respondent and copied to the victim. The respondent will be given five (5) business days to schedule a resolution meeting to respond to the charges.

8.6.2. No policy violation
If the determination is that no policy violation has occurred, charges will not be imposed. However, the administration may implement and notify the respondent and victim of any accommodations necessary to safeguard the campus.

8.6.3. Resolution-meeting outcome
When a resolution meeting has been held with the respondent, the Title IX Coordinator will have five (5) business days following the meeting to communicate a decision and the imposed sanctions. The outcome will be delivered simultaneously in writing to the respondent and victim.

8.7. Sanctions
8.7.1. Basis
The severity of the sanction will include consideration of the severity or frequency of the offense, and the respondent’s history of misconduct.
8.7.2. Severity
Sanctions may range from probation to expulsion.

8.7.3. Determination and Issuance
The Vice President of Student Affairs will determine and issue appropriate sanctions.

8.8. Institutional Appeals

8.8.1. Reasons for appeal
An appeal will be granted to:
- Address the impartiality of and adherence to the process
- Determine if there was sufficient evidence to support the decision
- Determine whether the sanctions were appropriate for the violation
- Determine whether new information, not available at the time of the investigation, is relevant to the final decision

8.8.2. Process
The victim or the respondent may appeal the decision by submitting within five (5) business days of receipt of the decision a written request for an appeal to the institution President.

If a request for appeal is submitted, sanctions will not be discharged unless there is imminent danger to an individual or the college community.

8.8.3. Appeal Decision
If the appeal request is approved, the appeal decision will generally be made within ten (10) business days and will be communicated simultaneously to the victim and the respondent. The President’s decision is final at the institution level.

Appeal decisions will:
- Dismiss the appeal for failure to state valid reasons (see Section 8.7.1)
- Uphold the original decision
- Uphold the original decision but modify sanctions
- Reverse the original decision

8.9. Board of Regents Appeals
The Board of Regents of the University System of Georgia (the “Board”) is the final appellate authority for all cases of suspension or expulsion that have been reviewed by the President. Should the respondent and/or victim be dissatisfied with the decision of the President, he/she may apply to the Board for review of the decision. The application for review shall be submitted in writing to the executive secretary of the Board within the period specified by the Board of Regents. Decisions of the Board will be communicated simultaneously to the victim and respondent.

9. Prevention and Education
Annually the Student Affairs Division will hold an event for students, faculty, and staff to provide awareness of the concerns of sexual misconduct and to educate the college community about the Student Sexual Misconduct policy.

10. Training

10.1. Faculty and staff
After initial training is completed, Title IX training will be developed as a module in the GHC Annual Compliance Training program conducted online. Additional training will be developed as needed for any future changes to Title IX, or as the Title IX Coordinator determines is needed and appropriate.

10.2. Participating Institution Representatives
The Title IX Coordinator, Deputy Coordinators, and the Vice President of Student Affairs have been trained in the regulation of Title IX and in their role and responsibilities at the institution pertaining to
Title IX including investigations and adjudication. Additionally, campus safety, campus deans, and the members of the President’s Cabinet will receive training appropriate for their role in preventing and reporting student sexual misconduct. Any time there is a change in the assignment of these roles, new participants will receive training prior to filling their role in that capacity.

**Student Employment**

Various student employment opportunities are available. The Georgia Security and Immigration Compliance Act requires the use of the "Federal Work Authorization Program" known as the E-Verify system to electronically verify information on all newly hired employees. The finalist will also be required to submit to a background investigation as required in USG Board of Regents policies and guidelines.

**Student Grievance Policy**

**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 academic dean 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:

1. 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.

2. If the student and faculty or staff member fail to resolve the matter, the student may request the academic dean 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 academic dean or supervisor. The academic dean 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.

3. If either party is not satisfied with the results of the conference, either party may appeal in writing to the appropriate vice president. 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.

4. 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.

5. If the grievance is with an academic dean 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.
Tobacco Use & Smoke-Free Campus

In accordance with the Georgia Smoke Free Air Act of 2005, Title 31 Chapter 12A, this policy reinforces the USG commitment to provide a safe and amicable workplace for all employees. The goal of the policy is to preserve and improve the health, comfort and environment of students, employees and any persons occupying our campuses.

Policy Statement

The use of all forms of tobacco products on property owned, leased, rented, in the possession of, or in any way used by the USG or its affiliates is expressly prohibited. “Tobacco Products” is defined as cigarettes, cigars, pipes, all forms of smokeless tobacco, clove cigarettes and any other smoking devices that use tobacco such as hookahs or simulate the use of tobacco such as electronic cigarettes.

Further, this policy prohibits any advertising, sale, or free sampling of tobacco products on USG properties unless specifically stated for research purposes. This prohibition includes but is not limited to all areas indoors and outdoors, buildings and parking lots owned, leased, rented or otherwise used by the USG or its affiliates. The use of tobacco products is prohibited in all vehicles – private or public vehicles - located on USG properties.

This policy applies to all persons who enter the areas described above, including but not limited to students, faculty, staff, contractors and subcontractors, spectators, and visitors. All events hosted by a USG entity shall be tobacco-free. All events hosted by outside groups on behalf of the USG shall also be tobacco-free.

Exceptions for Tobacco Use

The President of each institution will define any exceptions to this policy. Exceptions to the policy will be very limited and on an as needed basis. The intent is the campus is tobacco and smoke free unless otherwise needed for educational purposes and/or the advancement of research on campus.

Enforcement

The overall enforcement and authority of this policy lies with the President of the institution, but it is also a shared community responsibility, which means all students, faculty, and staff share in the responsibility to help keep the campus tobacco-free. Signage to help inform our campus community and visitors will be placed throughout campus.

Violation of Policy

Violation of this policy may result in corrective action under the Student Code of Conduct or campus human resource policies. Visitors refusing to comply may be asked to leave campus.

Resources Available for Tobacco Cessation

From time to time, the Board of Regents will make available resources to assist employees with tobacco cessation as well as educational materials and other wellness information. Such effort does not limit the amount of resources that the institution can provide for tobacco cessation and any other resources for the positive enforcement of this policy that the campus deems appropriate to provide. Resources for Tobacco Cessation can be found on the USG Workplace Wellness website at http://www.usg.edu/wellness/.
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. The director of student life shall serve as the chief judicial officer of the institution, and he/she may be assisted by student life coordinators or other institutional employees where designated in the coordination and application of the judicial policies and procedures.

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, receiving or giving unauthorized assistance. Students with questions about any of these policies or definitions should seek clarification from an instructor, student life coordinator, director of student life, campus or academic dean, or the vice presidents for academic or student 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 registered 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 electronic device (such as, but not limited to, cell phone, tablet, 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, test, 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, tablets, or laptop computers.
- Allow another person to log in to a Web-based course (such as on D2L or eCore) 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, grades, 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 D2L or eCore) or web-based identity (such as BANNER or SCORE).
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.
- Service animals must be approved by the Student Support Services office.
- Leaving any animal in an unattended motor vehicle on campus for any period of time.

C. **Assault**

- Cause or attempt to cause physical harm to or offensive contact with a person, or threat to do so.
- Unwanted touching of another student, faculty or staff member or invited guest of the college.
- Assaulting another sexually as defined by Georgia law, and Title IX of the Education Amendments of 1972.

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, vehicle, 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**

- Violating the college’s technology acceptable use policy in any way.
- 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
• No person shall exhibit or condone behavior that is irresponsible or dangerous to the well-being or safety of self or any member or visitor of the college community.
• 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.
• Operating devices or equipment, either motorized or non-motorized, inside campus facilities without authorization that are typically designed for outdoor use, including but not limited to, skateboards, bicycles, hoverboards, rollerblades, segways, or scooters.
• 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 or drug-induced 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.
• Give false or misleading information in connection with a hearing, investigation, or inquiry involving possible student misconduct.
• File a false complaint or accusation of a violation of the Student Code of Conduct or other college policies.

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 that violates Title IX of the Education Amendments of 1972.
• Interfering with a student’s or employee’s ability to work or study, or that creates a hostile, intimidating or offensive atmosphere.
• Bullying and/or cyberbullying through repeated, aggressive and/or passive aggressive behaviors that intimidate or intentionally harm or control another person physically or emotionally, and are not protected by freedom of expression.

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 rules and regulations while on campus.

T. Sexual Misconduct
• Fully defined and referred in the GHC Sexual Misconduct Policy or Title IX of the Educational Amendments of 1972. See additional policies for further information.
• Engaging in, or attempting to engage in, non-consensual sexual contact as defined as unwanted touching, groping, or contact with the breasts, buttocks, groin, or genitals, or touching another with these body parts, or making another touch the alleged victim or themselves with or on any of these body parts.
• Engaging in, or attempting to engage in, non-consensual sexual intercourse or similar acts of sexual assault.
• Intimate partner/relationship/domestic violence as defined as acts of violence committed by a current or former spouse or intimate partner of the alleged victim.
• Stalking as defined as a course of conduct directed at a specific person based upon sex that would cause a reasonable person to fear for his/her own safety, or the safety of immediate family members or close acquaintances, or suffer from emotional distress.
• Engaging in, or attempting to engage in, acts of sexual exploitation. Sexual exploitation occurs when an individual takes non-consensual or abusive sexual advantage of another for his/her own advantage or benefit. Examples include, but are not limited to, invasion of sexual privacy, prostitution, non-consensual video, photography and/or audio recording of sexual
activity, non-consensual distribution of video, photography and/or audio recording of sexual activity even if the sexual activity on the recording was consensual, peeping or intentional observation of an individual who are partially undressed, undressing, naked, or engaged in sexual or intimate acts.

U. 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.
  • Refer to the college posting policy for guidelines on obtaining authorization for posting for student organizations.

V. Theft
  • Obtaining, removing, or selling property or services not belonging to the person taking the property on the college premises or at college activities, without authorization.
  • Obtaining or removing property or materials not belonging to the person taking the property without making an effort to locate the owner of the property or materials.
  • Taking college property or using college funds to purchase items for personal use.

W. Tobacco Use
  • Using tobacco products or smoking paraphernalia is prohibited everywhere on all campus locations including property owned, leased, rented, or in the possession or control of the University System of Georgia and its institutional members.
  • Prohibited tobacco products include, but are not limited to, cigarettes, snuff, chewing tobacco, e-cigs, vaporizers, hookahs, and other smoking-related or tobacco-related items.

X. 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.
  • O.C.G.A § 16-11.127.1 allows valid firearms license holders (aged 21 and over) to store weapons in a motor vehicle parked on campus if the weapon is kept in a locked compartment, locked container, or locked firearms rack within the vehicle.
  • Effective July 1, 2017, HB 280 Amended O.C.G.A § 16-11.127.1 to allow for concealed carry for valid firearms license holders (aged 21 and over) and the ability to carry handguns in some areas on college campuses. It is the responsibility of the holder of the valid firearms license to understand and comply with the established legal restrictions that prohibit possession of a firearm in specific college areas, rooms, offices, or buildings specified in the Amended Code.
  • HB 792 Exception: Any person who is 18 years of age or older or currently enrolled in classes on the campus in question and carrying, possessing, or having under such person’s control an electroshock weapon while in or on any building or real property owned by or leased to such public technical school, vocational school, college or university or other public institution of postsecondary education; provided, however, that, if such person makes use of such electroshock weapon, such use shall be in defense of self or others. The exemption under this paragraph shall apply only to such person in regard to such electroshock weapon. As used in this paragraph, the term ‘electroshock weapon’ means any commercially available device that is powered by electrical charging units and designed exclusively to be capable of incapacitating a person by electrical charge, including, but not limited to, a stun gun or Taser as defined in subsection (a) of Code Section 16-11-106.
Y. Violation of other Codes or Regulations as Outlined in the Georgia Highlands College Catalog

- The Georgia Highlands College Catalog online at 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.

REPORTING VIOLATIONS

The institution uses the Maxient Student Conduct Management System to assist with the reporting and adjudication of alleged violations. Electronic reporting forms are available at https://www.highlands.edu/sample-page/student-life/student-conduct-judicial-affairs/

Student Code of Conduct

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 written complaint should include as much information as possible regarding the facts of the case, including, but not limited to, (1) the type of alleged misconduct; (2) the name and contact information of the respondent; (3) the time, date, and location of the alleged misconduct; (4) the names and contact information of any witnesses present or individuals with knowledge of the incident; (5) whether any tangible evidence has been preserved; and (6) whether a criminal complaint has been made regarding this specific incident. Speculation and opinions should not be included.

The complaint should be written in third person and submitted to the director of student life or student life coordinator at the GHC location where the alleged offense occurred. The complaint should be filed within five (5) working days of knowledge of the described incident. The director of student life or student life coordinator may ask the complainant for additional clarification in writing. Any clarification may be added to the original complaint. Information from complaints may be shared as necessary to investigate and to resolve the alleged misconduct. Complaints shall be investigated and resolved as outlined below. The need to issue a broader warning to the community in compliance with the Clery Act shall be assessed in compliance with federal law.

Where appropriate, complaints may file a law enforcement report along with an institutional report. The institution shall take all necessary and appropriate action to protect the safety and well-being of its community. As such, to the best of the institution’s ability, all complainants and respondents involved in alleged violations of the Student Code of Conduct shall be provided the following allowances:

1. Confidentiality: Where a complainant or alleged victim requests that his or her identity be withheld or the allegation(s) not be investigated, the institution shall consider whether such request(s) can be honored while still providing a safe and nondiscriminatory environment for the institution. The institution shall inform the requesting party that the institution generally cannot guarantee confidentiality. Further, honoring the request may limit the institution’s ability to respond fully to the incident and may limit the institution’s ability to discipline the respondent.

2. Retaliation: Anyone who, in good faith, reports what he or she believes to be student misconduct, participates or cooperates in, or is otherwise associated with any investigation, shall not be subjected to retaliation. Anyone who believes he or she has been the target of retaliation for reporting, participating or cooperating in, or otherwise being associated with an investigation should immediately contact a student life coordinator. Any person found to have engaged in retaliation in violation of the student code of conduct shall be subject to disciplinary action, pursuant to the institution’s policy.
3. **False Complaints:** Individuals who intentionally give false statements to a college official, or who submit false complaints or accusations, including during a hearing, in violation of policy shall be subject to disciplinary action pursuant to the institution’s policy.

4. **Amnesty:** Individuals should be encouraged to come forward and to report student misconduct notwithstanding their choice to consume alcohol or use drugs. Information reported in good faith by an individual during an investigation concerning the use of drugs or alcohol will not be used against that individual in a disciplinary proceeding and will not be voluntarily reported to law enforcement; however, individuals may be provided with resources on drug and alcohol counseling and/or education, as appropriate.

Not all matters covered under this policy will necessarily involve alleged victims; however, where they are involved, it should be noted that the complainant will not always be the alleged victim but instead may be a third-party witness. The institution may also respond to issues raised by third-party complaints (such as referrals by police) or discovered by faculty or staff or through its own investigations.

**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 should be filed within five (5) working days of knowledge of the described incident. The written complaint should include as much information as possible regarding the facts of the case, including, but not limited to, (1) the type of alleged academic misconduct; (2) the name and contact information of the respondent; (3) the time, date, and location of the alleged academic misconduct; (4) the names and contact information of any witnesses present or individuals with knowledge of the incident; (5) whether any tangible evidence has been preserved. Instructors may also include samples of evidence, which may be in written, electronic, or photographic form. 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, with reference to course syllabus if the content of said syllabus covers recommended sanction(s).

**INVESTIGATIVE PROCESS**

**Code of Conduct**

The college shall take necessary and appropriate action to protect the safety and well-being of its community. Accordingly, student conduct should be addressed when such acts occur on institution property or at institution-sponsored or affiliated events, or otherwise violate the institution's student conduct policies at non-institution sponsored events. If the accused student has admitted responsibility and has voluntarily decided to participate in the informal resolution process, the procedures outlined in this section on the investigative process will not apply. In cases that deal with Title IX violations or any serious offense that may potentially lead to the student being suspended or expelled from the college, informal resolution will not an option for adjudication and those cases must be handled through the formal resolution process.

Regardless of how the institution becomes aware of possible misconduct, it shall ensure a prompt, fair, and impartial review and resolution of complaints alleging student misconduct. After receiving a report, the director of student life or student life coordinator will perform a preliminary investigation of the circumstances of the incident and determine what regulations, if any, are alleged to have been violated. The director of student life or student life coordinator at each GHC location coordinates and/or moderates the student disciplinary process for each respective location. The code of conduct disciplinary process has informal and formal resolution methods, as well as administrative and panel hearing elements. Student life coordinators may coordinate or assist with informal resolutions, however, the director of student life coordinates all formal resolutions processes. 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. Otherwise, a prompt, thorough, and impartial investigation and review shall be conducted into each complaint received to determine whether charges against the respondent should be brought.

All parties involved - respondent(s), complainant(s), and/or alleged victim(s) - in the judicial proceedings, shall have the right to use an advisor (including an attorney) of his/her choosing, and at his/her own expense, for the express purpose of providing advice and counsel. The advisor may be present during meetings and proceedings during the investigatory, adjudication, and/or resolution process at which his/her advisee is present. The advisor may advise his/her advisee in any manner, including providing questions, suggestions, and guidance on responses to any questions of the advisee, but shall not participate directly or speak on behalf of the student or organization in any way during the proceedings. The institution shall not prohibit family members of a party from attending if the party requests such attendance, but may limit each participant to two (2) family members and will require a FERPA waiver to be signed by the student prior to the hearing. Family members may fill the role of advisor but shall not participate directly or speak on behalf of the student.

Throughout any investigation and resolution proceedings, a respondent shall receive notice of the alleged misconduct, shall be provided an opportunity to respond, and shall be allowed to remain silent during the investigation and resolution process without any adverse inference resulting. If the respondent chooses to remain silent or does not respond to notification attempts, the investigation may still proceed and policy violation charges may still result, and may be resolved against the respondent. Further, unrelated charges and cases shall be investigated separately, unless the respondent consents to having them aggregated.

After reviewing the report and case details, the director of student life or student life coordinator may recommend that the case be referred to the CARE Team process in an effort to facilitate pre-judicial intervention and behavior modification efforts. However, this referral is not to be considered an option for all alleged violations, and is available at the discretion of the investigating staff member. Failure to cooperate with CARE Team members may result in additional charges being levied, and referral back to judicial proceedings via the formal resolution process. All documented cases will be reported to the campus dean.

Where the potential sanctions for the alleged misconduct may involve a suspension or expulsion (even if such sanctions were to be held “in abeyance,” such as probationary suspension or expulsion) the institution’s investigation and resolution procedures shall provide the following additional minimum safeguards:

1. The respondent shall be provided with written notice of the complaint/allegations pending investigation, possible charges, possible sanctions, and available support services. The notice should also include the identity of any investigator(s) involved. Notice shall be provided via the institution email to the student address on file. Where applicable, a copy shall also be provided to the alleged victim via the same means.

2. Upon receipt of the written notice, the respondent shall be given at least five (5) business days to respond in writing. In that response, the respondent shall have the right to admit or deny the allegations, and to set forth a defense with facts, witnesses, and documents (whether written or electronic) in support of his or her defense. A non-response will be considered a general denial of the alleged misconduct.

3. Based on this response, the investigation shall consist of interviews of the respondent, the alleged victim (where applicable) and witnesses, and the collection and review of documents or other physical or electronic information, as well as other steps as appropriate. The investigator should retain written notes and/or obtain written or recorded statements from each interview. The investigator shall also keep a record of any proffered witnesses not interviewed, along with a brief, written explanation.
4. The investigation shall be summarized in writing in an initial investigation report and provided to the respondent and the alleged victim (where applicable) in person or via institution email. This summary should clearly indicate any resulting charges (or alternatively, a determination of no charges), as well as the facts and evidence in support thereof, witness statements, and possible sanctions.

5. To the extent the respondent is ultimately charged with any violation, he or she shall also have the opportunity to respond in writing. The respondent’s written response to the charge(s) shall be due no earlier than five (5) business days following the date of the initial investigative report. The respondent’s written response should outline his or her defense(s), and the facts, witnesses, and documents (whether written or electronic) in support. A non-response to the charge(s) by the respondent will be interpreted as a denial of the charge(s).

6. The investigator shall conduct further investigation and update the investigative report as warranted by the respondent’s written response.

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

**Academic Integrity Code**

The director of student life or student life coordinator at each GHC location coordinates and/or moderates the student disciplinary process for each respective location. The academic disciplinary process has informal and formal resolution methods, as well as administrative and panel hearing elements. Student life coordinators may coordinate or assist with informal resolutions, however, the director of student life coordinates all formal resolutions processes. Students charged with violation(s) of the Academic Integrity Code will be advised in detail of their rights and procedures for adjudication. Reporting faculty members are allowed to resolve the violation through the informal resolution process, which includes completion of an Academic Misconduct Report form, and submission of the completed form and all accompanying evidence documents to the Office of Student Life.

Alleged academic misconduct cases referred to the formal resolution process shall follow the same investigative steps as outlined above for alleged Code of Conduct violations. Cases referred to the formal resolution process will place a hold on the accused student’s academic file in BANNER that prohibits the student from withdrawing from a class in which he or she has been accused of academic misconduct until the case is resolved. In cases where the student withdrew from the class prior to reaching the formal resolution process, the college reserves the right to re-enroll the student into the course until the academic misconduct case is resolved.
JUDICIAL PROCESS - CODE OF CONDUCT FLOWCHART
If the director of student life or student life coordinator 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 advised of the right to an advisor through any and all parts of the investigatory and adjudication processes.
6. Be allowed to read any and all information regarding the original complaint.
7. Have the opportunity to share any pertinent information regarding the original complaint.

While meeting with the student(s) 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(s) 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.

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

After the investigative report has been finalized and copies provided to the complainant, respondent, and/or alleged victim (where applicable), cases in which the respondent indicates that he/she contests the charge(s) may be resolved via mediation if both the respondent and complainant mutually agree to settle the case through mediation, except where deemed inappropriate by the Vice President of Student Affairs, or his/her designee.

In cases that deal with Title IX violations or any serious offense that may potentially lead to the student being suspended or expelled from the college, informal resolution will not an option for adjudication and those cases must be handled through the formal resolution process. Further, unrelated charges and/or cases shall be heard separately unless the respondent voluntarily consents to the charges/cases being heard jointly.

1. Informal Resolution Process
   For a case to be resolved via the informal resolution process (not considered mediation), the student(s) or organization must:
   A. Accept responsibility for the alleged violation(s).
B. Agree with the sanctions recommended by the director of student life or student life coordinator.
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 (with a campus dean or similar administrative staff person), or (2) a panel hearing. The director of student life 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.
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 five (5) business 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 or student life coordinator at the GHC location where the offense occurred within five (5) business 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 of student life will contact the student to begin the formal resolution procedure.

The student has five (5) business 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.

If a student withdraws from a course before a pending case of academic misconduct against that student is resolved, the student will forfeit the opportunity for informal resolution and the matter will automatically proceed to the formal resolution process. A student may not circumvent an academic integrity policy adjudication procedures by withdrawing from a class. When an Academic Misconduct Incident Report is initiated by a faculty member, the student is responsible for complying with the adjudication process through resolution so a student’s withdrawal from that course does not serve as a shield against a charge of having violated the Academic Integrity Policy, or any subsequent sanctions. A hold will be placed on the student’s academic record until the case is resolved with either clearance or imposed sanctions. In cases where the student withdrew from the class prior to reaching the formal resolution process, the college reserves the right to re-enroll the student into the course until the academic misconduct case is resolved.

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 Academic Misconduct Incident Report as stated above and file it with the director of student life or student life coordinator within ten (10) business days of the discovery or report of the alleged incident. The reporting faculty member should note whether the student failed to participate in the informal resolution process prior to submitting the documentation to the Office of Student Life. 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).
The student who has been charged with a violation may request a postponement of the hearing for reasonable cause. Because the most accurate and fair review of the facts can best be accomplished when both parties (student and instructor) are present, the accused student is expected to attend and to participate. If the student chooses not to attend the hearing, the charges will be reviewed as scheduled on the basis of the information available, and a decision will be made. Although no inference may be drawn against a student for failing to attend, or for remaining silent, the hearing will proceed and the conclusion will be based on the evidence presented. No decision shall be based solely on the failure of the student to attend or participate.

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 five (5) business 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. The student who has been charged with a violation may request a postponement of the hearing for reasonable cause. Because the most accurate and fair review of the facts can best be accomplished when both parties (complainant and respondent) are present, both parties are expected to attend and to participate. Attendance via electronic systems (such as video conferencing) from remote locations is allowable when necessary. If either party chooses not to attend the hearing, the charges will be reviewed as scheduled on the basis of the information available, and a decision will be made. Although no inference may be drawn against a student for failing to attend, or for remaining silent, the hearing will proceed and the conclusion will be based on the evidence presented. No decision shall be based solely on the failure of the student to attend or participate.

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.

Both parties shall have the following rights in the hearing process:

• The right to an advisor.
• 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 respondent or complainant is permitted to do this once. If after requesting a removal for cause the respondent or complainant is not satisfied with the selected administrator, the case will automatically go to a hearing panel.
• The right to question the complainant. Any questions may be posed during a hearing unless they are clearly of no relevance to determining details of the case.
• The right to question the respondent. Any questions may be posed during a hearing unless they are clearly of no relevance to determining details of the case.
• The right to present evidence.
• The right to call witnesses.
• The right to ask questions of witnesses. Any questions may be posed during a hearing unless they are clearly of no relevance to determining details of the case.
• 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. Interim suspensions put in place while the investigation or adjudication processes are underway should only occur where necessary to maintain safety, and should be limited to those situations where the respondent poses a serious and immediate danger or threat to persons or property. In making such an assessment, the institution shall consider the existence of a significant risk to: the physical or emotional well-being of the complainant or respondent; the general safety and well-being of members of the college community; the educational process of others; personal or college property in jeopardy. Consideration must also be given to the nature, duration, and severity of the risk, the probability of potential injury, and whether less restrictive means can be used to significantly mitigate the risk. The college president or his/her designee shall make such exceptions. However, before an interim suspension can be issued, the institution will make all reasonable efforts to give the respondent the opportunity to be heard on whether his or her presence on campus poses a danger. If an interim suspension is issued, the terms of the suspension shall take effect immediately. When requested by the respondent, a special hearing to determine whether the interim suspension should continue will be held within five (5) business days of the request.

**HEARING COMPOSITION**

**Code of Conduct**

In administrative hearings, the campus dean at the GHC location where the offense occurred will serve as the presiding administrator. 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, or they wishes to have. In cases that deal with violations of Title IX, panels will not include students in accordance to the GHC Sexual Misconduct Policy.

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 or student life coordinators at each GHC location upon recommendation by the Student Government Association, and must not be on disciplinary or academic probation at the time of application/nomination.

Once selected, the student panel members must maintain the 2.50 GPA and not be on disciplinary or academic 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 of academic and student affairs to serve staggered two-year terms.

The institution’s individual(s) tasked with investigating allegations of student misconduct shall not be responsible for the training and instruction of student conduct hearing panel pool members, neither student members nor faculty/staff members, or any appellate committee body members.

Any party may challenge the participation of any institution official, employee, or student panel member in the process on the grounds of personal bias by submitting a written statement to the director of student life that sets forth the basis for the challenge. The written challenge must be submitted to the director within three (3) business days of knowledge of the bias and/or notification of the hearing assignment. In panel hearings, up to two challenges may be submitted; in administrative hearings, one challenge may be submitted. The director will determine whether to sustain or deny the challenge, and if sustained, assign a replacement to the case.
Academic Integrity Code

For an administrative hearing, an academic dean from a division different from that in which the alleged infraction occurred will serve as the presiding administrator. 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 dean 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.

Any party may challenge the participation of any institution official, employee, or student panel member in the process on the grounds of personal bias by submitting a written statement to the director of student life that sets forth the basis for the challenge. The written challenge must be submitted to the director within three (3) business days of knowledge of the bias and/or notification of the hearing assignment. In panel hearings, up to two challenges may be submitted; in administrative hearings, one challenge may be submitted. The director will determine whether to sustain or deny the challenge, and if sustained, assign a replacement to the case.

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. Formal civil rules of evidence do not apply to the investigatory or resolution processes. As stated in the Disciplinary Philosophy, General Information section of this code listed above, the standard of review shall be a preponderance of evidence; however, any decision to suspend or expel a student must also be supported by substantial evidence at the hearing.
4. A recording will be made of all proceedings, with the exception of the panel deliberations. The recording will be kept for at least ten (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.
5. The complainant and the respondent are brought into the room. The administrator or panel chair reviews the hearing procedure and any questions about it.
6. 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. Any questions may be posed during a hearing unless they are clearly of no relevance to determining details of the case. The administrator or panel chair must document any proposed questions that it decides is not relevant and are therefore not asked of hearing participants or witnesses.
7. Other witnesses for the complainant may be called by the complainant to give testimony and answer questions. Following questioning by the complainant, the respondent or organization and the administrator or panel may ask questions. Any questions may be posed during a hearing unless they are clearly of no relevance to determining details of the case. The administrator or panel chair must document any proposed questions that it decides is not relevant and are therefore not asked of hearing participants or witnesses. All witnesses may be called at any point thereafter to answer additional questions until the hearing is concluded.
8. The respondent or organization is asked to present his/her statement. After this statement, questions may be asked by the complainant and the administrator and panel. Any questions may be posed during a hearing unless they are clearly of no relevance to determining details of the case. The administrator or panel chair must document any proposed questions that it decides is not relevant and are therefore not asked of hearing participants or witnesses.

9. Other witnesses for the respondent may be called by the accused to give testimony and answer questions. Following questioning by the respondent, the complainant and the administrator or panel may ask questions. Any questions may be posed during a hearing unless they are clearly of no relevance to determining details of the case. The administrator or panel chair must document any proposed questions that it decides is not relevant and are therefore not asked of hearing participants or witnesses. All witnesses may be called at any point thereafter to answer additional questions until the hearing is concluded.

10. The complainant is given the opportunity to make a closing statement.

11. The respondent is given the opportunity to make a closing statement.

12. 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 respondent(s) is found not responsible or not guilty, the matter will be considered closed. If the respondent(s) is found responsible of a code violation or guilty of an academic integrity violation, the panel will decide on the appropriate sanction.

13. 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 five (5) 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.

14. 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.

15. The panel chair or administrator shall provide the director of student life with a written summary of each case. The director of student life shall provide the summary and disposition to the student(s) involved within five (5) business days of receipt of the summary. Included in the disposition will be information on how to appeal the decision.

16. 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.

17. 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 Office 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 respondent. 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

In determining the severity of sanctions or corrective actions the following shall be considered on a case-by-case basis: the frequency, severity, and/or nature of the offense; history of past conduct; an offender’s willingness to accept responsibility; previous institutional response to similar conduct; and the institution’s interest. The student conduct panel or administrative hearing officer will determine sanctions and issue notice of the same, as outlined above.

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

- **Clearance**: An official statement that the student or organization has not been found in violation of a college policy.

- **Technical**: An official statement that the student or organization has violated the letter of the policy but not its intent.

- **Censure**: An official statement that the student or organization 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 or punitive sanctions deemed appropriate.

- **Restriction**: An official limitation placed on the student’s or organization’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. This may be a grade change for a particular assignment or a final course grade.

- **Other Academic Sanction**: When a grade change is not deemed appropriate, students may be assigned to re-submit a corrected or re-done assignment with an established capped level of points available; or be assigned a new assignment. In either case, a clear due date must be established as well as penalty for failing to complete the assignment by that due date.

- **Disciplinary Probation**: An encumbrance upon the student’s or organization’s good standing at the college. A subsequent violation during the probation period will be evaluated within the context of the student’s or organization’s probationary status and may result in disciplinary suspension.

- **Disciplinary Suspension**: A fixed period of time during which the student or organization 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 current semester.

- **Removal of Registered Status**: The organization’s status as a registered student organization or official entity with the office of student life is removed for a set time period. During this time, the organization is not allowed to operate on campus or be considered part of the campus community.

- **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) or organization will have the right to appeal the decision of the hearing administrative officer or panel to the vice president of student affairs or a designee in Student Code of Conduct cases, or the vice president of academic affairs or a designee in Academic Integrity Code cases. Upon the receipt of a decision, a student will have a period of five (5) business days to file an appeal. 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; or to allege an procedural error substantially impacted the fairness of the hearing, including but not limited to whether any hearing questions were improperly excluded or whether the decision was tainted by bias.

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 or relevant facts, existing at the time of the hearing and is sufficient to alter the decision, 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 vice presidents for academic or student affairs or a designee shall be given a written transcript or summary of the proceedings. The vice president or designee shall, within five (5) business 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 case record facts and circumstances only, without holding any new meetings with the respondent or the alleged victim. The committee shall within five (5) business days submit a recommendation to the vice president or a designee. The appeals committee may recommend overturning the decision of the hearing officer or panel or may modify the sanction. The appeals committee may affirm the original finding and sanction; affirm the original finding but issue a reduction in the severity of the sanction; remand the case back to the decision-maker to correct a procedural or factual defect; or reverse and/or dismiss the case if there was a procedural or factual defect that cannot be remedied by remand. 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 or designee shall render a decision, within five (5) business days, to the appealing student.

A student may appeal the decision of the vice president or designee to the president of the college within five (5) business days of issuance of the appeals decision in written form. Again, the appeal to the president must be based on one of the three reasons stated above to qualify a valid appeal. The president may affirm the original finding and sanction; affirm the original finding but issue a new sanction of greater or lesser severity; remand the case back to the decision-maker to correct a procedural or factual defect; or reverse and/or dismiss the case if there was a procedural or factual defect that cannot be remedied by remand. The president's decision shall be issued in writing to both the respondent and complainant within a reasonable time period. The president's decision shall be the final decision of the institution.

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, in accordance to BOR Policy 8.6. This appeal for review is not a right, but is within the discretion of the Board of Regents.
### MONDAY

13 August

### TUESDAY

14 August

### WEDNESDAY

15 August
"Think of all the beauty still left around you and be happy."
— Anne Frank

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73
MONDAY 20 August

Drop/Add Day
Weeks of Welcome! (WOW!) - Team M&M, 9:30am-11:30am, Paulding
WOW! – Team M&M, 1pm-3pm, Douglasville
WOW! – Speed Sketcher, 10am-1pm, Floyd
WOW! – Bath Bombs, 10am-2pm, Cartersville
WOW! – Make Your Own Trail Mix, 10am-2pm, Marietta

TUESDAY 21 August

Drop/Add Day
Weeks of Welcome! (WOW!) – Team M&M, 10am-2pm, Cartersville
WOW! – Speed Sketcher, 9am-10:30am, Douglasville
WOW! – Speed Sketcher, 12:30pm-2pm, Paulding
WOW! – Bath Bombs, 10am-2pm, Marietta
WOW! – Make Your Own Trail Mix, 10am-2pm, Floyd

WEDNESDAY 22 August

Drop/Add Day & Fee Payment Deadline at 5pm
Weeks of Welcome! (WOW!) – Team M&M, 10am-2pm, Floyd
WOW! – Speed Sketcher, 10am-2pm, Marietta
WOW! – Bath Bombs, 10am-2pm, Douglasville
WOW! – Make Your Own Trail Mix, 10am-2pm, Paulding
WOW! – Make Your Own Trail Mix, 10am-2pm, Cartersville
“The wise see knowledge and action as one; they see truly.”
— Bhagavad Gita

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<td>Weeks of Welcome! (WOW!) – Team M&amp;M, 10am-2pm, Marietta</td>
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<td>WOW! – Bath Bombs, 10am-2pm, Floyd</td>
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<td>WOW! – Speed Sketcher, 10am-2pm, Cartersville</td>
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<td>WOW! – Make Your Own Trail Mix, 10am-2pm, Douglasville</td>
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<th><strong>SATURDAY</strong></th>
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<td>Weeks of Welcome! (WOW!) – GHC Night at the Rome Braves, 7pm, State Mutual Stadium</td>
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<th><strong>SUNDAY</strong></th>
<th>26 August</th>
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MONDAY

Weeks of Welcome! (WOW!) – Club Round-Up, 10am-close, Floyd
WOW! – Scavenger Hunt, all week, Marietta
WOW! – Bath Bombs, 10am-2pm, Paulding

TUESDAY

Weeks of Welcome! (WOW!) – Club Round-Up, 8am-3pm, Floyd
WOW! – Musicians Beth/James, 12pm, Floyd
WOW! – Club Round-Up, 10am-close, Douglasville

WEDNESDAY

Weeks of Welcome! (WOW!) – Club Round-Up, 8am-3pm, Douglasville
WOW! – Musician Nelly’s Echo, 12pm, Paulding
### THURSDAY 30 August

- Weeks of Welcome! (WOW!) – Club Round-Up, 10am-4pm, Marietta
- WOW! – Musicians Beth/James, 12pm, Marietta

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### FRIDAY 31 August

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### SATURDAY 1 Sept

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### SUNDAY 2 Sept

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**“Never forget where you’ve been. Never lose sight of where you are going.”**

— Susan Gale
**MONDAY**

Labor Day  
No Classes, College Closed

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**TUESDAY**

Weeks of Welcome! (WOW!) – Club Round-Up, 10am-close, Cartersville  
WOW! – Musicians Beth/James, 12pm, Cartersville  
WOW! – Scavenger Hunt, all week, Floyd  
WOW! – Scavenger Hunt, all week, Paulding  
WOW! – Scavenger Hunt, all week, Douglasville

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**WEDNESDAY**

Weeks of Welcome! (WOW!) – Club Round-Up, 8am-3pm, Cartersville  
WOW! – Club Round-Up, 10am-close, Paulding  
WOW! – Musicians Beth/James, 12pm, Paulding
**THURSDAY**

6 Sept

Weeks of Welcome! (WOW!) – Club Round-Up, 8am-3pm, Paulding

**FRIDAY**

7 Sept

**SATURDAY**

8 Sept

**SUNDAY**

9 Sept

Hispanic Heritage Month (Begins Sept. 15)
MONDAY

#Adulting series: Price Is Right Grocery/Couponing basics, 2pm, Marietta

TUESDAY

Remembrance Day
Constitution Day activities, 10am-2pm, Paulding
#Adulting series: Price Is Right Grocery/Couponing basics, 2pm, Cartersville

WEDNESDAY

#Adulting series: Price Is Right Grocery/Couponing basics, 2pm, Floyd
“For love casts out fear, and gratitude can conquer pride.”
— Louisa May Alcott

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<td>Constitution Day activities, 10am-2pm, Douglasville</td>
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<td>Constitution Day activities, 10am-2pm, Marietta</td>
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<th>FRIDAY</th>
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<td>Canoe Day, 10am-2pm, Floyd</td>
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MONDAY

Constitution Day
Constitution Day activities, 10am-2pm, Floyd
Speaker Anita Shontel, 12pm, Marietta

TUESDAY

Constitution Day activities, 10am-2pm, Cartersville
Speaker Anita Shontel, 12pm, Douglasville

WEDNESDAY

Speaker Anita Shontel, 12pm, Cartersville
#Adulting series: Price Is Right Grocery/Couponing basics, 2pm, Douglasville
THURSDAY
20 Sept
Speaker Anita Shontel, 12pm, Paulding
Sugar Skulls, 10am-2pm, Floyd

FRIDAY
21 Sept
Student Government Association (SGA) meeting, 11am, all locations

SATURDAY
22 Sept

SUNDAY
23 Sept
MONDAY
Speaker Anita Shontel, 12pm, Floyd
Sugar Skulls, 10am-2pm, Paulding
#Adulting series: Price Is Right Grocery/Couponing basics, 2pm, Cartersville

TUESDAY
Sugar Skulls, 10am-2pm, Douglasville

WEDNESDAY
#Adulting series: Price Is Right Grocery/Couponing basics, 2pm, Paulding
“Good people are good because they’ve come to wisdom through failure.”  
—William Saroyan

### THURSDAY

<table>
<thead>
<tr>
<th>Date</th>
<th>Event Details</th>
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</thead>
<tbody>
<tr>
<td>27 Sept</td>
<td>Sugar Skulls, 10am-2pm, Marietta</td>
</tr>
<tr>
<td></td>
<td>Sugar Skulls, 10am-2pm, Cartersville</td>
</tr>
<tr>
<td></td>
<td>#Adulting series: Price Is Right Grocery/Couponing basics, 2pm, Floyd</td>
</tr>
</tbody>
</table>

### FRIDAY

<table>
<thead>
<tr>
<th>Date</th>
<th>Event Details</th>
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### SATURDAY

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<thead>
<tr>
<th>Date</th>
<th>Event Details</th>
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</table>

### SUNDAY

<table>
<thead>
<tr>
<th>Date</th>
<th>Event Details</th>
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</thead>
</table>
# Adulting series: Credit Building/Protection basics, 2pm, Douglasville

# Adulting series: Credit Building/Protection basics, 2pm, Marietta

# Adulting series: Credit Building/Protection basics, 2pm, Cartersville
<table>
<thead>
<tr>
<th><strong>THURSDAY</strong></th>
<th>4 Oct</th>
</tr>
</thead>
<tbody>
<tr>
<td>Campus Spa, 10am-2pm, Floyd</td>
<td></td>
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</tbody>
</table>

<table>
<thead>
<tr>
<th><strong>FRIDAY</strong></th>
<th>5 Oct</th>
</tr>
</thead>
<tbody>
<tr>
<td>SGA meeting, 11am, all locations</td>
<td></td>
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</tbody>
</table>

<table>
<thead>
<tr>
<th><strong>SATURDAY</strong></th>
<th>6 Oct</th>
<th><strong>SUNDAY</strong></th>
<th>7 Oct</th>
</tr>
</thead>
<tbody>
<tr>
<td>Women’s Basketball at Southeast JUCO Jamboree, TBA, Albany, GA</td>
<td></td>
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<td></td>
</tr>
</tbody>
</table>
MONDAY 8 Oct
Campus Spa, 10am-2pm, Marietta

TUESDAY 9 Oct
Campus Spa, 10am-2pm, Douglasville
#Adulting series: Credit Building/Protection basics, 2pm, Floyd

WEDNESDAY 10 Oct
Campus Spa, 10am-2pm, Cartersville
<table>
<thead>
<tr>
<th>DAY</th>
<th>DATE</th>
<th>EVENT</th>
<th>LOCATION</th>
</tr>
</thead>
<tbody>
<tr>
<td>THURSDAY</td>
<td>11 Oct</td>
<td>Campus Spa, 10am-2pm, Paulding</td>
<td></td>
</tr>
<tr>
<td>FRIDAY</td>
<td>12 Oct</td>
<td>Trip to Atlanta History Museum, 9am-3pm, all locations</td>
<td></td>
</tr>
</tbody>
</table>

“Courage is the foundation of integrity.”
— Mark Twain

89
MONDAY 15 Oct

TUESDAY 16 Oct
#Adulting series: Credit Building/Protection basics, 2pm, Paulding

WEDNESDAY 17 Oct
THURSDAY

18 Oct

#Adulting Series: Credit Building/Protection basics, 2pm, Cartersville


FRIDAY

19 Oct

SGA meeting, 11am, all locations


SATURDAY

20 Oct


SUNDAY

21 Oct

“Never complain, never explain. Resist the temptation to defend yourself or make excuses.”
— Brian Tracy
MONDAY

Midterm, Last day to withdraw without penalty
#Adulting series: Credit Building/Protection basics, 2pm, Floyd

TUESDAY

Fall Frenzy featuring musical comedians Free Daps, 10am-2pm, Cartersville

WEDNESDAY

Fall Frenzy featuring musical comedians Free Daps, 10am-2pm, Floyd
“Genius is nothing but continued attention.”
— Claude Adrien Helvetius

<table>
<thead>
<tr>
<th>THURSDAY</th>
<th>25 Oct</th>
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</thead>
<tbody>
<tr>
<td>Fall Frenzy featuring musical comedians Free Daps, 10am-2pm, Paulding</td>
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</table>

<table>
<thead>
<tr>
<th>FRIDAY</th>
<th>26 Oct</th>
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</thead>
<tbody>
<tr>
<td>Trip for a Day Hike, 9am-3pm, all locations</td>
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</table>

<table>
<thead>
<tr>
<th>SATURDAY</th>
<th>27 Oct</th>
<th>SUNDAY</th>
<th>28 Oct</th>
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</table>


**MONDAY**

**29 Oct**

Fall Frenzy featuring musical comedians Free Daps, 10am-2pm, Douglasville

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**TUESDAY**

**30 Oct**

Fall Frenzy featuring musical comedians Free Daps, 10am-2pm, Marietta

---

**WEDNESDAY**

**31 Oct**

Halloween

Halloween Costume Contest, 12pm, Floyd

Halloween Costume Contest, 10am, Douglasville

Halloween Costume Contest, 1pm, Paulding

Halloween Costume Contest, 12pm, Cartersville

Halloween Costume Contest, 12pm, Marietta
# Native American Heritage Month

## THURSDAY

<table>
<thead>
<tr>
<th>Date</th>
<th>Event</th>
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<tbody>
<tr>
<td>1 Nov</td>
<td>#Adulting series: Tax basics, 2pm, Floyd</td>
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</table>

## FRIDAY

<table>
<thead>
<tr>
<th>Date</th>
<th>Event</th>
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<tbody>
<tr>
<td>2 Nov</td>
<td>SGA meeting, 11am, all locations</td>
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<tr>
<td></td>
<td>Men’s Basketball vs. Enterprise State, 3pm, Chipola Tournament, Marianna, FL</td>
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<tr>
<td></td>
<td>Women’s Basketball at Walters State Classic, TBA, Morristown, TN</td>
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## SATURDAY

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<tr>
<th>Date</th>
<th>Event</th>
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<tbody>
<tr>
<td>3 Nov</td>
<td>Men’s Basketball vs. Miami-Dade CC, 3pm, Chipola Tournament, Marianna, FL</td>
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<tr>
<td></td>
<td>Women’s Basketball at Walters State Classic, TBA, Morristown, TN</td>
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## SUNDAY

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<th>Date</th>
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<td>4 Nov</td>
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**MONDAY**

Spring Semester Registration Begins
#Adulting series: Tax basics, 2pm, Cartersville

**TUESDAY**

#Adulting series: Tax basics, 2pm, Douglasville

**WEDNESDAY**

Great American Smoke-Out, all day, all locations
#Adulting series: Tax basics, 2pm, Floyd
"Don’t save something for a special occasion. Every day of your life is a special occasion."
— Thomas S. Monson

<table>
<thead>
<tr>
<th>THURSDAY 8 Nov</th>
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<tbody>
<tr>
<td>Comedian Corey Rodrigues, 12pm, Douglasville</td>
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<table>
<thead>
<tr>
<th>FRIDAY 9 Nov</th>
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<tbody>
<tr>
<td>Trip to American Indian Museum, 9am-3pm, all locations</td>
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<tr>
<td>Men’s Basketball, Dana Davis Classic, 6pm &amp; 8pm, Floyd</td>
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<thead>
<tr>
<th>SATURDAY 10 Nov</th>
<th>SUNDAY 11 Nov</th>
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<tbody>
<tr>
<td>Men’s Basketball, Dana Davis Classic, 1pm, Floyd</td>
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<tr>
<td>Veterans Day</td>
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<tr>
<td>Women’s Basketball at Andrew College, TBA, Cuthbert, GA</td>
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</tbody>
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Comedian Corey Rodrigues, 12pm, Floyd
#Adulting series: Tax basics, 2pm, Paulding

Comedian Corey Rodrigues, 12pm, Cartersville

Comedian Corey Rodrigues, 12pm, Paulding
#Adulting series: Tax basics, 2pm, Marietta
Women’s Basketball vs. Southern Crescent Tech, 5:30pm, Floyd
Comedian Corey Rodrigues, 12pm, Marietta
#Adulting series: Tax basics, 2pm, Cartersville

SGA meeting, 11am, all locations
Men's Basketball at Cape Fear Tourney, Supply, NC

Men's Basketball at Cape Fear Tourney, Supply, NC

"The world is but a canvas to our imagination."
— Henry David Thoreau
MONDAY
Fall Break, No Classes

TUESDAY
Fall Break, No Classes
Women’s Basketball vs. Gadsden State, 5:30pm, Floyd

WEDNESDAY
Fall Break, No Classes
"When I started counting my blessings, my whole life turned around."
— Willie Nelson

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<tr>
<th><strong>THURSDAY</strong></th>
<th><strong>FRIDAY</strong></th>
<th><strong>SATURDAY</strong></th>
<th><strong>SUNDAY</strong></th>
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<tbody>
<tr>
<td><strong>22 Nov</strong></td>
<td><strong>23 Nov</strong></td>
<td><strong>24 Nov</strong></td>
<td><strong>25 Nov</strong></td>
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<tr>
<td>Thanksgiving Day</td>
<td>Fall Break, No Classes, College Closed</td>
<td>Women’s Basketball GHC Thanksgiving Classic, 6pm, Floyd</td>
<td>Women’s Basketball GHC Thanksgiving Classic, TBA, Floyd</td>
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</table>
**MONDAY**

26 Nov

Art of Giving, 10am-2pm, Marietta

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**TUESDAY**

27 Nov

Art of Giving, 10am-2pm, Cartersville

---

**WEDNESDAY**

28 Nov

Art of Giving, 9am-11am, Paulding

Art of Giving, 1pm-3pm, Douglasville
“If you want to be listened to, you should put in time listening.”
— Marge Piercy

<table>
<thead>
<tr>
<th>THURSDAY</th>
<th>29 Nov</th>
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<tbody>
<tr>
<td>Art of Giving, 10am-2pm, Floyd</td>
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<table>
<thead>
<tr>
<th>FRIDAY</th>
<th>30 Nov</th>
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<tbody>
<tr>
<td>Women’s Basketball at Southern Idaho Classic, TBA, Twin Falls, ID</td>
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<table>
<thead>
<tr>
<th>SATURDAY</th>
<th>1 Dec</th>
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<tbody>
<tr>
<td>World AIDS Day</td>
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</tr>
<tr>
<td>Women’s Basketball at Southern Idaho Classic, TBA, Twin Falls, ID</td>
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<table>
<thead>
<tr>
<th>SUNDAY</th>
<th>2 Dec</th>
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December 2018

**MONDAY**

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**TUESDAY**

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<th>6</th>
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Women's Basketball at East Georgia State, TBA, Swainsboro, GA

**WEDNESDAY**

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<thead>
<tr>
<th>7</th>
<th>8</th>
<th>9</th>
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104
AIDS Awareness Month
National Drunk & Drugged Driving Prevention Month

<table>
<thead>
<tr>
<th>THURSDAY</th>
<th>6 Dec</th>
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<thead>
<tr>
<th>FRIDAY</th>
<th>7 Dec</th>
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<tbody>
<tr>
<td>SGA meeting, 11am, all locations</td>
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<tr>
<th>SATURDAY</th>
<th>8 Dec</th>
<th>SUNDAY</th>
<th>9 Dec</th>
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</thead>
<tbody>
<tr>
<td>Women’s Basketball at Albany Tech, TBA, Albany, GA</td>
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</tbody>
</table>
**December 2018**

**MONDAY**

10 Dec

Last Day of Fall Classes

**TUESDAY**

11 Dec

Final Exams

**WEDNESDAY**

12 Dec

Final Exams
<table>
<thead>
<tr>
<th>DAY</th>
<th>DATE</th>
<th>EVENTS</th>
</tr>
</thead>
<tbody>
<tr>
<td>THURSDAY</td>
<td>13 Dec</td>
<td>Final Exams</td>
</tr>
<tr>
<td>FRIDAY</td>
<td>14 Dec</td>
<td>Final Exams, Men's Basketball vs. Roane State, 7pm, Floyd, Women’s Basketball at Gulf Coast State Classic, 5pm, Panama City, FL</td>
</tr>
<tr>
<td>SATURDAY</td>
<td>15 Dec</td>
<td>Final Exams, Women’s Basketball at Gulf Coast State Classic, 12pm, Panama City, FL</td>
</tr>
<tr>
<td>SUNDAY</td>
<td>16 Dec</td>
<td></td>
</tr>
</tbody>
</table>

“We should give as we would receive, cheerfully, quickly, and without hesitation.”
— Seneca
**December 2018**

**MONDAY**

---

Final Exams

---

**TUESDAY**

---

Women’s Basketball at Andrew College, 2pm, Cuthbert, GA

---

**WEDNESDAY**

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“This time of year means being kind to everyone we meet, to share a smile with strangers we pass along the street.”
— Betty Black

<table>
<thead>
<tr>
<th>THURSDAY</th>
<th>20 Dec</th>
</tr>
</thead>
<tbody>
<tr>
<td>Holiday Break, College Closed</td>
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<table>
<thead>
<tr>
<th>FRIDAY</th>
<th>21 Dec</th>
</tr>
</thead>
<tbody>
<tr>
<td>Holiday Break, College Closed</td>
<td></td>
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<table>
<thead>
<tr>
<th>SATURDAY</th>
<th>22 Dec</th>
</tr>
</thead>
<tbody>
<tr>
<td>Holiday Break, College Closed</td>
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<table>
<thead>
<tr>
<th>SUNDAY</th>
<th>23 Dec</th>
</tr>
</thead>
<tbody>
<tr>
<td>Holiday Break, College Closed</td>
<td></td>
</tr>
<tr>
<td>Monday 24 Dec</td>
<td>Christmas Eve</td>
</tr>
<tr>
<td>--------------</td>
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</tbody>
</table>
| Tuesday 25 Dec | Christmas Day  
Holiday Break, College Closed |
| Wednesday 26 Dec | Holiday Break, College Closed |
"Tomorrow is the first page of a 365 page book. Write a good one."
— Brad Paisley

<table>
<thead>
<tr>
<th><strong>THURSDAY</strong></th>
<th>27 Dec</th>
</tr>
</thead>
<tbody>
<tr>
<td>Holiday Break, College Closed</td>
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<table>
<thead>
<tr>
<th><strong>FRIDAY</strong></th>
<th>28 Dec</th>
</tr>
</thead>
<tbody>
<tr>
<td>Holiday Break, College Closed</td>
<td></td>
</tr>
<tr>
<td>Women’s Basketball at SGTC Classic Tournament, Americus, GA</td>
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<table>
<thead>
<tr>
<th><strong>SATURDAY</strong></th>
<th>29 Dec</th>
<th><strong>SUNDAY</strong></th>
<th>30 Dec</th>
</tr>
</thead>
<tbody>
<tr>
<td>Holiday Break, College Closed</td>
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<tr>
<td>Women’s Basketball at SGTC Classic Tournament, Americus, GA</td>
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</table>
### January 2019

#### MONDAY

<table>
<thead>
<tr>
<th>Day</th>
<th>Date</th>
<th>Events</th>
</tr>
</thead>
<tbody>
<tr>
<td>New Year’s Eve</td>
<td>31 Dec</td>
<td></td>
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</table>

#### TUESDAY

<table>
<thead>
<tr>
<th>Day</th>
<th>Date</th>
<th>Events</th>
</tr>
</thead>
<tbody>
<tr>
<td>New Year’s Day</td>
<td>1 Jan</td>
<td>Holiday Break, College Closed</td>
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#### WEDNESDAY

<table>
<thead>
<tr>
<th>Day</th>
<th>Date</th>
<th>Events</th>
</tr>
</thead>
<tbody>
<tr>
<td>College Offices Open</td>
<td>2 Jan</td>
<td></td>
</tr>
<tr>
<td>Women’s Basketball at Southern Crescent Tech, 5:30pm, Griffin, GA</td>
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</tr>
<tr>
<td>Men’s Basketball at Southern Crescent Tech, 7:30pm, Griffin, GA</td>
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## National Slavery & Human Trafficking Prevention Month

### THURSDAY

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### FRIDAY

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### SATURDAY

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<tr>
<th>5 Jan</th>
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<tbody>
<tr>
<td>First Day of Classes (Saturday only)</td>
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### SUNDAY

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MONDAY

Drop/Add Day
Weeks of Welcome! (WOW!) – Button Blast, 10am-2pm, Douglasville
WOW! – Snack Attack, 10am-2pm, Paulding
WOW! – Candle Art, 10am-2pm, Floyd
WOW! – Spin Art Frisbees, 10am-2pm, Cartersville
WOW! – GHC Logo Pillows, 10am-2pm, Marietta

TUESDAY

Drop/Add Day
Weeks of Welcome! (WOW!) – Button Blast, 10am-2pm, Paulding
WOW! – Snack Attack, 10am-2pm, Douglasville
WOW! – Spin Art Frisbees, 10am-2pm, Marietta
WOW! – GHC Logo Pillows, 10am-2pm, Floyd
WOW! – Candle Art, 10am-2pm, Cartersville

WEDNESDAY

Drop/Add Day & Fee Payment Deadline at 5pm
Weeks of Welcome! (WOW!) – Candle Art, 10am-2pm, Paulding
WOW! – Candle Art, 10am-2pm, Marietta
WOW! – GHC Logo Pillows, 10am-2pm, Cartersville
WOW! – Spin Art Frisbees, 10am-2pm, Floyd
Women’s Basketball at South Georgia Tech, 5:30pm, Americus, GA
Men’s Basketball at South Georgia Tech, 7:30pm, Americus, GA
<table>
<thead>
<tr>
<th>THURSDAY</th>
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<tbody>
<tr>
<td>Weeks of Welcome! (WOW!) – Button Blast, 10am-2pm, Cartersville</td>
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<td>WOW! – Candle Art, 10am-2pm, Douglasville</td>
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<td>WOW! – Candle Art, 10am-2pm, Floyd</td>
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<td>WOW! – Button Blast, 10am-2pm, Marietta</td>
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<th>FRIDAY</th>
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<th>12 Jan</th>
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<tbody>
<tr>
<td>Women’s Basketball vs. South Georgia State, 2pm, Floyd</td>
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<tr>
<td>Men’s Basketball vs. South Georgia State, 4pm, Floyd</td>
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“People rarely succeed unless they have fun in what they are doing.” — Dale Carnegie
### MONDAY 14 Jan

- **Weeks of Welcome! (WOW!)** – GHC Logo Pillows, 10am-2pm, Douglasville
- **WOW!** – Club Round-Up, 10am-close, Floyd
- **WOW!** – Comedian Nate Jackson, 12pm, Floyd

### TUESDAY 15 Jan

- **Weeks of Welcome! (WOW!)** – Club Round-Up, 10am-close, Paulding
- **WOW!** – Comedian Nate Jackson, 12pm, Paulding
- **WOW!** – Club Round-Up, 8am-3pm, Floyd
- **Women's Basketball at Albany Tech**, 5:30pm, Albany, GA
- **Men's Basketball at Albany Tech**, 7:30pm, Albany, GA

### WEDNESDAY 16 Jan

- **Weeks of Welcome! (WOW!)** – Club Round-Up, 10am-3pm, Marietta
- **WOW!** – Comedian Nate Jackson, 12pm, Marietta
- **WOW!** – Club Round-Up, 8am-3pm, Paulding
- **Women’s Basketball at Albany Tech**, 5:30pm, Albany, GA
- **Men’s Basketball at Albany Tech**, 7:30pm, Albany, GA
THURSDAY

17 Jan

Weeks of Welcome! (WOW!) – Club Round-Up, 10am-close, Douglasville
WOW! – Comedian Nate Jackson, 12pm, Douglasville

FRIDAY

18 Jan

SATURDAY

19 Jan

Women’s Basketball at Gadsden State, 3pm, Gadsden, AL
Men’s Basketball vs. Gordon College, 4pm, Floyd

SUNDAY

20 Jan
**MONDAY**

21 Jan

Martin Luther King Jr. Day, No Classes, College Closed

---

**TUESDAY**

22 Jan

Weeks of Welcome! (WOW!) – Club Round-Up, 10am-close, Cartersville
WOW! – Comedian Nate Jackson, 12pm, Cartersville
WOW! – Club Round-Up, 8am-3pm, Douglasville

---

**WEDNESDAY**

23 Jan

Weeks of Welcome! (WOW!) – Club Round-Up, 10am-4pm, Marietta
WOW! – Comedian Ronnie Jordan, 12pm, Marietta
WOW! – Club Round-Up, 8am-3pm, Cartersville
Women’s Basketball vs. East Georgia State, 5:30pm, Floyd
Men’s Basketball vs. East Georgia State, 7:30pm, Floyd
THURSDAY

FRIDAY

SATURDAY  26 Jan  

Women’s Basketball at Central Georgia Tech, 2pm,  
Macon, GA
Men’s Basketball at Central Georgia Tech, 4pm,  
Macon, GA

SUNDAY  27 Jan  

First Amendment Awareness Week, all locations

“Advances are made by answering questions.  
Discoveries are made by questioning answers.”  
— Bernard Haisch
January
2019

MONDAY

#Adulting series: Cooking on a Budget with Chef Egg, 2pm, Douglasville


TUESDAY

#Adulting series: Cooking on a Budget with Chef Egg, 2pm, Floyd


WEDNESDAY

#Adulting series: Cooking on a Budget with Chef Egg, 2pm, Marietta
Women’s Basketball vs. Andrew College, 5:30pm, Floyd
Men’s Basketball vs. Andrew College, 7:30pm, Floyd
THURSDAY

#Adulting series: Cooking on a Budget with Chef Egg, 2pm, Paulding

FRIDAY

SGA meeting, 11am, all locations
#Adulting series: Cooking on a Budget with Chef Egg, 2pm, Cartersville

SATURDAY

Women’s Basketball vs. Southern Crescent Tech, 2pm, Floyd
Men’s Basketball vs. Southern Crescent Tech, 4pm, Floyd

SUNDAY

"Love grows by giving. The love we give away is the only love we keep. The only way to retain love is to give it away.” — Elbert Hubbard
#MONDAY

4 Feb

#Adulting series: Insurance basics, 2pm, Floyd

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#TUESDAY

5 Feb

#Adulting series: Insurance basics, 2pm, Douglasville

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#WEDNESDAY

6 Feb

#Adulting series: Insurance basics, 2pm, Cartersville
Women’s Basketball vs. Central Georgia Tech, 2pm, Floyd

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THURSDAY 7 Feb
#Adulting series: Insurance basics, 2pm, Marietta

FRIDAY 8 Feb
Trip to King Center museum, 9am-3pm, all locations

SATURDAY 9 Feb
Women’s Basketball vs. South Georgia Tech, 2pm, Floyd
Men’s Basketball vs. South Georgia Tech, 4pm, Floyd

SUNDAY 10 Feb

Black History Month
MONDAY

Spoken Word Artist Odd Rod, 11am, Paulding
Spoken Word Artist Odd Rod, 2pm, Marietta
#Adulting series: Insurance basics, 2pm, Paulding

TUESDAY

Spoken Word Artist Odd Rod, 11am, Cartersville
Spoken Word Artist Odd Rod, 2pm, Floyd

WEDNESDAY

Spoken Word Artist Odd Rod, 12pm, Douglasville
Men's Basketball at South Georgia State, 7:30pm, Waycross, GA
“Be open enough to see opportunities.  
Be wise enough to be grateful.  
Be courageous enough to be happy.”  
— Steve Maraboli

**THURSDAY**

Valentine's Day
#Adulting series: Insurance basics, 2pm, Floyd

**FRIDAY**

SGA meeting, 11am, all locations

**SATURDAY**

Women’s Basketball vs. Albany Tech, 2pm, Floyd
Men’s Basketball vs. Albany Tech, 4pm, Floyd

**SUNDAY**
**MONDAY** 18 Feb

**TUESDAY** 19 Feb

#Adulting series: Insurance basics, 2pm, Cartersville

**WEDNESDAY** 20 Feb

Women's Basketball vs. South Georgia Tech, 5:30pm, Floyd
Men's Basketball at Gordon College, 7:30pm, Barnesville, GA
**THURSDAY**

- Women’s Basketball at East Georgia State, 2pm, Swainsboro, GA
- Men’s Basketball at East Georgia State, 4pm, Swainsboro, GA

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**FRIDAY**

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**SATURDAY**

- Women’s Basketball at East Georgia State, 2pm, Swainsboro, GA
- Men’s Basketball at East Georgia State, 4pm, Swainsboro, GA

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**SUNDAY**

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"Fortitude is the guard and support of the other virtues."

— John Locke
February 2019

**MONDAY**

25 Feb

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**TUESDAY**

26 Feb

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**WEDNESDAY**

27 Feb

Men's Basketball vs. Central Georgia Tech, 7:30pm, Floyd
**THURSDAY**

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<th>Date</th>
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<td>28 Feb</td>
<td>SGA meeting, 11am, all locations</td>
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**FRIDAY**

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**SATURDAY**

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<tr>
<td>2 March</td>
<td>Men’s Basketball at Andrew College, 4pm, Cuthbert, GA</td>
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**SUNDAY**

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“I have witnessed the softening of the hardest of hearts by a simple smile.”
— Goldie Hawn
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<td>MONDAY</td>
<td>4 March</td>
<td>Musician Teresa, 12pm, Cartersville</td>
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<td>TUESDAY</td>
<td>5 March</td>
<td>Musician Teresa, 12pm, Floyd</td>
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<td>WEDNESDAY</td>
<td>6 March</td>
<td>Musician Teresa, 11am, Douglasville</td>
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<td>Musician Teresa, 2pm, Paulding</td>
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### THURSDAY 7 March

Musician Teresa, 12pm, Macon
#Adulting series: Cleaning basics, 2pm, Floyd

### FRIDAY 8 March

### SATURDAY 9 March

### SUNDAY 10 March
MONDAY
11
March
Midterm point – Last day to withdraw with penalty
Summer Semester registration opens
#Adulting series: Cleaning basics, 2pm, Cartersville

TUESDAY
12
March
#Adulting series: Cleaning basics, 2pm, Paulding

WEDNESDAY
13
March
#Adulting series: Cleaning basics, 2pm, Marietta
“Be a rainbow in someone else’s cloud.”  
— Maya Angelou

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<th>THURSDAY</th>
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<td>Pi Day</td>
<td>#Adulting series: Cleaning basics, 2pm, Douglasville</td>
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<td>SGA meeting, 11am, all locations</td>
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<th>SATURDAY</th>
<th>16 March</th>
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133
"The years teach much which the days never know."
— Ralph Waldo Emerson

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135
MONDAY
25 March
Spring Break, No Classes

TUESDAY
26 March
Spring Break, No Classes

WEDNESDAY
27 March
Spring Break, No Classes
“The mind is not a vessel that needs filling, but wood that needs igniting.”
— Plutarch
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<td>THURSDAY</td>
<td>4 April</td>
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<tr>
<td>FRIDAY</td>
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<td>SGA meeting, 11am, all locations</td>
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MONDAY
8 April
Spring Fling, 10am-2pm, location TBA

TUESDAY
9 April
Spring Fling, 10am-2pm, location TBA

WEDNESDAY
10 April
Spring Fling, 10am-2pm, location TBA
“Keep your fears to yourself, but share your courage with others.”
— Robert Louis Stevenson

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<td>Spring Fling, 10am-2pm, location TBA</td>
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MONDAY

Spring Fling, 10am-2pm, location TBA

TUESDAY

WEDNESDAY
"The only way of finding the limits of the possible is by going beyond them into the impossible."
— Arthur C. Clarke

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<tr>
<th><strong>THURSDAY</strong></th>
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<tbody>
<tr>
<td>Honors Night Assembly</td>
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<th><strong>FRIDAY</strong></th>
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<td>SGA budget hearings, 9am-2pm, all locations</td>
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<th><strong>SATURDAY</strong></th>
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"You cannot plough a field by turning it over in your mind."
— Anonymous

| THURSDAY | 25 April |
|--------------------------------------------------|
| SGA budget deliberations, 10am-12pm, all locations |

| FRIDAY | 26 April |
| SGA budget deliberations, 10am-12pm, all locations |

| SATURDAY | 27 April | SUNDAY | 28 April |
|--------------------------------------------------|---------|
|                                                   |         |         |         |
### May 2019

#### MONDAY

**29 April**

Last Day of Classes

#### TUESDAY

**30 April**

Final Exams

#### WEDNESDAY

**1 May**

Final Exams
Asian/Pacific Islander American Heritage Month
Mental Health Awareness Month

THURSDAY

2 May
Final Exams

FRIDAY

3 May
Final Exams

SATURDAY

4 May
Final Exams

SUNDAY

5 May
MONDAY

Final Exams

TUESDAY

WEDNESDAY
“Until you value yourself, you won’t value your time. 
Until you value your time, you won’t do anything with it.”
— M. Scott Peck

THURSDAY

FRIDAY

SATURDAY

SUNDAY

Graduation
MONDAY

Maymester Classes start
Maymester Drop/Add

TUESDAY

Maymester Drop/Add

WEDNESDAY

13 May

14 May

15 May
“Every artist was first an amateur.”
— Ralph Waldo Emerson

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152
“ Forgiveness does not change the past, but it does enlarge the future.”
— Paul Boese

THURSDAY

FRIDAY

SATURDAY

SUNDAY
MONDAY

Memorial Day
No Classes, Offices Closed

TUESDAY

28 May

WEDNESDAY

29 May
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**June 2019**

**Monday**

**Tuesday**

**Wednesday**
“Present fears are less than horrible imaginings.”
— William Shakespeare

THURSDAY

FRIDAY

SATURDAY

SUNDAY
“Always let your conscience be your guide.”
— Jiminy Cricket

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“Action springs not from thought, but from a readiness for responsibility.”
— Dietrich Bonhoeffer
"There are some things you learn best in calm, and some in storm."
— Willa Cather

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163
### MONDAY

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**1 July**

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### TUESDAY

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**2 July**

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### WEDNESDAY

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**3 July**

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“The smallest act of kindness is worth more than the grandest intention.”
— Oscar Wilde
MONDAY

TUESDAY

WEDNESDAY
“No one can make you jealous, angry, vengeful, or greedy
— unless you let them.”
— Napoleon Hill

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“The future belongs to those who believe in the beauty of their dreams.”
— Eleanor Roosevelt

THURSDAY

FRIDAY

SATURDAY 20 July

SUNDAY 21 July
## July 2019

### Monday

- July 22

### Tuesday

- July 23

### Wednesday

- July 24

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### Calendar

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“Character is the ability to carry out a good resolution long after the excitement of the moment has passed.”
— Cavett Robert
VEHICLE REGISTRATION

a. GHC ID NUMBER ______________________________________

b. Full name ____________________________________________

c. Phone________________________________________________

d. Vehicle information:
   i. Make ___________________ Model ______________________
   ii. Year _________________ Color________________________
   iii. License plate number________________________________
   iv. State: ______________________________________________

SCAN FOR PARKING PASS/VEHICLE REGISTRATION
GEORGIA HIGHLANDS COLLEGE CHARGER CARD AGREEMENT

The Charger card is the official identification card of Georgia Highlands College. Its primary purpose is to identify you as a George Highlands student or employee. As such, the card remains the property of Georgia Highlands College and must be surrendered upon request. Any use by anyone other than the cardholder or for any use other than those specified by Georgia Highlands College is strictly prohibited. As a Georgia Highlands College cardholder, I agree to abide by the terms of this agreement.

I also understand that the card has certain limitations, specifically that I cannot make a withdrawal from this account under normal conditions. I understand that the use of the card cannot be transferred or assigned to another person and that I will be responsible for any and all losses associated with this card unless the loss can be directly attributed to the actions of Georgia Highlands College or its employees.

I understand and accept the responsibilities associated with the Georgia Highlands College Charger Card and certify that the information below is correct.

SIGN YOUR NAME ON THE SIGNATURE LINE BELOW TO ACKNOWLEDGE YOUR COMPLIANCE WITH THE AGREEMENT.

SIGNATURE: ___________________________________________ Date:______________________________

Please print legibly.

NAME: __________________________________________________________________________________

GHC ID NUMBER (STARTS WITH 900 & ENDS WITH 6 DIGITS): ____________________________________________

DO NOT WRITE BELOW THIS LINE

FOR OFFICE USE ONLY:

ISO NUMBER: 6271540000 ________________________________
Cartersville Site
5441 Highway 20 NE
Cartersville, GA 30121
678-872-8000
678-872-8013 (Fax)

Douglasville Site
5893 Stewart Parkway
Douglasville, GA 30135
678-872-4200
678-872-4235 (Fax)

Floyd Campus
3175 Cedartown Highway
Rome, GA 30161
706-802-5000
800-332-2406 (Toll Free)
706-295-6610 (Main Fax)

Marietta Site
Kennesaw State University
1100 South Marietta Parkway
Marietta, GA 30060
678-872-8501
678-872-8560 (Fax)

Paulding Site
25 Courthouse Square
Dallas, GA 30132
678-946-1100
678-946-1025 (Fax)

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