



## East Georgia College

# 2011 Student Handbook

### *"Home of the East Georgia College Bobcats"*

#### **Americans with Disabilities Act**

In compliance with the Americans with Disabilities Act (ADA), East Georgia College will honor requests for reasonable accommodations made by individuals with disabilities. Students must self disclose their disability to the College and the Counselor/Disability Service Provider before academic accommodations can be implemented.

#### **Equal Opportunity Policy Statement**

East Georgia College is an affirmative action, equal opportunity educational institution. Admissions, treatment, and employment at the college are not influenced by race, sex, color, religion, national origin, age, veteran status, or handicap.

#### **Institutional Policy**

The Vice President for Student and Enrollment Services shall serve as coordinator for assuring compliance that no qualified disabled person, on the basis of disability, be denied the benefits from participation in the various activities of the college. Any student of the college who feels that he/she has been excluded from participation in or been denied the benefits of, or been subject

to discrimination in any program or activity because of a physical or mental disability has the right to file a complaint or grievance. Complaints from students should be written and include all pertinent data.

### **Student Handbook Editions**

This handbook is prepared for the convenience of students and is not to be construed as an official publication of the Board of Regents of the University System of Georgia. In case of any divergence from or conflict with the Bylaws or Policies of the Board of Regents, the official Bylaws and Policies of the Board of Regents shall prevail. The College reserves the right to alter the contents of this publication. When changes are necessary, reasonable efforts will be made to notify students. Prior to new editions, official changes to this handbook shall be recorded in the Office of the Vice President for Student and Enrollment Services and posted in the Student Services Complex and/or affected service areas. The statements set forth in this handbook are for informational purposes only and should not be construed as the basis of a contract between a student and this institution.

### **Family Educational Rights and Privacy Act (FERPA)**

This institution is covered by the Family Educational Rights and Privacy Act of 1974 (FERPA), which is designed to protect the student's rights with regard to educational records maintained by the institution. Under this act, a student has the right to inspect and review education records maintained by this institution that pertain to the student, to challenge the content of records on the grounds that they are inaccurate, misleading or a violation of privacy or other rights, and control disclosures of education records with certain exceptions. 'Directory information' will be treated as public information and will generally be available on all current and former students at the discretion of the institution. This includes the following: student's name, address, telephone number, date and place of birth, major field of study, participation in officially recognized activities and sports programs, age, hometown, hobbies and general interest items of members of athletic teams, dates of attendance, degrees, honors and awards applied for and/or received, and previous educational institutions attended by that student. Any student who does not wish directory information disclosed must file a written request with the Registrar's Office. See "Notification of Student Rights under FERPA," pg 46.

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## Assistance – Resources of...

*\*NOTE: The area code and prefix for all numbers is 478-289 unless otherwise noted.*

<b><u>For</u></b>	<b><u>Who</u></b>	<b><u>Phone</u></b>
Absences	Individual Professor *Search Faculty/Staff directory on-line at www.ega.edu	
Academic Advising	Faculty Advisor *Search Faculty/Staff directory on-line at www.ega.edu	
Admissions	Office of Admissions	2017
Alumni Relations	Director of Development and Alumni Relations	2037
Athletics	Athletic Director	2162
Books and Supplies	Bookstore	2098
Campus Safety	Security	2090
Change of Major	Registrar's Office	2014
Counseling	Counselor	2039
Disability Services Information	Counselor	2039
East Georgia College at Statesboro	Main Number	912-623-2400
Enrollment Services	Vice president for Student and Enrollment Services	2015
Financial Aid	Director of Financial Aid	2009
Food Services	College "Cyber" Café	2041
General Information 'Campus'	Campus Switchboard Operator	2000
Gen Info 'Student Services Complex'	Student Services Complex (SSC) Helpdesk	2170
Graduation Requirements	Registrar	2014
Housing	Director of Housing	2172
Humanities Division	Secretary	2070
ID Cards	Library	2083
Instructional Programs	Vice President for Academic Affairs	2033
Intramurals	Director of Student Life	2105
Library	Librarian	2088
Lost and Found	Student Services Complex Helpdesk	2170
Maintenance	Director of Plant Operations	2095
Math Sciences Division	Secretary	2067
Orientation	Director of Admissions	2129
Parking Decals	Business Office	2004
Payment of Fees	Business Office	2004
Recreation Room	Student Services Complex Helpdesk	2170
Registration	Registrar's Office	2014
Richard L. Brown Room	Student Services Complex Helpdesk	2170
Room Scheduling	Facilities Coordinator	2122
Schedule Change	Registrar's Office	2014
Social Sciences	Secretary	2045
Student Government	Director of Student Life	2105
Student Records and Transcripts	Office of the Registrar	2014
Student Services	Vice president for Student and Enrollment Services	2015
Veteran Affairs	Director of Financial Aid	2009
Withdrawal from Courses	Registrar's Office	2014

### **Fax Numbers**

Admissions, Financial Aid, Registrar's Office	2140
Bookstore	2110
Business Office and Purchasing	2144
Counseling and Disability Services	2118
Development and Alumni Affairs	2137
GYSTC	2107
Housing	2038
Humanities Division	2144
Institutional Research	2137

Library	2089
Math and Science Division	2080
<b><u>Fax Numbers</u></b>	
Office of the Registrar/Records	2140
Public Information	2137
President's Office	2136
Social Sciences Division	2141
Student Life	2069
Statesboro Center (EGCS)	912-623-2302
Vice President for Academic Affairs	2137
Vice President for Fiscal Affairs	2038
Vice President for Legal and External Affairs	2137
Vice President for Student and Enrollment Services	2038

## Schedule of Hours

*\*NOTE: Schedules are based on 'normal' operating hours. Times may vary.*

### **Bookstore**

Monday – Thursday	9:00am – 5:00pm
Friday	9:00am -- 12:00noon

*\*NOTE: Extended hours during Final Registration, Schedule Adjustment and the first week of classes.*

### **College Café**

Monday – Thursday			
	Counter Service		8:00am – 2:30pm
	Cafeteria	Lunch	11:00am – 2:00pm
		Dinner	6:00pm – 8:00pm

### **Learning Support Lab / "AIR CENTER"**

Monday, Tuesday, Wednesday	9:30am – 7:00pm
Thursday	9:30am – 5:00pm

### **Library**

Monday – Thursday	8:00am – 7:30pm
Friday	8:00am – 12:00noon

### **Computer Labs**

#### **Luck Flanders Gambrell Center J524**

Monday – Thursday	8:00am – 7:30pm
Friday	8:00am – 12:00noon
Sunday <i>(Same days and times as Library hours)</i>	

#### **Student Services Complex B111(computer lab)**

Monday – Thursday	8:00am – 6:00pm
Friday	Closed

*\*NOTE: The times are subject to changes please see schedule locate in computer lab*

### **Recreation (Game) Room**

Monday – Thursday	8:00am – 8:00pm
<b>(Must have Student ID)</b>	

### **Fitness Center**

Monday – Thursday	8:00am – 8:00pm
Friday – Saturday	8:00am – 2:00pm
Sunday	1:00pm – 6:00pm

**(Must have Student ID)**

**Statesboro Center**

Monday – Thursday

Friday

Air Center Monday – Thursday

Friday

8:00am – 10:00pm

8:00am – 12:00noon

8:00am – 8:00pm

9:00am – 12:00noon

## **STUDENT SERVICES**

Student Services at East Georgia College are dedicated to the promotion of the physical, cultural, and personal development of the individual student. The student services program is designed to involve the student in co-curricular and extra-curricular activities of the college, so as to make them an integral part of the total college experience of the student. The functions of the student services are to meet the needs of the individual students; to promote good communication and working relationships among students, faculty, and staff; and to heighten awareness of civic responsibility.

All East Georgia College students, regardless of their location in attending classes, are required to be conscious of and abide by the policies and procedures outlined in this handbook. Information contained herein applies to all students with regards to rights, privileges, and constraints against certain actions. If you have question or concern with any of the information contained in this handbook, please contact the Vice President for Student and Enrollment Services for clarification.

One of the primary purposes for this publication is to set forth the minimal requirements for student conduct while on the campus of East Georgia College or in association with any event acknowledged by the College. Below you will find guidelines set forth via the East Georgia College Student Conduct Code. Please read this information carefully. Illustrated in this Student Conduct Code you will find actions on your part which the College has determined to be conduct detrimental to yourself and possibly the institution as a whole. Violation of this policy can have impact for your continued participation as a student at East Georgia College.

## **Student Conduct Code**

### **Academic Honesty**

In an academic community, honesty and integrity must prevail if the work done and the honors awarded are to receive respect. The erosion of honesty is the academic community's ultimate loss. The responsibility for the practice and preservation of honesty must be equally assumed by all of its members.

Academic honesty requires the presentation for evaluation and credit one's own work, not the work of others. In general, academic honesty excludes:

1. Cheating on an examination of any type: giving or receiving, offering or soliciting information on any examination. This includes:
  - a. Copying from another student's paper.
  - b. Use of prepared materials, notes, or texts other than those specifically permitted by the instructor during the examination.
  - c. Collaboration with another student during the examination.
  - d. Buying, selling, stealing, soliciting or transmitting an examination or any other material purported to be the unreleased contents of an upcoming examination, or use of any such material.
  - e. Substitution for another person during an examination or allowing such substitution for oneself.
  - f. Bribery of any person to obtain examination information.

**Academic theft** is considered to be the taking or attempt to take, steal or otherwise procure in an unauthorized manner any material pertaining to the conduct of a class, etc., including but not limited to tests, examinations, laboratory equipment, roll books, etc.

No student shall sell, give or lend or otherwise furnish to any unauthorized person material which can be shown to contain the questions or answers to any examinations scheduled to be given at any subsequent date, in any course of study offered by the college excluding questions and answers from tests previously administered.

**Collusion** is collaboration with another person in the preparations of editing notes, themes, reports, or

other written work or in laboratory work offered for evaluation and other written work or in laboratory work. No student shall receive or give assistance not authorized by the instructor in the preparation of any essay, laboratory report, examination or other assignment to be submitted as a requirement of an academic course.

**Misrepresentation of credentials** is the use of false or misleading statements in order to gain admission. It also involves the use of false or misleading statements in an effort to obtain employment or college admission elsewhere, while one is enrolled.

**Plagiarism** is the failure to acknowledge indebtedness. It is always assumed that the written work offered for evaluation and credit is the student's own unless otherwise acknowledged. Such acknowledgment should occur whenever one quotes another person's actual works, whenever one appropriates another person's ideas, opinions or theories, even if they are paraphrased, and whenever one borrows facts, statistics, or other illustrative materials unless the information is common knowledge. Plagiarism is prohibited. Themes, essays, term papers, test and other similar requirements must be the work of the student submitting it. When direct quotations are used, they must be indicated and when the ideas of another are incorporated in the paper they must be appropriately acknowledged.

**Faculty Responsibility** - It is the duty of the faculty to practice and preserve academic honesty and to encourage it among students. The instructor should clarify any situation peculiar to the course that may differ from this policy and should furthermore endeavor to make explicit the intent and purpose of each assignment so that the student may complete the assignment without unintentionally compromising academic honesty. It is the responsibility of the faculty member to provide for appropriate supervision of examinations.

**Student Responsibility** - It is the duty of the student to practice and preserve academic honesty. If the student has any doubt about a situation, he or she should consult with his or her instructor.

**Procedures – Upon encountering a violation of academic honesty by a student, a faculty member should:**

1. Confront the student and make the charge known.
2. Discuss the matter thoroughly with the student so that each position is clearly delineated.
3. Decide what action is appropriate.
4. Inform the student that he/she may appeal the decision of the faculty member to the division chair. If the division chair is the faculty member in question, the initial appeal is to be directed to the Vice President for Academic Affairs.

If the action is less severe than a "WF" for the course, a faculty member should:

1. Report the violation and the action taken to the chair of the division in which the violation occurred, who will then report the matter to the Vice President for Academic Affairs.
2. Recommend whether the incident shall be made part of the academic dishonesty file in the office of the Vice President for Academic Affairs.

If a "WF" for the course is appropriate, a faculty member should:

1. Notify the Division Chair and initiate a "WF" withdrawal form. At this point, the matter shall be reviewed by a division committee and the division chair.
2. If those reviewing the matter do not agree with the interpretation of the evidence or with the action taken by the faculty member, they may ask him/her to reconsider. After reconsidering the matter, the faculty member may stand by the original decision and forward the "WF" withdrawal form to the Vice President for Academic Affairs.
3. If those reviewing agree with the faculty member, the withdrawal form shall be forwarded to the Vice President for Academic Affairs.

The Vice President for Academic Affairs shall:

1. Review each faculty member's recommendation for a "WF," check the academic honesty status of the student via the academic dishonesty file, and either let the "WF" stand or make some other

- recommendation.
2. Send the withdrawal form to the Registrar and enter the violation in the academic dishonesty file if the "WF" is to stand.
  3. Notify the student in writing of the action taken, remind the student of his/her right to appeal, and inform the student that if he/she plans to appeal, the appeal must be filed within three (3) calendar days.
  4. Notify the involved faculty member in writing of the action taken.
  5. Upon a student's second offense requiring a "WF" for a course, expel the student from East Georgia College and direct the Registrar to enter the phrase "Ineligible to Register" on the student's student information record.
  6. Maintain the academic dishonesty file so that all appropriate administrators have access to the record of violations but also so that the student's rights to limited access shall be safeguarded.

### **Assault**

No student shall push, strike, or physically contact any member of the faculty, administration, staff, student body or any visitor to the campus in an insulting or provoking manner.

### **Disorderly Assembly**

The Board of Regents of the University System of Georgia reaffirms its policies to support fully freedom of expression by each member of the academic community and to preserve and to protect the rights and freedom of its faculty members and students to engage in debate, discussion, peaceful and non-disruptive protest and dissent.

No student shall assemble on campus for the purpose of creating a riot, or destructive, or disorderly diversion, which interferes with the normal operation of the college. This section should not be construed so as to deny any students the right of peaceful, non-disruptive assembly.

No student or group of students shall obstruct the free movement of other persons about the campus, interfere with the use of college facilities, or materially interfere with the normal operation of the college. The abuse or unauthorized use of sound amplification equipment indoors or outdoors during classroom hours is prohibited (extra-curricular use of sound amplification equipment must be cleared through the Student Services office).

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

Conduct on college property or at functions sponsored or supervised by the college or any recognized college organization, which materially interferes with the normal operation of the college or the requirements of appropriate discipline, is prohibited.

No student shall enter or attempt to enter any dance, social, athletic or any other event sponsored or supervised by the college or any recognized college organization without credentials for admission, i.e., ticket, identification card, invitation, etc., or in violation of any reasonable qualifications established for attendance. At such college functions a student must present proper credentials to properly identified college faculty and staff upon their request.

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

No student shall interfere with, or give false name to, or fail to cooperate with any properly identified college faculty, administrative, or staff personnel while these persons are in the performance of their duties.

### **Disorderly Conduct**

The following actions have been determined to be inappropriate and may result in disciplinary being taken against the student while on the East Georgia College campus:

1. lewd, obscene, indecent behavior or other forms of disorderly conduct
2. any classroom behavior that interferes with the instructor's ability to conduct class or the ability of other students to learn
3. any conduct which materially interferes with the normal operation of the College or with the requirements of appropriate discipline.

### **Drugs and Alcohol**

President Bush's National Drug Control Strategy issued in September of 1989 proposed that the Congress pass legislation to require schools, colleges, and universities to implement and enforce firm drug prevention programs and policies. On December 12, 1989, the President signed the Drug-Free Schools and Communities Act Amendments (Public Law 101-226). This law establishes a process to accomplish the President's goal.

Public Law 101-226 requires that schools maintain standards of conduct that clearly prohibit, at a minimum, the unlawful possession, use, or distribution of drugs and alcohol on school property or as any part of school activities.

In support of Public Law 101-226, East Georgia College recognizes and supports local, state, and federal laws with respect to the sale, use, distribution, and possession of alcoholic beverages and illegal drugs. To this end, the possession, consumption, distribution, manufacture, or sale (without valid medical or dental prescription) of alcoholic beverages, illegal or dangerous drugs on East Georgia College property or at institutionally-approved events off campus is prohibited. East Georgia College also adheres to the following:

**Drug Free School Zone** – it is unlawful for persons to manufacture, distribute, dispense, or possess with intent to distribute illegal drugs within 1,000 feet of any elementary or secondary school property. A first conviction is punishable by imprisonment for not more than 20 years and/or a fine of not more than \$20,000, and a second or subsequent conviction is punishable by imprisonment for at least five years but not more than 40 years and/or a fine of not more than \$40,000.

**Student Organization Responsibility for Drug Abuse Act** - provides that any student organization that knowingly engages in illegal drug activity will be expelled from its college campus for a minimum of one year. A student organization may appeal to the Board of Regents, or, in some cases, to certain superior courts.

**Drug-Free Postsecondary Education Act of 1990** - provides that students enrolled in public postsecondary schools who are convicted of a drug-related offense shall be suspended for the remainder of the quarter, semester, etc. and shall forfeit all academic credit for that period. Furthermore, it provides that students enrolled in nonpublic postsecondary schools who are convicted of a drug-related offense shall be denied state funds for any loans, grants, or scholarships for the remainder of the quarter, semester, etc.

**Amending the List of Controlled Substances** – this act adds several names to the list of dangerous drugs. 1-(1-(2-thienyl) cyclohexy) pyrrolidine is added to Schedule 1 of the list of controlled substances. In addition, the following items are added to the list of dangerous drugs: adenosine, carboplatin, cefixime, cefpiramide sodium, clozapine, flutamide, ganciclovir sodium, mefloquine HCL, omeprazole, propafenone HCL, propofol, selegiline HCL, and imodium A-D 2mg caplets.

**Posting of Drug Laws** - this resolution encourages counties, municipalities, schools, colleges and businesses to post on their premises summaries of drug legislation enacted during the 1990 Session. These summaries should include the risks and penalties imposed for using and/or selling illegal drugs.

**Substance Abuse Services Available in Area** (through Ogeechee Area MH/MR/SA Center, 98 Anderson Drive, P.O. Box 1110, Swainsboro, GA 30401, phone number 478-289-2530).

- Ogeechee Behavioral Health Services provides outpatient services such as alcohol and drug assessments as well as counseling services.
- New Directions Ambulatory Detox (through Ogeechee Behavioral Health Services)- Provides education about addiction, day and evening groups, out-patient groups on Monday, Tuesday, and Wednesday (morning groups) and Tuesday, Wednesday (evening groups). They provide medication to assist the individual with withdrawals. They don't turn individuals away based on inability to pay. They help find long-term programs for individuals after Detoxification. Individuals normally stay 12 hours. Individuals should stay as long as possible (5 days-week is the average stay). This is a voluntary program.

### Our New Amendment Follows-

#### East Georgia College Student Alcohol and Drug Policy Amendment October 2006

**Drug Free Schools and Campuses (DFSC) Regulations** – require all institutions of higher education, as a condition of receiving federal funds or other forms of federal financial assistance under any federal program, to certify that they have implemented a program to prevent the unlawful possession, use or distribution of illicit drugs and alcohol by students. Implementation of this regulation requires a written policy, distribution to all students and a biennial report on the effectiveness of the programs and the consistency of policy enforcement.

**I. Policy:** The possession, consumption, distribution, manufacture or sale (without valid dental or medical prescription) of alcoholic beverages, illegal or dangerous drugs on East Georgia College property or at institutionally approved events off campus is prohibited.

**II. Institutional sanctions** for violations of the above policy are located in the "Disciplinary Sanctions for Conduct Code Violations," section of this *Student Handbook*. Felony Drug Convictions are specifically addressed within the above section. All sanctions imposed by East Georgia College are subject to review procedures upon appeal to the Board of Regents, (Board of Regents Bylaws, Article VIII). An appeal to the Board of Regents shall not defer the effective date of the adverse action against a student pending the Board's review unless the Board so directs. Any such stay or suspension by the Board shall expire as of the Board's final decision on the matter, (Board of Regents Policy 406.04).

**III. State Legal Sanctions: (A) Suspension:** Any student of a public educational institution who is convicted, under the laws of this state, the United States, or any other state, of any felony offense involving the manufacture, distribution, sale, possession, or use of marijuana, a controlled substance, or a dangerous drug shall as of the date of conviction be suspended from the public educational institution in which such person is enrolled, (OCGA 20-1-23). **(B) Denial of Loans, Grants or Scholarships for Felony Drug Convictions:** Any student convicted under the laws of Georgia, the United States, or any other state, of any felony offense, involving the manufacture, distribution, sale, possession or use of marijuana, a controlled substance or a dangerous drug, shall as of the date of the conviction, be denied state funds for any loans, grants or scholarships administered under the Georgia Student Finance Commission. **(C) Criminal Sanctions:** Under Georgia and federal law, it is a crime to possess, manufacture, sell, or distribute illegal drugs.

As required by federal regulations, you may view charts detailing federal marijuana trafficking laws at <http://www.ega.edu/Security/Marijuana.htm> federal drug trafficking laws at <http://www.ega.edu/Security/OtherDrugs.htm>, and the Georgia law drug summary at <http://www.ega.edu/Security/StateDrugLaw.htm>.

Federal sanctions for the illegal **possession of drugs** include imprisonment up to 1 year and/or a minimum fine of \$1,000 for a first conviction; imprisonment for 15 days-2 years and a minimum fine of \$2,500 for a second drug conviction; and imprisonment for 90 days-3 years and a minimum fine of \$5,000 for a third or subsequent drug conviction. For possession of a mixture or substance which contains a cocaine base, federal sanctions include 5-20 years in prison and a minimum fine of \$1,000, for a first conviction if the mixture or substance exceeds 5 grams, for a second conviction if the mixture or substance exceeds 3 grams, and for a third or subsequent conviction if the mixture or substance exceeds 1 gram. Additional possible penalties for the illegal possession of drugs are forfeiture of real or personal property used to possess or to facilitate

possession of a controlled substance if the offense is punishable by more than 1 year imprisonment; forfeiture of vehicles, boats, aircraft, or any other conveyance used, or intended for use, to transport or conceal drugs; civil fine up to \$10,000 per violation; denial of federal benefits, such as student loans, grants, contracts, and professional and commercial licenses for up to 1 year for a first and up to 5 years for a second or subsequent offense; successful completion of a drug treatment program; community service; and ineligibility to receive or purchase a firearm.

Georgia law prohibits the purchase or possession of alcohol by a person under the age of 21, or the furnishing of alcohol to such a person. Driving under the influence of alcohol or other drugs also is illegal. It is against Georgia law, under certain circumstances, to walk or be upon a roadway while under the influence of alcohol or other drugs. The punishment for these offenses may include imprisonment, payment of a fine, mandatory treatment and education programs, community service, and mandatory loss of one's driver's license.

**IV. Health Risks:** The following information on health risks is from Worcester Poly Technic Institute Policies and Benefits Manual- Health Risks Associated with Alcohol and Drugs [taken from URL: <https://www.wpi.edu/Admin/HR/BenMan/healthrisks.html>] and West Texas A&M University: A Drug-Free Campus [taken from URL: <http://www.tamu.edu/administrative/udf/per/form.pdf>].

**A. Health Risks of Alcohol-**Health risks associated with excessive use of alcohol or alcohol dependency include dramatic behavioral changes, retardation of motor skills, and impairment of reasoning and rational thinking. These factors result in a higher incidence of accidents and accidental death than for nonusers of alcohol. Nutrition also suffers, and vitamin and mineral deficiencies are frequent. Prolonged alcohol abuse causes bleeding from the intestinal tract, damage to nerves and the brain, psychotic behavior, loss of memory and coordination. Damage to the liver often results in cirrhosis. Other risks include impotence, severe inflammation of the pancreas, and damage to the bone marrow, heart, testes, ovaries, and muscles. Damage to nerves and organs is usually irreversible.

**B. Health Risks of Other Drugs-** Use of illicit drugs may lead to physiological and mental changes similar to those caused by alcohol, although changes are frequently more severe and more sudden. Death or coma resulting from overdose of drugs is also more frequent. In addition to adverse effects associated with use of a specific drug, intravenous drug users who use unsterilized needles or who share needles with other users can develop AIDS, hepatitis, tetanus and infections in the heart. Brain damage may also result. Below is a general description of dangers associated with alcohol and other drug use.

- **Depressants** (Alcohol- beer, wine, liquor) - Accidents can occur as a result of impaired ability and judgment. There is an overdose potential when mixed with other depressants. By itself, heart, liver, brain damage as well as birth defects can develop if used during pregnancy. Death can result from an overdose, as a result of accidents, or from effects from long-term abuse.
  - A. **Narcotics-** (heroin, junk, dope, black tar, China white, Demerol, Dilaudid, morphine, codeine) cause addiction, lethargy, weight loss, contamination from unsterile needles, and accidental overdose.
  - B. **Barbiturates** (sedatives, tranquilizers) - Possible overdose, can occur especially in combination with alcohol, muscle rigidity, addiction, withdrawal and overdose require medical treatment. Individuals often experience an increased level of anxiety after drug wears off. Death can result from an overdose.
- **Stimulants (Cocaine-** coke, crack rock, base) - Results from use include addiction, heart attack, seizures, lung damage, severe depression, paranoia, restlessness, and irritability. Death from heart failure can result for first time users.
  - B. **Amphetamines-** (speed, uppers, crank, bam, black beauties, crystal, dexies) - can cause fatigue leading to exhaustion, addiction, paranoia, depression, confusion, possible hallucination, and weight loss.
- **Hallucinogens- Acid** (PCP, MCMA, ecstasy, psilocybin, mushrooms, peyote)- can lead to unpredictable behavior, emotional instability, altered perception of time and place, vomiting, nausea, flashbacks, violent behavior (PCP), "bad trips", and psychotic reaction.
  - B. **Marijuana** (Pot, dope, grass, weed, herb, hash, joint)- Use often results in pain reaction, impaired short term memory, addiction, lung disease, and interference with

body's immune response to various infections and diseases. Marijuana distorts perception, hampers judgment, diminishes motor skills, can cause birth defects if used during pregnancy, and contributes to loss of ambition and diminished ability to carry out long term goals.

\*All of the above if used during pregnancy can cause serious birth defects. Alcohol use during pregnancy is the third leading cause of mental retardation in the U.S.\*

**There are seven possible symptoms of someone involved in drugs:**

1. Change in school or work attendance or performance
2. Alteration of personal appearance
3. Mood swings or attitude changes
4. Withdrawal from responsibilities/family contacts
5. Association with drug-abusing peers
6. Unusual pattern of behavior
7. Defensive attitude concerning drugs

**V. Counseling and Treatment Resources: Substance Abuse Services Available in Area-**

- For inpatient detoxification services, contact New Directions Ambulatory Detox (through Ogeechee Behavioral Health Services)- Provides education about addiction, day and evening groups, out-patient groups on Monday, Tuesday, and Wednesday (morning groups) and Tuesday, Wednesday (evening groups). They provide medication to assist the individual with withdrawals. They don't turn individuals away based on inability to pay. They help find long-term programs for individuals after Detoxification. Individuals normally stay 12 hours. Individuals should stay as long as possible (5 days-week is the average stay). This is a voluntary program.
- For outpatient substance abuse services, the individual should contact Ogeechee Behavioral Health Services (located at 223 North Anderson Drive in Swainsboro, Georgia) 478-289-2530 for an appointment. Once the appointment is scheduled, the individual will meet with a Mental Health Counselor. The Counselor determines if the individual qualifies for out-patient services or further services from the clinic. If determined eligible for services, the individual is scheduled for a second appointment to see the nurse and doctor. Some insurance policies are accepted as payment. There is also a sliding fee scale for services based on the individual's income.

**What is an Alcohol Violation?**

- Possession, consumption, distribution, manufacture, or sale (without a valid dental or medical prescription) of an alcoholic beverage or accessory item on East Georgia College property or at institutionally approved events is prohibited.
- Any activity or conduct involving the use of alcohol that is in violation of state (state of Georgia) and federal law is prohibited.

**EGC Progressive Sanctioning for Alcohol Violations**

1. **First Violation-** Students will be required to complete an online Web-based alcohol education course. Students will be fined \$100.00. This fine may be used to cover the cost of the required, alcohol education course. Additional sanctions may be assigned at the discretion of the Judicial Committee or Hearing Officer.
2. **Second Violation-** Students will be required to complete an alcohol assessment (at their own expense) that may require follow-up with the Counseling and Disability Services Office. Students will also be fined \$250.00. Additional sanctions may be assigned at the discretion of the Judicial Committee or Hearing Officer.
3. **Third Violation-** Students found in violation of the institution's alcohol policy for a third time (regardless of the time elapsed between violations) will be suspended from East Georgia College

for a minimum of one semester. Additional requirements pertaining to substance abuse may be a condition for readmission. Additional sanctions may be assigned at the discretion of the Judicial Committee or Hearing Officer.

**Failure to complete any part of the sanctions given will result in a hold being placed on the student's educational record. Registration and release of transcript will not be available until the sanctions have been completed.**

**Please note that the sanctions mentioned above are East Georgia College sanctions which are separate and may be in addition to sanctions imposed by a law enforcement entity.**

### **Explosives**

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

### **Falsification of Records**

No student shall alter, counterfeit, forge, or cause to be altered, counterfeited, or forged, any record, form or document used by the college.

### **Fire Safety**

No student shall tamper with fire safety equipment. The unauthorized possession, sale, furnishing or use of any incendiary device is prohibited. The possession or use of fireworks on college property or at events sponsored or supervised by the college or any recognized college organization is prohibited. Fireworks are defined as any substance prepared for the purpose of producing a visible or audible effect by combustion, explosion or detonation. No student shall make, or cause to be made, a false fire alarm.

### **Gambling**

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

### **Hazing**

All rites and ceremonies of induction, initiation, or orientation into college life or into the life of any college group which tend to occasion or allow physical or mental suffering are prohibited.

### **Repeated Violations**

Repeated violations of published rules or regulations of the college, which cumulatively indicate an unwillingness or inability to conform to the standards of the college for student life, are prohibited.

### **Sexual Harassment**

East Georgia College follows the policy statement as passed by the Board of Regents, University System of Georgia (Section 802.17 of the Policy Manual). That statement reads as follows:

Sexual harassment of employees or students in the University System is prohibited and shall subject the offender to dismissal or other sanctions after compliance with procedural due process requirements. Unwelcome sexual advancements, requests for sexual favors, and other verbal or physical conduct of a sexual nature constitutes sexual harassment when:

1. Submission to such conduct is made explicitly or implicitly a term or condition of an individual's employment or academic standing; or
2. Submission to or rejection of such conduct by an individual is used as a basis for employment or academic decisions affecting an individual; or
3. Such conduct unreasonably interferes with an individual's work or academic performance or creates an intimidating, hostile or offensive working or academic environment.

**Procedures of Handling Complaints of Sexual Harassment** - Students who find themselves to be victims of sexual harassment should file a formal complaint with the Vice President for Student and Enrollment Services. Verbal notice should be immediately followed by a written formal complaint. The

formal complaint should include, but is not limited to, the following:

1. Date(s) of occurrence(s).
2. Place(s) of occurrence(s).
3. Time(s) of occurrence(s).
4. Specific description of occurrence(s).
5. Familiar or overly familiar gestures of accused.
6. Reaction description of both parties according to accuser.
7. Witness(es), if any, to collaborate statement.
8. Secure signature of accuser on his/her statement in the presence of Notary Public and secure notarized signature and seal.

An investigation into the incident will be conducted by the Vice President for Student and Enrollment Services, the Vice President for Fiscal Affairs or the President and appropriate action will be taken. Any appeal, as a result of the investigation shall be made to the President of the college. Any appeal of a decision of the President shall be made to the Board of Regents.

### **Sexual Assault Policy**

Sexual Assault, whether committed by a stranger, friend, or acquaintance is a crime of violence. A student who sexually assaults another student is subject to both criminal and civil prosecution in a court of law and disciplinary action by East Georgia College. In addition to being a crime of violence, it is also one of the most underreported crimes on American college campuses.

#### **DEFINITIONS**

**Sexual Assault** is defined as sexual penetration, no matter how slight, of the genital, anal and/or oral opening of the victim by any part of the perpetrator's body or by the use of an object, without the victim's consent or against the victim's will where the victim:

1. is forced or has reasonable fear that the victim or another will be injured if the victim does not submit to the act;
2. suffers from a mental or physical disability.

**Sexual Misconduct** is defined as the intentional touching of the victim's intimate parts (primarily genital area, groin, inner thigh, buttock, or breast) without or against the victim's consent. This touching is either directly on the body part or on the clothing covering the body part, or if the victim is forced to touch the intimate areas of the perpetrator.

East Georgia College will investigate complaints of sexual assault and sexual misconduct. The right to confidentiality will be respected as permitted by law.

#### **EDUCATIONAL PROGRAMS ON SEXUAL ASSAULT AND PREVENTION**

The Counseling and Disability Services Office will conduct educational programs on sexual assault and prevention in the Fall and Spring semester for students. The awareness programs will include information on safe student practices and instructions for a victim's appropriate immediate response measures. East Georgia College Public Safety department may also participate in such programs.

#### **WHAT TO DO IF SEXUALLY ASSAULTED**

If you have been sexually assaulted, you need to take immediate action. If the assault occurred on campus, you should report the assault to the Department of Public Safety. **If the assault occurred off-campus, it should be reported to the Swainsboro Police Department or the Emanuel County Sheriff's Office.**

If you have been sexually assaulted, you should do the following:

1. Go to the hospital immediately to have a physical examination for possible internal or external injuries. The hospital staff will also conduct a pregnancy test and a test for a sexually transmitted disease. **It is important not to bathe, douche, or use mouthwash before receiving a medical examination. Doing so could interfere with the collection of evidence. If you want to change**

**clothes, the removed clothing should be saved and should not be washed.** Clothing should be placed in a PAPER, not plastic bag.

2. At the hospital, evidence of a sexual assault will be collected by the hospital staff. A Sexual Assault Kit is used to collect medical evidence of a sexual assault. **Going to the hospital does not mean you must press criminal or college charges.**
3. Unless you object, the hospital staff will contact a counselor from East Georgia College. The counselor will provide support, explain what options are available to you under the law and from the college judicial system, and help you decide what if anything you want to do next. You will not be judged, blamed, or told what to do. The main objective is to provide you with support, information, and options.
4. The local health department can provide testing and treatment for sexually transmitted diseases, HIV and Hepatitis B, pregnancy, and the morning after pill. **It is important to note that the morning after pill should be taken within 72 hours of the sexual contact.** The sexual assault kit must be completed at the hospital. In the event you decide not to have the sexual assault kit completed, a complete gynecological exam should be done to check for external or internal injuries.
5. It is important that you contact the police, regardless of whether you intend to press criminal or judicial charges. When it is established in a court of law that a substantial amount of time has elapsed before reporting a sexual assault to law enforcement officials, it may tend to diminish your credibility. If you decide to press criminal charges, it is necessary that a prompt report be on file with the appropriate law enforcement agency. **It is important to understand that reporting the incident to the police does not obligate you to press criminal or college charges.**
6. You may elect to file criminal charges in a court of law or charge the student with sexual assault as it is defined in the East Georgia College *Student Conduct Code*, **or both** .

An East Georgia Counselor is available to provide short term counseling during the immediate crisis period. Students desiring additional counseling will be referred by the East Georgia College counselor to the following counseling services in the community to ensure continuity of care:

Ogeechee Behavioral Health Services- 223 North Anderson Drive Swainsboro (478) 289-2530

### **INVESTIGATION AND RESOLUTION**

East Georgia College will investigate complaints of sexual assault and sexual misconduct. The right to confidentiality will be respected as permitted by law.

East Georgia College will adjudicate sexual assault and sexual misconduct based on the East Georgia College Student Conduct Code. Students found to be in violation of this code may be reported to the Vice President for Student and Enrollment Services who acts as our Judicial Affairs Representative. Students found to be in violation of this code may face a formal judicial process through a Judicial Committee. Possible sanctions imposed may include: academic suspension, fines and penalties, expulsion from the institution, and/ or other disciplinary action.

Per the **Campus Sexual Assault Victim's Bill of Rights**, the accused and the accuser are entitled to the same opportunities to have others present during a campus disciplinary proceeding and both the accused and the accuser shall be informed of the findings and sanctions of campus disciplinary proceedings concerning crimes of violence or non-forcible sexual offenses. East Georgia College may release publicly the results of a hearing in which a student is found in violation of the Student Conduct Code for a crime of violence. For students in on-campus housing, the Director of Housing will notify the victim of options for changing living situations. The Vice President for Academic Affairs will notify the victim of options for changing academic courses and schedules.

**Smoking and the Use of Tobacco Products**

EGC is a "Smoke and Tobacco Free" campus. The use of any tobacco products is prohibited.

**Solicitation**

The conducting of a sales campaign or other activities representative of eliciting financial compensation by private retail entities or in representation of similar bodies is prohibited on campus.

**Student Complaint**

East Georgia College encourages its students to speak out responsibly upon matters of concern to them. A written complaint about any area of the College's operations should be filed with the Vice President for Student and Enrollment Services. That office, in turn, will direct the complaint to the appropriate office on campus for review and resolution. If the complaint involves the Office of Student Services, then students should address their concerns in writing to the President of East Georgia College. The President's Office will undertake the review and resolution of the problem. Written complaints should state the nature of the student concern as well as the resolution sought. All complaints must be signed and dated by the person(s) making the complaint.

**Student Identification Cards**

Lending, selling, transferring, using, or illegally obtaining a student's identification card is prohibited. Student must present student ID cards to properly identified college faculty and staff upon their request.

**Theft**

Taking, attempting to take, or keeping in a person's possession items not legally possessed by the person including, but not limited to items belonging to the College or items belonging to students, faculty, staff, student groups, student organizations, or visitors to the campus is prohibited.

The sale of textbooks without the written permission of the owner is prohibited.

**Unauthorized Entry or Use of College Facilities**

No student shall make unauthorized entry into any college building, office, or other facility, nor shall any person remain without authorization in any building after normal closing hours.

No student shall make unauthorized use of any college facility.

**Violations of Federal or State Laws**

A student in any unit of the University System of Georgia who is charged with or indicted for a felony or crime involving moral turpitude may be suspended pending the disposition of the criminal charges against him. Upon request, the student shall be accorded a hearing as provided in this Handbook. At such hearing, the student shall have the burden of establishing that his or her continued presence as a member of the student body will not be detrimental to the health, safety, welfare or property of other students or members of the campus community or to the orderly operation of the institution. Upon final conviction, the student shall be subject to appropriate disciplinary action.

**Weapon, Firearm and Gun Policy**

It is against East Georgia College policy and unlawful for any person to carry or possess any weapon or explosive compound at any school function or on campus property. Official Code of Georgia Annotated 16-11-127.1. The campus extends to any and all property leased by the College or loaned to the College or College recognized organizations for campus functions. This includes off campus facilities and sites used by the College or College sponsored organizations for College sponsored events as well as College vehicles used by the College to transport students, faculty and staff to events.

It is against East Georgia College policy for any person to carry or possess any firearm, handgun, long gun at any school function on or off campus, on college property, East Georgia College Foundation property or any property leased or operated by East Georgia College. This includes persons who are licensed weapon

holders, whether concealed or in open view.

Weapons are defined as "any pistol, revolver, or any other weapon designed or intended to propel a missile of any kind, or any dirk, bowie knife, switchblade knife, ballistic knife, any other knife having a blade of two or more inches. straight-edge razor, razor blade, spring stick, knuckles, whether made from metal, thermoplastic, wood, or other similar material, blackjack, any bat, club or other bludgeon-type weapon, or any flailing instrument consisting of two or more rigid parts connected in such a manner as to allow them to swing freely, which may be known as nun chahka, nun chuck, nunchaku, shuriken, or fighting chain, or any disc, of whatever configuration, having at least two points or pointed blades which is designed to be thrown or propelled and which be known as a throwing star or oriental dart, or any weapon of any kind, and any stun gun or taser. This paragraph excludes any of these instruments used for classroom work authorized by the teacher." Official Code of Georgia Annotated 16-11-127.1 (a)(2).

East Georgia College Public Safety personnel are excepted from the above prohibition. Faculty desiring to bring unloaded weapons for classroom instruction may do so only if ammunition is deactivated and prior approval obtained by Chief of Public Safety. Weapons which are to be used for classroom instruction must be approved by East Georgia College Chief of Public Safety prior to the weapon being brought onto campus. The person or persons bringing the weapons on campus for classroom purpose must comply with the safety and security stipulations set forth by East Georgia College Chief of Public Safety.

This policy applies to all faculty, staff, students and visitors. All persons found in possession of a weapon are subject to arrest. Faculty and staff in violation of the weapons policy will be subject to discipline up to and including termination; students will be referred to the Student Judicial Committee for adjudication, including possible expulsion.

### **Behavioral Intervention Team**

Effective the summer of 2008, East Georgia College began instituting a Behavioral Intervention Team (BIT). The Behavioral Intervention Team (BIT) exists to help promote the development of a healthy campus community at East Georgia College. The team, made up of select college employees (Donald Avery (Vice President for Student and Enrollment Services), Mary Smith (Vice President of Internal and External Affairs), Dr. Tim Goodman (Vice President for Academic Affairs), Drew Durden (Chief of Campus Security), Larry Braddy (Psychology Instructor), Dr. Tori Kearns (Psychology Instructor, Counselor, and Disability Service Provider) and Anna Marie Reich (Counselor and Disability Service Provider), provides support and behavioral response to students, faculty, or staff members displaying varying levels of disruptive, disturbed, or distressed behaviors. This team will also provide guidelines for communication, coordination, and intervention. Our goal is to increase communication among faculty, staff, and administration balancing FERPA, HIPAA, and counselor privilege with college "need to know" and emergency communication needs.

### **Some Reasons for Referral to the BIT**

This example provides a few incidents when students, faculty, or staff might need to be referred to the BIT, but this list is not all inclusive.

- Incidents involving Hazing
- Student, faculty, or staff member who appears intoxicated or under the influence of alcohol or other drugs
- Student, faculty, or staff member exhibits explosive or disruptive behavior in the classroom
- Student, faculty, or staff member experiences signs and symptoms of depression such as frequent tearfulness, sadness, anxiousness, isolation from others, losing interest in activities they normally enjoy, finds little pleasure in life, experiencing sleep problems, and fatigue
- Student, faculty, or staff member verbalizes that they "have nothing to live for" or that they wish that they could "just end it all".
- Student, faculty, or staff member verbalizes a plan for how they plan to kill or harm themselves or others

- Student turns in a paper or assignment indicating any of the above examples
- Student verbally attacks other students in class or the instructor

### **Common Warning Signs of Distress**

#### **Academic Problems**

- Excessive procrastination
- Poor preparation or performance for the individual student
- Repeated requests for extensions or special considerations
- Disruptive classroom behavior
- Career or course indecision
- Excessive absence or tardiness
- Avoiding or dominating discussions
- References to suicide or homicide in verbal statements or writing

#### **Interpersonal Problems**

- Asking instructor for help with personal problems
- Dependency on an advisor
- Hanging around office
- Avoidance of advisor
- Disruptive behavior
- Inability to get along with others
- Complaints from other students

#### **Behavior Problems**

- Change in personal hygiene
- Dramatic weight gain or loss
- Falling asleep in class on a regular basis
- Irritability
- Unruly behavior
- Impaired speech
- Disjointed thoughts
- Tearfulness
- Intense emotion
- Inappropriate responses
- Difficulty concentrating
- Physically harming self

#### **Procedure for Referral to BIT Team**

Faculty and staff are strongly encouraged to refer students, faculty, or staff exhibiting odd, unusual, or strange behavior. A referral will be made in writing or in person to the Counselor (a standing member of the BIT team). Faculty and staff wishing to exercise a referral should call the Counselor or V.P. for Student and Enrollment Services and provide the following information:

(1) Student Name and Id number (if id is known) (2) Date and Time of Incident (3) Provide a description of the incident (4) State any concerns

Once a referral is made, the committee members will be notified and a meeting scheduled. In order to hold a committee meeting, at least 4 of the 7 standing committee members must be present.

## Meeting Procedures

When a report is received, the committee will meet immediately or as soon as possible upon receipt of a report. The committee will discuss the student/faculty member/staff member's name, date of incident, have discussion of the incident, and determine the risk to the individual student, faculty, or staff member or the campus community at-large. Whenever feasible, the student, faculty, or staff member will be referred to the Counselor for counseling in regard to the issue. A decision may be rendered to refer the student, faculty, or staff member to community resources/agencies that will assist in the matter.

## Committee Review Process

Committee members will convene when a report is received. The committee will review the report and determine if further action is required. The committee will determine if action needs to be taken on behalf of the welfare of the student and community. Documentation of these proceedings will be kept in a secure location within the counseling office.

## Disciplinary Measures Which May be Imposed by the BIT

Any student that misses a scheduled meeting with the committee and is considered a "no show" may have a hold (attribute code) placed on his/her academic record so that he/she is not allowed to enroll in a subsequent term. The committee has the right to require the student, faculty, or staff member to obtain mental health treatment if the student, faculty, or staff member is determined by the members of this committee to be a threat to self or others. The student, faculty, or staff member will be required to furnish the committee with documentation that he/she is involved in mental health treatment or that the mental health provider has released the individual from services.

If the individual is unable to provide this documentation to the committee, the individual will sign an authorization for release of information form so that the committee can verify/confirm that the individual is pursuing mental health services. If the individual refuses to seek treatment in this situation, the committee reserves the right to take appropriate disciplinary action. The committee also reserves the right to refer the student to the EGC judicial committee if the situation warrants judicial committee involvement. In situations involving reports on faculty and staff, the committee reserves the right to take disciplinary action as dictated by the situation. The committee reserves the right to document meetings in regard to a student, faculty, or staff member and share with other departments or administrators on campus when there is a "need to know".

The following are possible disciplinary measures which may be imposed upon a student for an infraction of regulations. This list shall not be taken to be exhaustive and may be enlarged or modified to meet particular circumstances in any given case.

1. Expulsion - permanent severance of the student's relationship with East Georgia College.
2. Disciplinary Suspension - temporary severance of the student's relationship with East Georgia College for a specific period of time, though not less than one semester.
3. Disciplinary Probation - notice to the student that any further major disciplinary violation may result in suspension; disciplinary probation might also include one or more of the following: the issuing of a reprimand, the setting of restriction, or restitution.
4. Reprimand
  - a. Oral Reprimand - an oral disapproval issued to the student by the deciding disciplinary official(s).
  - b. Letter Reprimand - a written statement of disapproval from the disciplinary official(s).
5. Restrictions - exclusion from enjoying or participating in:
  - a. Social activities
  - b. Identification card privileges
6. Restitution - reimbursement for damage to or misappropriation of property; this may take the form of appropriate service or other compensation.
7. Forced Withdrawal - from the academic course within which the offense occurred without credit for the course.
8. Medical Withdrawal- for the semester so that student can obtain/complete appropriate treatment

**Student, Faculty, and Staff Right to Appeal**

Any student, faculty, or staff member disagreeing with a decision made by this committee has the right to appeal by sending a letter to the Counselor or Vice President for Student Services (standing members of this committee) within three days of this decision. The committee has two days to review the appeal and make a determination. Once the committee makes a determination, the committee will consult with the college president when an amicable decision has not been reached. Upon consultation with the president of the college, the decision is final, and there are no further appeals.

**Disciplinary Sanctions for Conduct Code Violations****Disciplinary Measures**

The following are possible disciplinary measures which may be imposed upon a student for an infraction of regulations. This list shall not be taken to be exhaustive and may be enlarged or modified to meet particular circumstances in any given case.

1. Expulsion - permanent severance of the student's relationship with East Georgia College.
2. Disciplinary Suspension - temporary severance of the student's relationship with East Georgia College for a specific period of time, though not less than one semester.
3. Disciplinary Probation - notice to the student that any further major disciplinary violation may result in suspension; disciplinary probation might also include one or more of the following: the issuing of a reprimand, the setting of restriction, or restitution.
4. Reprimand
  - a. Oral Reprimand - an oral disapproval issued to the student by the deciding disciplinary official(s).
  - b. Letter Reprimand - a written statement of disapproval from the disciplinary official(s).
5. Restrictions - exclusion from participation in:
  - a. Social activities
  - b. Identification card privileges
6. Restitution - reimbursement for damage to or misappropriation of property; this may take the form of appropriate service or other compensation.
7. Forced Withdrawal - from the academic course within which the offense occurred without credit for the course.
8. Change of Grade - for the course in which the offending paper or examination was submitted, or in which the offense occurred.

**Disciplinary Procedures**

In cases that involve action or misconduct that would cause a student or students to be subjected to disciplinary action, hearings shall be afforded the student according to due process.

All complaints of alleged misconduct of a student, on campus, shall be made in writing to the Vice President of Student and Enrollment Services. Each complaint shall contain a statement of facts outlining each alleged act of misconduct, and shall state the regulation, which the student is alleged to have broken.

The student shall be notified in writing by the Office of Student Services of the accusation of a violation and will be asked to come in for a conference to discuss the complaint.

At the above mentioned conference, the student shall be advised that:

1. They may admit the alleged violation, waive a hearing in writing, and request that the college official take appropriate action.
2. They may admit the alleged violation in writing and request adjudication before the Judicial

Committee.

3. In this event, if the case involves the possibility of suspension or expulsion, the case shall be referred to the Judicial Committee for a hearing and/or recommended action. The Office of Student Services, for good cause, may refer any other case to the Judicial Committee for a hearing and recommended action; normally, however, only causes involving the possibility of suspension or expulsion shall be referred to the Judicial Committee.

In cases referred to the Judicial Committee, the Office of Student Services shall, at least 72 hours in advance of the hearing, notify the student in writing concerning the following:

1. The date, time, and place of hearing.
2. The statement of the specific charges and grounds, which, if proven, would justify disciplinary action being taken.
3. The names of witnesses scheduled to appear.

The student is expected to notify his or her parents or guardian of the charges and these persons may request a conference with college officials prior to the hearing.

The decision reached at the hearing will be communicated in writing to the student and his or her parents or guardian; it will specify the action taken by the hearing body. Upon the request of the student or his parents or guardian, summary of the evidence will be communicated.

The student shall be notified in writing of his or her right to appeal the decision of the hearing body. A copy of the final decision shall be mailed to the student and parents or guardian.

A tape recording or summary transcription of the proceedings shall be kept and made available to the student upon request for the sole purpose of appeal from a decision of suspension or expulsion. The student may also have a verbatim transcript made at his/her own expense. The college shall also have this option at its expense.

### **Judicial Committee**

The Judicial Committee shall consist of five members of whom three shall be members of the faculty appointed by the President and two shall be regularly enrolled students recommended by the President of the Student Government Association and appointed by the President of the College.

1. The members of the Judicial Committee shall select each year one of their own members to act as presiding officer and one to act as recorder.
2. The Judicial Committee shall hear cases involving serious infractions of institutional rules, which shall be referred to it by the Office of Student Services. Normally, these cases shall be those in which there is a possibility of suspension or expulsion of the accused student.
3. Preliminary investigations of charges against students shall be made by the Office of Student Services. Cases are referred to the Judicial Committee through its chairman. The chairman shall set the time and place for a hearing and shall notify other members and from that point all summoning of defendant(s) and witnesses shall be done by the Office of Student Services.
4. The Committee decision will be forwarded to the Vice President for Student and Enrollment Services concerning the 'responsibility' of the student with regards to the accusation(s) of Student Conduct violation(s). Additionally, a recommendation from the Judicial Committee will accompany this decision concerning sanction(s) in cases where the implicated student is deemed 'responsible' for stated actions.
5. Any member of the Judicial Committee shall disqualify themselves if his personal involvement in the case is of such a nature as to be detrimental to the interest of the accused or of the institution.
6. The Judicial Committee shall make a tape recording or summary transcription of the proceedings.
7. The student defendant may designate three persons from the faculty and/or student body to observe the hearing; the chairman of the Judicial Committee may, for good cause, designate three observers from the faculty and/or student body. The Judicial Committee, however, may exclude any person who may be reasonably expected to materially interfere with the hearing or who does materially interfere with the hearing. Otherwise, the hearing and other deliberations of

the Judicial Committee shall be closed except for appropriate observers from the college administration.

8. The Judicial Committee shall provide a written summary of each case to the Office of Student Services and to the student involved (a copy home if the student is a minor) including a summary of the testimony and the committee's adjudication.

### **Rights of Student Defendant**

The student defendant shall be afforded all rights required by due process including:

1. The right to an advisor of his/her choice.
2. The right to question the complainant.
3. The right to present evidence in his/her behalf.
4. The right to call witnesses in his/her behalf.
5. The right to remain silent and have no inference of guilt drawn from such silence.
6. The right to cross examination.
7. The right to appeal.
8. The right to be advised of his/her right to appeal the decision of the college official or Judicial Committee.
9. The right to attend classes and required college functions until a hearing is held and a decision is rendered. Exceptions to this would be made (a) when a student's physical or emotional safety and well-being are endangered; (b) when the general safety and well-being of the faculty, staff or other college personnel are endangered; (c) when the orderly progression of the educational objectives of the institution may be disrupted; (d) when college property is in jeopardy.

East Georgia College is committed to the concept of due process; however, the college recognizes the fact that a student may be accused of on-campus or off-campus offenses, which by their nature would present a clear and present danger of serious physical or mental harm to the student or to another member of the college community or to college property. In such case, the Office of Student Services may impose temporary sanctions, including suspension, pending a hearing, necessary for the protection of the student, the college community, and/or college property from such danger.

Further, the Office of Student Services shall be authorized to impose such temporary sanctions, including suspension, pending a hearing, when a student or group of students engage in conduct which presents a clear and present danger to the freedoms and rights of other members of the college community in any manner whatsoever, or which may otherwise materially and substantially interfere with the requirements of appropriate discipline in the operation of the college.

### **Appellate Procedure**

Whenever a student shall be expelled or suspended, such student shall have the right to appeal in accordance with the following procedures:

1. The person aggrieved shall appeal in writing to the President of East Georgia College within five days after the notification of decision of which he complains. The President shall within five days appoint a committee of three members of the faculty of East Georgia College or he shall utilize the services of an appropriate existing committee. This committee shall review facts and circumstances connected within the case and shall within five days make the findings and report thereon to the President. After consideration of the committee's report, the President shall within five days make a decision which shall be final so far as the institution is concerned.
2. A student may appeal on grounds that the evidence was not sufficient to find him/her guilty or other specified relevant grounds. In either case he/she shall clearly state his reasons for appeal in his written statements to the President.
3. The President shall be given a written transcript or a summary of the proceedings in the original hearing by the Judicial Committee.
4. When the President of East Georgia College has rendered his decision in writing on any appeal, the student will be considered to have exhausted his remedies on the local level.
5. Should the aggrieved person be dissatisfied with the decision of the President, he/she shall have

the right to appeal in writing to the Board of Regents. An appeal to the Board of Regents shall be submitted in writing to the Executive Secretary of the Board within a period of ten days after the President's decision and shall cite all reasons for dissatisfaction with the previous decision. The Board or a committee of the Board shall investigate the matter thoroughly and make its decision thereon within sixty days which shall be final and binding for all purposes.

### **Disciplinary Procedures for Student Organizations**

In support of Section 406.01 of the Regents Policy Manual concerning the Withdrawal of Recognition of Student Organizations, all student organizations recognized by or using the facilities of East Georgia College are hereby charged with the responsibility of enforcing compliance with local, state and federal laws by all persons attending or participating in their respective functions and affairs, social or otherwise.

Any student organization which knowingly permits, authorizes, or condones the manufacture, sale, distribution, possession, serving, consumption or use of marijuana, controlled substances, or other illegal or dangerous drugs at any affair, function, or activity of such student organization, social or otherwise, is hereby declared to be in violation of the laws of this state and shall have its recognition as a student organization withdrawn and, after complying with the constitutional requirements of due process, shall be expelled from the campus for one calendar year from the date of determination of guilt. Such organization shall also be prohibited from using any property or facilities of the institution for a period of one year.

*\*NOTE: The sanctions imposed by these policies shall be subject to review procedures authorized by the Board of Regents (Article VIII of the Bylaws). An appeal to the Board of Regents shall not defer the effective date of the adverse action against the student organization pending the Board's review unless the Board so directs. Any such stay or suspension by the Board shall expire as of the date of the Board's final decision on the matter.*

## General Information

### **Access to Campus Facilities by Outside Groups**

Classrooms and lecture halls located in the Academic Building, Luck Flanders Gambrell Building, Community Learning Center and the Student Center's Richard L. Brown are available for use by certain organizations for general meetings, seminars, banquets, receptions, public forums and other functions suitable to be held on a college campus and not in violation of the laws of the State of Georgia, policies of the Board of Regents and East Georgia College campus rules. For more information about use of campus facilities, contact the Facilities Scheduling Office at 478-289-2122..

### **Alumni Affairs**

Membership in the East Georgia College Alumni Association is automatically conferred upon all graduates of the institution and is also available to those students who have attended but not graduated. This organization, under the general administrative supervision of the Director of Development and Alumni Relations, was formed after the occasion of the college's first graduation.

### **Banner Student Information System**

Beginning Fall 2002, all students were granted access to the Student Information System, Banner Web. With a user-id and 'pin' number, students are able to access on-line information pertaining to their student record. This includes academic history, directory, financial aid, Regents' Test Scores and fee payment information. Students are able to request official transcripts and change address information. Students with 15 or more hours of degree credit, no Learning Support or CPC requirements are also able to register themselves on-line. Although advisement is mandatory at EGC, students who fall into this category may choose not to see an advisor. In so doing, the student accepts the responsibility of completing all degree requirements as outlined in the EGC Catalog. Periodically, specifically prior to a registration period, students should access their Banner Web Account information and check for holds, which might prevent their registration. Academic, disciplinary and financial holds will prevent a student from registering for courses. Along with this increase in access to student information though, does come some additional responsibility on the part of the student. Please guard your user-id and pin number. With these two pieces of information your student record information can be accessed by anyone!

### **Campus Safety Contact Information**

In case of fire, accident, or emergency on or in college property, immediately notify the college switchboard (478-289-2000) in the Student Services Complex between the hours of 8 A.M and 6:00 P.M. Monday thru Thursday and 8:00 A.M. and 12:00 Noon on Friday. During evening hours or weekends, immediately notify the Public Safety Officer on duty or call 478-455-0125 (Public Safety Cell Phone Number).

### **Change of Name and/or Address**

It is the student's responsibility to keep the Admissions and Registrar's Office notified of any name and/or address change. Unless notified to the contrary, correspondence will be addressed as shown on the student's application for admission.

### **College "Cyber" Cafe**

Stop by and enjoy the services provided by the college cafeteria. Spring 2007, the dining area was relocated and given a prominent physical location in the new Student Services Complex. With a full service grill and menu, even the most distinguished student palate can be accommodated. Computer workstations are available in the "Cyber" area adjoining their new location. Fall 2011, a full service cafeteria was opened in the Richard L Brown room serving lunch and dinner to students, faculty and staff.

### **Computer Facilities**

Students can utilize the Student Computer Labs in located in the Luck Flanders Gambrell Building (room J524) and the Student Services Complex (room B111). Students attending EGC Statesboro site have access to a computer lab located in the Statesboro Center Building. Please note the operating hours are subject to change, and check the college web page for the latest operating hours. Computers in the labs

have various software applications installed. Laser printers are also available in the labs.

Other computer classrooms labs are located on campus. These labs are generally reserved for classroom instruction.

The library houses computers that can be utilized for GALILEO (Georgia Library Learning Online) and general Internet access. Printing capabilities are also available in the library. Please check the library's schedule for operating times.

Please do not bring food, drink or tobacco products into any computer lab or areas on campus that house computers and/or computer related equipment. Smoking is also prohibited in these areas.

As part of the EGC Student Technology Fee, students currently enrolled and actively taking classes at EGC (Swainsboro or Statesboro) are provided a 300-page print balance each semester that can be used in the computer labs and in the EGC library. If a student uses his/her 300-page balance before the end of the semester, additional printing pages can be purchased online or on a "pay-as-you-print" basis in the EGC library or in the Statesboro Center computer lab. Unused pages are not refunded.

If you experience problems with a computer located in a lab, please seek assistance from the student assistant in the computer lab or the EGC computer services department, which has offices in the George L. Smith Building at the Swainsboro campus and at the Statesboro Center Building.

Please refer to the East Georgia College Computer Lab / Workstation Usage Policy at [www.ega.edu/computerservices/ITPolicy/LabWorkstation.pdf](http://www.ega.edu/computerservices/ITPolicy/LabWorkstation.pdf) for more information.

### **Disc Golf**

East Georgia College has an 18 hole "disc golf" course located at the entrance to the college. "The Piney Woods Golf Course" is the newest edition to campus with a very rigorous and challenging disc golf course. Come test your skills as it is free to all students and employees. Discs can be purchased in the EGC bookstore.

### **East Georgia College at Statesboro**

Since 1997, more than 3,000 students have attended East Georgia College at Statesboro (EGCS). Here, students can enjoy personalized instruction, in smaller classes, with professors who are committed to the field of education. Additionally, while at EGCS, students enjoy many of the benefits of Georgia Southern University, including library use, cultural events, campus meal plans, intramural sports, fitness extension facilities, athletic tickets, band, and more.

Serving a ten county area in and around Statesboro (Appling, Bryan, Bulloch, Candler, Effingham, Evans, Montgomery, Screven, Tattnall, and Toombs), the primary purpose of EGCS is to provide an option for access to liberal arts post-secondary education to those students in the service area. After satisfying all Learning Support and College Preparatory Curriculum deficiency requirements and completing 30 hours of college-level coursework, EGCS students are eligible to finalize the transfer process to a university-level institution.

Administrative offices in Statesboro are located at 10449 Highway 301 South, approx. 5 miles south of Georgia Southern University, between the hospital and the bypass. At the EGCS office, students can receive help with administrative issues, meet with advisors and professors, utilize the EGCS computer lab, and take advantage of free tutoring and counseling services.

Students attending East Georgia College at Statesboro (EGCS) should remember that they are not Georgia Southern University (GSU) students, though as EGCS students, they have many of the same privileges and rights on the GSU campus as native students. EGCS students are required to adhere to the academic and behavioral standards expected of all members of the college and campus communities, and are subject to the

rules and regulations of both East Georgia College and Georgia Southern University.

In the event students find themselves in violation of the GSU Student Code of Conduct, while on the GSU campus, judicial proceedings will be administered according to the GSU Student Code of Conduct, which can be found at <http://students.georgiasouthern.edu/sta/guide/>. Decisions by the GSU Judicial Affairs Office are **communicated to, and observed by, East Georgia College**. **Additionally, East Georgia College** reserves the right to review conduct code violations and impose their own penalties based on the EGC Student Code of Conduct, which can be found on page 6 of the East Georgia College Student Handbook.

As a transfer program, EGC does not offer a full complement of courses in Statesboro. Sufficient course alternatives are available to allow fulfillment of transfer requirements. EGCS offers all Learning Support courses, College Preparatory Curriculum courses, and select Core Curriculum courses, including: Student Success; English Composition I and II; College Algebra; American History; American Government; Economics; Psychology; Sociology; Spanish I; Art; Music; and Speech Communications. Students attending East Georgia College are also eligible to enroll in health and physical education courses through Georgia Southern University

If you would like additional information about East Georgia College at Statesboro, please call Donald Avery, Vice President for Student and Enrollment Services at (478) 289-2015; Caroline McMillan, Director of East Georgia College at Statesboro at (912) 623-2405; or, stop by the administrative office located at 10449 Highway 301 South, Statesboro, GA, 30458.

### **Email**

Students are provided East Georgia College email accounts. Students can check and send email messages through the East Georgia College online email application, which is accessible via the college's web site. Students can check and send email messages in the campus computer labs or from any computer that has access to the Internet. A student's email address remains active for the duration of their enrollment while attending East Georgia College. EGC utilizes student email to inform students of important information. Students should check their EGC email accounts regularly. Students at the EGC Statesboro site may also request a Georgia Southern University (GSU) email account. Students attending EGC Statesboro site who would like to obtain a GSU email account should contact the department at GSU that is responsible for student email accounts.

Please refer to the East Georgia College Campus Email policy at

[www.ega.edu/computerservices/ITPolicy/CampusEmail.pdf](http://www.ega.edu/computerservices/ITPolicy/CampusEmail.pdf) for more information.

### **First Aid**

In case of minor cuts, scratches, etc., a first aid station is located in the Physical Education Complex.

### **Health Services**

Beginning Fall Semester 2011, a Student Health Services Clinic became available to all students on the Swainsboro campus. The clinic is located in the lower level of the Academic Building. The hours are 8am – 12pm, Mon-Thurs. (hours may vary per semester depending on demand). Services are provided by the Emanuel Medical Services Staff. It is a full service health clinic for students. Student Health Fees cover the costs and appointments are not required.

### **Heritage Room**

The Heritage Room serves as an instrument for preserving historical data, stimulating historical interest and fostering collaboration with historical societies and area public libraries. Just as the college has expanded its geographical presence in recent years through the growth of enrollment, establishment of off-campus center, creation of collaborative programs with area technical institutes and development of economic development activities, the Heritage Room allows it to have major impact on its service area in terms of historical and cultural understanding and awareness. The Heritage Room initiative represents a historic opportunity for East Georgia College and the communities it serves.

### **Intramural Athletics**

Intramural athletic activities are developed for students who wish to participate in both team and individual

competitive sport activities. Activities include volleyball, ping-pong, flag football, basketball, and others. Students engaged in intramurals that involve substantial risks of bodily injury, property damage, etc. are required to sign a Release and Waiver of Liability form.

### **Library**

The Library is located in the Luck Flanders Gambrell Center. The spacious library with its large windows creates picturesque views of the outdoors. Students are encouraged to use the library for study, alone or in groups. The atmosphere of the Library makes it a friendly place for relaxation between classes and its location makes it a convenient "meeting place" for students.

### **Lost and Found**

The Help Desk in the Student Services Complex serves as a central "Lost and Found" for the student body. A student who loses or finds an item should report it to this location. At the beginning of each Fall Semester the college will dispose of any unclaimed items gathered the previous year.

### **Minority Advising Program**

The Minority Advising Program at East Georgia College is open to all minority students. It is the purpose of the program to aid students in their efforts to achieve success in college. The Minority Advising Program is directed by the Vice President for Academic Affairs. Students interested in the program should contact the Vice President for Academic Affairs.

### **Intercollegiate Athletics.**

East Georgia College holds memberships in the National Junior Collegiate Athletic Association (NJCAA) and the Georgia College Athletic Association (GCAA). Members are listed on the GCAA website ([www.gjcaa.org](http://www.gjcaa.org)). EGC supports intercollegiate teams for men in basketball and baseball and for women in basketball and softball.

### **Official Communications**

Official communications to students will be mailed to the home address recorded for each student in the Office of Admissions and Records. Students are encouraged to use the on-campus student webmail service. As we progress in the age of technology, computers are becoming more and more apart of our daily lives. East Georgia College is aggressively seeking to keep up with this technological curve. More and more, communication from the college will come to students via email. So, please access your email accounts or you will miss out on valuable information!

### **Physical Education Complex**

Any East Georgia College student may use the "Fitness Center" unless these facilities are being used for class purposes. In it you will find, state of the art exercise equipment including strength, free weight, and cardiovascular equipment. Fitness assessments and evaluations will also be offered. The Physical Education Complex also contains a gymnasium, two lane jogging track, classrooms and Art lab. The center also allows for additional casual recreation and relaxation pursuits on the part of the student body population as a whole. There will be no charge for use of these facilities for students, faculty or staff. Students must present Student Id Card to take advantage of these services.

### **Placement Service**

The college seeks to assist students in finding part-time employment. Job openings are posted in a conspicuous place on the campus bulletin boards and on the student employment website. Students seeking part-time employment should contact Human Resources at 478-289-2035.

### **Student Right to Vote in Public Elections**

Students are encouraged to vote in all federal, state and local elections. A student whose class schedule would otherwise prevent him or her from voting will be permitted an excused absence for the interval reasonably required for voting.

### **Vision Series**

The Vision Series is a foundational element in our Student Activities program for our students and a core

aspect of our outreach to our larger community through our Lifelong Learning program. Students are encouraged to make themselves aware of and to take full advantage of the opportunities provided through the Vision Series. These opportunities are funded through generous support of the EGC Foundation.

**Housing**

Beginning Fall 2011, East Georgia College offers on-campus housing. No commuting! Living in on-campus housing will allow you to be close to your classes, the library, other academic resources and campus activities. EGC has the capacity to house 200 full-time students in furnished four-bedroom, two bath apartments with shared living suites. See Housing handbook for more details or check EGC housing website : [housing@ega.edu](mailto:housing@ega.edu) for periodic updates.

## Extracurricular Activities

The student activities program is administered through the Student Services Office by the Coordinator of Student Life. These activities include movies, dances, lectures, concerts, field trips, student publications, intramurals, and club activities. Information and notices of coming activities are available on the EGC website (student life calendar) at [www.ega.edu](http://www.ega.edu), on the campus internal video system, in Continuing Education publications, on the Vision Series bookmark, in the MMNews and posted on campus bulletin boards. Students who wish to suggest activities should contact the Coordinator of Student Life at 478-289-2105.

### Clubs and Organizations

Student clubs on campus are appropriated a given amount of funds from the Student Activities fees. In addition to those funds, the clubs are permitted to raise other funds to enhance the possibilities of planning and carrying out more club activities. Each club treasury will be maintained in an account through the EGC Business Office. All fundraising activities must be pre-approved by the Vice President for Student and Enrollment Services. Applications may be picked up from the Director of Student Life. Club membership is open to all students unless otherwise noted.

#### EGC Clubs

*(Club membership is open to all students unless otherwise noted.)*

**African-American Union** – An organization to involve black students in all aspects of campus life, provide programs of interest to its members, and promote a sense of genuine unity and brotherhood among all students of East Georgia College. Membership is open to all students.

**Alpha Sigma Psi** – An organization to foster interest and activities among students interested in the social sciences, particularly anthropology, sociology, and psychology.

**Art Mania Club** – The purpose of this organization is to expand its members' knowledge and understanding of the many varieties of artistic expression in the world around them. Members will have opportunities to broaden and improve or find their artistic abilities. The group's purpose is also to share art and information about it with students and faculty on campus, as well as other people in the community and surrounding communities.

**Baptist Collegiate Ministries** – An organization involving young men and women in spiritual growth and Christian service. BCM is open to all students.

**Bobcat Paw Puppet Players Club** – To advance and promote the art of puppetry, to educate children and families through the art of puppetry and to make a positive impact on East Georgia College's cultural climate, especially as it affects children and families in our community.

**Circle K** – Members are dedicated to serving the community. The Circle K pledges to foster compassion and goodwill toward others through service and leadership, develop their abilities and the abilities of all people, and dedicate themselves to the realization of mankind's potential.

**College Democrats** – Provides students the opportunity to learn about the political process and discuss issues from a Democratic perspective. The club organizes debates, invites guest speakers to address club members, and promotes community service projects.

**College Republicans** – The purpose of this organization is to promote and increase political awareness and activity as well as to serve as a source of conservative political information on East Georgia College campus, Emanuel County and surrounding counties. This organization will provide a forum for students to discuss important issues in politics. This organization will also play an active role in grassroots activism.

**Disc Golf**—Organization dedicated to the interest of disc or Frisbee golf. Located on the campus of East Georgia College, students will find a complete eighteen hole golf course designed unobtrusively into the landscape of the main campus. Participants can expect challenging experiences, disc golf instruction and possible participation in sanctioned tournament events both locally and off campus.

**EGC Book Club** – The purpose of the club is to broaden the reading experience of EGC students and encourage students to read beyond their course assignments. Reading is the foundation of higher education.

**Environmental Activists Ready To Help** – The E.A.R.T.H. Club's purpose is to engage in environmental projects dealing with beautification, safety, and conservation, ``to work today for a better tomorrow." Membership is free and open to all students.

**Global Movie Club** – To adhere to its mission statement, Global Movie Club (GMC) will: broaden the worldview of the participants; introduce major film genres and directors; allow students to discuss cross-cultural implications in conjunction with the International Club at EGC; survey foreign and limited release films; allow participants to discuss films that depict "human experience" and explore the answers to the question, "What is human?"; promote meeting the [General Education Learning Outcomes](#) I, II, III, VI and XII; support reading across the curriculum.

**Golf Club** – The purpose of the Golf Club is to promote the game of golf by providing instruction and competition, to encourage community interaction and envelopment through participation in local charity tournaments, and to promote sportsmanship by fostering proper on-course golf etiquette and moral integrity.

**International Club** – An organization devoted to furthering the interests of foreign languages. Hands-on experience is emphasized. Membership is open to all students.

**Non-Traditional Student's Organization** – An organization to provide support for adult students attending school after being absent from an educational institution for over 5 years.

**Nursing Club** – The purpose of the club is to provide support and accurate up-to-date program information for pre-nursing and nursing students at East Georgia College.

**Outdoor Recreation Club** – The purpose of the club is to enhance the college experience for all students, through outdoor recreation and sports opportunity.

**Phi Theta Kappa** – An honor, educational-service organization which seeks to develop leadership potential and encourage fellowship among members. Membership is open to students who have completed a minimum of 15 semester hours and a minimum of 3.2 grade point average.

**Robert Feline Playmakers** – An organization to foster interest in drama and to increase students' skill in dramatic performance. Membership is open to all students.

**Science, Technology, Engineering, Mathematics & Medicine of East Georgia (S.T.E.M.M. of East Georgia)** – The club's purpose is to promote the success of students pursuing math, science, medical and engineering degrees. To contribute to the success of these students an interactive website will be created and modified by club members posting important dates such as entrance exam schedules, study groups, and additional calendar activities. The club will also pursue and retain shadowing/internship arrangements for students in applicable degree tracks. The club will serve as an information and resource network for students. The club will benefit the campus as success rates of students increase and exposure of EGC representatives throughout the area increases.

**Students in Free Enterprise** – The East Georgia College SIFE team is one of more than 1,600 teams active on college and university campuses in more than 31 countries. SIFE focuses the energy and enthusiasm of college students to make positive changes through services to their communities. SIFE

students value the idea of seizing their opportunities and making a difference. Through a collaborative effort between business and education, SIFE teams improve the quality of life and the standard of living around the world by teaching the principles of market economics, entrepreneurship, business ethics and personal financial success.

**Student Professional Association of Georgia Educators (SPAGE)** – An organization under the direction and guidance of the Professional Association of Georgia Educators and is open to all education majors.

**Tennis Club**—To develop, promote and provide tennis to the students of East Georgia College, to the local community and to our service area.

**The ECHO** – The purpose of the club is to discover “Green Employment” and to create “green employment” in Swainsboro and this area of Georgia.

**The Pursuit** – The purpose of the club is to spread the good news of Jesus to the campus.

**Video Gamers** – The purpose of this club is to develop good sportsmanship and character through friendly competition as well as to provide good entertainment and opportunities to socialize.

### **Miss EGC Pageant**

Beginning with the Spring 2008 pageant, East Georgia College made the decision to pursue participation in the Miss Georgia pageant. The Miss EGC pageant is now a preliminary to the Miss Georgia pageant which is held in June of each year. Miss EGC, through her selection as the reigning Miss East Georgia College, will go on to represent the College each year in the Miss Georgia Pageant. Please see below for requirements for participation in the Mrs. EGC pageant.

This Agreement is made by and between the Board of Regents of the University System of Georgia by and on behalf of East Georgia College ("College") and the undersigned Pageant Contestant ("Contestant"). For and in consideration of the opportunity to compete for the Miss East Georgia College title, scholarship and other benefits to be awarded to the Miss East Georgia College Pageant winner. Contestant does hereby agree to the following terms and conditions:

1. Assumption of Risk, Waiver and Release: Contestant acknowledges and agrees that participation in the Miss East Georgia College Pageant is not a requirement of her course of study and her participation is purely voluntary. As such, Contestant agrees to assume all risk involved with her participation in the Miss East Georgia College Pageant and with her reign as the Miss East Georgia College should she win the pageant. In consideration of the professional and educational enrichment that she will derive from participation in the Miss East Georgia College Pageant, Contestant does hereby, for herself, her heirs, executors and administrators, and assigns, waive, release, covenant not to sue and forever discharge the Board of Regents of the University System of Georgia, East Georgia College and their members, agents, servants and employees (collectively referred to as the College) of and from any and all manner of action of actions, causes or causes of action, including, but not limited to negligence, suits, debts, accounts, damages, claims and demands of any kind whatsoever which I have or may acquire by reason of injury, damage or harm to person while participating in the Pageant. Further, I agree to defend, indemnify and hold harmless the College from any and all claims, demands and/or causes of action arising out of my own actions while participating in the Pageant and/or during my reign as Miss East Georgia College, if so chosen.
2. Contestant must abide by the East Georgia College Student Code of Conduct during the entire term of her contestant status, and should she win the Miss East Georgia College Pageant, during her reign as Miss East Georgia College.
3. As a condition of participating in the Miss East Georgia College Pageant, Contestant must meet all of the qualifications of the Miss Georgia and the Miss America Organization contract including, but not

limited to:

- Be between ages 17 – 24;
- Be a US citizen;
- Meet residency requirements for competing in a certain town or state;
- Meet character criteria as set forth by the Miss America Organization;
- Be in reasonably good health to meet the job requirements; and
- Be able to meet the time commitments and job responsibilities as set forth by the local program in which you compete.

4. If selected as the winner of the Miss East Georgia College Pageant, Contestant agrees to:

a. Make the following mandatory Miss East Georgia College appearances:

1. Identified local EGC events
2. Miss Georgia Competition (dates for current year)
3. Practice, Events and Competition for Miss East Georgia College

b. Conduct herself at all times during her reign as Miss East Georgia College in a manner that reflects positively upon herself and East Georgia College;

c. Submit completed copies of all Miss Georgia paperwork to the Miss EGC Board of Directors at least 7 days prior to the Miss Georgia deadline;

d. Respond to phone calls and e-mail messages from Board members within 48 hours;

e. Give at least 24 hours notice that she will be unable to attend a scheduled function, and may only cancel in case of emergency or serious illness. Miss East Georgia College must speak directly with a Board member to cancel an appearance; text messaging and e-mail and not acceptable means of cancellation;

f. Have pre-approved by the Miss East Georgia College Board of Director all official appearances and all wardrobe for those appearances;

g. Write thank you notes for all gifts and cards received and in response to all official appearances she makes during her reign within two weeks of the event;

h. At all times represent herself and East Georgia College in a dignified manner on any public or privately accessible information sources (such as, but not limited to, Facebook, MySpace, message boards, personal websites and blogs, etc., and whether by photo or comments posted): and

i. To raise \$250 for the Children's Miracle Network as part of her participation in the Miss Georgia competition.

5. All Miss East Georgia College scholarships will be awarded during Fall semester. Miss East Georgia College scholarship recipients must apply for receipt of their scholarship money to the Financial Aid Office no later than June 1 of that current academic year.

6. Contestant understands and acknowledges that all or part of the Miss East Georgia College scholarship money may be revoked by the College as the result of missed mandatory appearances or conduct unbecoming the Miss East Georgia College title, as determined in the sole discretion of the Miss East Georgia College Board of Directors. If the scholarship has already been paid, then the College may place a hold on the Contestant's student account until reimbursement of the revoked amount has been repaid to the College. A hold will result in the Contestant's inability to register, graduate or obtain a transcript.

**Student Government Association**

The Student Government Association is the campus organization governing student activities and representing the students in college affairs. SGA members are elected by the student body. The SGA is composed of three officers: president, vice-president, and secretary-treasurer; plus three senators elected from the sophomore class; and three senators elected from the freshman class. During the Fall and Spring semester meetings are held weekly and are open forum. Student issues and concerns should be brought to the attention of the SGA membership.

**Constitution****Preamble**

We, the students of East Georgia College, in order to establish an effective student government, to provide the students with a means to express their needs and ideas, to encourage self-respect, self-esteem and individual responsibility, and to strive toward an even closer understanding between the student body and the administration and faculty of the college, do hereby ordain and establish this constitution of the Student Government Association of East Georgia College.

**Article I - Name, General Organization, and Authority**

**Section 1. Name** - This organization will be named the Student Government Association of East Georgia College, hereinafter referred to as the SGA.

**Section 2. General Organization** - The SGA will consist of two (2) departments, the legislative department and the executive department.

**Section 3. Authority** - The authority held by the SGA is that which has been delegated by the President of the college through the Vice President for Student and Enrollment Services.

**Article II – Legislative**

**Section 1. Powers** - All legislative powers will be vested in the Senate of East Georgia College. The Senate will exercise the following duties:

1. To be a legislative body chosen through popular elections by the student body of East Georgia College.
2. To serve as a liaison between the student body and the faculty and administration of this college.
3. To make recommendations of approval or disapproval for all new clubs and organizations on campus.
4. To make recommendations to the Vice President for Student and Enrollment Services concerning the allocation of Student Services (Agency) funds to student groups.
5. To require at its discretion financial reports from organizations receiving appropriations from the Student Services (Agency) budget.
6. To make recommendations to the Vice President for Student and Enrollment Services concerning changes in college rules governing the conduct of students.
7. To assist in planning and conducting the orientations of incoming students.
8. To enact legislation regulating school elections.
9. To execute any powers not specifically delegated herein but which, subject to the limitations of Article I - Section 3, may be undertaken in the interest of the student body and for the advancement or improvement of the college.
10. To promote the general welfare of the student and institution.

**Section 2. Membership** - The Senate will consist of six (6) Senators elected by the student body.

**Section 3. Grade Point Average and Student Standing Requirements** - All Senators must maintain a grade point average of 2.0 to hold office and be enrolled for three (3) or more semester hours. The status of academic or disciplinary warning or probation disqualifies an officeholder from office.

**Section 4. Representation** - There will be three (3) Senators chosen from the body of freshmen - those with less than thirty (30) semester hours of credit - and three (3) Senators from the body of sophomores -

those with thirty (30) or more semester hours of credit. Sophomore senators must have earned at least 6 hours of credit at East Georgia College.

**Section 5. Presiding Officer** - The Vice-President of the SGA will be President of the Senate, but will have no vote unless the Senate is equally divided.

**Section 6. Organization within the Senate** - The Senate will choose its own officers and also a President pro tempore to serve in the absence of the Vice-President.

**Section 7. Voting within the Senate** - Each member of the Senate will have one (1) vote. A majority vote, a quorum being present, will be required to pass all legislation, recommendations, and resolutions, except where otherwise stipulated in this constitution. A quorum will be defined as four Senators, composed of two freshmen and two sophomores.

**Section 8. Vacancies** - In the event a Senate seat becomes vacant, a special election will be called by the President of the SGA within twenty (20) days to fill the vacant seat.

**Section 9. Impeachment and Dismissal of the President, Vice-President, or Secretary-Treasurer** - When an officer of the executive branch fails to exercise the duties required of him by his office, the Senate may as a last resort bring charges of dereliction of duty against him by a two-thirds (2/3) vote. The officer against whom the charges are made will have an opportunity to defend themselves before the Senate. A unanimous vote will be required to divest said officer of his office. The replacement process will be that specified in Article III - Section 4.

### Article III – Executive

**Section 1. Powers** - The executive power will be vested in the President of the SGA. The President of the SGA will serve the following functions:

1. The President will represent the student body as a whole at all official school functions.
2. The President will be the administrative head of the SGA.
3. The President will have the power to veto any act of the Senate. The President's veto may be overridden by a two-thirds (2/3) majority vote of the Senate.
4. The President will appoint student members of the Election committee with the consent of two-thirds (2/3) of the Senate.
5. The President will, from time to time (at least twice during the year), give information concerning the state of the SGA in the Senate.
6. The President will be ineligible to serve in any other major elective or appointive post at East Georgia College during his/her term of office.
7. The President will serve as a member of the Advisory Council and the Publications Committee.
8. The President will be the only authorized SGA representative to the Student Advisory Council of the University System of Georgia.

**Section 2. Vice-President** - The Vice-President will serve with the same duties and powers as the President should the President be unable to discharge his or her duties or should the office of President become vacant.

**Section 3. Secretary-Treasurer** - The Secretary-Treasurer of the SGA will maintain a general surveillance of allocations made to various organizations and activities for the purpose of keeping them informed and within their budgets and will provide periodic reports on the status of appropriated monies. All minutes of meetings of the Executive Branch of the SGA will be recorded by the Secretary-Treasurer.

**Section 4. Vacancies** - In case of vacancy in the office of the President of the SGA, the Vice-President will assume the office and call a special election for Vice-President within twenty (20) days. In the case of a vacancy in either the office of Vice-President or Secretary-Treasurer, the President of the SGA will call a special election within twenty (20) days to fill the appropriate office.

**Article IV - Elections**

**Section 1. Senate** - Election to fill Senate positions will be held during the fall and spring semesters of each academic year. Sophomore senators will be elected spring semester; freshmen senators will be elected in the fall semester.

1. Three sophomore senators will be elected on the second (2<sup>nd</sup>) Tuesday of April in the spring semester. Three freshmen senators will be elected on the second (2<sup>nd</sup>) Tuesday of September in the fall semester.
2. Candidates will be elected at large from the student body. Three (3) seats will be reserved for freshman candidates. Three (3) seats will be reserved for sophomore candidates.
3. The freshman candidates receiving the three (3) highest vote totals will be elected to the freshman Senate seats. The sophomore candidates receiving the three (3) highest vote totals will be elected to the sophomore Senate seats.
4. Freshman senators will assume office immediately upon their certification by the Elections Committee. Sophomore senators, after their certification by the Elections Committee, will assume office beginning with the fall semester immediately following their election. All terms of office will be served concurrently during the academic year.
5. The Elections Committee will have the final authority to determine a candidate's category. All students enrolled at East Georgia College will be allowed to vote.

**Section 2. President, Vice-President, and Secretary-Treasurer** - The President, Vice-President, and Secretary-Treasurer will be elected in a general election to be held during the spring semester of each academic year.

1. Candidates for President, Vice-President, and Secretary-Treasurer must have thirty (30) semester hours of credit, 6 of which must have been earned at East Georgia College, and a 2.0 grade point average. Each executive officer must be enrolled for three (3) or more semester hours in order to hold office. The status of academic or disciplinary warning or probation disqualifies an officeholder from office.
2. The President, Vice-President, and Secretary-Treasurer must be elected by a majority of the students voting in the general election. In any race for executive office in which none of the candidates receives a majority of the vote, the President of the SGA will call a run-off election within ten (10) days between the top two (2) candidates in the particular race or races.
3. All enrolled students are eligible to vote for President, Vice-President, and Secretary-Treasurer.
4. The President-elect, Vice-President-elect, and Secretary-Treasurer-elect will take office immediately upon election and serve in their respective capacities through the next academic year.

**Section 3. Petitions for Candidacy** - All candidates for President, Vice-President, Secretary-Treasurer, and Senate must turn in a petition containing the signatures of at least ten percent (10%) of the students enrolled at East Georgia College to the Elections Committee.

**Section 4. Eligibility of Candidates** - Any student enrolled at East Georgia College is eligible to run for any SGA office for which he or she meets the qualifications. An additional requirement of all candidates will be that if elected they will be able to attend scheduled meetings of the SGA on a regular basis.

In the event an executive officer or senator fails to attend SGA meetings regularly, the senate may bring charges of dereliction of duties by a simple majority vote. Replacement will be appointed on a temporary basis by the senate.

**Section 5. Elections Committee** -

1. The Elections Committee will consist of the following members: Vice President for Student and Enrollment Services or a faculty advisor appointed by him; three (3) students appointed by the President of the SGA and confirmed by a two-thirds (2/3) majority vote of the Senate.
2. The Elections Committee will make all arrangements for student elections and will set deadlines for submission of nominating petitions. The committee will be responsible for assuring fair and democratic elections and for proper managements of the polls. This committee will review any discrepancies or protest and will make the final decision regarding such matters. Any student

running for any of the offices of the SGA will not be placed on the committee.

#### **Article V - Amendments**

The Senate, in session, and a quorum being present, may propose amendments to this constitution by a two-thirds (2/3) affirmative vote. A proposed amendment may be ratified in a special election held one week after said Senate action by a two-thirds (2/3) affirmative vote of the students who participate in the election.

#### **Article VI - Ratification**

This constitution must be ratified by at least fifty-five percent (55%) voting in a campus-wide election.

#### **Initial Procedure for Recognition of Student Organizations**

**Application** - An organization seeking recognition must submit the following information in writing to the Student Services office:

1. Name
2. Purpose (including explanation of why the organization is desirable on campus)
3. Qualifications for membership
4. Fees, dues and other considerations for membership
5. Officer and leadership structure
6. Time and manner of election of officers
7. Number of students wishing to join
8. Faculty sponsor
9. Explanation of any extra-campus affiliation (e.g., national parent organization)
10. Time and location of meetings
11. Names of prospective members who will serve as spokesmen for the organization during the recognition procedure (it is suggested that three students be named).

**Hearing** - The Vice President for Student and Enrollment Services or his designee shall examine each application and reject those not submitted in proper form. He may request a hearing on the proposed recognition. He may, at his discretion, request that the hearing be held before the Student Services Committee. The Vice President may request the presentation of oral and documentary evidence. A recording or transcript of the hearing may be made and preserved for use in possible appeals and reviews.

**Criteria for Recognition and Review Procedure** - Recognition shall be granted only to those organizations whose purpose and proposed activities are clearly related to educational goals and mission of the college. Recognition shall be denied if the evidence presented shows that the proposed organization will present substantial likelihood of material interference or conflict with the educational process of the college or any of the following:

1. The regular and orderly operation of the college.
2. The requirements of appropriate discipline within the college community.
3. The academic pursuits of teaching, learning, and other campus activities.
4. The laws or public policies of the State of Georgia and the United States.
5. The statutes and regulations of the college and the Policies of the Board of Regents.

If the Vice President or the committee disapproves recognition, the organization may appeal the decision to the President of the college, who shall review the same and affirm, reverse or modify the decision. The appeal shall be in such form as the President may require.

All applicants for recognition approved by the Vice President or the committee shall be promptly transmitted to the SGA for ratification. Ratification shall be in accordance with procedures established by the student governing authority. If the student governing authority fails to ratify the approval, the organization may appeal this action to the President of the college, who shall review the action and affirm, reverse or modify the same. The appeal shall be in such form as the President may require.

The recognition of an organization authorizes it:

1. To use college facilities and equipment, subject to the Board of Regents' Policies and to college regulations governing the use of facilities and equipment, and to reasonable scheduling and clearance of particular facilities and equipment by the Office of Student Services and/or the Security Office.
2. To be eligible to receive student service monies subject to the Board of Regents' Policies and to college regulations governing allocation of student activity fees.

All club fund raising activities must be approved by the Vice President for Student and Enrollment Services. Organizations shall carry on business transactions and contractual relations with punctual and timely discharge of valid obligations and prudent use of funds.

Activities of organizations must be in conformance with their applications' stated purposes.

Active membership shall be confined to regularly enrolled students. Three hours per semester is the minimum academic load for any student participating in a student organization. A student must maintain a 2.0 cumulative grade point average to be eligible to serve as an officer of a student organization.

A list of officers must be submitted to the Student Services office within 7 days after each election. A copy of each organization's constitution and by-laws and of all subsequent amendments thereto must be submitted to the Student Services office within 7 days after enactment.

Student organization publications shall not contain material which is obscene or defamatory (as the same is defined by the Code of Georgia, Section 26-2101), or which create a substantial likelihood of material interference with the regular and orderly operation of the college. Student organization publications shall abide by the guidelines and policies by the Student Publications Board.

All East Georgia College club sponsored activities will take place on the campus of East Georgia College unless otherwise approved by the Vice President of Student and Enrollment Services. East Georgia College's name shall not be used in association with any off campus activity unless prior approval is granted by the Vice President of Student and Enrollment Services. Violations may result in loss of club recognition or other penalties as prescribed by the Vice President of Student and Enrollment Services, SGA and Student Services Committee. Please see below.

The Vice President for Student and Enrollment Services shall periodically review the activities of all student organizations to determine if they are acting in compliance with college regulations. Charges of violations of college regulations may be brought against any recognized organization and shall be heard by the Vice President for Student and Enrollment Services or, at his discretion, by the Student Services committee. The Vice President or the committee may request the presentation of oral and documentary evidence at the hearing. He or the hearing committee may have a recording or transcript of the hearing prepared. The Vice President or the committee may impose any one or any combination of the following penalties upon an organization after consideration of the evidence presented at the hearing.

1. Restriction of all or any privileges enjoyed as a recognized student organization.
2. Monetary fines, withholding or withdrawal of allocated student activities monies.
3. Restitution for damages.
4. Probation of recognized status.
5. Suspension of recognized status.
6. Withdrawal of recognition.

An organization may appeal the imposition of any penalty to the President of the college, who shall review the action and affirm, reverse or modify the same. The appeal and review shall be in such form as the President may require. The President may utilize the services of an existing or ad hoc committee in determining the issues involved. Upon notice and hearing, the President of the college may review at any time the recognition of any student organization, or any decision on disciplinary charges against any student organization, and make whatever final disposition of the matter he deems necessary for the best interests of the college.

**Student Publications**

**Wiregrass** - Published yearly containing art and poetry from students and employees.

**Hoopee Bird** - Published each semester, Fall and Spring, containing current issues and East Georgia College news.

## **Institutional Policy and Procedure**

**Declaration to Change Campus Location**

At the time students apply to East Georgia College they must indicate on the Admission application the site they plan to attend. This information is coded into our Banner system and is used along with the number of credit hours they enroll in to determine the cost of their tuition and fees for any semester. Fees at the Statesboro site are different from the Swainsboro campus and students are responsible for knowing the difference between the two fee structures. If students wish to change from their original or latest assigned location, they must complete and return the "Declaration to Change Campus Location" form to the Registrar's Office. Approval is required by the Financial Aid, Business Office and the Registrar's Office and the form must be received no less than two-weeks prior to the start of the semester or two weeks prior to Early Registration for an upcoming semester in which you wish to execute this change. Deadlines are necessary since the Business Office releases a list with the bookstore credit information. The credit information is dependent upon the location the student is approved to attend. A declaration may only be requested once an academic year, which runs from fall semester through summer semester. If you wish to request a change at the start of the next academic year, you must complete a new request form. This form is available on the Registrar's Office website: <http://www.ega.edu/registrar/Forms/ChangeCampusForm.pdf>. Students will be notified about the outcome of their request via their Web Mail Account with EGC.

**Campus Displays**

Displays, including but not limited to posters, notices, or banners, which litter the campus or damage the property of the college or of other persons or entities, or which are obscene or which materially interfere with the regular and orderly operation of the college, are prohibited. Posters may not be displayed on walls, doors, trees, etc., without the prior approval of the Vice President for Student and Enrollment Services.

**Children on Campus**

Children are not allowed on campus unless they are under the supervision of a responsible party. Children of students attending class are not allowed to attend classes with the responsible student and should not be left unattended outside the classroom.

**Club Fund Raising**

Student clubs on campus are appropriated a given amount of funds from the Student Activities fees. In addition to those funds, the clubs are permitted to raise other funds to enhance the possibilities of planning and carrying out more club activities. Each club treasury will be maintained in an account through the EGC Business Office. All fundraising activities must be pre-approved by the Vice President for Student and Enrollment Services. Applications may be picked up from the Director of Student Life.

**Conflict Resolution**

The Board of Regents of the University System of Georgia recognizes the benefit of resolving conflicts through alternative means designed to decrease the reliance on adversarial processes and resolve conflicts effectively and fairly at the lowest possible level.

East Georgia College supports the goals of the "Campus Conflict Resolution Committee" initiative whereby its students may seek timely, equitable, and satisfactory resolutions to their conflicts in an efficient and cost-effective manner preferably at the first indication of a problem.

East Georgia College encourages students to use the mediation process to solve conflicts before they utilize the formal grievance process.

Conflict Resolution is an informal, structured, voluntary and confidential process where the involved parties meet with one or two trained mediators to work through the conflict at hand. The participants must both agree on the outcome of the process for the conflict to be resolved. The mediator guides and encourages each party through the process, but does not make the final decision unless otherwise arranged to do so.

Conflicts are best resolved through direct negotiations between disputants. Students who fail in their attempt to facilitate conflict resolution through individual and/or group meetings with the disputants should contact a University System mediator to help resolve their conflict. The East Georgia College Conflict Resolution Committee is in place. Contact Carol Bray at 478-289-2088.

East Georgia College strongly encourages faculty, staff and students to consider having their conflicts resolved through a process of mediation prior to filing for formal proceedings. Mediation is not intended for use as an appeal mechanism after decisions have been made which can only be resolved through more formal procedures.

All mediation is kept strictly confidential.

Should the student not be satisfied with the outcome of her/his conflict through mediation, s/he may continue formal grievance procedures consistent with East Georgia College policy.

#### Definitions -

- ❖ The term “disputant(s)”/ ”party(ies)” shall mean an employee or groups of employees, a student or group of students who have a perceived conflict.
- ❖ “Mediation” is a structured conflict resolution process in which a person with no interest in the outcome of the conflict/dispute assists the parties in reaching a negotiated settlement of their differences. The mediation process is voluntary and aims at a signed agreement defining the future behavior of the parties. A mediator helps parties communicate, negotiate, and reach agreements and settlements but is not empowered to render a decision. The process will be encouraged by the college.
- ❖ “Mediators” are those employees trained by the Consortium on Negotiation and Conflict Resolution (CNCR) in conjunction with the Chancellor’s Committee on Alternative Dispute Resolutions.
- ❖ “The Campus Conflict Resolution Committee” (CCRC) is a standing committee of East Georgia College. The CCRC will be responsible for, communicating the purpose of mediation, keeping the procedures updated and relevant, and designing and conducting education in conflict management. The CCRC shall be composed of 7 individuals. All positions will be appointed by the president on an annual basis. All full-time employees, faculty/staff, and classified personnel, having at least one academic year (nine months) of continuous service at the college and all currently enrolled second year students are potential members of the CCRC.

#### Mediation Process -

1. The disputant/party should visit the Campus Liaison to discuss the possibility of using mediation.
2. The Campus Liaison shall determine if mediation is appropriate and, if deemed as such, will secure a qualified mediator from the cadre of mediators on campus or from the University System-wide Mediation Program.
3. Once both disputants/parties have agreed to mediate, the mediator will arrange the first meeting.
4. The disputants/parties will meet with the mediator who will guide their discussion and help them

work toward a mutually satisfactory solution.

5. If a satisfactory resolution is not reached, then the individuals are free to pursue other avenues such as filing a grievance. (See Faculty Handbook, sec. 7.12 and Employee Handbook, Sec. VII/Appendix).

**Disposition of Mediation** - After mediation, the mediator shall report to the Conflict Resolution Committee that an agreement has or has not been reached. The mediator is under no further reporting obligations. The committee shall in turn report this finding to the president.

**Prohibition of Retaliatory Action** - A disputant shall not be harassed, intimidated, or otherwise penalized for utilization of the mediation procedure. Because of the seriousness and demoralizing effects of retaliation, the disputant may elect to petition the Conflict Resolution Committee (CRC) to convene and hear allegations of retaliatory actions toward the disputant. After hearing the allegation, the CRC shall conduct a confidential investigation to determine the validity of the alleged retaliatory actions. If the CRC determines the accusations valid, it shall present its written findings and/or recommendations to the president with a copy to the disputant and the appropriate level of authority above the disputant. If the outcome of the process is not satisfactory to the disputant, recourse will be the Grievance Procedure for East Georgia College.

### **Counseling and Testing**

Students may seek help at any time by contacting the Counseling and Disability Services Office in the Student Services Complex. Testing is available to students in determining their career interest and aptitudes. Information and referral is also available for students needing to document an already diagnosed or suspected disability in order to receive accommodations in college. You may contact the Counseling and Disability Services office for any questions or for more information at 478-289-2039. In Statesboro, contact (912) 623-2406/2407 or (478) 289-2039. Academic advisors are assigned by the academic department to each student to assist in planning individual college programs during a students' freshman year.

### **Counseling - Interpreting Services**

Students requesting interpreter services are encouraged to ensure that they have submitted appropriate documentation of a hearing impairment. Documentation of a hearing impairment must be from a Licensed Audiologist. This documentation must include a diagnosis and information as to how the disability impacts the student in an academic environment.

Students will be notified when appropriate documentation is on file and may choose to schedule a meeting with the Counselor/Disability Service Provider (DSP) to arrange accommodations and/or services.

#### **A. Student Requirements-**

Class attendance is crucial for successful academic completion. When a student who uses an interpreter will be absent from class, notifying the Counselor/DSP is EXPECTED 48 HOURS PRIOR TO THE ABSENCE. An email is sufficient notification. This is crucial when communication facilitators are being paid for their time in class. This timeframe is necessary because most Interpreters require at least 48 hours notice of cancellations. The Interpreter is there as a supplement to the classroom experience, not as a substitute. If a student misses class, he or she needs to meet with the instructor for follow-up. Interpreters are not responsible for the student's absence or their academic responsibilities.

#### **B. Student Responsibilities-**

1. Students are responsible for contacting the Counselor/DSP in advance if an Interpreter is needed.
2. On the first day of class or in any new situation, please identify yourself to the Interpreter.
3. You are responsible for being on time for all classes, labs, and meetings.
4. Students are encouraged to sit in a place that provides the best lighting, distance, background, and angle for seeing the Interpreter.

5. If you have any questions relating to class materials, ask the instructor.
6. Personal conversations with the Interpreter should not occur during the class, but before or after the class.
7. If you have difficulty understanding the Interpreter, discuss it with that person. If this does not resolve the problem, contact the Counselor/DSP.
8. If your Interpreter does not come to class, notify the Counselor/DSP that he or she has failed to show up.

Let your Interpreter know if:

1. You plan to be absent or miss a class.
2. Your class is cancelled.
3. There will be a video shown in class.
4. You will be making a presentation.

### C. No-Show Policy-

If an Interpreter has been requested and you know that you will be unable to attend class, you should provide the Counselor/DSP with at least 48 hours advance notice so that the Interpreter can be informed. In limited circumstances, such as student illness, students may not be able to provide 48 hours notice. In this circumstance, any advance notice is considered sufficient. Failure to provide any advanced notice is considered a "No-Show". To give advance notice a student may:

1. Call the Counselor/DSP and speak either in person or leave a message **OR**
2. Send an email to the Counselor/DSP notifying of the absence

Failure to provide the Counselor/DSP with notice will result in the following actions:

1. **First "No-Show"**: A first warning letter will be sent to remind the student of the policy and appropriate procedures.
2. **Second "No-Show"**: A second warning letter will be sent to the student informing the student that they have two "No-Shows". In addition, the letter will remind the student of the policy and appropriate procedures.
3. **Third "No-Show"**: Interpreting services will **AUTOMATICALLY BESUSPENDED** and a letter will be sent to the student informing the student of the policy and the appropriate procedure. **SERVICES WILL REMAIN SUSPENDED** until the student makes an appointment and meets with Counselor/DSP to reinstate services. Reinstatement will require the student to explain his or her actions and communicate a renewed commitment to attending classes and other school events as expected.
4. **Exception to the "No-Show Policy"**: If three (3) or more "No-Shows" occur within the same two week period, services will automatically be temporarily suspended and a letter will be sent to the student informing the student of the policy and the appropriate procedures. The services will remain suspended until the student makes an appointment and meets with the Counselor/DSP.

### Counseling - Services for Students with Disabilities

East Georgia College is committed to assisting students in attaining their highest potential by providing reasonable academic accommodations for those students with various learning, physical and/or psychological disabilities. Services presently available include counseling, liaison with faculty/staff, access to technology, and referral to other services. For assistance, please contact the Disability Services Provider in the Student Services Complex on the Swainsboro campus at 478-289-2039 or in Statesboro at 912-688-6912.

### **It is the responsibility of the student to make known to the college their need for accommodations.**

Students must consult with their instructors as to barriers to completing a course and make known to instructors any accommodations that have been awarded. Students must notify the testing department ahead of time if accommodations have been awarded when taking institutionalized tests (Regents, CPE,

SAT, etc). Students must contact the Disability Service Provider when needing accommodation for a disability or when having problems with receiving granted accommodations.

**Process for Special Accommodation:** Student must first contact the Disability Service Provider to disclose the disability and request for special accommodations. Student must provide documentation of the disability in the form of professional assessment. It may be necessary for the student to be retested if the psychological evaluation is more than three years old or does not meet Board of Regents criteria for that classification of disability. If providing special accommodations is warranted, the student will work with the Disability Service Provider to arrange appropriate accommodations with each instructor.

**Disabilities continued:** In compliance with the requirements of the Americans with Disabilities Act (ADA), it is the policy of the college that it does not discriminate against an individual on the basis of his or her disability, as covered under the ADA and section 504 of the Rehabilitation Act of 1973. We also affirm that all programs of the college are open to regularly admitted students without regard to disability.

No students will be denied access to any program or to any administrator or faculty person because of the person's disability. Any person, employee, or job applicant who has a complaint or grievance in regard to the ADA and section 504 of the Rehabilitation Act of 1973 should contact the Vice President for Fiscal Affairs.

### **Criminal Background Investigation Procedures**

East Georgia College will require a Criminal Background Investigation for applicants and former students that self declare on the Admissions Application that they have been convicted of a crime other than a traffic offense or have current criminal charges pending, students in the Teacher Education program of study, EGC students applying for employment as a Post Secondary Readiness Enrichment (PREP) tutor, EGC students applying to a Study Abroad program or any student who applies to live in on-campus housing. The purpose of the policy is to (1) further the college's interest in and responsibility to evaluate the character, maturity and responsibility of its applicants for admission; (2) to ensure the safety of the campus community, including the on-campus student housing facility, and off campus K-12 placement environments, and (3) to allow the college to better advise students of the difficulties they face in obtaining internships, student teaching requirements and licensure in occupations that, by law or policy, exclude those with certain convictions.

**Special Note for Teacher Education Students:** Each of the teacher education courses requires the EGC student to complete classroom experience sessions in a K-12 school in order to fulfill the essential requirements of the course. The purpose of the policy is to ensure that students who prepare to become educators possess appropriate qualities of character conducive to a K-12 setting. The Criminal Background Investigation must be completed and approved by the committee prior to the student being placed in a K-12 classroom. Any teacher education student convicted of a crime of moral turpitude would be ineligible for placement in the K-12 classroom and unable to fulfill the essential requirements of the course. Additionally, it is possible such student would likely not be able to fulfill future student teaching course requirements nor receive eventual licensure. The above policy allows East Georgia College to better advise students of the difficulties they face in obtaining future internships, student teaching, and licensure.

### **Past Convictions and Convictions While Enrolled at EGC**

The East Georgia College Admissions Application and the East Georgia College Residence Hall Application requires applicants to self disclose prior criminal convictions and pending criminal charges, to provide an explanation of the nature of the offense(s), the date(s) of occurrence, name and location of the court and the sentence imposed, and to submit court documentation. Applicants and students have a continuing duty to disclose their criminal history to East Georgia College. Applicants also have a duty to notify the college immediately of any inaccuracies in, or corrections to, the information initially disclosed. Following admission, currently enrolled students have a continuing duty to report arrests and convictions that occur while enrolled at East Georgia College, including those occurring between terms. Future criminal activity while enrolled at EGC may result in disciplinary action including suspension and the inability to complete a program of study. The criminal background check is valid for one year. It is

possible that a student may be required to obtain additional reports during his or her period of enrollment at EGC, for future internships and for professional licensure in selected fields including teacher education.

### **Penalty for Failure to Self Disclose**

Failure of the applicant to self disclose prior or current criminal convictions and pending charges on the Admissions Application or the Residence Hall Application is a falsification of the record. Upon discovery of pending criminal charges, prior criminal convictions or post admission criminal convictions not reported or disclosed by the student, East Georgia College may dismiss, suspend or expel a student from a course, program and/or the institution. In addition, the student will forfeit all fees paid to East Georgia College and may be denied a re-admission opportunity.

### **Procedure for Obtaining Criminal Background Investigation Report**

Applicants/students must:

- Complete a Criminal Background Investigation Consent Form which can be picked up from Enrollment Services, mailed to your permanent home address, or accessed on-line at [www.ega.edu/registrar/forms/](http://www.ega.edu/registrar/forms/).
- Return completed Criminal Background Investigation Consent Form to Admissions.
- If requesting the report for any reason other than on-campus housing, submit \$25 processing fee to: East Georgia College, Business Office, 131 College Circle, Swainsboro, GA 30401. Note that your fee is for "CBI".

### **Committee Review**

Upon receipt of CBI report, the Criminal Background Investigation Committee will review and render a decision concerning admissibility of applicant/student to institution and/or on-campus housing, Teacher Education program, Study Abroad Program, or employment as a tutor. The Committee reserves the right to call the student to appear before the committee to answer questions concerning discrepancies or incomplete information.

Factors used by the committee to evaluate the information in the criminal background check report include:

- (1) Nature, circumstances and frequency of the reported offense;
- (2) Length of time since the offense;
- (3) Information that addresses efforts at rehabilitation including whether the student accepted responsibility for the act or contested it, the punishment imposed, and efforts of positive life changes
- (4) Accuracy of information provided by the applicant in the admissions application; and
- (5) Whether admission would compromise the safety of EGC faculty, staff, students and visitors, or compromise the safety of any parties participating in an off campus tutorial site.

**For teacher education students:** Criminal Background Investigation reports for Teacher Education students will be evaluated using the above standards with specific attention to the nature of the prohibited crimes as set forth by the Georgia Professional Standards Commission (GPSC). The GPSC denies licensure for applicants convicted of crimes of moral turpitude such as: fraud or false pretenses in obtaining something of value, larceny or misdemeanor theft by taking, larceny after trust, murder, soliciting for prostitutes, voluntary manslaughter, sale of narcotics or other illegal drugs, pattern of failure to file federal tax returns in years in which taxes are due, criminal issuance of a bad check, and making a false report of a crime.

Applying the standards above, the committee may take the following action(s):

- (1) Denial of admission to the institution;
- (2) Denial of admission to the Teacher Education Program, or in the alternative, counsel and advise student of future risks and barriers if he/she elects to continue this program of study;
- (3) Denial of employment as a PREP tutor;
- (4) Denial of admission to EGC Study Abroad Program; and/or
- (5) Denial of admission to on-campus housing.

An official written response will be directed to applicant/student at their permanent home address concerning the committee's decision. In the event a teacher education student is denied admission to the

teacher education program, and said student desires to continue in the teacher education program of study, the student must sign a Waiver form. The Waiver advises the student that enrollment in EDUC 2110, EDUC 2120 and/or 2130 may result in:

- (1) Student being unable to fulfill the essential requirements (classroom experience) of the course;
  - a. Student may be ineligible for a teacher education program of study (after transfer) at a 4 year degree granting institution; and
  - b. If the student completes a four year degree in an alternate field of study, the student may not be able to obtain professional certification from the Georgia Performance Standards Commission.

All students have the right to request reconsideration, in writing, within 5 days of the student's receipt of the committee's decision. If the student does not reply to the committee within the five day period, the Committee's reconsideration decision becomes final. No further appeals are allowed.

### **Access to Report, Student Right to Appeal, Storage of Report**

The report is conducted by an outside vendor. The applicant or student has the right to challenge the accuracy of the information contained therein. Challenges must be directed to the vendor certifying the report. All information contained within the report is confidential under the Family and Educational Rights and Privacy Act (FERPA) and will be reviewed only by the East Georgia College Background Check Review Committee. The committee consists of representatives from admissions, registrar's office, counseling, campus security, housing and legal affairs. The committee will meet and render a decision within five working days. The criminal background check report and the committee's decision (Consent Form) will remain separate from the student's academic file.

### **Grade Appeal Process**

1. The appeal process for challenging a grade must begin with the instructor.
2. The student must make this appeal in writing.
3. Failure to achieve an amiable resolution to the situation between the instructor and the student will result in the issue proceeding to the division chair for the department in which the course was taught.
4. In writing, the instructor should present the circumstances for their decision and accompanying documentation from the student to the division chair.
5. The division chair will then attempt to reconcile the situation between the instructor and student.
6. If the situation cannot be resolved at the division chair level, the issue will be forwarded to the Vice President for Academic Affairs.
7. The division chair will explain, in writing, the reasons for their decision and provide accompanying documentation from the instructor and student.
8. The Vice President for Academic Affairs would then make a decision resolving this issue.

### **Intellectual Diversity**

Members of the faculty are free to express, inside or outside the classroom, opinions on any matter that falls within the field of knowledge the faculty members are employed to teach, subject only to those restrictions that are imposed by high professional ethics, fair-mindedness, common sense, accurate expression, and a generous respect for the rights, feelings, and opinions of others. It is the faculty members' scholarship in their disciplines which entitles them to teach. As members of a learned profession and of the academic community, faculty members have an obligation to respect the dignity of others.

Academic Freedom shall be distinguished clearly from constitutional freedom, which all citizens enjoy equally under the law. Academic Freedom is an additional assurance to those who teach and pursue knowledge, and thus, properly should be restricted to rights of expression pertaining to teaching and research within their areas of recognized professional competencies. Beyond this, expressions by members of the academic community carry no more weight or protection than accorded any other citizen under the guarantee of constitutional rights; that is, outside of one's professional field, one must accept

the same responsibility which all other individuals bear for their acts and utterances. In these cases, there is and should be no guaranteed immunity from possible criticism under the guise of academic freedom. However, when a member of the academic community speaks or writes as a citizen, the faculty member should be free from institutional censorship or discipline, but as persons of learning, faculty members should remember that the public may judge the education profession and institution by their utterances. Therefore, the faculty should at all times be accurate, should exercise appropriate restraint, should show respect for the opinions of others, and should indicate that they are **NOT** speaking for the Institution.

Faculty members are to make every effort to assure unimpeded intellectual diversity in their classes, and they must avoid particularly even the appearance that students who disagree with their views on matters of opinion will in any way be penalized or put at a disadvantage. Students who feel they may have been inappropriately disadvantaged through improper application of intellectual diversity have the right to file a formal complaint. All complaints must be in writing. Students should then direct their attention to the Grade Appellant and Conflict Resolution procedures outlined in the East Georgia College Student Handbook for further action. In instances where issue is taken with the receipt of grade received from an instructor, student is directed to the Grade Appellant procedures and in all other instances the student is directed to the Conflict Resolution procedure. In the event a student feels uncomfortable with discussing the issue with the instructor and division chair, the student should go directly to the Vice President for Academic Affairs. The Vice President for Academic Affairs will assist the student in the resolution of appeals, complaints and issues.

#### **Notification – Convicted Sex Crime Offenders**

Notification to the general public of individuals convicted of sex crimes will be made via the Public Safety website from the East Georgia College main webpage at [www.ega.edu](http://www.ega.edu) under Institutional Support Offices.

#### **Parades, Student Rallies and Gatherings**

Parades, student rallies, and other such gatherings which interfere with pedestrian or vehicular traffic on campus must be cleared with the Vice President for Student and Enrollment Services and the Security Office before they may be undertaken, and they must be limited to areas designated for such activities.

#### **Parking**

All vehicles that are parked routinely on campus must have an “EGC Parking Decal.” Faculty and staff parking areas are designated by yellow lines, regular student parking is designated in white and handicapped spaces are identified by blue markings. A limited number of spaces for “campus visitors” are so identified. Please observe the parking regulations. Violations will be ticketed by Public Safety personnel.

**Appeal Procedures for Traffic and Parking Violations** - Students have the right to appeal tickets received for campus traffic and parking violations. Such appeal must be made within five days of said violation and must be made in writing to the Vice President for Student and Enrollment Services. The Traffic Committee is composed of the Vice President for Student and Enrollment Services, a faculty member appointed by the Vice President for Student and Enrollment Services, and a student appointed by the President of the SGA. The committee will serve for one semester, except for the Vice President for Student and Enrollment Services, who is a permanent member.

#### **Penalties and Fees for Violations -**

\*NOTE: Citations must be paid at the Cashier’s Counter, Business Office, Student Services Complex.

Parking Violations – Each violation varies, ranging from \$25.00 to \$50.00 dollars, Citations for parking in Handicapped Spaces will be \$50.00.

Moving Violations - \$50.00 and up. Contact the Public Safety Office at 478-289-2090 for more information.

**Traffic Regulations -**

1. Every person shall comply with any lawful order or direction of any officer with authority to direct, control, or regulate traffic.
2. Drivers of other vehicles must yield the right of way to authorized emergency vehicles.
3. Any driver held for driving under the influence of alcohol or drugs will be charged in the appropriate court in Emanuel County.
4. The speed limit on campus is 15 MPH.
5. The driver of any vehicle involved in an accident must immediately report that accident to the switchboard operator or a public safety officer.
6. All parking and traffic regulations also apply to motorcycles, motorbikes, and motor scooters. The operator and passenger on such vehicles shall wear an approved safety helmet while the vehicle is in motion. Such vehicles will not be operated on sidewalks, walkways, lawn and other areas not open to all vehicles.

The college assumes no responsibility for any damage to any motor vehicle or other loss while being operated or parked on campus.

**Pets**

Pets are not allowed on the East Georgia College Swainsboro campus or EGC Statesboro Fair Road facility, except service animals assisting faculty, staff or students with disabilities, during normal operating hours and class time. EGC normal hours of operation are Monday – Thursday 8am-6pm and Fri 8am-12noon: class times are Monday-Friday 7am – 10pm. For students on the Swainsboro campus, operating hours include weekend hours for library and computer lab access, as posted on the EGC website. EGC students enrolled in classes meeting on the Georgia Southern University campus are subject to GSU policies concerning pets on campus and are directed to the GSU Handbook for guidance. A service animal must be identified as an assistance animal through the wearing of a “service dog” vest or other identification. Students, faculty and staff must clean up after his/her service animal while on campus. Pets are allowed on the main campus grounds in Swainsboro **ONLY** outside normal operating hours and class times and when under direct supervision. All pets must be leashed at all times.

**Record Retention, Storage, and Disposal**

The Office of the Registrar shall retain in a secured, fireproof area all records applicable to student enrollment and academic achievement. This office maintains information on the following: student folder information, academic history permanent records, grade information, graduation information, schedule adjustment/registration information, transcript requests, enrollment certification requests, confidentiality requests, Compass and Regents test score information, and Board of Regents report information.

1. Upon application for admission, applicants are requested to complete an admissions application and supply several types of information. Students must supply transcripts from all institutions previously attended, high school graduation or GED information, and immunization records. SAT and ACT test information may also be provided. This information is placed into the student's folder and housed in the Admissions Office. The student folder is transferred from the Admissions Office to the Office of the Registrar following final registration for a term. Students who apply, but do not enroll, have their folder placed in a suspense file. Each year, the Office of the Registrar will produce a list of students who have not attended the institution for a period of 5 years. These folders are pulled, boxed, labeled by year, and forwarded to the student records archives, which is located in the auxiliary warehouse. This information will be archived for a period of 5 additional years at which time, if the student has not returned, it will be destroyed. Students, who return following the transfer of the student folder information to archives, will have their folder returned to the Office of the Registrar.
2. Prior to Summer Quarter 1997, academic history information was kept on permanent records cards. This information is retained indefinitely.
3. Prior to the Fall 2004, instructors reported grade information for students on grade rolls. This information is recorded into the Banner Student Information System. These hardcopy reports containing grade information are retained indefinitely.

4. The Office of the Registrar maintains a current list of graduates and degree audit information. This information is held indefinitely. This information is also recorded in the Banner Student Information System.
5. Registration schedules are not currently being retained within this office. The Banner Student Information System has within it an audit trail application, which allows for tracking of student registration information. Schedule adjustment information in the form of drop/add cards or withdrawal cards are maintained within the office for a period of one academic year. After this time, this information is removed and destroyed.
6. Transcript request information is maintained for a period of one academic year. Following this time period, this information is pulled and destroyed.
7. Enrollment certification information is maintained for a period of one academic year. Following this time, this information is pulled and destroyed.
8. By federal law, the Family Educational Rights and Privacy Act, students are granted full discretion for disclosure of their academic information to persons or entities other than themselves. Students have the option of requesting that no information, including what is considered directory information, be released to anyone other than themselves. We request that students, who choose this option, complete a Confidentiality Statement. This information is placed into the student's folder and kept until such time as the folder is destroyed.
9. Compass and Regents Test score information is kept indefinitely.
10. Prior to Fall Semester 97, data generated for reporting purposes to the Board of Regents is kept in the vault. Since that time, this information is being stored electronically within this office.

*\*NOTE: Beginning Summer Quarter 1997, East Georgia College implemented the student information system, Banner. All registration, academic history and graduation information is maintained within this student information system. Computer Services runs a daily backup at the end of each business day, which is held for one week. This is a complete backup and can fully restore our student information system to operational order.*

#### **Notification of Student Rights under FERPA**

This institution is covered by the Family Educational Rights and Privacy Act of 1974 (FERPA) as amended, which is designed to protect the student's rights with regard to education records maintained by the institution. Under this act, a student has the right to inspect and review education records maintained by this institution that pertain to the student, to challenge the content of records on the grounds that they are inaccurate, misleading or a violation of privacy or other rights, control disclosures of education records with certain exceptions, and the right to file a complaint with the U.S. Department of Education concerning alleged failures by the College to comply with the requirements of FERPA. 'Directory information' will be treated as public information and will generally be available on all current and former students at the discretion of the institution. This includes the following: student's name, address, telephone number, date and place of birth, major field of study, participation in officially recognized activities and sports programs, age, hometown, hobbies, and general interest items of members of athletic teams, dates and status of attendance, degrees, honors, and awards and awards applied for and/or received, and previous educational institutions attended by that student. Any student, who does not wish directory information disclosed, must file a written request with the Office of the Registrar. For more information concerning FERPA, refer to the Academic Policy and Procedure section of this catalog.

The Registrar's Office maintains permanent academic records on all students who have ever enrolled in the college. All practices and policies dealing with the acquisition, retention and disclosure of information to student records are formulated with respect to the student's right to privacy. No record is kept which will detrimentally discriminate by race, creed, gender or political belief of a student.

The Registrar's Office maintains the official transcript and the official documents of each student. The student's folder may contain the application for admission, immunization record, official transcript(s) from high school or previous college/university, the results of admissions tests, copies of official correspondence concerning the admission status, copies of written requests made by the student to make changes to their record. These records are available to an internal college official who has a legitimate educational interest in the information. A college official has a legitimate education interest in a student's records if the official needs the information to fulfill his or her professional responsibilities. A college official is defined as faculty, administrative and classified staff, administrators, trustees, students serving on official college committees or assisting another college official in performing his or her duties, and third parties with whom the college has contracted such as attorneys, auditors, or collection agents. Information is made available to other persons only with the expressed written permission of the student.

Students have the right to inspect the official transcript of their academic record and personal folder, to request an interpretation and explanation of information contained within these records; to request amendment of educational records that are incorrect or misleading or that violate privacy or other rights; and to request a hearing to amend such records, if necessary.

The Family Educational Rights and Privacy Act (FERPA) afford students certain rights with respect to their education records. These rights include:

1) The right to inspect and review the student's education records within 45 days of the day the College receives a request for access.

Students should submit to the Registrar written requests that identify the record(s) they wish to inspect. The Registrar will make arrangements for access and notify the student of the time and place where the records may be inspected. If the records are not maintained by the Office of the Registrar, the Registrar shall advise the student of the correct official to whom the request should be addressed. Contact the Registrar at Student Complex Center, 131 College Circle, Swainsboro, GA 3040. Phone contact number (478) 289-2104.

2) The right to request the amendment of the student's education records that the student believes to be inaccurate or misleading, or in violation of their right to privacy.

Students may ask the College to amend a record they believe is inaccurate or misleading, or in violation of their privacy rights. They should write to the Registrar, clearly identify the part of the record they want changed, and specify why it is inaccurate or misleading.

FERPA was not intended to provide a process to be used to question substantive judgments which are correctly recorded. The rights of challenge are not intended to allow students to contest, for example, a grade in a course because they felt a higher grade should have been assigned.

If after the review of the requested amendment to the student record, the college elects not to make the requested change, the student or parent may request a hearing to challenge the content of the student's education records on the grounds that the information contained in the records is inaccurate, misleading, or in violation of the privacy rights of the student. Students and parents must direct requests for hearing to Donald Avery, Vice President for Student and Enrollment Services, Student Complex Building, 131 College Circle, Swainsboro, GA 30401; (478) 289-2015.

If the hearing panel decides to amend, it shall do so and inform the parent or student of the amendment in writing. If the hearing panel decides to deny the request for amendment, it shall inform the student and parent in writing of this decision and of their right to place a statement in the record commenting on the contested information in the record and/or stating why he or she disagrees with the decision of the college. Any such contested statement will be maintained as part of the student's permanent record and disclosed as part of the student's permanent record.

3) The right to consent to disclosures of personally identifiable information contained in the student's education records, except to the extent that FERPA authorizes disclosure without consent.

A copy of the FERPA form is available at: <http://www.ega.edu/registrar/Forms/FERPA.pdf>

The College may disclose education records in certain other circumstances:

**Student Records can be Disclosed to Others Without Student Consent in Certain Instances:**

East Georgia College may disclose a student's educational record without the student's consent if such disclosure fits within one of the following categories:

1. Directory information *unless* the student has requested in writing that all or a portion of those items designated as directory information *not* be disclosed.
2. The request is from an internal university official who has a legitimate educational interest in the information.
3. The request is from another educational institution where the student seeks or intends to enroll.
4. The request is from authorized representatives of the Comptroller General of the US, Secretary of Education, or to state and local officials or authorities to which such information is specifically required to be reported or disclosed pursuant to the state statute adopted prior to Nov. 19, 1974, if the allowed reporting or disclosure concerns the juvenile justice system and the system's ability to effectively serve the student whose records are released; or information that is allowed to be reported pursuant to a state statute adopted after 1974, which concerns the juvenile justice system and the system's ability to effectively serve, prior to adjudication, the student whose records are released. Nothing in this paragraph shall prevent the state from further limiting the number or type of state or local officials who will continue to have access there under.
5. The request is in connection with financial aid the student has applied for or received if the disclosure is for the purpose of determining eligibility, amount or conditions of aid, or to enforce the terms and conditions of the aid.
6. The request is from organizations conducting studies for, or on behalf of, educational agencies or institutions for the purpose of developing, validating or administering predictive tests, administering student aid programs and improving instruction, if such studies are conducted in such a manner as will not permit the personal identification of students and their parents by persons other than representatives of such organizations and such information will be destroyed when no longer needed for the purpose for which it is conducted.
7. The request is by accrediting agencies to carry out accrediting functions.
8. The request is by a parent or legal guardian of a dependent student, as defined by the Internal Revenue Code.
9. The information is disclosed to comply with a lawfully issued subpoena or court order. The institution must make a reasonable effort to inform the student in advance of compliance unless the subpoena or court order expressly states that providing prior notice would compromise the confidentiality of an investigation or other legal proceeding. Counsel acting on behalf of a college may provide education records to a court without a subpoena or court order when the college has initiated legal action against a parent or student. In such case, the college must provide prior notice to the student or parent.
10. The disclosure is made in the event of a health or safety emergency involving the student. The emergency must pose a significant and articulable threat to the health or safety of a student or other individuals. Disclosure may be made to *only* those persons whose knowledge of the information is necessary to protect the health or safety of the student or other individuals.
11. The final results of a disciplinary hearing against a student who is an alleged perpetrator of a violent crime or non-forcible sex offense *if* the institution finds that the student committed a violation of the institution's rules or policies. The name of the student, violation committed, sanction imposed, and name(s) of other student(s) involved, but only with prior consent of such other student(s).
12. The disclosure is to parents, as defined in § 99.3, of a dependent student, as defined in section 152 of the Internal Revenue Code of 1986.
13. Any violation of federal, state or local law or rule or policy of the college governing the use or possession of alcohol or controlled substances may be made to the parent or guardian if the student is under age 21 and the college has determined the student committed a disciplinary violation.

**Students May File a Complaint Alleging FERPA Violation**

Students alleging violations of FERPA may file a complaint with the US Department of Education at the following address:

Family Policy Compliance Office  
U.S. Department of Education  
400 Maryland Avenue, SW  
Washington, D.C. 20202-8520

# Campus Map



**EAST GEORGIA COLLEGE  
CAMPUS MAP**

**COLLEGE ENTRANCE  
LAMB'S BRIDGE ROAD**

**FACILITIES**

- |  |  |
|--|--|
| A George L. Smith Building                   | J Luck F. Gambrell Building                            |
| B Student Services                           | K Student Housing                                      |
| C Academic Building                          | L Tennis Courts  |
| D EGC Gym                                    | M Baseball & Softball Fields                           |
| E Plant Operations                           | N Shot and Jean Strange Learning and Recreation Center |
| F Art Studios                                |  |
| I Sudie A. Fulford Community Learning Center |  |

**PARKING**

- |             |                             |
|-------------|-----------------------------|
| Handicapped | Faculty, Staff and Visitors |
| Students    |                             |

