East Georgia State College
2013 Student Handbook

Revised 07/17/13
Adopted by President’s Cabinet 7/23/13

"Home of the East Georgia State College Bobcats"

This handbook is not a contract. It is for informational purposes only and provides no rights to the reader.

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

Equal Opportunity Policy Statement
East Georgia State College is an affirmative action, equal opportunity educational institution. Admissions, treatment, and employment at EGSC are not influenced by race, sex, color, religion, national origin, age, veteran status, or disability.

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. EGSC 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 Student Life Office and posted in the Student Services Complex and/or affected service areas. This handbook is not a contract. It is for informational purposes only and provides no rights to the reader.
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.

East Georgia State College Notice of Non-Discrimination
East Georgia State College does not discriminate on the basis of race, color, national origin, sex, disability, religion, age, veteran status, gender, or sexual orientation in its programs and activities, including admissions and employment, as required by Title IX of the Education Amendments of 1972, the Americans with Disabilities Act of 1990, Section 504 of the Rehabilitation Act of 1973, Titles VI and VII of the Civil Rights Act of 1964, the Age Discrimination Act of 1975, and other applicable statutes, regulations, and East Georgia policies.

East Georgia State College prohibits sex discrimination, including sexual harassment and sexual violence, in its programs and activities. Sexual harassment is unwelcome conduct of a sexual nature, including sexual advances, requests for sexual favors, or other verbal or physical conduct of a sexual nature such as sexual touching, sexual comments, jokes, or gestures, or distributing sexually explicit material. Sexual violence is a physical sexual act taken against a person’s will, or when a person is incapable of consenting due to alcohol or drug use. Sexual violence includes rape, sexual battery, and sexual coercion. The following person has been designated as the Title IX Coordinator to handle inquiries regarding the nondiscrimination policies and to serve as the overall campus coordinator for purposes of Title IX compliance: Tracy Woods, Director of Human Resources, East Georgia State College, 131 College Circle, Swainsboro, Georgia 30401; telephone 478-289-2035; email twoods@ega.edu.

The following person has been designated as a deputy Title IX Coordinator: Vicki Sherrod, Director of Student Life, Student Services, East Georgia State College, 131 College Circle, Swainsboro, Georgia 30401; telephone 478-289-2105; email vsherrod@ega.edu. East Georgia State College also prohibits discrimination on the basis of disability in its programs and activities, including admissions, employment, treatment, and access. The following person has been designated to handle inquiries regarding the Americans with Disabilities Act, the Rehabilitation Act, and related statutes, regulations, and East Georgia policies: Tracy Woods, Director of Human Resources, East Georgia State College, 131 College Circle, Swainsboro, Georgia 30401; telephone 478-289-2035; email twoods@ega.edu.

East Georgia State College also prohibits discrimination on the basis of age in its programs and activities, including admissions and employment. The following person has been designated to handle inquiries regarding the Age Discrimination Act, and related statutes, regulations, and East Georgia policies: Tracy Woods, Director of Human Resources, East Georgia State College, 131 College Circle, Swainsboro, Georgia 30401; telephone 478-289-2035; email twoods@ega.edu.

Inquiries concerning the application of anti-discrimination laws may be referred to the Title IX Coordinator or to the Assistant Secretary for Civil Rights, Office for Civil Rights, United States Department of Education. For further information on the notice of nondiscrimination and for the address and telephone number of the US Department of Education office that serves your area, visit http://wdcrobcolp01.ed.gov/CFAPPS/OCR/contactus.cfm, or call 1-800-421-3481.

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For an up-to-date copy, go to the policies and procedures page on the EGSC website
## Directory Information

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

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### Fax Numbers

- Admissions, Financial Aid, Registrar's Office: 2140
- Bookstore: 2110
- Business Office and Purchasing: 2137
- Counseling and Disability Services: 2118
- Development and Alumni Affairs: 2137
- Housing: 478-419-1003
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Institutional Research 2137
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President’s Office 2136
Social Sciences Division 2141
Student Life 2069
Statesboro Center (EGCSS) 912-623-2302
Vice President for Academic Affairs 2137
Vice President for Business Affairs 2038
Chief of Staff and Legal Counsel 2137
Vice President for Student Affairs 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.*

**Food Services**
Monday – Thursday
College Cafe 8:30am – 2:30pm
RLB Hall Lunch 11:00am – 2:00pm
Dinner 5:00pm – 7:30pm
Common Grounds (Coffee Shop) 7:45am – 11:00am

"ACE" (Academic Center for Excellence)
Monday - Thursday 9:30am – 7:00pm
Friday 8:00am – 5:00pm

**Library**
Monday – Thursday 7:45am – 7:30pm
Friday 7:45am – 5:00pm

**Recreation (Game) Room**
Monday – Thursday 8:00am – 8:00pm
(Must have Student ID)

**Fitness Center**
Monday – Thursday 8:00am – 8:00pm
Friday – Saturday 8:00am – 6:00pm
Sunday 1:00pm – 7:00pm
(Must have Student ID)

**East Georgia State College Statesboro**
Monday – Thursday 7:30am – 10:00pm
Friday 7:30am – 5:00pm

"ACE" (Academic Center for Excellence) – EGSC Statesboro
Monday – Friday 7:30am – 5:00pm

**Common Grounds II** Coming soon (Mon – Thurs) TBA

For an up-to-date copy, go to the policies and procedures page on the EGSC website.
Student Affairs at East Georgia State College are dedicated to the promotion of the physical, cultural, and personal development of the individual student. The student affairs program is designed to involve the student in co-curricular and extra-curricular activities of EGSC, so as to make them an integral part of the total college experience of the student. The functions of the student affairs areas 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 State 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 Director of Student Life for clarification.

Student Conduct Code

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 State College or in association with any event acknowledged by EGSC. Below you will find guidelines set forth via the East Georgia State College Student Conduct Code. Please read this information carefully. Illustrated in this Student Conduct Code you will find actions on your part which EGSC has determined to be conduct detrimental to yourself and possibly the institution as a whole. It is not to be regarded as all-inclusive. In the event that there arises ambiguity, inconsistency, or a need for further clarification regarding what constitutes a violation of the Student Conduct Code, the Director of Student Conduct shall make the final determination. Any student or student organization found to be responsible for misconduct is subject to College sanctions.

When a student organization engages in an act of misconduct, EGSC reserves the right to take action not only against the organization but also against the individual student members of the organization. Violation of these policies can have impact for your continued participation as a student at East Georgia State College.

ACADEMIC MISCONDUCT

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 credits 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 EGSC 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 State 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.

Disciplinary Sanctions
The following are possible disciplinary sanctions which may be imposed upon a student or student organization for an infraction of the Student Conduct Code. This list shall not be taken to be exhaustive and may be enlarged or modified to meet particular circumstances in any given case.

Academic Misconduct
1. Expulsion - permanent severance of the student’s relationship with East Georgia State College.
2. Suspension - temporary severance of the student’s relationship with East Georgia State College for a specific period of time.
3. Probation - notice to the student that any further major disciplinary violation may result in suspension.
4. Withdrawal of Recognition of Student Organization – disbanding of membership and withdrawal of recognition and privileges associated with being a student organization at East Georgia State College
5. Educational Sanctions – specific projects to be completed by the student, such as, but not limited to, writing a research paper on a specific topic, performing community service or attending an educational event.
6. 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).
7. Restrictions - exclusion from participation in:
   a. Social activities
   b. Recreational areas
   c. Identification card privileges
   d. Visitation procedures inside on-campus housing
8. Forced Withdrawal - from the academic course within which the offense occurred without credit for the course.
9. Change of Grade - for the course in which the offending paper or examination was submitted, or in which the offense occurred
10. Class Change – removal from a specific class and placement in another.

NON-ACADEMIC MISCONDUCT
Alcohol
For the complete policy, please view the Drug and Alcohol Policy in the Institutional Policy and Procedure Section.
1. No student shall possess or consume (without a valid dental or medical prescription), distribute, manufacture or sell an alcoholic beverage or container on East Georgia State College property or at institutionally approved events.
2. No student shall be under the influence of alcohol while on East Georgia State College property or at institutionally approved events.
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.

Civility
In order to keep a safe learning environment, students must engage in civil communication. This includes, but is not limited to, not yelling or screaming, not using profane language, not touching/using items that do not belong to you, not bullying or demeaning, including using electronic means (facebook, twitter, texting, etc.), not using cultural or racial slurs and not spreading rumors or gossip.

Computer/Email Violations
For the complete policy, please view the Information Technology Policy under the Policies and Procedures of the College on the President's Office website (http://www.ega.edu/policy/Section_11.pdf).

1. No student shall improperly use the computer equipment provided by EGSC. This includes, but is not limited to:
   a. Attempting to install software
   b. Attempting to download, copy or store video or music files
   c. Removing paper from the printer paper trays
   d. Attempting to obtain information that does not belong to you, including passwords, or to circumvent any system’s security measures
   e. Deliberate attempts to degrade the performance of a computer system or network
   f. Any form of harassment, including computer harassment and cyber stalking.

2. No student shall misuse the email account provided by EGSC. This includes, but is not limited to:
   a. Creating or forwarding junk mail, spam, chain letters, “Ponzi” or other “pyramid” schemes
   b. Any form of harassment, including internet harassment and cyber stalking.

Disorderly Assembly
1. 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 EGSC.
2. 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 EGSC.

Disorderly Conduct
1. Any classroom behavior that interferes with the instructor's ability to conduct class or the ability of other students to learn is prohibited.
2. Any conduct which materially interferes with the normal operation of EGSC or with the requirements of appropriate discipline, including pranking, is prohibited.
3. The abuse or unauthorized use of sound amplification equipment indoors or outdoors during classroom hours is prohibited (use of sound amplification equipment for events must be cleared through the Student Life office).
4. No student shall enter or attempt to enter any dance, social, athletic or any other event sponsored or supervised by EGSC or any recognized college organization without proper credentials for admission. This includes a ticket, student identification card, invitation or any reasonable qualifications established for attendance, such as a costume or proper evening attire.
5. Conduct and/or expressions which are lewd, obscene or which are patently offensive to the prevailing standards of the academic community are prohibited.
6. No student shall incite others to partake in violations of the East Georgia State College Student Conduct Code.

Drugs
For complete policy, please view the Drug and Alcohol Policy in the Institutional Policy and Procedure Section.
1. No student shall possess, consume, distribute, manufacture or sell (without a valid dental or medical prescription) illegal or dangerous drugs or drug-related paraphernalia on East Georgia State College property or at institutionally approved events.
2. No student shall be under the influence of illegal or dangerous drugs while on East Georgia State College property or at institutionally approved events.

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

**Failure to Comply**
1. No student shall interfere with, or give false name to, or fail to cooperate with any properly identified college official while these persons are in the performance of their duties.
2. No student shall fail to provide student identification card when requested to do so.
3. No student shall fail to complete sanctions given as a result of a violation of the Student Conduct Code.

**Falsification of Records**
No student shall alter, counterfeit, forge, or cause to be altered, counterfeited, or forged, any record, form or document used by EGSC. Violations may include identity theft, fraud or forged checks.

**Fraudulent Reporting**
No student shall intentionally make a false report to any college official, including statements made on any paperwork submitted, such as reporting of violations of the Student Conduct Code via SCORES. For complete policy, please see the SCORES policy in Institutional Policy and Procedures section.

**Fire Safety**
1. The unauthorized possession, sale, furnishing or use of any incendiary device is prohibited.
2. The possession or use of fireworks on college property or at events sponsored or supervised by EGSC 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.
3. No student shall make, or cause to be made, a fire or false fire alarm.
4. No student shall intentionally or recklessly obstruct a fire exit.
5. No student shall fail to exit a College building when the fire alarm sounds.
6. No student shall operate, tamper with, discharge or remove any fire extinguisher equipment, exit sign, smoke detector or evacuation equipment without proper authorization.

**Gambling**
The playing of cards or any other game of skill or chance for money or other items of value where there is risk of personal loss is prohibited.

**Harassment/Threats**
1. No student shall harass, threaten or perform any act of intimidation toward another person in any manner, including terroristic threats. A person commits the offense of a terroristic threat when he or she threatens to commit any crime of violence, to release any hazardous substance or to burn or damage property with the purpose of terrorizing another or of causing the evacuation of a building, place of assembly, or facility of public transportation or otherwise causing serious public inconvenience or in reckless disregard of the risk of causing such terror or inconvenience.
2. No student shall intentionally or repeatedly follow, stalk or contact another person in a manner that intimidates, harasses or places another in fear of their personal safety or that of their property.

**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 EGSC, which cumulatively indicate an unwillingness or inability to conform to the standards of EGSC for student life, are prohibited.
Residence Hall Violations
1. Noise: Any noise that can be heard outside an apartment between midnight and 8 am is prohibited.
2. Visitation: All visitation policies should be followed at all times.
   a. Allowing your visitor to enter Bobcat Villas or the Clubhouse without signing in properly is prohibited. Sign in is only allowed at the front desk of Bobcat Villas.
   b. No student shall have visitors outside the posted visitation hours. Standard hours are Sunday-Thursday from 10 am to midnight and Friday-Saturday from 10 am to 2 am.
   c. No student shall have a visitor who is under the age of 18, with the exception of approved family members.
   d. No student shall have more than one visitor at a time, with the exception of approved family members.
   e. No student shall have a visitor who cannot produce a current picture ID with date of birth and expiration date.
   f. Leaving your visitor alone or with someone else inside Bobcat Villas or the Clubhouse is prohibited.
   g. Allowing your visitor to enter/exit Bobcat Villas or the Clubhouse in any way except the main lobby entrance is prohibited.
   h. Allowing your visitor to violate the policies and procedures published in the Student Handbook is prohibited.
   i. No student shall have an overnight visitor who has not been approved by the Residence Life Coordinator.
3. Health and Safety: No student shall fail a health and safety inspection.

Sexual Violence
Sexual violence includes sexual assault and sexual misconduct. All acts of sexual violence are forms of sexual harassment.
For complete policy, please view the Sexual Harassment Policy under the Policies and Procedures of the College on the President’s Office website (http://www.ega.edu/policy/Sexual_Discrimination_and_Harassment_Policy_2012_09.pdf).
1. Sexual Harassment: East Georgia State College prohibits sexual harassment and follows the policy statement as passed by the Board of Regents, University System of Georgia (Section 8.2.16 of the Policy Manual). That statement reads, in part, 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 constitute 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.
2. Sexual Assault: 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:
   a. is forced or has reasonable fear that the victim or another will be injured if the victim does not submit to the act; or
   b. suffers from a mental or physical disability or is otherwise incapable of consenting due to alcohol or drug use.
   c. Examples of sexual assault include rape, sexual battery, sexual violence and sexual coercion.
3. Sexual Misconduct: 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.

**Smoking and the Use of Tobacco Products**
EGSC is a “Smoke and Tobacco Free” campus. The use of any tobacco product 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 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 EGSC or items belonging to students, faculty, staff, student groups, student organizations, or visitors to the campus is prohibited.

**Unauthorized Entry or Use of College Facilities**
1. 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.
2. No student shall make unauthorized use of any college facility.
3. No student shall possess, use, make or cause to be made any key or other means of access to any college facility without proper authorization.

**Vandalism**
No student shall destroy, deface, or damage College property or property belonging to students, faculty, staff, or guests of EGSC.

**Violations of Federal, State or Local Laws**
1. Violation of federal, state or local law is prohibited. EGSC may take disciplinary action independent of any civil/criminal actions. If arrested, a student must report the arrest to the Director of Student Conduct and may not return to EGSC until permission is granted in writing.
2. 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 them. 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, Gun and Firearm Possession**
For complete policy, please view the Weapon, Gun and Firearm Policy in the Institutional Policy and Procedure section.

No student shall possess a firearm, other weapon or dangerous chemical on College property unless permitted by law.
DISCIPLINARY PROCESS FOR CONDUCT CODE VIOLATIONS

Official Communication
The official means of communication with all students is via their EGSC email account. Any mention of a student being notified in writing should be construed to mean via their EGSC email account.

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.

Complaint: All complaints of alleged misconduct of a student shall be made in writing to the Director of Student Conduct. 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. SCORES, the Student Conduct Online Reporting and Evidence System, is the recommended means to file a complaint. (For the complete policy, please see SCORES in Institutional Policy and Procedure section.)

Investigation: The Director of Student Conduct will investigate the complaint and choose to dismiss the claim or move forward with a conference with the student.

If the results of the investigation show need, the student shall be notified in writing by the Office of Student Conduct of the accusation of a violation and will be asked to come in for a conference to discuss the complaint.

Conference: At the above mentioned conference, the student shall be advised:
1. The conference may be recorded.
2. An overview of the process when a violation is reported.
3. The violation they are accused of and an explanation of the charge.
4. Of their privacy rights under FERPA.
5. The Director of Student Conduct, in conjunction with the Vice President of Student Affairs, may refer any case to the Hearing Panel for a hearing and recommended action. Cases that involve the possibility of suspension or expulsion shall be referred to the Hearing Panel.
6. They may admit responsibility for the alleged violation in writing, waive the right to a hearing (in writing), and request that the Director of Student Conduct take appropriate action.
7. They may deny responsibility for the alleged violation in writing and:
   a. Request adjudication with the Director of Student Conduct
      i. If the student is prepared to present their case immediately, they may waive the 72 hour notice of a hearing (in writing) and ask the Director of Student Conduct to immediately begin adjudication.
      ii. If the student is unprepared to present their case immediately, a hearing date and time will be determined and a hearing notification emailed to the student.
   b. Request adjudication with the Hearing Panel, in which case a hearing date and time will be determined and a hearing notification emailed to the student.
8. In all hearing formats, the student will be afforded the opportunity to address the complaint by providing evidence and calling witnesses.

Hearing Notification: The Office of Student Conduct 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 on your behalf. Note: A witness must provide a written statement to the Director of Student Conduct at least 48 hours before the hearing in order to be entered as evidence. Otherwise, the witness will not be allowed to participate in the hearing.
4. A list of trained Hearing Advisors who can help the student navigate the disciplinary process. If the student wishes to use a Hearing Advisor, they should contact the Director of Student Conduct to set...
up a meeting between the two. Only one Advisor may be involved per case.

5. If a student chooses to have their hearing with the Director of Student Conduct, they may, in writing, waive their right to the 72 hour notice.

**Hearing in Absentia:** If the student does not appear for the conference or hearing, or decides to withdraw voluntarily, a hearing may take place in their absence.

**Hearing Protocol:** For the orderliness of the hearing experience, no one will be allowed inside the room during the hearing except the Director of Student Conduct, the Hearing Panel members, the student, approved witnesses, the Hearing Advisor and any EGSC students/administrators who are there for training purposes. The student may request that a non-participatory observer be allowed to attend the hearing; however, the observer cannot make a statement nor ask questions. They are there only to provide support to the student. This request must be made in writing at least 48 hours before the hearing.

**Hearing Decision:**
1. The standard of proof in conduct hearings is preponderance of evidence. Simply stated, preponderance means what is more likely to have occurred based on the evidence.
2. The decision will be communicated in writing to the accused student within 48 hours.
3. The student shall be notified in writing of his or her right to appeal the decision. The decision of the Director of Student Conduct or Hearing Panel shall stand until a ruling is made by the President.
4. A summary transcription of the proceedings shall be kept and made available to the accused student upon request in writing.

**Hearing Panel**
1. The Hearing Panel shall consist of six members to include: the Director of Student Conduct (non-voting member), one member of the staff, two members of the faculty and two regularly enrolled students. The Director of Student Conduct chooses these members and is responsible for training.
2. The Director of Student Conduct shall be the presiding officer and act as recorder, but shall not vote.
3. Any member of the Hearing Panel shall disqualify themselves if their personal involvement in the case is of such a nature as to be detrimental to the interest of the accused or of the institution.
4. The Hearing Panel shall make a determination of whether the student is in violation and then give a recommendation of disciplinary measures to the Director of Student Conduct if sanctions are deemed appropriate.

**Hearing Advisor**
A Hearing Advisor is a current EGSC student, staff, or faculty member who is chosen by the Director of Student Conduct and trained on the Student Conduct Code, specifically the Disciplinary Process and Hearing Procedures. The Advisor cannot participate as a witness or be associated with any case in which they serve as an Advisor.

The Hearing Advisor may:
1. Advise the student in the preparation and presentation of their case.
2. Accompany the student to the judicial hearing. The advisor functions in a supportive role and will not be allowed to speak during the judicial hearing. The advisor may be excused from the hearing if they attempt to speak for or advocate on behalf of the student in any way.
3. Advise the student in the preparation of an appeal letter.

**Rights of Student Defendant**
The student defendant shall be afforded all rights required by due process including:
1. The right to a Hearing Advisor and non-participatory observer.
2. The right to present evidence in his/her behalf.
3. The right to call witnesses in his/her behalf.
4. The right to remain silent and have no inference of guilt drawn from such silence.
5. The right to cross examination.
6. The right to be advised of his/her right to appeal the decision of the Director of Student Conduct or Hearing Panel.
7. 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.

Disciplinary Sanctions
The following are possible disciplinary sanctions which may be imposed upon a student or student organization for an infraction of the Student Conduct Code. This list shall not be taken to be exhaustive and may be enlarged or modified to meet particular circumstances in any given case.

Non-Academic Misconduct
1. Expulsion - permanent severance of the student’s relationship with East Georgia State College.
2. Suspension - temporary severance of the student’s relationship with East Georgia State College for a specific period of time.
3. Probation - notice to the student that any further major disciplinary violation may result in suspension.
4. Residence Hall Removal – severance of the student’s relationship with on-campus housing at East Georgia State College, can be temporary or permanent.
5. Withdrawal of Recognition of Student Organization – disbanding of membership and withdrawal of recognition and privileges associated with being a student organization at East Georgia State College
6. Educational Sanctions – specific projects to be completed by the student, such as, but not limited to, writing a research paper on a specific topic, performing community service or attending an educational event.
7. 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).
8. Restrictions - exclusion from participation in:
   a. Social activities
   b. Recreational areas
   c. Identification card privileges
   d. Visitation procedures inside on-campus housing
9. Restitution - reimbursement for damage to or misappropriation of property; this may take the form of appropriate service or other compensation.
10. Forced Withdrawal - from the academic course within which the offense occurred without credit for the course.
11. Class Change – removal from a specific class and placement in another.

Temporary Emergency Suspension

Temporary Emergency Suspension is the immediate and temporary ban of the student from campus due to the student’s threat to others, threat to property, to lawful activities of others, to educational process and to the orderly operations of College.

Appellate Procedure
A student shall have the right to appeal in accordance with the following procedures:
1. The decision of the Director of Student Conduct or the Hearing Panel shall stand until a ruling is made by the President.
2. The student shall have the ability to appeal in writing to the President of East Georgia State College within five days after the notification of the hearing decision.
   a. An appeal form should be requested from the Director of Student Conduct.
   b. The appeal form and appeal letter should be turned in to the Director of Student Conduct, but addressed to the President.
c. 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 reasons for appeal in written statements to the President.

d. The President’s review is limited to consideration of whether the record contains a substantial basis to uphold the decision. Therefore, new material cannot be introduced except in extraordinary cases presenting a compelling reason as to why the material could not have been presented to the hearing panel and why it should be considered now.

e. If received within the five day deadline, the Director of Student Conduct will forward the appeal form, the appeal letter and all relevant information from the hearing to the President for review.

f. If received after the five day deadline, the Director of Student Conduct will forward a copy of the appeal form and appeal letter to the President with notification that the student is not eligible for appeal.

3. When considering an appeal, the President shall within five days appoint a committee of three members of the faculty of East Georgia State College or 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.

4. When the President of East Georgia State College has rendered his decision in writing on any appeal, the student will be considered to have exhausted all remedies on the local level.

5. Should the student be dissatisfied with the decision of the President, he/she shall have the right to appeal in writing to the Board of Regents as provided in the Policy Manual on the University System of Georgia website (http://www.usg.edu/policymanual/).

6. The decision of the President shall stand until a ruling is made by the Board of Regents.