



# Student Handbook

Rights, Responsibilities and General Information



# **Student Handbook**

## **Rights, Responsibilities And General Information**

Georgia Gwinnett College

1000 University Center Lane

Lawrenceville, GA 30043

(678) 407-5000

(800) 252-5119

The statements set forth in this student handbook are for informational purposes only and should not be construed as the basis of a contract between a student and the institution. While the provisions of this student handbook will ordinarily be applied as stated, Georgia Gwinnett College reserves the right to change any provision listed in this student handbook without actual notice to individual students. Every effort has been made to provide current and accurate information in this publication; however, the administration reserves the right to alter, amend, or abolish its rules, regulations or policies at any time. For the most accurate and up-to-date information, please consult [GGC website](#). Should you require additional information, please contact any of the resource persons listed in this Student Handbook or the Campus Directory.

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#### Disclaimer

The authoritative source of information concerning Board approved policies and procedures governing academic and administrative matters is the Policy Manual of the Board of Regents. In cases of inconsistency, Board of Regents policy takes precedence.

The Administrative Policy Manual is Georgia Gwinnett College's primary policy manual. In the event of a conflict between The Student Handbook: Rights, Responsibilities, and General Information and the Administrative Policy Manual, the Administrative Policy Manual prevails.

### GEORGIA GWINNETT COLLEGE (GGC) INFORMATION

678.407.5000

#### MAILING ADDRESS

1000 University Center Lane

Lawrenceville, GA 30043

#### INTERNET ADDRESS

[Georgia Gwinnett College](http://www.georgiagwinnettcollege.edu)

Georgia Gwinnett College is an Equal Opportunity College open to any qualified individual without regard to race, religion, sex, age, color, national or ethnic origin, or disability. Pursuant to all applicable federal anti-discrimination laws and regulations, Georgia Gwinnett College does not discriminate against any of the protected categories of individuals in the administration of its policies, programs or activities. This non-discriminatory policy includes admission policies, scholarship and loan programs, employment practices, and athletics and other school-administered programs.



## ACCREDITATION STATUS

Georgia Gwinnett College is accredited by the Southern Association of Colleges and Schools Commission on Colleges to award associate and baccalaureate degrees. Contact the Commission on Colleges at 1866 Southern Lane, Decatur, Georgia 30033-4097 or call 404-679-4500 for questions about the accreditation of Georgia Gwinnett College.

WELCOME FROM THE SENIOR ASSOCIATE VICE PRESIDENT FOR STUDENT  
AFFAIRS AND DEAN OF STUDENTS



Congratulations and welcome to Georgia Gwinnett College (GGC). Your decision to attend Georgia's newest public college demonstrates your commitment to your continued holistic student development. As a member of the Grizzly Nation, you will have many exciting engaging opportunities to shape your future as well as a role in enhancing the student success culture that will define the experience for generations of future GGC students.

College life is about so much more than just attending classes. It is about collaborating with outstanding staff and faculty while connecting with your peers – through programs, services, activities and academic experiences. The [Student Handbook: Rights, Responsibilities, and General Information](#) is designed as a resource guide to help you succeed in all of your endeavors at GGC by providing information that will make your time here the most productive and enjoyable possible.

Each member of the GGC staff, faculty and administration is committed to your development. Our mission as a premier 21<sup>st</sup> Century liberal arts college, one where learning takes place continuously in and beyond the confines of the traditional classroom, is to prepare you to be contributing citizens and future leaders for Georgia and the nation. I wish you all the best; please let us know how we can assist you succeed in reaching your goals at Georgia Gwinnett College.

Again, welcome to GGC. We are delighted you are here.

Sincerely,

A handwritten signature in black ink, appearing to read 'Tomas Fidel Jimenez'. The signature is fluid and stylized, with a long horizontal stroke at the end.

Tomas Fidel Jimenez

Senior Associate Vice President for Student Affairs and Dean of Students

## ABOUT GGC

### Welcome to the future of education. Your education.

A few years ago, Georgia Gwinnett College was home to just over 100 students. Let's just say – things have changed. What was once 260 acres of rolling terrain has become the perfect metropolitan college campus of about 12,000 students. What's so perfect about it? GGC adapts to how you do things – your learning style, your work schedule and your life. From the ground up, GGC was designed to help you succeed. That's game changing.

#### **Founded**

In 1994, [Gwinnett County](#) was the largest county east of the Mississippi without a four-year college. So Gwinnett County leaders purchased 160 acres of land and designated it specifically for the development of a college campus. GGC opened its doors in 2006 as the first four-year college founded in Georgia in more than 100 years, and the first four-year, public college created in the U.S. in the 21st century. Georgia Gwinnett College is a member of the [University System of Georgia](#).

#### **Location**

The College is located in [Lawrenceville, Georgia](#), in the heart of [Gwinnett County](#). Gwinnett is a vibrant community 30 miles northeast of downtown Atlanta where a mixture of quiet postcard neighborhoods and bustling commercial districts blend the past with the present. Here, progress and quality of life connect so that everyone enjoys the small town ambience with all the amenities of a big city. Businesses and residents alike enjoy safe neighborhoods, good schools, modern infrastructure and a thriving economy.

Gwinnett County remains one of the most dynamic regions in the South to live and work with an estimated population of about 896,000 with 1.2 million projected by the year 2025.

View [GGC's master plan](#).

#### **GGC's Innovative Model**

GGC's innovative practices, caring culture and extremely affordable tuition are changing the game in higher education, and changing the future for students at all levels, of all ages and from all walks of life.

GGC combines proven student/faculty engagement practices with small class sizes, individual attention, remarkable facilities, a diverse and inclusive culture and student mentoring to enhance student success. We call that transformative – for higher education in general, and for individual students in particular. That's game changing.

GGC's groundbreaking, four-year college model changes how educators facilitate and support student learning. The innovative model is characterized by GGC's integrated approach to these three critical elements: attention, affordability and access.

- Attention: GGC's committed faculty and staff provide students with the support and tools they need to be successful in college and in life.
- Affordability: GGC offers a high-quality, attentive education for a lot less money.
- Access: GGC opens the door to four-year degrees for more people, including those who might have never considered college.

## **Vision**

Georgia Gwinnett College will be a premier 21st Century Liberal Arts College where learning will take place continuously in and beyond the confines of the traditional classroom. Its cornerstones will be innovative use of educational technology and a commitment to an integrated educational experience that develops the whole person. GGC will be a wellspring of educational innovation. It will be a dynamic learning community where faculty engagement in teaching and mentoring students will be the hallmark. It will be a driving force for change in student success. As such, it will be a model for innovative approaches to education, faculty engagement with students, and highly efficient student, facility, and administrative services.

## **Mission**

Georgia Gwinnett College provides access to targeted baccalaureate and associate level degrees that meet the economic development needs of the growing and diverse population of the northeast Atlanta metropolitan region. It emphasizes the innovative use of technology and active-learning environments to provide its students enhanced learning experiences, practical opportunities to apply knowledge, increased scheduling flexibility, and a variety of course delivery options. Georgia Gwinnett's outstanding faculty and staff actively engage students in various learning environments, serve as mentors and advisors, and assist students through programs designed to enhance their academic, social, and personal development. GGC produces contributing citizens and future leaders for Georgia and the nation. Its graduates are inspired to contribute to the local, state, national, and international communities and are prepared to anticipate and respond effectively to an uncertain and changing world.

## **Operating Principles**

Georgia Gwinnett College is committed to the following operating principles:

- Continuous review, assessment, change, and experimentation

- Holistic development of students
- Building partnerships with its business and community constituents
- Developing a workforce of highly competent teachers and staff who are also action oriented and innovative
- Innovatively integrating technology into educational experiences
- Diversity and building a multicultural environment to prepare students to succeed in a global society
- Being the community of choice to work for faculty, administrators, and staff
- Providing a supportive work environment that encompasses involvement, open communications, a spirit of collegiality and an appropriate reward system

Please view our [Equal Opportunity and Affirmative Action policies](#).

## FOUR PILLARS

### **Scholarship**

Georgia Gwinnett College produces graduates prepared for life-long, intentional learning. These graduates will continue to discover, acquire, integrate and apply knowledge in ways that enhance both their lives, and the lives of others.

### **Leadership**

GGC inspires its graduates to model purposeful, intentional actions that enable them, and those around them, to work together in cohesive and coherent ways toward common goals. Our students lead by example, with both their hearts and their minds, while encouraging others to do the same.

### **Service**

Georgia Gwinnett College encourages each graduate to live as engaged, contributing citizens, and to serve actively in ways that will result in positive impacts on their local, state, national and international communities.

### **Creativity**

GGC cultivates the attributes of curiosity, intellectual versatility, imagination and critical thinking to enable graduates to embrace varied perspectives, identify key points of convergence among disparate ideas and situations, and generate creative ideas and innovative solutions.

### **Policy Disclaimer**

The authoritative source of information concerning Board approved policies and procedures governing academic and administrative matters is the Policy Manual of the Board of Regents. In cases of inconsistency, Board of Regents policy takes precedence.

The Administrative Policy Manual is Georgia Gwinnett College's primary policy manual. In the event of a conflict between the Faculty Manual, Catalog or Student Handbook and the Administrative Policy Manual, the Administrative Policy Manual prevails.

### **Accreditation Status**

Georgia Gwinnett College is accredited by the [Southern Association of Colleges and Schools Commission on Colleges \(SACSCOC\)](#) to award associate and baccalaureate degrees. Contact the Commission on Colleges at 1866 Southern Lane, Decatur, Georgia 30033-4097 or call 404.679.4500 for questions about the accreditation of Georgia Gwinnett College.

## **HISTORY OF GEORGIA GWINNETT COLLEGE**

### **Early History**

In October 2004, the University System of Georgia (USG) Board of Regents voted to ask the General Assembly to approve the creation of a new state college in Gwinnett County. In March 2005, the General Assembly passed Senate Resolution 33, authored by Sen. Don Balfour, establishing a new college in Gwinnett, later signed by Gov. Sonny Perdue. In September 2005, the Regents hired Dr. Daniel J. Kaufman, a retired Army brigadier general, as the college's inaugural president. A month later, the Regents named the institution, "Georgia Gwinnett College."

GGC opened its doors to 118 students on August 18, 2006, as the nation's first four-year public college founded in the 21st century and the first four-year public institution created in Georgia in more than 100 years. It welcomed its first freshman class in 2007 and recognized 17 students at its inaugural commencement ceremony in 2008. In January of 2009, GGC held its first winter graduation ceremony, and that spring, it graduated 38 students. It added a summer commencement ceremony in 2013.

In 2009, the Southern Association of Colleges and Schools Commission on Colleges granted Georgia Gwinnett its initial accreditation in record time, giving the college the ability to apply for research grants and awards from foundations for students and faculty members, and expand its degree programs. More than 3,000 students enrolled for the 2009 fall semester.

In 2010, GGC celebrated the opening of its new Library and Learning Center and its first student residence halls, transforming the commuter college into a residential campus. More than 5,300 students enrolled for the 2010 fall

semester. The new Student Center opened in January 2011 and a new laboratory building opened that summer. GGC's enrollment reached 9,400 in fall 2012.

The 2012-13 academic year was the Grizzlies' first season of official intercollegiate competition in the National Association of Intercollegiate Athletics, and marked the completion of the varsity athletics facilities.

President Kaufman departed GGC for the presidency of the Gwinnett Chamber of Commerce in July 2013, and Dr. Stanley C. "Stas" Preczewski, formerly vice president for Academic and Student Affairs, served as interim president for about a year before being named president in May 2014. In fall 2014, the college opened its new Allied Health and Sciences building, home of the School of Science and Technology, the newly formed School of Health Sciences and its nursing program.

The college celebrated its 10th anniversary in 2015 with a year-long "GGC10" observance. As it enters its second decade, GGC continues to build upon its success in upholding its unique mission and vision.

President Preczewski retired in January 2019 and Dr. Mary Beth Walker was named interim president. Dr. Jann L. Joseph began serving as president July 1, 2019.

## Today

Now well into its second decade, GGC continues to build upon its success in upholding its unique mission and vision. Today, the college enrolls nearly 13,000 students. U.S. News & World Report has ranked GGC the #10 top public college in the Southern region for 2019 and the most ethnically diverse Southern regional college for its fifth consecutive year.

The college recently celebrated the completion of Building W, which opened for the 2018 fall semester.

GGC offers 18 bachelor's degree programs and more than 45 concentrations. Its students score it among the nation's top colleges in several areas of student engagement, a critical predictor of student success. According to USG economic impact studies, GGC has contributed more than \$2.8 billion to the local economy, including the creation of 4,500 jobs.

GGC's innovative practices, caring culture and extremely affordable tuition are changing the future for students at all levels, of all ages and from all walks of life. Its ground breaking, four-year college model changes how educators facilitate and support student learning and is characterized by its integrated approach to attention, affordability and access.

## EMERGENCY OPERATIONS PLAN

See [Board of Regents Policy Manual 6.16 Emergency Planning and Preparedness](#)

To ensure security of proprietary information, the entire Emergency Operation Plan is distributed on a need to know basis. The following excerpt, Emergency Notifications Plan, is disseminated to students, faculty and staff.

### 8.2.87 MANDATORY PARTICIPATION IN ALERT NOTIFICATION SYSTEM

Georgia Gwinnett College is committed to the safety of students, staff, and faculty. Communication is an important component of campus safety and part of the communication plan includes an alert notification system. Email participation is mandatory for all GGC students, staff and faculty. GGC also requires that each participant provide either a cell phone number for SMS based text messages or a phone number for a voice message alert.

Related materials to support the alert notification system may be found in:



1. GGC Alert: Process And Procedures
2. GGC Alert Message Templates

## SAFETY AND EMERGENCY COMMUNICATIONS

### [Report an emergency.](#)

We utilize a number of key communication methods, applications and services, creating a vital network to effectively deliver critical and urgent communications.

Please take time to review, register and/or download these applications and services to ensure that you receive these important communications first.

### Notifications and Alert/Safety Apps

#### Alert Notification App

##### Rave Alert

GGC has partnered with Rave Mobile Safety, the leader in mobile safety, to offer an alert notification system, Rave Alert, capable of sending users text, recorded voice and email messages. Any GGC student, staff or faculty member, or campus partner can subscribe to the Rave Alert service.

### [Learn more about Rave Alert.](#)

#### Personal Safety App

Turn your phone into a personal safety device.

##### LiveSafe

Georgia Gwinnett College is providing all students, faculty, and staff with the LiveSafe app – a safety tool that provides a quick, convenient and discreet way to communicate with Public Safety.

### [Learn more about LiveSafe.](#)

#### Siren System

The emergency notification siren is the fastest way the College has to inform the campus community about an imminent, life-threatening emergency. The siren will only be used for "sheltering-in" situations such as a tornado. It is built to be heard by people who are outside; however, the warning tone may also be heard inside buildings or vehicles. Severe weather shelter information is posted in each building. Take time to familiarize yourself with shelter locations.

### [Learn more about the siren system.](#)

#### Website Notifications

Emergency communications alerts and notifications display on the [GGC home page](#), the [student audience home page](#), and [faculty and staff audience home page](#). Website notifications supplement other, more direct means of communication, such as fire alarms and sirens, public address system messages and Rave Alert messaging. Direct

messaging texts and voice messages may be brief, so recipients may be directed to the GGC website for more information. Critical messages are dated and time-stamped to make it easy to see the latest information and follow events as they unfold.

#### Social Media Notifications

GGC uses its [Facebook](#) and [Twitter](#) pages as an additional outlet for communicating Public Safety alerts with community members. Like the GGC website, these social media posts supplement other, more direct means of communication. Be sure to [follow us](#) so you can stay up-to-date.

## GENERAL INFORMATION

### IMPORTANT PHONE NUMBERS

Academic Enhancement Center	678.407.5191
Admissions	678.407.5313
Bookstore	678.407.5986
Campus Security	678.407.5333
Career Development and Advisement Center	678.407.5702
Classroom Technology Support/Events	678.407.5555
Claw Card Office	678.407.5529
Counseling Center	678.407.5592
Daniel J. Kaufman Library & Learning Center	678.407.5317
Dean of Students	678.407.5882
Disability Services	678.407.5883
Financial Aid	678.407.5701
Information Desk (Student Center)	678.407.5587
One Stop Shop (Building D)	678.407.5016
Provost Office “Academic and Student Affairs”	678.407.5200
Public Safety	678.407.5333
Recreation and Intramural Sports	678.407.5970
Registrar	678.407.5700
Residence Life	678.407.5501

Student Accounts	678.407.5000
Student Affairs	678.407.5882
Student Integrity	678.407.5661
Student Involvement	678.407.5582
Student Government Association	678.407.5582
Testing Center	678.407.5322
Wellness and Recreation Center (Fitness Center)	678.407.5970

## HOURS OF OPERATION

Georgia Gwinnett College is open for classes between the following times:

### [GGC HOURS OF OPERATIONS](#)

#### 4.1.1.1 STUDENT RIGHTS AND RESPONSIBILITIES

##### Statement of Student Rights and Responsibilities

Georgia Gwinnett College has as its primary mission the development of an intellectual community within an environment that values honesty, fairness, integrity, and respect for others. In accordance with the American Council on Education statement on Academic Rights and Responsibilities, GGC welcomes intellectual pluralism and the free exchange of ideas. The institution encourages debate over complex and difficult issues about which individuals disagree. Such discussions will be held in an environment characterized by openness, tolerance, and civility. As such, GGC recognizes its responsibility to provide a secure learning environment which allows members of the community to express their views in ways which do not disrupt the operation of the college.

Standards for Georgia Gwinnett College students are higher than those of communities not engaged solely in scholarly pursuits. Upon accepting enrollment, GGC students acquire rights in, as well as responsibilities to, the Georgia Gwinnett College Community. These rights and responsibilities, embraced by the GGC community in the spirit of the institution's mission, are considered critical to producing graduates inspired to contribute to local, state, national, and international communities and graduates who are prepared to anticipate and respond to an uncertain and changing world.

Specific student rights include:

- The right to access technology, classrooms, information resources, and instruction in various active-learning environments which enhance the student learning experience.
- The right to attend classes in an environment which promotes active-learning and student engagement.
- The right to communicate ideas in written and oral form free of discrimination as defined by federal, state, local, and institutional regulations.
- The right to express diverse opinions, to think creatively and critically, in inter- and multidisciplinary contexts, in ways which do not infringe on the rights of others.
- The right to participate in activities, programs, and leadership opportunities designed to enhance academic, social, and personal development while providing practical opportunities for the application of knowledge.
- The right to access established academic and administrative policies and procedures for presenting, addressing, and resolving student concerns, complaints, and grievances.

- The right to participate in an institutional system of shared governance designed to inspire and encourage student development through community participation on judicial boards, programming boards, and other institutional boards.
- The right to be free from unreasonable intrusion in personal, health, safety, or student disciplinary records, in accordance with APM 10.9 Records Management and Security policy.

Students are not only members of the academic community but are also members of the larger society. Students retain the rights, guarantees and protections afforded to, and the responsibilities held by, all citizens. A student may be subject to prosecution by local, state, or federal law enforcement agencies irrespective of whether the College initiates student integrity proceedings in a given situation.

As members of the College community, students have the responsibility to:

- Adhere to local, state, and federal laws.
- Act in a manner that demonstrates integrity and respect for others and the campus environment.
- Follow the College conduct regulations contained in the Student Handbook: Rights, Responsibilities, and General Information.
- Adhere to the principles contained in the Honor Statement.

It is furthermore an expectation of the College Community that students will engage in learning opportunities inside and outside the classroom, participate in on-going assessment of the campus learning environment, utilize the campus mentoring program, and ultimately, contribute to the local, state, national, and international community.

The Georgia Gwinnett College community recognizes that every situation a student may encounter may not be anticipated in a written document. In order to provide direction for the expectation that students demonstrate integrity and respect for others and the campus environment, Georgia Gwinnett College has created a Student Code of Conduct as a means of clearly articulating student rights, responsibilities, and expectations.

The Student Code of Conduct provides useful information to students, clubs and organizations that have been charged with violating a conduct regulation. All procedures for responding to possible violations of conduct regulations, including specifics of the student integrity process, a listing of possible sanctions, complaint, and appeals procedures are included in the Student Handbook: Rights, Responsibilities, and General Information. These procedures have been established to ensure due process and fundamental fairness to all involved in the College's student integrity process.

Georgia Gwinnett College has adopted conduct regulations for individuals and organizations and has established a student integrity process to foster an active learning environment designed to enhance academic, social, and personal development while protecting the rights and privileges of all students. When a student, club or organization is suspected of violating a conduct regulation, the Division of Student Affairs is responsible for investigating alleged conduct regulation violations and coordinating the student integrity process.

#### 4.6.2 VIOLATIONS OF STATE OR FEDERAL LAW

See Board of Regents Policy Manual Section [Board of Regents Policy Manual Section 4.6.2](#).

#### 4.6.3 STUDENT ORGANIZATION RESPONSIBILITY FOR DRUG USE

See Board of Regents Policy Manual Section [Board of Regents Policy Manual Section 4.6.3](#).

#### 4.6.4 ALCOHOL AND DRUGS ON CAMPUS

See Board of Regents Policy Manual Section [Board of Regents Policy Manual Section 4.6.4](#).

It is the policy of Georgia Gwinnett College to provide students and employees with the following information in compliance with the US Department of Education requirement under Part 86, the Drug and Alcohol Abuse Prevention Regulations (Education Department General Administrative Regulations [EDGAR 86]).

Georgia Gwinnett College has adopted and implemented a drug prevention program to prevent the unlawful possession, use, or distribution of illicit drugs and alcohol by all students and employees both on school premises and as part of any of its activities.

GGC will annually notify employees and students by issuance of the policy for drugs and alcohol via publication in the APM. Additionally, GGC will conduct a biennial review on the effectiveness of its AOD programs and the consistency of sanction enforcement and will maintain its biennial review material on file.

### **Standards of Conduct for Students**

All students are prohibited from the following:

- A. Possession and/or consumption of alcohol on campus. Exceptions must be approved by the President of the College.
- B. Use and/or possession of marijuana and/or other illegal drugs.
- C. Possession of alcohol beverage containers (including decorative collections).
- D. Use, possession, and/or distribution of narcotic or other controlled substances except as permitted by law.
- E. Possession of drug paraphernalia, including but not limited to bongs, glass pipes, or hookahs.
- F. Providing or facilitating the use, possession and/or distribution of alcoholic beverages.
- G. Providing or facilitating the use, possession, and/or distribution of narcotic or other controlled substances except as permitted by law.
- H. Appearing at a college activity or on College property in a state of intoxication and/or under the influence of alcohol and/or other drugs.
- I. Disruptive or disorderly conduct caused by the influence of alcohol and/or other drugs.
- J. Driving under the influence of alcohol or other controlled substance.
- K. Use and/or possession of a prescription drug if the prescription was not issued to the student or the distribution or sale of a prescription drug to a person to whom the prescription was not originally issued.

### **Standards of Conduct for Employees**

The use, consumption, or possession of any narcotic, dangerous drug, or controlled substance by any student or employee of the college for which said student or employee does not have legal license or valid prescription is strictly prohibited. The unlicensed distribution, manufacture or sale of any narcotic, dangerous drug or controlled substance by any student or employee of the college is strictly prohibited.

The college supports all federal, state and local laws relating to the use of alcoholic beverages. The college also endorses the continual development of educational materials which emphasize the problems related to alcohol abuse.

The legal age for possession and consumption of alcoholic beverages in Georgia is 21. The college expects this law to be strictly followed.

The use, consumption, distribution or sale of alcoholic beverages on any property owned or leased by the college is strictly prohibited. Exceptions may be made only by the president or a designee. No college funds or student activity fees may be used for the purchase of alcoholic beverages.

### **Applicable Sanctions**

Georgia Gwinnett College will impose disciplinary sanctions on students and employees (consistent with federal, state, or local law) up to and including expulsion or termination of employment and referral for prosecution, for violations of the standards of conduct. Where applicable, a referral for prosecution may be warranted under the law.

### **GGC Sanctions for Students**

Students found in violation, through the College's Student Integrity Process, of the Alcohol, Marijuana, and Other Drug Related Misconduct (see Conduct Regulation 5) are subject to the following possible sanctions:

1st offense— Alcohol, marijuana, and/or drug awareness activity and probation for the remainder of current semester and for the next 2 semesters (Fall and Spring semesters only) enrolled at the College. Probation extends through summer terms and/or any institutional breaks.

2nd offense while on probation – suspension from institution for current semester and 1 subsequent semester (Fall or Spring semesters only). Summer suspension may not be substituted for a Fall or Spring semester and will be included if suspension is initiated during Spring semester.

Any cost associated with drug and alcohol sanctioning will be the responsibility of the student violator. These are sanctioning guidelines. The findings of fact, any particular circumstances, and prior record of the student will be factors considered when determining any appropriate sanctions.

Students who are dismissed, suspended, expelled, withdrawn, or otherwise removed from the College for any length of time should be aware that this action may adversely impact the following:

- Privilege of living in campus Housing
- Housing costs and fees (suspension/expulsion does not forgive financial obligations)
- Tuition costs and fees (suspension/expulsion does not forgive financial obligations)
- Student Financial Aid including HOPE Scholarship
- Health insurance (contact your personal health care provider)
- Meal Plan
- Use of College resources and access to College facilities
- Immigration status for international students
- Veterans and dependents of veterans
- Student employment on campus
- Internships, assistantships, and study abroad

*This is not an exhaustive list.*

### **GGC Sanctions for Employees**

Georgia Gwinnett College is committed to establishing and maintaining a drug-free workplace, in compliance with the Drug-Free Workplace Act of 1988. Under this policy, the unlawful manufacture, distribution, dispensation, possession, or use of any illegal drug is prohibited in all work areas of Georgia Gwinnett College, including buildings, vehicles, and grounds. Violations of this policy shall be considered sufficient grounds for dismissal or lesser disciplinary action, regardless of whether such violation leads to criminal proceedings.

An employee who is convicted of or pleads *nolo-contendere* to any drug violation which occurs in the workplace must inform his/her immediate supervisor of such conviction or pleas as soon as possible, which must be within five (5) calendar days of the conviction or plea. Failure to comply with any part of this policy will result in disciplinary action, including possible dismissal from employment. For further details on the Drug-Free Workplace Policy, consult the Board of Regents Policy Manual [Board of Regents Policy Manual 4.6.4](#).

### **Education and Prevention**

Please see information about [US Drug Enforcement Administration's Education and Prevention](#).

## **Potential Health Risks**

While the following list is not exhaustive, it serves to demonstrate the range of potential hazards associated with illicit drug and alcohol use.

### **Alcohol**

Loss of concentration and judgment, slowed reflexes, disorientation leading to higher risk of accidents and problem behavior; risk of liver and heart damage, malnutrition, cancer and other illnesses; can be highly addictive to some persons.

### **Nicotine**

Nicotine causes tobacco addiction. Addiction changes the wiring in the brain, making tobacco users crave nicotine. Without nicotine, they will experience symptoms of withdrawal. Nicotine increases blood pressure, blood flow and heart rate. It narrows and hardens the arteries, increasing your risk of blood clots and stroke. Nicotine increases your risk of heart attack and can cause lung disease as well as cancer of the oral cavity and respiratory tract.

### **Amphetamines**

Can cause rushed, careless behavior - pushing beyond your physical capacity, leading to exhaustion; tolerance increases rapidly, causes physical and psychological dependence; withdrawal can result in depression and suicide; continued high doses can cause heart problems, infections, malnutrition, and death.

### **Cannabis**

Causes permanent damage to lungs, reproductive organs and brain function; slows reflexes; increases forgetfulness; alters judgment of space and distance.

### **Cocaine**

Causes damage to respiratory and immune systems; induces malnutrition, seizures and loss of brain function. Some forms are highly addictive.

### **Hallucinogens (PCP, LSD, Ecstasy)**

Causes extreme distortions of what's seen and heard; induces sudden changes in behavior, loss of concentration and memory; increases risk of birth defects in user's children; overdose can cause psychosis, convulsions, coma, and death. Frequent use can cause permanent loss of mental function.

### **Narcotics (Heroin, morphine, opium, codeine)**

Tolerance increases rapidly; causes physical and psychological dependence; overdoses can cause coma, convulsions, respiratory arrest, and death; leads to malnutrition, infection and hepatitis; sharing needles is a leading cause of the spread of HIV and Hepatitis; highly addictive.

### **Sedatives**

Tolerance increases rapidly; produces physical and psychological dependence; causes reduced reaction time, and confusion; overdoses can cause coma, respiratory arrest, convulsions, and death; withdrawal can be dangerous; in combination with other controlled substances can quickly cause coma and death.

## **Available Programs and Services for Students**

### **Counseling and Support Groups**

On Campus: Counseling Center - (678) 407-5592

### **Local Support Groups:**



1. Alcoholics Anonymous - (404) 525-3178
2. Narcotics Anonymous - (678) 405-0840

**Drug and Alcohol Related Courses:**

1. Choices for Life (PHED 1101)
2. Student Health 101 (Online Magazine)
3. Wellness and Recreation Center Programs

**Available Programs and Services for Employees**

**Local Support Groups:**

*Georgia Crisis and Access line - 1-800-715-4225*

*Alcoholics Anonymous - (404) 525-3178*

*Narcotics Anonymous - (678) 405-0840*

**4.1.1.1.2 ACADEMIC INTEGRITY POLICY FOR ACADEMIC DISHONESTY MATTERS**

The following are conduct regulations related to academic integrity:

1. Academic Dishonesty. Examples of specific prohibited actions include but are not limited to the following:
  - A. Academic Misconduct: Performing, attempting to perform, or assisting another in performing any act of academic dishonesty.
  - B. Cheating: This act of dishonesty includes but is not limited to giving information to or taking information from other students during examinations. Cheating is also committed when students copy from unauthorized sources and/or represent some other person's work as their own. Collaboration on out-of-class assignments or examinations is considered to be cheating if prohibited by the professor.
  - C. Plagiarism: This category includes copying material from unpublished or published sources, including electronic resources, and submitting that material as the student's own work. Students are responsible for identifying the proper source and for giving credit to that source anytime that they present ideas which are not their own.
  - D. Unauthorized Use or Possession of Materials or Resources: Students must not use or possess unauthorized materials or resources in an academic activity. This act includes but is not limited to use/possession of a cheat sheet when not authorized to do so or use/possession of any other resources or materials during an examination, quiz, or other academic activity without the express permission of the faculty member, whether access to such resources or materials is through a cell phone, other electronic device, or any other means.
  - E. Collusion: This act of dishonesty includes but is not limited to buying or selling material which will be misrepresented as a student's own work. In addition, students who fail to report known acts of academic dishonesty on the part of others are responsible for collusion.
  - F. Previously submitted material: Students must not submit work which has been or is being concurrently submitted, in whole or in part, in another class without first having received the permission of all the professors involved.
  - G. Misrepresentation or falsification of material: This act includes but is not limited to misrepresenting, fabricating, or altering academic material, such as transcripts, diplomas, grades or records, professors' or administrators' signatures or initials. In addition, students must not take an examination or test in the name of another student or present another student's work as their own.
  - H. Misrepresentation of circumstances: Students must not misrepresent personal circumstances (e.g., illness, conflicting responsibilities, etc.) to avoid meeting academic responsibilities or to gain an academic advantage.

**Procedures for Resolving Violations of the Academic Integrity Policy**

All violations of the Academic Integrity Policy shall be resolved via the Faculty Adjudication Process and/or the Formal Resolution (Student Integrity Board hearing through the Office of Student Integrity) as outlined below.

Any member of the community may report an alleged violation. A violation may be reported to the instructor of the course in which the alleged act occurred, to the dean of the school with which the course is affiliated, or to a staff member within the Office of Student Integrity or Dean of Students Office. An individual who suspects a student of academic misconduct may at any time contact the Office of Student Integrity to receive assistance with any aspect of the academic integrity process. All reports should be in written form.

When an instructor believes that a student has violated the Academic Integrity Policy in one of the instructor's classes, the instructor must first contact the Office of Student Integrity to report the alleged violation and determine whether to proceed with the Faculty Adjudication Process or the Formal Resolution (Student Integrity Board hearing). The instructor should also notify the dean of the school of the alleged violation.

### **Faculty Adjudication Process**

The Faculty Adjudication Process should be utilized when the student does not have any prior academic dishonesty cases (in which the student was found responsible) and if the behavior does not warrant more than academic sanctions. If the instructor and dean believe a student's behavior may warrant a suspension, expulsion, or other nonacademic sanction, the case should be referred to a Formal Resolution (Student Integrity Board hearing). After the instructor, dean, and the Office of Student Integrity have established that the case should be resolved through the Faculty Adjudication Process, the following steps should be followed:

1. The instructor will complete the Faculty Adjudication Form.
2. The instructor will notify the student of the need to meet to discuss the allegations (via email or other written form).
3. The student shall then have five business days from the time of the notification to contact the instructor to schedule a meeting. If a student drops or withdraws from a course in which he/she is found responsible of an academic dishonesty violation, the College reserves the right to assign the student a grade of "WF" for that course.
4. The instructor shall then meet with the student. Both the student and the instructor may invite an advisor to be present during this meeting and any phase of this process; however, advisors are not permitted to speak or to participate directly in the process. During the meeting, the instructor will share the completed Faculty Adjudication Form and all other evidence with the student. The student will have the opportunity to speak and share any additional information with the instructor.
5. At the conclusion of the meeting, the instructor will make a decision regarding the allegation. The standard of proof shall be preponderance of evidence. One of the following actions should result from this meeting:
  - a. The instructor determines that no violation of academic dishonesty occurred. The instructor will notify the student via email or other written form that no violation occurred. The Office of Student Integrity and the dean of the school will also be notified. The matter shall then be closed.
  - b. The instructor determines that the student is responsible for the violation of academic dishonesty and assigns an academic sanction (refer to Sanctioning Guidelines). The student is then asked to sign the Faculty Adjudication Form. The instructor must then send the completed Faculty Adjudication Form and all other evidence/documentation to the Office of Student Integrity.
  - c. If the student chooses to not schedule a meeting or fails to attend a scheduled meeting, the student will be found responsible for the violation of academic dishonesty. The instructor must send the completed Faculty Adjudication Form and all other evidence/documentation to the Office of Student Integrity.
6. Once the Faculty Adjudication Form and other evidence/documentation are received by the Office of Student Integrity, a staff member in the office will send a decision letter of responsibility and sanctions to the student, the instructor, dean of the school, Senior Vice President for Academic and Student Affairs/Provost, Senior Associate Provost for Student

Affairs, and Dean of Students. A copy of the decision letter will also be filed in the student's conduct record within the Office of Student Integrity.

#### Sanctioning Guidelines for Academic Dishonesty Violations

The appropriate sanction(s) for a violation of academic dishonesty must be decided on a case-by-case basis as appropriate by academic discipline, teaching method, course level, academic classification, maturity of the student, and degree of misconduct. The instructor may issue any of the sanctions listed below separately or in combination:

1. Failure of the course
2. Reduction of final course grade
3. No credit ("0" for assignment)
4. Reduction of points earned on the assignment
5. Retake/replace assignment
6. Reprimand: Stated disapproval or a warning issued to the student
7. Referral to educational seminar/workshop.

The Office of Student Integrity will monitor any sanction deadlines assigned.

#### Appeals of Faculty Adjudication Process

Students wishing to appeal a decision from the Faculty Adjudication Process must file an appeal with the appropriate dean. The student will have 15 calendar days from the date of the decision letter to submit the written appeal (including all supporting documentation) to the dean. An interview with the student and/or the course instructor may be a part of the dean's decision. The dean will issue a decision letter to the student within 15 calendar days of the date the appeal was submitted or refer the case to a Formal Resolution. A copy of this letter will also be sent to the instructor and the Office of Student Integrity.

If the student wishes to appeal the dean's decision, he/she may then appeal to the Senior Vice President for Academic and Student Affairs/Provost within 15 calendar days of the decision. The Provost will issue a decision letter to the student or remand the case back to a Formal Resolution. If the student wishes to appeal the Provost's decision, he/she may then appeal to the President of the College within 15 calendar days of the Provost's decision. The decision of the President of the College is final.

In instances where the campus is closed for holidays or other reasons, the timelines noted herein will be extended.

#### Formal Resolution (Student Integrity Board Hearing)

If the instructor, dean, and the Office of Student Integrity establish that the case should not be resolved through the Faculty Adjudication Process, the case will be referred to a Formal Resolution (Student Integrity Board hearing) via the Student Integrity Process outlined later in this Code.

### 4.6.5 STUDENT CODE OF CONDUCT

**Policy Number:** 4.6.5

**Effective Date:** August 17, 2020

**Revision History:** June 30, 2017, September 17, 2018, August 17, 2020

**Policy Contact:** Senior Associate Vice President for Student Affairs

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#### PURPOSE AND POLICY STATEMENT

This Policy establishes minimum procedural standards for investigations and resolutions of alleged student conduct violations, which each institution must incorporate into its respective student conduct policies. The purpose of this Policy is to ensure uniformity in the quality of investigations while providing for due process that affords fairness and equity in all student conduct investigations. This Policy is not intended to infringe or restrict rights guaranteed by the United States Constitution including free speech under the First Amendment, or the due process clauses of Fifth and Fourteenth Amendments.

These procedures apply to matters relating to student misconduct, except matters relating to academic dishonesty, which may be covered under separate institutional policies. Institutions shall inform students of their procedures governing student misconduct complaints and investigations.

For the purposes of this Policy the term Complainant means an individual who is alleged to be a victim of conduct that would violate any Board or other applicable institution policy. The term Respondent means an individual who is alleged to have engaged in behavior that would violate any Board or other applicable institution policy. Other individuals who report information to an institution regarding alleged policy violations are deemed Reporters. Institutions may establish to what extent the procedures outlined in this Policy may apply to Reporters.

In the event of a discrepancy between these policies and the policies of the Board of Regents of the University System of Georgia, the latter shall govern.

### **The Honor Statement**

“We will not lie, steal, or cheat, nor abide the actions of those who do.”

As an additional guide, students should consider the three values adopted in the Seal of the State of Georgia: wisdom, justice, and moderation.

### **Student Integrity Authority**

The Office of Student Integrity handles all cases involving alleged academic violations and nonacademic conduct violations except for matters involving discrimination or discriminatory harassment. All matters related to discrimination or discriminatory harassment are handled by the Office of Diversity and Equity Compliance under the Student Code of Conduct processes. Student Integrity may handle other nondiscrimination Code violations which may be arise out of, or be related to, discrimination/harassment claims.

The Office of Student Affairs shall develop policies for the administration of the student integrity program and procedural rules for the conduct of hearings that are consistent with provisions of the Code of Conduct.

### **College Conduct Regulations**

The following actions are prohibited and constitute a violation of the Georgia Gwinnett College Student Code of Conduct.

Any student, club, fraternity, sorority or organization found to have committed a violation of these conduct regulations is subject to the sanctions outlined in this Code. A claim of lack of awareness of policies and procedures does not excuse any violations of such.

The following are conduct regulations:

1. Academic dishonesty shall be handled under APM 4.1.1.1.2 Academic Integrity Policy for Academic Dishonesty Matters.
2. Other Acts of Dishonesty. Examples of specific prohibited actions include but are not limited to the following:
  - A. Furnishing false information to any College official or office.
  - B. Forgery, alteration, or misuse of any College document, record, or instrument of identification.
  - C. Causing, condoning, or encouraging the dishonest completion of any College record, document, or form.

- D. Offering or causing to be offered any bribe or favor to a College official in order to influence a decision.
  - E. Tampering with the election of any College-recognized student club or organization.
  - F. Casting or attempting to cast more than one ballot in any election or referendum on campus.
3. Disorderly Conduct. Examples of specific prohibited actions include but are not limited to the following:
- A. Behavior that disrupts or obstructs the orderly functioning of the College, including but not limited to, teaching, research, administration, and/or service or other College activities on- or off-campus including but not limited to study abroad experiences or other authorized, non-College activities taking place on College property.
  - B. Engaging in conduct that disrupts the academic pursuits or infringes upon the rights or privacy of another person.
  - C. Physical abuse, battery, fighting, and/or other physical contact that threatens or endangers the health or safety of another person or puts another in reasonable apprehension or fear for his or her safety or other conduct used to coerce club/organization membership.
  - D. Verbal abuse, threats, intimidation, harassment, coercion, bullying/cyber bullying, and/or other conduct that (i) threatens or endangers the health or safety of another person; (ii) puts another in reasonable apprehension or fear for his or her safety; (iii) is so severe or pervasive that it deprives an individual the benefits of any College education program or activity; or (iv) that is used to coerce club/organization membership.
  - E. Violation of Board of Regents Policy or College policy, rules, and regulations.
  - F. Conduct or behavior that is obscene, including but not limited to public exposure of one's own sexual organs and voyeurism, including, but not limited to, video voyeurism.
  - G. Failure to comply with directions of College officials or law enforcement officers acting in performance of their duties and/or failure to identify oneself to these persons when requested to do so.
  - H. Failure to comply with mandated assessment recommendations by the Student Behavioral Concerns Team.
  - I. Intentional obstruction that unreasonably interferes with freedom of movement (pedestrian or vehicular) on campus.
  - J. Entering an athletic contest, dance, social, or other College event without the proper credentials for admission (e.g., ticket, identification, invitation).
  - K. Circulating any advertising media without approval from proper College officials or in a manner that violates or is contrary to policies of Georgia Gwinnett College and state or local law.
  - L. Unauthorized recordings (audio/visual/other related devices) without permission of the applicable College official.

In recognition and support of the First Amendment of the United States Constitution, freedom of expression and academic freedom shall be considered in investigating and reviewing these types of alleged conduct violations.

4. Sexual Misconduct. All alleged sexual misconduct shall be referred to the Office of Diversity and Equity Compliance under the APM 4.1.7 Sexual Misconduct (which also can be found in the Student Handbook: Rights, Responsibilities and General Information).

5. Alcohol and Other Drug Related Misconduct. Georgia law prohibits possession or consumption of alcoholic beverages by those under the legal drinking age and prohibits making alcoholic beverages available to persons under the legal drinking age. The College expects those of lawful age who choose to use alcohol off campus to do so responsibly.

All students are prohibited from the following:

- A. Possession and/or consumption of alcohol on campus. Exceptions must be approved by the President of the College.
- B. Use and/or possession of illegal drugs.
- C. Possession of alcohol beverage containers (including decorative collections).
- D. Use and possession of controlled substances except as permitted by law.
- E. Distribution of narcotic or other controlled substances except as permitted by law.
- F. Possession of drug paraphernalia, including but not limited to bongs, glass pipes, or hookahs.
- G. Providing or facilitating the use, possession, and/or distribution of alcoholic beverages.
- H. Providing or facilitating the use, possession, and/or distribution of narcotic or other controlled substances except as permitted by law.
- I. Appearing at a college activity or on College property in a state of intoxication and/or under the influence of alcohol and/or other drugs.
- J. Disruptive or disorderly conduct caused by the influence of alcohol and/or other drugs.
- K. Driving under the influence of alcohol or other drugs.
- L. Use and/or possession of a prescription drug if the prescription was not issued to the student or the distribution or sale of a prescription drug to a person to whom the prescription was not originally issued.

6. Theft, Damage, and Disregard for Property. Examples of specific prohibited actions include but are not limited to the following:

- A. Taking, attempting to take, or in possession items of College property; items or services rented, leased, or placed on the campus at the request of College; or items belonging to students, faculty, staff, guests of the College, student groups, or others without proper authorization.
- B. Malicious or unwarranted damage or destruction of items of College property; items rented, leased, or placed on the campus at the request of College; or items belonging to students, faculty, staff, guests of the College, student groups, or others.
- C. Selling or attempting to sell a textbook unless the seller is the owner of the textbook or has the permission of the owner to do so.

D. Unauthorized taking, attempting to take, or keeping items belonging to the GGC library or items placed in the library for display.

E. Misuse of an identification card or number issued to a student through alteration, forgery, duplication, or other means, or through use of an identification card that has not been issued to the user.

7. Fire Safety and Sanitation. Examples of specific prohibited actions include but are not limited to the following:

A. Misusing, damaging, or tampering with fire safety equipment.

B. Setting or causing to be set any unauthorized fire on or in College property.

C. Possessing or using fireworks, explosives, or other incendiary devices on College property without authorization.

D. Making or causing to be made a false fire alarm.

E. Intentionally or recklessly obstructing a fire exit in any College building.

F. Failure to exit a College building when the fire alarm sounds.

G. Failure to maintain an organization's facilities and/or surrounding property creating a potential danger to the health or safety of the occupants or other individuals.

H. Failure to comply with GGC's APM 8.2.89 Tobacco and Smoke-Free Campus "Breathe Easy" Policy.

8. Weapons. Except as permitted by law, possessing firearms, ammunition, explosives, other weapons, or dangerous chemicals on College property is prohibited. Prohibited devices include but are not limited to air guns, sling shots, zip guns, knives with a blade of two inches or more from hilt to blade tip, knives having a switchblade or automatic blade opener, blackjacks, bolo knives, machetes, swords, spears, any club-type hand weapons, pyrotechnics, throwing stars, nunchucks, throwing knives, toy weapons, or any objects or materials capable of causing and/or used by the offending person to cause or threaten physical harm. This provision is subject to modification based on current Georgia Law.

For further details on Weapons, consult the Board of Regents Policy Manual [6.11 Weapons](#).

9. Unauthorized Entry or Use of College Property, Facilities, or Keys. Examples of specific prohibited actions include but are not limited to the following:

A. Unauthorized entry, attempted entry, or remaining after closing in any building, office restricted areas, or other College facility.

B. Making or attempting to make unauthorized use of College facilities.

C. Unauthorized possession, use, or duplication of College keys or other methods of controlled access (i.e. cards, codes).

10. College Housing Policies and Procedures. Examples of specific prohibited actions include but are not limited to the following:

A. Unauthorized entry, attempted entry, or remaining in restricted areas of any College-owned student residence building.



B. Presence of nonresidents in the residence halls unless required to attend a class, program, event, or fulfill another campus obligation and/or escorted by a current resident. Nonresidents must follow all sign-in procedures.

C. Failure to comply with policies established in various residence halls for the protection of the privacy, rights, privileges, health or safety of the community (refer to Community Guide: Housing Policies & Procedures).

11. Misuse, Abuse, or Theft of Computer Resources. Failure to comply with acceptable use of IT resources policies, which can be found at APM 11.50.1.1 Acceptable Use of Information Technology Resources and APM 11.50.1.2 Internet Acceptable Use Policy.

12. Gambling. Conducting, organizing, promoting, or participating in any activity involving games of chance or gambling.

13. Hazing. Georgia law prohibits hazing and Georgia Gwinnett College does not condone hazing in any form. Hazing is defined as any intentional, negligent, or reckless action, activity or situation that causes or has the potential to cause another pain, embarrassment, ridicule, or harassment, regardless of the individual's willingness to participate. Such actions and situations include, but are not limited to, the following:

- Forcing or requiring the drinking of alcohol or use of other substance;
- Forcing or requiring the consumption of food or any other substance;
- Calisthenics (push-ups, sit-ups, jogging, runs, etc.);
- "Treeing's";
- Paddle swats;
- Line-ups;
- Theft of any property;
- Road trips;
- Scavenger hunts;
- Causing fewer than six (6) continuous hours of sleep per night;
- Conducting activities that do not allow adequate time for study;
- Forcing or requiring nudity at any time;
- Performing acts of personal servitude for members (e.g., driving them to class, cleaning their individual rooms, serving meals, washing cars, shopping, laundry, etc.);
- Forcing or requiring the violation of College policies, federal, state or local law;
- Other conduct used to coerce club or organization membership.

14. Interference with the Orderly Operation of the Student Integrity or any investigative process. This includes investigations handled by any College office, including but not limited to, Office of Student Integrity, Office of Diversity and Equity Compliance and Human Resources. Examples of specific prohibited actions include but are not limited to the following:

A. Unreasonably delaying the student integrity process by failing to schedule or appear for a meeting as requested by a College official.

B. Intentionally providing false, distorted, or misrepresented information to a College official or body or knowingly initiating a false complaint.

C. Disrupting the orderly operation of a student integrity proceeding.

D. Attempting to discourage an individual's proper participation in, or use of, the student integrity process.

E. Harassing, retaliating against, and/or intimidating the hearing officer, a member of a hearing panel or any participant in a student integrity process prior to, during, or after that process.

F. Failure to comply with the sanctions imposed under the Student Code of Conduct.

15. Shared Responsibility for Student Code of Conduct Violations. Examples of specific prohibited actions include but are not limited to the following:

A. Acting in concert to violate College conduct regulations.

B. Condoning, encouraging, or requiring behavior that violates College conduct regulations.

C. Allowing, condoning, permitting or providing opportunity for others to violate College conduct regulations.

16. Violation of Law. Violation of any municipal or county ordinance, any law, regulation, or requirement of the State of Georgia, the United States, or, when in another state or country, that state or country.

#### **4.6.5.1 Reports of Student Misconduct**

Institutions must provide clear notice to students and other campus community members as to how to file complaints of misconduct.

Complaints to the appropriate department and/or person(s) should include as much information as possible – such as: (1) the type of misconduct alleged; (2) the name and contact information of the individual(s) accused of misconduct; (3) the date(s), time(s), and place(s) of the misconduct; (4) the name(s) and contact information of any individual(s) with knowledge of the incident; (5) whether any tangible evidence has been preserved; and (6) whether a criminal complaint has been made.

Information from complaints may be shared as necessary to investigate and to resolve the alleged misconduct. Complaints shall be investigated and resolved as outlined below. The need to issue a broader warning to the community in compliance with the Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act (“Clery Act”) shall be assessed in compliance with federal law.

Where appropriate, Complainants may file a law enforcement report as well as an institutional report, but are not required to file both.

1. **Confidentiality:** Where a Complainant (where applicable) requests that their identity be withheld or the allegation(s) not be investigated, the institution should consider whether or not such request(s) can be honored while still promoting a safe and nondiscriminatory environment for the institution and conducting an effective review of the allegations. The institution should inform the requesting party that the institution cannot guarantee confidentiality and that even granting requests for confidentiality shall not prevent the institution from reporting information or statistical data as required by law, including the Clery Act.
2. **Retaliation:** Anyone who has made a report or complaint, provided information, assisted, participated or refused to participate in any investigation or resolution under applicable Board or institution policy shall not be subjected to retaliation. Anyone who believes they have been subjected to retaliation should immediately contact the appropriate department or individual(s) for that institution. Any person found to have engaged in retaliation shall be subject to disciplinary action, pursuant to the institution’s policy.
3. **False Complaints/Statements:** Individuals are prohibited from knowingly giving false statements to an institution official. Any person found to have knowingly submitted false complaints, accusations, or statements, including during a hearing, in violation of applicable Board or institution policy shall be subject to appropriate disciplinary action (up to and including suspension or expulsion) and adjudicated pursuant to the institution’s policy.

4. **Amnesty:** Students should be encouraged to come forward and report violations of the law and/or student code of conduct notwithstanding their choice to consume alcohol or drugs. Information reported by a student during the conduct process concerning their consumption of drugs or alcohol will not be voluntarily reported to law enforcement; nor will information that the individual provides be used against the individual for purposes of conduct violations. Nevertheless, these students may be required to meet with staff members regarding the incident and may be required to participate in appropriate educational program(s). The required participation in an educational program under this amnesty procedure will not be considered a sanction.

Nothing in this amnesty procedure shall prevent a university staff member who is otherwise obligated by law (the Clery Act) to report information or statistical data as required.

#### **4.6.5.2 Process for Investigating and Resolving Disputed Student Conduct Reports**

**Jurisdiction:** Each institution shall take necessary and appropriate action to protect the safety and well-being of its community. Accordingly, student conduct should be addressed when such acts occur on institution property, at institution-sponsored or affiliated events, or otherwise violate the institution's student conduct policies, regardless as to where such conduct occurs. If the student has admitted responsibility and has voluntarily decided to participate in the informal process, the procedures outlined in this section will not apply.

**Access to Advisors:** The Respondent and Complainant (where applicable), as parties to these proceedings, shall have the right to have an advisor (who may or may not be an attorney) of the party's choosing, and at their own expense, for the express purpose of providing advice and counsel. The advisor may be present during meetings and proceedings during the investigatory and/or resolution process at which his or her advisee is present. The advisor may advise their advisee in any manner, including providing questions, suggestions, and guidance on responses to any questions posed to the advisee, but shall not participate directly during the investigation or hearing process.

**Initial Evaluation of Student Conduct Reports:** Regardless of how an institution becomes aware of alleged misconduct, the institution shall ensure a prompt, fair, and impartial review and resolution of complaints alleging student misconduct. Where a report of student misconduct has been made to the appropriate department and/or person, the institution shall review the complaint to determine whether the allegation(s) describes conduct in violation of the institution's policies and/or code of conduct. If the reported conduct would not be a violation of the institution's policies and/or code of conduct, even if true, then the report should be dismissed. Otherwise, a prompt, thorough, and impartial investigation, and review shall be conducted into each complaint received to determine whether charges against the Respondent should be brought.

Any report that involves allegation(s) of conduct that could lead to the suspension or expulsion of the Respondent(s) in an initial violation must be promptly reported to the System Director of Equity & Investigations ("System Director") by the institution. The System Director will work with the institution to determine whether any interim measure(s) are necessary, to assign an investigator and may collaboratively supervise the investigation with the appropriate institution professional (e.g., the Title IX Coordinator, Dean of Students). If an allegation is not initially identified as one that could lead to suspension or expulsion of the Respondent(s), but facts arise during the course of the investigation that would require notice to the System Director, then the institution shall report that case to the System Director or their designee prior to proceeding.

#### **Interim Measures**

Interim measures may be implemented by the institution at any point after the institution becomes aware of the alleged student misconduct and should be designed to protect any student or other individual in the USG community. To the extent interim measures are imposed, they should minimize the burden on both the Complaint (where applicable) and the Respondent, where feasible. Interim measures may include, but are not limited to:

1. Change of housing assignment;
2. Issuance of a "no contact" directive;

3. Restrictions or bars to entering certain institution property;
4. Changes to academic or employment arrangements, schedules, or supervision;
5. Interim suspension; and
6. Other measures designed to promote the safety and well-being of the parties and the institution's community.

An interim suspension should only occur where necessary to maintain safety and should be limited to those situations where the respondent poses a serious and immediate danger or threat to persons or property. In making such an assessment, the institution should consider the existence of a significant risk to the health or safety of the Complainant (where applicable) or the campus community; the nature, duration, and severity of the risk; the probability of potential injury; and whether less restrictive means can be used to significantly mitigate the risk.

Before an interim suspension is issued, the institution must make all reasonable efforts to give the Respondent the opportunity to be heard on whether the Respondent's presence on campus poses a danger. If an interim suspension is issued, the terms of the suspension take effect immediately. The Respondent shall receive notice of the interim suspension and the opportunity to respond to the interim suspension.

Within three business days of receiving a challenge the institution will determine whether the interim suspension should continue.

### **Investigation**

Throughout any investigation and resolution proceedings, a party shall receive written notice of the alleged misconduct, shall be provided an opportunity to respond, and shall be allowed to remain silent or otherwise not participate in or during the investigation and resolution process without an adverse inference resulting. If a party chooses to remain silent or otherwise not participate in an investigation, the investigation may still proceed and policy charges may still result and be resolved. Timely and equal access to information that will be used during the investigation will be provided to the Complainant (where applicable), Respondent.

Where the potential sanctions for the alleged misconduct may involve a suspension or expulsion (even if such sanctions were to be held "in abeyance," such as probationary suspension or expulsion) the institution's investigation and resolution procedures must provide the additional minimal safeguards outlined below.

1. The Complainant (where applicable) and Respondent shall be provided with written notice of the complaint/allegations, pending investigation, possible charges, possible sanctions, and available support services. The notice should also include the identity of any investigator(s) involved. Notice should be provided via institution email to the address on file.
2. Upon receipt of the written notice, the Respondent shall have at least three business days to respond in writing. In that response, the Respondent shall have the right to admit or to deny the allegations, and to set forth a defense with facts, witnesses, and supporting materials. A non-response will be considered a general denial of the alleged misconduct. Any Complainant (where applicable) shall also be provided three business days to respond to or to supplement the notice.
3. If the Respondent admits responsibility, the process may proceed to the sanctioning phase or may be informally resolved, if appropriate.
4. If at any point the investigator determines there is insufficient evidence to support a charge or to warrant further consideration of discipline, then the complaint should be dismissed.
5. An investigator shall conduct a thorough investigation and should retain written notes and/or obtain written or recorded statements from each interview. The investigator shall also keep a record of any party's proffered witnesses not interviewed, along with a brief, written explanation of why the witnesses were not interviewed.

6. The initial investigation report shall be provided to the Respondent and the Complainant (where applicable). This report should clearly indicate any resulting charges (or alternatively, a determination of no charges), as well as the facts and evidence in support thereof, witness statements, and possible sanctions. For purposes of this Policy, a charge is not a finding of responsibility, but indicates that there is sufficient evidence to warrant further consideration and adjudication.
7. The final investigation report should be provided to the misconduct panel or hearing officer for consideration in adjudicating the charges brought against the Respondent. A copy shall also be provided to the respondent and Complainant (where applicable) before any hearing. The investigator may testify as a witness regarding the investigation and findings, but shall otherwise have no part in the hearing process and shall not attempt to otherwise influence the proceedings outside of providing testimony during the hearing.

### **Resolution/Hearing**

In no case shall a hearing to resolve charge(s) of student misconduct take place before the investigative report has been finalized.

Where the Respondent indicates that they contest the charges, the matter shall be set for a hearing and once the investigative report has been finalized and copies provided to the Respondent and Complainant (where applicable); however, the Complainant (where applicable) and Respondent may have the option of selecting informal resolution as a possible resolution in certain student misconduct cases where they mutually agree, except where deemed inappropriate by the Vice President for Student Affairs (or their designee) or the System Director.

Where a case is not resolved through informal resolution or informal resolution is not available due to the nature of the charges, the Respondent shall have the option of having the charges heard either by an administrator (Hearing Officer) or a Hearing Panel. If an administrative hearing is requested, the Respondent shall use their discretion to determine whether the case should be heard by a Hearing Panel. Notice of the date, time, and location of the hearing shall be provided to the Respondent and Complainant (where applicable) at least five business days prior to the hearing. Notice shall be provided via institution email where applicable. Hearings shall be conducted in person or via conferencing technology as reasonably available. Additionally, the following standards will apply to any such hearing:

The Respondent and Complainant (where applicable) shall have the right to present witnesses and evidence to the hearing officer or panel. Witness testimony, if provided, shall pertain to knowledge and facts directly associated with the case being heard. The Respondent and Complainant (where applicable) shall have the right to confront any witnesses, including the other party, by submitting written questions to the Hearing Officer or Hearing Panel for consideration. Advisors may actively assist in drafting questions. The Hearing Officer or Hearing Panel shall ask the questions as written and will limit questions only if they are unrelated to determining the veracity of the charge leveled against the Respondent(s). In any event, the Hearing Officer or Hearing Panel shall err on the side of asking all submitted questions and must document the reason for not asking any particular questions.

1. Where the Hearing Officer or Hearing Panel determines that a party or witness is unavailable and unable to be present due to extenuating circumstances, the Hearing Officer or Hearing Panel may establish special procedures for providing testimony from a separate location. In doing so, the Hearing Officer or Hearing Panel must determine whether there is a valid basis for the unavailability, ensure proper sequestration in a manner that ensures testimony has not been tainted, and make a determination that such an arrangement will not unfairly disadvantage any party. Should it be reasonably believed that a party or witness who is not physically present has presented tainted testimony, the Hearing Officer or Hearing Panel will disregard or discount the testimony.
2. Formal judicial rules of evidence do not apply to the investigatory or resolution process.
3. The standard of review shall be a preponderance of the evidence.
4. Institutions should maintain documentation of the proceedings, which may include written findings of fact, transcripts, audio recordings, and/or video recordings.

5. Following a hearing, both the Respondent and Complainant (where applicable) shall be simultaneously provided a written decision via institution email (where applicable) of the outcome and any resulting sanctions. The decision should include details on how to appeal, as outlined below. Additionally, the written decision must summarize the evidence relied on in support of the outcome and the rationale for the resulting sanction. The same form will be completed, regardless of whether the student opts for a hearing panel or an administrative proceeding.

#### **4.6.5.3 Reports of Sexual Misconduct**

**Initial Evaluation of Sexual Misconduct Reports:** Upon notice of the alleged Sexual Misconduct the institution's Title IX Coordinator ("Coordinator") will assess whether a formal investigation, informal resolution, or dismissal would be appropriate. In making this determination, the Coordinator will assess whether the allegation(s), if true, would rise to the level of prohibited conduct, whether a Formal Complaint must be filed, whether an investigation is appropriate in light of the circumstances, whether the parties prefer an informal resolution, and whether any safety concerns exist for the campus community. The need to issue a broader warning to the community in compliance with the Clery Act shall be assessed in compliance with federal law.

**Confidentiality:** Where a Complainant requests that their identity be withheld or the allegation(s) not be investigated, the Coordinator should consider whether or not such request(s) can be honored in a manner consistent with the institution's obligations to promote a safe and nondiscriminatory environment. The institution should inform the Complainant that the institution cannot guarantee confidentiality. Honoring a Complainant's request for confidentiality shall not prevent the institution from reporting information or statistical data as required by law, including the Clery Act.

**Retaliation:** Anyone who has made a report or complaint, provided information, assisted, participated, or refused to participate in any manner in the Sexual Misconduct process, shall not be subjected to retaliation. Anyone who believes that they have been subjected to retaliation should immediately contact the Coordinator or their designee. Any person found to have engaged in retaliation shall be subject to disciplinary action.

**False Complaints/Statements:** Individuals are prohibited from knowingly making false statements or knowingly submitting false information to a system or institution official. Any person found to have knowingly submitted false complaints, accusations, or statements, including during a hearing, shall be subject to appropriate disciplinary action (up to and including suspension or expulsion) under the appropriate institutional process.

**Amnesty:** Students should be encouraged to come forward and to report Sexual Misconduct notwithstanding their choice to consume alcohol or to use drugs. Information reported by a student during the Sexual Misconduct process concerning the consumption of drugs or alcohol will not be used against the particular student in a disciplinary proceeding or voluntarily reported to law enforcement; however, students may be provided with resources on drug and alcohol counseling and/or education, as appropriate. Nevertheless, these students may be required to meet with staff members regarding the incident and may be required to participate in appropriate educational program(s). The required participation in an educational program under this amnesty procedure will not be considered a sanction.

Nothing in this amnesty provision shall prevent an institution staff member who is otherwise obligated by law (the Clery Act) to report information or statistical data as required.

**Jurisdiction:** Each institution shall take necessary and appropriate action to promote the safety and well-being of its community. Accordingly, Sexual Misconduct should be addressed when such acts occur on institution property, at institution-sponsored or affiliated events, or otherwise violates the institution's student conduct policies, regardless as to where such conduct occurs.

#### **Access to Advisors:**

1. For Formal Title IX Complaints: Both the Complainant and the Respondent, as parties to the matter, shall have the opportunity to use an advisor (who may or may not be an attorney) of the party's choosing. The advisor may accompany the party to all meetings and may provide advice and counsel to their respective party throughout the Sexual Misconduct process, including providing questions, suggestions and guidance

to the party, but may not actively participate in the process except to conduct cross-examination at the hearing as outlined in the Resolution/Hearing section below. If a party chooses not to use an advisor during the investigation, the institution will provide an advisor for the purpose of conducting cross-examination on behalf of the relevant party.

All communication during the Sexual Misconduct process will be between the institution and the party and not the advisor. The institution will copy the party's advisor prior to the finalization of the investigation report when the institution provides the parties the right to inspect and review directly related information gathered during the investigation. With the party's permission, the advisor may be copied on all communications.

2. For Non-Title IX Sexual Misconduct Complaints: Both the Complainant and the Respondent, as parties to the matter, shall have the opportunity to use an advisor (who may or may not be an attorney) of the party's choosing at the party's own expense. The advisor may accompany the party to all meetings and may provide advice and counsel to their respective party throughout the Sexual Misconduct process but may not actively participate in the process. All communication during the Sexual Misconduct process will be between the institution and the party and not the advisor. With the party's permission, the advisor may be copied on all communications.

**Interim Measures:** Interim measures may be implemented at any point after the institution becomes aware of an allegation of Sexual Misconduct and should be designed to protect any student or other individual in the USG community. Such measures are designed to restore or preserve equal access to the education program or activity without unreasonably burdening the other party, including measures designed to protect the safety of all parties or the recipient's educational environment, or deter Sexual Misconduct and retaliation. Interim measures must be implemented consistent with the provisions in applicable Board and institutional policies and procedures.

An interim suspension should only occur where necessary to promote safety and should be limited to those situations where the Respondent poses a serious and immediate danger or threat to persons or property. In making such an assessment, the institution should consider the existence of a significant risk to the health or safety of the Complainant or the campus community; the nature, duration, and severity of the risk; the probability of potential injury; and whether less restrictive means can be used to significantly mitigate the risk.

Before an interim suspension is issued, the institution must make reasonable efforts to give the Respondent the opportunity to be heard on whether the Respondent's presence on campus poses a danger. If an interim suspension is issued, the terms of the interim suspension take effect immediately. The Respondent shall receive notice of the interim suspension and the opportunity to respond to the interim suspension.

Within three business days of receiving a challenge the institution will determine whether the interim suspension should continue.

#### **4.6.5.4 Process for Investigating and Resolving Sexual Misconduct Reports**

##### **Investigation**

Throughout any investigation and resolution proceeding, a party shall receive written notice of the alleged Sexual Misconduct, shall be provided an opportunity to respond, and shall be allowed the right to remain silent or otherwise not participate in or during the investigation and resolution process without an adverse inference resulting. If a party chooses to remain silent or otherwise not participate in the investigation or resolution process, the investigation and resolution process may still proceed, and policy violations may result.

Until a final determination of responsibility, the Respondent is presumed to have not violated the Sexual Misconduct Policy. Prior to the finalization of the investigation report, timely and equal access to information directly related to the allegations that has been gathered during the investigation and may be used at the hearing will be provided to the Complainant, the Respondent, and a party's advisor (where applicable).



Formal judicial rules of evidence do not apply to the investigation process, additionally the standard of review throughout the Sexual Misconduct process is a preponderance of the evidence.

1. The parties shall be provided with written notice of the: report/allegations with sufficient details, pending investigation, possible charges, possible sanctions, available support services and interim measures, and other rights under applicable institutional policies. For the purposes of this provision sufficient details include the identities of the parties involved, if known, the conduct allegedly constituting Sexual Misconduct, and the date and location of the alleged incident, if known. This information will be supplemented as necessary with relevant evidence collected during the investigation. The notice should also include the identity of any investigator(s) involved. Notice should be provided via institution email to the party's institution email.
2. Upon receipt of the written notice, the parties shall have at least three business days to respond in writing. In that response, the Respondent shall have the right to admit or deny the allegations, and to set forth a defense with facts, witnesses, and supporting materials. A Complainant shall have the right to respond to and supplement the notice. Throughout the Sexual Misconduct process the Complainant and the Respondent shall have the right to present witnesses and other inculpatory and exculpatory evidence.
3. If the Respondent admits responsibility, the process may proceed to the sanctioning phase or may be informally resolved, if appropriate.
4. An investigator shall conduct a thorough investigation and should retain written notes and/or obtain written or recorded statements from each interview. The investigator shall also keep a record of any party's proffered witnesses not interviewed, along with a brief, written explanation of why the witnesses were not interviewed.
5. An investigator shall not access, consider, disclose, or otherwise use a party's records made or maintained by a physician, psychiatrist, psychologist, or other recognized professional made in connection with the party's treatment unless the party has provided voluntary written consent. This also applies to information protected by recognized legal privilege.
6. The initial investigation report shall be provided to the Complainant, the Respondent, and a party's advisor (if applicable). This report should fairly summarize the relevant evidence gathered during the investigation and clearly indicate any resulting charges or alternatively, a determination of no charges. For purposes of this Policy, a charge is not a finding of responsibility.
7. The Complainant and the Respondent shall have at least 10 calendar days to review and respond in writing to the initial investigation report and directly related information gathered during the investigation. The investigator will review the Complainant's and the Respondent's written responses, if any, to determine whether further investigation or changes to the investigation report are necessary.
8. The final investigation report should be provided to the Complainant, the Respondent, and a party's advisor, if applicable, at least 10 calendar days prior to the Hearing. The final investigation report should also be provided to all Hearing Panel members for consideration during the adjudication process.

### **Resolution/Hearing**

The Respondent and the Complainant, as parties to the matter, may have the option of selecting informal resolution as a possible resolution in certain cases where the parties agree, and it is deemed appropriate by the institution. Where a matter is not resolved through informal resolution a hearing shall be set. All Sexual Misconduct cases shall be heard by a panel of faculty and/or staff. All institutional participants in the Sexual Misconduct resolution process shall receive appropriate annual training as directed by the System Director or Coordinator and required by the Clery Act and Title IX.

In no case shall a hearing to resolve a Sexual Misconduct allegation take place before the investigation report has been finalized. The investigator may testify as a witness regarding the investigation and findings but shall otherwise

have no part in the hearing process and shall not attempt to otherwise influence the proceedings outside of providing testimony during the hearing. All directly related evidence shall be available at the hearing for the parties and their advisors to reference during the hearing.

Relevant facts or evidence that were not known or knowable to the parties prior to the issuance of the final investigative report shall be admissible during the hearing. The institution will determine how the facts or evidence will be introduced. The admissibility of any facts or evidence known or knowable by the parties prior to the issuance of the final investigative report, and which were not submitted during the investigation, shall be determined by the institution in compliance with the obligation to provide both parties an equal opportunity to present and respond to witnesses and other evidence.

Notice of the date, time, and location of the hearing as well as the selected hearing panel members shall be provided to the Complainant and the Respondent at least 10 calendar days prior to the hearing. Notice shall be provided via institution email to the parties' institution email. Parties may attend the hearing with their advisor.

Hearings shall be conducted in-person or via video conferencing technology. Where the institution determines that a party or witness is unable to be present in person due to extenuating circumstances, the institution may establish special procedures to permit that individual to provide testimony from a separate location. In doing so, the institution must determine whether there is a valid basis for the individual's unavailability, require that the individual properly sequester in a manner that ensures testimony has not been tainted, and make a determination that such arrangement will not unfairly disadvantage any party. Should it be reasonably believed that the individual presented tainted testimony, the hearing panel will disregard or discount the testimony. Parties may also request to provide testimony in a separate room from the opposing party, so long as no party is unfairly disadvantaged, and they have the opportunity to view the testimony remotely and submit follow-up questions.

At all times participants in the hearing process, including parties, a party's advisor, and institution officials, are expected to act in a manner that promotes dignity and decorum throughout the hearing. Participants are expected to be respectful to others and follow procedural formalities outlined by this Policy and the institution. The institution reserves the right to remove any participant from the hearing environment if the participant refuses to adhere to the institution's established rules of decorum.

Each institution shall maintain documentation of the investigation and resolution process, which may include written findings of fact, transcripts, audio recordings, and/or video recordings. Any documentation shall be maintained for seven years.

Additionally, the following standards will apply to Title IX and Non-Title IX Sexual Misconduct hearings respectively:

A. Title IX Hearings

1. Where a party or a witness is unavailable, unable, or otherwise unwilling to participate in the hearing, including being subject to cross-examination, the hearing panel shall not rely on statements of that party or witness in reaching its determination regarding responsibility. The hearing panel shall not draw an adverse inference against the party or witness based solely on their absence from the hearing or refusal to subject to cross-examination.
2. The parties shall have the right to present witnesses and evidence at the hearing.
3. The parties shall have the right to confront any witness, including the other party, by having their advisor ask relevant questions directly to the witness. The Hearing Officer shall limit questions raised by the advisor when they are irrelevant to determining the veracity of the allegations against the Respondent(s). In any such event, the Hearing Officer shall err on the side of permitting all the raised questions and must document the reason for not permitting any particular questions to be raised.

4. Questions and evidence about the Complainant's sexual predisposition or prior sexual behavior, shall be deemed irrelevant, unless such questions and evidence are offered to prove that someone other than the Respondent committed the alleged conduct or consent between the parties during the alleged incident.
5. The hearing panel shall not access, consider, disclose, or otherwise use a party's records made or maintained by a physician, psychiatrist, psychologist, or other recognized professional made in connection with the party's treatment unless the party has provided voluntary written consent. This also applies to information protected by recognized legal privilege.
6. Formal judicial rules of evidence do not apply to the resolution process and the standard of evidence shall be a preponderance of the evidence.
7. Following a hearing, the parties shall be simultaneously provided a written decision via institution email of the hearing outcome and any resulting sanctions or administrative actions. The decision must include the allegations, procedural steps taken through the investigation and resolution process, findings of facts supporting the determination(s), determination(s) regarding responsibility, and the evidence relied upon and rationale for any sanction or other administrative action. The institution shall also notify the parties of their right to appeal as outlined below.

#### B. Non-Title IX Sexual Misconduct Hearings

1. The parties shall have the right to present witnesses and evidence at the hearing. Witness testimony, if provided, shall pertain to knowledge and facts directly associated with the case being heard.
2. The parties shall have the right to confront any witnesses, including the other party, by submitting written questions to the Hearing Officer for consideration. Advisors may actively assist in drafting questions. The Hearing Officer shall ask the questions as written and will limit questions only if they are irrelevant to determining the veracity of the allegations against the Respondent(s). In any such event, the Hearing Officer shall err on the side of asking all submitted questions and must document the reason for not asking any particular questions.
3. Questions and evidence about the Complainant's sexual predisposition or prior sexual behavior, shall be deemed irrelevant, unless such questions and evidence are offered to prove that someone other than the Respondent committed the alleged conduct or consent between the parties during the alleged incident.
4. The hearing panel shall not access, consider, disclose, or otherwise use a party's records made or maintained by a physician, psychiatrist, psychologist, or other recognized professional made in connection with the party's treatment unless the party has provided voluntary written consent. This also applies to information protected by recognized legal privilege.
5. Formal judicial rules of evidence do not apply to the resolution process and the standard of evidence shall be a preponderance of the evidence.
6. Following a hearing, the parties shall be simultaneously provided a written decision via institution email of the hearing outcome and any resulting sanctions or administrative actions. The decision must include the allegations, procedural steps taken through the investigation and resolution process, findings of facts supporting the determination(s), determination(s) regarding responsibility, and the evidence relied upon and rationale for any sanction or other administrative action. The institution shall also notify the parties of their right to appeal, as outlined below.

#### 4.6.5.5 Possible Sanctions

In determining the severity of sanctions or corrective actions the following should be considered: the frequency, severity, and/or nature of the offense; history of past conduct; an offender's willingness to accept responsibility;

previous institutional response to similar conduct; strength of the evidence; and the wellbeing of the university community. The institution will determine sanctions and issue notice of the same, as outlined above.

The broad range of sanctions includes: expulsion; suspension for an identified time frame or until satisfaction of certain conditions or both; temporary or permanent separation of the parties (e.g., change in classes, reassignment of residence, no contact orders, limiting geography of where parties can go on campus) with additional sanctions for violating no-contact orders; required participation in sensitivity training/awareness education programs; required participation in alcohol and other drug awareness and abuse prevention programs; counseling or mentoring; volunteering/community service; loss of institutional privileges; delays in obtaining administrative services and benefits from the institution (e.g., holding transcripts, delaying registration, graduation, diplomas); additional academic requirements relating to scholarly work or research; financial restitution; or any other discretionary sanctions directly related to the violation or conduct.

For suspension and expulsion, the institution must articulate, in its written decision, the substantial evidence relied upon in determining that suspension or expulsion were appropriate. For purposes of this Policy substantial evidence means evidence that a reasonable person might accept to support the conclusion.

#### **4.6.5.6 Appeals**

Appeals may be made in any cases where sanctions are issued, even when such sanctions are held “in abeyance,” such as probationary or expulsion. Where the sanction imposed includes a suspension or expulsion (even for one held in abeyance), the following appellate procedures must be provided.

The Respondent (and in cases involving sexual misconduct or other forms of discrimination and/or harassment, the Complainant) shall have the right to appeal the outcome on any of the following grounds: (1) to consider new information, sufficient to alter the decision, or other relevant facts not brought out in the original hearing (or appeal), because such information was not known or knowable to the person appealing during the time of the hearing (or appeal); (2) to allege a procedural error within the hearing process that may have substantially impacted the fairness of the hearing(or appeal), including but not limited to whether any hearing questions were improperly excluded or whether the decision was tainted by a conflict of interest or bias by the Title IX Coordinator, Conduct Officer, investigator(s), decision makers(s); or (3) to allege that the finding was inconsistent with the weight of the information.

The appeal must be made in writing, and must set forth one or more of the bases outlined above, and must be submitted within five business days of the date of the final written decision. The appeal should be made to the institution’s Vice President for Student Affairs or their designee.

The appeal shall be a review of the record only, and no new meeting with the Respondent or any Complainant is required. The Vice President, or their designee, may affirm the original finding and sanction, affirm the original finding but issue a new sanction of greater or lesser severity, remand the case back to the decision-maker to correct a procedural or factual defect, or reverse or dismiss the case if there was a procedural or factual defect that cannot be remedied by remand. The Vice President or his or her their designee shall then issue a decision in writing to the respondent within a reasonable time period.

The decision of the Vice President or his or her designee may be appealed in writing within five business days (as determined by the date of the decision letter) to the President of the institution solely on the three grounds set forth above.

The President may affirm the original finding and sanction, affirm the original finding but issue a new sanction of greater or lesser severity, remand the case back to any lower decision maker to correct a procedural or factual defect, or reverse or dismiss the case if there was a procedural or factual defect that cannot be remedied by remand. The President decision shall be simultaneously issued in writing to the parties within a reasonable time period. The President’s decision shall be the final decision of the institution.

Should the Respondent or Complainant (where applicable) wish to appeal the President’s decision, they may request review by the Board of Regents in accordance with the Board of Regents’ Policy on Discretionary Review.

Appeals received after the designated deadlines above will not be considered unless the institution or Board of Regents has granted an extension prior to the deadline. If an appeal is not received by the deadline the last decision on the matter will become final.

#### **4.6.5.7 Recusal/Challenge for Bias**

Any party may challenge the participation of any institution official, employee or student panel member in the process on the grounds of personal bias by submitting a written statement to the institution's designee setting forth the basis for the challenge. The designee shall not be the same individual responsible for investigating or adjudicating the conduct allegation. The written challenge should be submitted within a reasonable time after the individual knows or reasonably should have known of the existence of the bias. The institution's designee will determine whether to sustain or deny the challenge and, if sustained, the replacement to be appointed.

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#### **RELATED REGULATIONS, STATUTES, POLICIES, AND PROCEDURES**

[BOR 4.6.5 Standards for Institutional Student Conduct Investigation and Disciplinary Proceedings](#)

[BOR 6.7 Sexual Misconduct Policy](#)

[BOR 6.26 Application for Discretionary Review](#)

#### **4.1.7 SEXUAL MISCONDUCT POLICY**

Policy Number: 4.1.7

Effective Date: August 14, 2020

Revision History: June 30, 2016, August 11, 2020

Policy Contact: Executive Director of the Office of Diversity and Equity Compliance

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#### **PURPOSE AND POLICY STATEMENT**

The purpose of this policy is to ensure a safe learning and working environment for all members of the GGC community. To that end, this policy prohibits sexual misconduct, as defined herein.

Alleged sexual misconduct, including any form of gender or sex-based discrimination or harassment, perpetrated by a member of the GGC community will be addressed pursuant to the University System of Georgia Board of Regents' Sexual Misconduct Policy.

*"Georgia Gwinnett College prohibits unlawful discrimination, harassment, and retaliation based on any characteristic protected by law. If you feel that you have been subjected to discrimination, harassment, and/or retaliation based on a protected category, please contact the Office of Diversity & Equity Compliance at 678-407-5085 or [odec@ggc.edu](mailto:odec@ggc.edu). "*

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#### **POLICY**

The University System of Georgia Board of Regents' Sexual Misconduct Policy reads as follows:

In accordance with federal and state law including, Title IX of the Education Amendments of 1972 ("Title IX") and Title VII of the Civil Rights Act of 1964 (Title VII), the University System

of Georgia (USG) prohibits discrimination on the basis of sex in any of its education programs or activities or in employment. The USG is committed to ensuring the highest ethical conduct of the members of its community by promoting a safe learning and working environment. To that end, this Policy prohibits Sexual Misconduct, a form of sex discrimination, as defined herein.

USG institutions are committed to reducing incidents of Sexual Misconduct, providing prevention tools, conducting ongoing awareness and prevention programming, and training the campus community in accordance with the Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act (“Clery Act”) and the Violence Against Women Act (“VAWA”). Prevention programming and training will promote positive and healthy behaviors and educate the campus community on consent, sexual assault, sexual harassment, alcohol and drug use, dating violence, domestic violence, stalking, bystander intervention, and reporting.

When Sexual Misconduct does occur, all members of the USG community are strongly encouraged to report it promptly through the procedures outlined in this Policy. The purpose of this Policy is to ensure uniformity throughout the USG in reporting and addressing sexual misconduct. This Policy applies to all members of the USG community. This Policy is not intended to infringe or restrict rights guaranteed by the United States Constitution including free speech under the First Amendment, or the due process clauses of Fifth and Fourteenth Amendments.

## **Reporting Structure**

Title IX Coordinators (“Coordinators”) at USG institutions shall have a direct reporting relationship to both the institution’s President or the President’s designee and the USG System Director for Equity and Investigations (“System Director”). The President of each institution shall determine the organizational and operating reporting relationships for the Coordinators at the institution and exercise oversight of institutional issues relating to Sexual Misconduct. However, the System Director shall have authority to direct the Coordinators’ work at each institution as needed to address system-wide issues or directives. The President of each institution shall consult with the System Director on significant personnel actions involving Coordinators, to include but not be limited to, appointment, evaluation, discipline, change in reporting structure, and termination.

### **6.7.1 DEFINITIONS AND PROHIBITED CONDUCT**

**Community:** Students, faculty, and staff, as well as contractors, vendors, visitors and guests.

**Complainant:** An individual who is alleged to have experienced conduct that violates this Policy.

**Consent:** Words or actions that show a knowing and voluntary willingness to engage in mutually agreed-upon sexual activity. Consent cannot be gained by force, intimidation or coercion; by ignoring or acting in spite of objections of another; or by taking advantage of the incapacitation of another where the respondent knows or reasonably should have known of such incapacitation. Minors under the age of 16 cannot legally consent under Georgia law.

Consent is also absent when the activity in question exceeds the scope of consent previously given. Past consent does not imply present or future consent. Silence or an absence of resistance does not imply consent.

Consent can be withdrawn at any time by a party by using clear words or actions.

**Dating Violence:** Violence committed by a person who is or has been in a social relationship of a romantic or intimate nature with the alleged victim. The existence of such relationship shall be determined based on the totality of the circumstances including, without limitation to: (1) the length of the relationship; (2) the type of relationship; and (3) the frequency of interaction between the persons involved in the relationship.

Dating violence includes, but is not limited to, sexual or physical abuse or the threat of such abuse. Dating violence does not include acts covered under the definition of Domestic Violence.

**Domestic Violence:** Violence committed by a current or former spouse or intimate partner of the alleged victim; by a person with whom the alleged victim shares a child in common; by a person who is cohabitating with, or has cohabitated with, the victim as a spouse or intimate partner, or by a person similarly situated to a spouse of the alleged victim.

**Incapacitation:** The physical and/or mental inability to make informed, rational judgments. It can result from mental disability, sleep or any state of unconsciousness, involuntary physical restraint, status as a minor under the age of 16, or from intentional or unintentional taking of alcohol and/or other drugs. Whether someone is incapacitated is to be judged from the perspective of an objectively reasonable person.

**Nonconsensual Sexual Contact:** Any physical contact with another person of a sexual nature without the person's consent. It includes but is not limited to the touching of a person's intimate parts (for example, genitalia, groin, breasts, or buttocks); touching a person with one's own intimate parts; or forcing a person to touch his or her own or another person's intimate parts. This provision also includes "Fondling" as defined by the Clery Act.

**Nonconsensual Sexual Penetration:** Any penetration of the vagina, anus, or mouth by a penis, object, tongue, finger, or other body part; or contact between the mouth of one person and the genitals or anus of another person. This provision also includes "Rape, Incest, and Statutory Rape" as defined by the Clery Act.

**Confidential Employees:** Institution employees who have been designated by the institution to talk with a Complainant or Respondent in confidence. Confidential Employees must only report that the incident occurred and provide date, time, location, and name of the Respondent (if known) without revealing any information that would personally identify the alleged victim. This minimal reporting must be submitted in compliance with Title IX and the Clery Act. Confidential Employees may be required to fully disclose details of an incident in order to ensure campus safety.

**Privileged Employees:** Individuals employed by the institution to whom a complainant or alleged victim may talk in confidence, as provided by law. Disclosure to these employees will

not automatically trigger an investigation against the complainant's or alleged victim's wishes. Privileged Employees include those providing counseling, advocacy, health, mental health, or sexual-assault related services (e.g., sexual assault resource centers, campus health centers, pastoral counselors, and campus mental health centers) or as otherwise provided by applicable law. Exceptions to confidentiality exist where the conduct involves suspected abuse of a minor (in Georgia, under the age of 18) or otherwise provided by law, such as imminent threat of serious harm.

**Reasonable Person:** An individual who is objectively reasonable under similar circumstances and with similar identities to the person being evaluated by the institution.

**Reporter:** An individual who reports an allegation of conduct that may violate this Policy but who is not a party to the complaint.

**Respondent:** An individual who is alleged to have engaged in conduct that violates this Policy.

**Responsible Employees:** Those employees who must promptly and fully report complaints of or information regarding sexual misconduct to the Coordinator. Responsible Employees include any administrator, supervisor, faculty member, or other person in a position of authority who is not a Confidential Employee or Privileged Employee. Student employees who serve in a supervisory, advisory, or managerial role are in a position of authority for purposes of this Policy (e.g., teaching assistants, residential assistants, student managers, orientation leaders).

**Sexual Exploitation:** Taking non-consensual or abusive sexual advantage of another for one's own advantage or benefit, or for the benefit or advantage of anyone other than the one being exploited.

Examples of sexual exploitation may include, but are not limited to, the following:

1. Invasion of sexual privacy;
2. Prostituting another individual;
3. Non-consensual photos, video, or audio of sexual activity;
4. Non-consensual distribution of photo, video, or audio of sexual activity, even if the sexual activity or capturing of the activity was consensual;
5. Intentional observation of nonconsenting individuals who are partially undressed, naked, or engaged in sexual acts;
6. Knowingly transmitting an STD or HIV to another individual through sexual activity;
7. Intentionally and inappropriately exposing one's breasts, buttocks, groin, or genitals in non-consensual circumstances; and/or
8. Sexually-based bullying.

**Sexual Harassment (Student on Student):** Unwelcome verbal, nonverbal, or physical conduct based on sex (including gender stereotypes), determined by a Reasonable Person to be so severe, pervasive, and objectively offensive that it effectively denies a person equal access to participate in or to benefit from an institutional education program or activity in violation of Title IX.



**Sexual Harassment (Other than Student on Student):** Unwelcome verbal, nonverbal, or physical conduct, based on sex (including gender stereotypes), that may be any of the following:

1. Implicitly or explicitly a term or condition of employment or status in a course, program, or activity;
2. A basis for employment or educational decisions; or
3. Is sufficiently severe, persistent, or pervasive to interfere with one's work or educational performance creating an intimidating, hostile, or offensive work or learning environment, or interfering with or limiting one's ability to participate in or to benefit from an institutional program or activity.

The USG also prohibits unwelcome conduct determined by a Reasonable Person to be so severe, pervasive and objectively offensive that it effectively denies a person equal access to a USG education program or activity in violation of Title IX.

**Sexual Misconduct:** Includes, but is not limited to, such unwanted behavior as dating violence, domestic violence, nonconsensual sexual contact, nonconsensual sexual penetration, sexual exploitation, sexual harassment and stalking.

**Stalking:** Engaging in a course of conduct directed at a specific person that would cause a reasonable person to fear for their safety or the safety of others or suffer substantial emotional distress.

For the purposes of this definition:

1. Course of conduct means two or more acts, including, but not limited to, acts in which the stalker directly, indirectly, or through third parties, by any action, method, device, or means, follows, monitors, observes, surveils, threatens, or communicates to or about a person, or interferes with person's property.
2. Substantial emotional distress means significant mental suffering or anguish that may but does not necessarily, require medical or other professional treatment or counseling.

#### 6.7.2 REPORTING SEXUAL MISCONDUCT

USG encourages the reporting of all Sexual Misconduct as soon as possible. While there is no statute of limitations on an institution's ability to respond to a report, the ability to respond diminishes with time as information and evidence may be more difficult to secure.

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##### 6.7.2 (A) INSTITUTIONAL REPORTS

An institutional report occurs when the institution has notice of a complaint. That notice occurs in two instances:

1. When a Responsible Employee receives a complaint; or
2. When the Title IX Coordinator or their designee receives a complaint.

Any individual may make a report, but the institution does not have notice of the report until information is known to a Responsible Employee or the Coordinator. The report may be made directly to the Coordinator in multiple formats to include: writing, email, phone, letter, fax, interview, or other method that provides the basis of the complaint of sexual misconduct. There is no specific information required to constitute a report; however, the report should contain as much information as can be provided. Reporting options should be included on the Title IX website.

Complainants, or anyone with knowledge of Sexual Misconduct, may file a report with a Responsible Employee or the Coordinator. That Responsible Employee must provide a complete reporting of all information known to them to the Coordinator. Responsible Employees informed about Sexual Misconduct allegations should not attempt to resolve the situation, but must notify and report all relevant information to the Coordinator as soon as practicable

Upon receipt of an institutional report, the Coordinator will contact the Complainant. That contact will discuss the availability of supportive measures, the invitation to discuss their wishes with respect to implementation of supportive measures, and explain the process of filing a complaint. An institutional report does not automatically prompt an investigation.

The Coordinator's identity and contact information shall be published by each institution prominently on the institution's website, as well as in any relevant publication. Each institution may choose to have Deputy Title IX Coordinators to whom reports may be made, as well.

The Coordinator shall notify the System Director of any allegation(s) of Sexual Misconduct that could, standing alone as reported, lead to the suspension or expulsion of the Respondent(s). The System Director will work with the institution to determine whether any support services or interim measure(s) are necessary and to assign an investigator who will work under the direction of the System Director or designee, if directed by System Director. If an allegation is not initially identified as one that would lead to the suspension or expulsion of the Respondent(s), but facts arise during the course of the investigation that could lead to the Respondent's suspension or expulsion, the Title IX Coordinator shall notify the System Director or designee. The System Director shall have the discretion oversee the handling of the complaint.

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#### 6.7.2 (B) CONFIDENTIAL REPORTS

Confidential Employees or Privileged Employees may receive reports of Sexual -based Misconduct without the requirement to report that information to the Coordinator, except as dictated by law or professional standards. Upon request by the Complainant, Confidential Employees and Privilege Employees may make a report to the Coordinator within the degree of specificity dictated by the Complainant.

Nothing in this provision shall prevent an institution staff member who is otherwise obligated by law (i.e, the Clery Act) to report information or statistical data as required.

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#### 6.7.2.(C) LAW ENFORCEMENT REPORTS

Because Sexual Misconduct may constitute criminal activity, a Complainant also has the option, should the Complainant so choose, of filing a report with campus or local police, for the

Complainant's own protection and that of the surrounding community. The institution may assist the Complainant in reporting the situation to law enforcement officials. Filing a criminal report does not automatically constitute an institutional report.

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#### 6.7.2 (D) ANONYMOUS REPORTS

Each institution shall provide a mechanism by which individuals can report incidents of alleged Sexual Misconduct anonymously. Individuals should understand, however, that it will be more difficult for the institution to respond and to take action upon anonymous reports.

#### 6.7.2 (E) Complaint Consolidation

Each institution may consolidate complaints as to allegations of Sexual Misconduct against more than one Respondent, by more than one Complainant against one or more Respondents, or cross-complaints between parties, where the allegations of sexual misconduct arise out of the same facts or circumstances.

Parties shall have the opportunity to request or object to the consolidation; however, the institution shall have the authority to make the final determination. For the purpose of this Policy consolidation may occur during the investigation and/or the adjudication phases of the sexual misconduct process.

#### 6.7.2 (F) Complaint Dismissal

Each institution is permitted, but not required, to dismiss complaints on the following grounds:

1. The alleged conduct, even if proved, would not constitute sexual misconduct;
2. The Complainant notifies the Coordinator in writing that they would like to withdraw the complaint;
3. The Respondent is no longer enrolled or employed by the institution; or
4. There are circumstances that prevent the institution from gathering evidence sufficient to reach a determination regarding the complaint.

The parties shall receive simultaneous written notice of the dismissal and the reason(s) for the dismissal. The parties shall have a right to appeal the institution's decision to dismiss the complaint.

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#### 6.7.2 (G) RETALIATION

Anyone who has made a report or complaint, provided information, assisted, participated or refused to participate in any manner in the Sexual Misconduct Process, shall not be subjected to retaliation. Anyone who believes that they have been subjected to retaliation should immediately contact the Coordinator or their designee. Any person found to have engaged in retaliation in violation of this Policy shall be subject to disciplinary action.

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#### 6.7.2 (H) FALSE COMPLAINTS

Individuals are prohibited from knowingly making false statements or knowingly submitting false information to a system or institution official. Any person found to have knowingly submitted false complaints, accusations, or statements, including during a hearing, in violation of this Policy shall be subject to appropriate disciplinary action (up to and including suspension or expulsion) and adjudicated under the appropriate institutional process.

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#### 6.7.2 (I) AMNESTY

Individuals should be encouraged to come forward and to report Sexual Misconduct notwithstanding their choice to consume alcohol or to use drugs. Information reported by a student during an investigation concerning the consumption of drugs or alcohol will not be used against the particular student in a disciplinary proceeding or voluntarily reported to law enforcement; however, students may be provided with resources on drug and alcohol counseling and/or education, as appropriate. Nevertheless, these students may be required to meet with staff members in regards to the incident and may be required to participate in appropriate educational program(s). The required participation in an educational program under this amnesty procedure will not be considered a sanction.

Nothing in this amnesty provision shall prevent an institution staff member who is otherwise obligated by law (the Clery Act) to report information or statistical data as required.

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#### 6.7.3 RESPONDING TO REPORTS OF SEXUAL MISCONDUCT

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##### 6.7.3 (A) SUPPORT SERVICES

Once the Title IX Coordinator has received information regarding an allegation of Sexual Misconduct the parties will be provided written information about support services. Support services are non-disciplinary, non-punitive individualized services offered as appropriate, as reasonably available, and without charge that are made available to the Complainant and Respondent before or after the filing of a complaint or where no complaint has been filed. Support services include counseling, advocacy, housing assistance, academic support, disability services, health and mental services, and other services, available at the student's institution. Available support services should also be listed on the institution's Title IX website.

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##### 6.7.3 (B) INTERIM MEASURES

Interim measures may be implemented at any point after the institution becomes aware of an allegation of sexual misconduct and should be designed to protect any student or other individual in the USG community. Such measures are designed to restore or preserve equal access to the education program or activity without unreasonably burdening the other party, including measures designed to protect the safety of all parties or the campus community, or deter Sexual Misconduct and retaliation. Interim measures must be provided consistent with the provisions in applicable Board and institutional policies and procedures.

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#### 6.7.3 (C) JURISDICTION

Emergency removal should only occur where necessary to maintain safety and should be limited to those situations where the Respondent poses a serious and immediate danger or threat to persons or property. In making such an assessment, the institution should consider the existence of a significant risk to the health or safety of the Complainant or the campus community; the nature, duration, and severity of the risk; the probability of potential injury; and whether less restrictive means can be used to significantly mitigate the risk.

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#### 6.7.3 (D) JURISDICTION

Each USG institution shall take necessary and appropriate action to protect the safety and well-being of its community. Sexual misconduct allegedly committed is addressed by this Policy when the misconduct occurs on institution property, or at institution-sponsored or affiliated events, or off-campus, as defined by other Board or institution student conduct policies.

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#### 6.7.3 (E) ADVISORS

Both the Complainant and the Respondent, as parties to the matter, shall have the opportunity to use an advisor (who may or may not be an attorney) of the party's choosing at the party's own expense. The advisor may accompany the party to all meetings and may provide advice and counsel to their respective party throughout the Sexual Misconduct process, including providing questions, suggestions and guidance to the party, but may not actively participate in the process except as outlined in BOR 6.7.4 (D). All communication during the Sexual Misconduct process will be between the institution and the party and not the advisor. With the party's permission, the advisor may be copied on all communications.

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#### 6.7.3 (F) INFORMAL RESOLUTIONS

Allegations of Sexual Misconduct may be resolved informally. The Complainant, the Respondent, and the institution must agree to engage in the informal resolution process and to the terms of the informal resolution. The Complainant(s) and the Respondent(s) have the option to end informal resolution discussions and request a formal process at any time before the terms of an informal resolution are reached. However, matters resolved informally shall not be appealable.

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#### 6.7.3 (G) TIMEFRAME

Efforts will be made to complete the investigation and resolution within 120 business days. Temporary delays and limited extensions may be granted by the institutions for good cause throughout the investigation and resolution process. The parties will be informed in writing of any extension or delay and the applicable reason. The institution shall keep the parties informed of the status of the investigation.

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#### 6.7.4 RESPONDING TO REPORTS OF SEXUAL HARASSMENT PURSUANT TO TITLE IX

The implementing Title IX regulations require special handling of complaints of sexual harassment, as defined in the regulations and listed below. The following section outlines the required specialized handling of these matters that may differ from an institution's handling of Sexual Misconduct, as defined in this Policy. Unless expressly mentioned in this section, other provisions of this Policy shall apply to all alleged Sexual Misconduct.

Other Title IX sex-discrimination allegations are handled pursuant to other applicable Board and/or institutional policies.

##### 6.7.4 (A) Definition of Sexual Harassment

Under Title IX sexual harassment means conduct on the basis of sex that satisfies one or more of the following:

- (1) An employee conditioning the provision of an aid, benefit, or service of the institution on an individual's participation in unwelcome sexual conduct
- (2) Unwelcome conduct determined by a reasonable person to be so severe, pervasive, and objectively offensive that it effectively denies a person equal access to the institution's education program or activity; or
- (3) "Sexual assault" as defined by the Clery Act and "dating violence," "domestic violence," and "stalking" as defined by the VAWA Amendments.

##### 6.7.4. (B) Jurisdiction

Alleged misconduct is addressed by Title IX when the misconduct occurs against a person in the United States on institution property, or at institution-sponsored or affiliated events where the institution exercises substantial control over both the Respondent and the context, or in buildings owned or controlled by a student organization that is officially recognized by the institution.

##### 6.7.4 (C) Formal Complaints

A Formal Complaint is a written document filed by the Complainant or signed by the Coordinator alleging sexual harassment, as defined by Title IX and its implementing regulations, against a Respondent and requesting that the institution open an investigation. In order to file a Formal Complaint, the Complainant must be participating in or attempting to participate in the education program or activity of the institution occurring within the United States at the time of the filing.

##### 6.7.4 (D) Informal Resolution

Formal Complaints may be resolved informally, except in the instance of an allegation by a student against an institution employee. The following must be met in order to proceed with the informal resolution process:

1. The parties have received written notice of the allegations
2. The parties have received written explanation of the informal process to include, but not limited to:
  - a. Written agreement of the parties to initiate the informal resolution process;
  - b. Written notice that the parties may withdraw from the process at any time prior to the agreement of the terms of the resolution;
  - c. Written notice that the final resolution precludes any further institutional actions on the allegations
3. The institution has agreed to engage in the informal resolution process.

#### 6.7.4 (E) Advisors

Both the Complainant and the Respondent, as parties to the matter, shall have the opportunity to use an advisor (who may or may not be an attorney) of the party's choosing. The advisor may accompany the party to all meetings and may provide advice and counsel to their respective party throughout the Sexual Misconduct process but may not actively participate in the process except to conduct cross-examination at the hearing. If a party chooses not to use an advisor during the investigation, the institution will provide an advisor for the purpose of conducting cross-examination on behalf of the relevant party.

All communication during the Sexual Misconduct process will be between the institution and the party and not the advisor. The institution will copy the party's advisor prior to the finalization of the investigation report when the institution provides the parties the right to inspect and review directly related information gathered during the investigation. With the party's permission, the advisor may be copied on all communications.

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#### 6.7.4 5 INVESTIGATIONS

All Sexual Misconduct investigations involving a student Respondent, shall follow the investigation process set forth in [Section 4.6.5, Standards for Institutional Student Conduct Investigation and Disciplinary Proceedings](#).

All Sexual Misconduct investigations involving an employee Respondent, shall be addressed utilizing Board and institutional employment policies and procedures.

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#### 6.7.5 HEARINGS, POSSIBLE SANCTIONS AND APPEALS

All Sexual Misconduct hearings, sanctions, and appeals involving a student Respondent, shall follow the hearing and resolution process set forth in this Policy and [Section 4.6.5, Standards for Institutional Student Conduct Investigation and Disciplinary Proceedings](#).

All Sexual Misconduct adjudication involving an employee Respondent, shall be addressed utilizing Board and institutional employment policies and procedures.



#### 4.1.1.1.1 STUDENT COMPLAINTS

Georgia Gwinnett College has procedures for resolving written student complaints. The complaint may be alleging the student's rights have been abridged by violating college rules and procedures. Students who disagree with a decision made by a college official and wish to file a written complaint should contact the Office of the Dean of Students or follow the appropriate appeal procedure under the "Appeals" section later in this handbook. Grievances will be directed to the next level of authority above which the complaint or decision was made.

Please note, a student may not file a complaint under this section if the subject matter is covered under another institutional policy or complaint procedure.

##### **Filing a Written Student Complaint**

The student is encouraged to first discuss the matter with the other party. Every effort should be made to follow the chain of command in the resolution of the complaint first. If the student wishes to pursue the grievance, the student should file a written complaint online at [Student Complaints](#). The Dean of Students or his/her designee will review the complaint and a decision shall be given to the student within 10 working days after the matter has been presented. The time may be extended for extenuating circumstances.

##### **Appeals of the Student Complaint Process**

If the complaint cannot be resolved to the satisfaction of the student, the student may file an appeal in writing with the Office of the Senior Associate Provost for Student Affairs (SAPSA) stating the reasons and grounds for the appeal within 10 working days of receiving the decision of the Dean of Students or his/her designee. The appeal shall be reviewed by an ad hoc panel comprising at least three (3) persons. One (1) must be a student; the others may be a faculty member or administrator as deemed appropriate by the SAPSA. The panel shall assemble to hear the complaint and decide by a majority vote based upon the information presented. The panel shall make a decision within 10 working days from the appeal hearing and shall inform the student in writing of their decision. If the person directly involved is not satisfied with the decision, he or she may file an appeal in writing to the Senior Vice President for Academic and Student Affairs (SVPASA)/Provost within 10 business days. If the student wishes to appeal the SVPASA/Provost's decision, he/she may then appeal to the President of the College submitting the same documentation as was submitted earlier in the process within 10 business days of the Provost's decision. The decision of the President of the College is final.

##### **Intellectual Diversity/Academic Freedom**

In cases dealing with alleged Intellectual Diversity/Academic Freedom infractions, students are encouraged to follow the informal and formal procedures above. In matters where the student can demonstrate a justifiable reason(s) for why an initial concern could not be discussed with the other party, a written detailed grievance with a justification statement may be filed directly to the Senior Vice President for Academic and Student Affairs/Provost for consideration within 10 business days of the alleged infraction. The Provost will respond to the student within 10 working days after receipt of the grievance. Upon receipt of a final decision by the Provost, the student may make a written appeal of that decision to the President of the College within five (5) business days. The decision of the President represents the final institutional decision.

Once the President's decision has been rendered, any further appeal, if applicable, must be filed with Board of Regents in accordance with the procedures and timelines noted in published Board of Regents Policy Manual Section [6.26](#) Application for Discretionary Review

#### 4.6.8 STUDENT BEHAVIORAL CONCERNS TEAM POLICY



**Policy Number:** 4.6.8

**Effective Date:** February 1, 2019

**Revision History:** None

**Policy Contact:** Senior Associate Vice President for Student Affairs and Dean of Students

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## PURPOSE AND POLICY STATEMENT

Georgia Gwinnett College's Student Behavioral Concerns Team (SBCT) promotes campus safety and the well-being of students through the identification, assessment, intervention, and management of student situations that may pose a threat to the safety and well-being of the campus community and/or the individual student.

### Scope

This Policy is applicable to faculty, staff, and students of Georgia Gwinnet College.

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## ROLES AND RESPONSIBILITIES

### Student Behavioral Concerns Team (SBCT):

- Promotes campus safety and the well-being of students through the identification, assessment, intervention, and management of student situations that may pose a threat to the safety and well-being of the campus community and/or the individual student.
- Develops intervention and support strategies and takes appropriate action to help connect the student to any necessary resources and/or further resolve the situation.
- Meets when necessary as determined by the chairperson to review reported student behavioral concerns.

### Senior Associate Vice President for Student Affairs and Dean of Students:

- Serves as the chairperson of the team and appoints other campus professionals to serve on the team.
- Shares the Student Behavioral Concerns Team recommendations with the Senior Vice President for Academic and Student Affairs/Provost.

**Senior Vice President for Academic and Student Affairs/Provost:** Reviews the recommendations of the Student Behavioral Concerns Team and notifies the student in writing of his/her decision when warranted.

**President:** Hears appeals and makes the final institutional decision regarding actions taken by the Senior Vice President for Academic and Student Affairs/Provost

**Vice President of Enrollment Management:** In cases of involuntary medical withdrawal, reviews the recommendations of the SBCT and will notify the student in writing of his/her decision when warranted.

### Student Behavioral Concerns Team Review

The Student Behavioral Concerns Team develops intervention and support strategies and takes appropriate action to help connect the student to any necessary resources and/or further resolve the situation. Should further action be needed, the Student Behavioral Concerns Team shall make recommendations to the Senior Vice President for Academic and Student Affairs/Provost or his/her designee with regard to a student's ability to continue at Georgia Gwinnett College.

These recommendations may include but are not limited to recommending voluntary, involuntary, or hardship withdrawal; mandating medical and/or psychological assessment; and/or other requirements. The Senior Associate Vice President for Student Affairs and Dean of Students will then share the Student Behavioral Concerns Team recommendations with the Senior Vice President for Academic and Student Affairs/Provost.

The Senior Vice President for Academic and Student Affairs/Provost or his/her designee shall review the recommendations of the Student Behavioral Concerns Team and will notify the student in writing of his/her decision when warranted.

The student may appeal the decision of the Senior Vice President for Academic and Student Affairs/Provost or his/her designee to the President of the College. All appeals must be in writing and submitted within five (5) College business days of receipt of the decision. Students neither meet with nor make oral presentations to the President. There may be times, however, when the President requests a meeting in order to gather further information relative to the matters associated with the appeal.

The President will notify the student in writing of the decision on the appeal. The case materials, including a copy of the decision, will be returned to the Student Behavioral Concerns Team. The decision of the President is considered the final institutional decision.

Student Behavioral Concerns Team records are protected by FERPA and will be maintained by team members.

### **Involuntary Medical Withdrawal**

A student may be involuntarily withdrawn from the College and/or from College housing when, in the majority judgment of the Senior Vice President for Academic and Student Affairs/Provost and Senior Associate Vice President for Student Affairs and Dean of Students and a professional member of the College's Health Services or Counseling Services staff, it is determined that the student's physical, mental, emotional, or psychological health:

- Poses a significant danger or threat of physical harm to the student or to the person or property of others; or
- Causes the student to interfere with the rights of other members of the College community or with the exercise of any proper activities or functions of the College or its personnel.

Upon this determination, a recommendation for involuntary medical withdrawal will be made to the Vice President of Enrollment Management or his/her designee.

Except in emergency situations, a student shall, upon request, be accorded a meeting with a College official or a hearing prior to a final decision concerning his or her continued enrollment at the College. If the student requests a hearing on such a matter, the Senior Vice President for Academic and Student Affairs/Provost and Senior Associate Vice President for Student Affairs and Dean of Students shall appoint a hearing body, consisting of faculty and/or staff.

The student may appeal the decision of the Vice President of Enrollment Management or his or her designee to the President of the College. All appeals must be in writing and submitted within five (5) College business days of receipt of the decision. The President will notify the student in writing of the decision on the appeal. The decision of the President is considered the final institutional decision.

### **Mandated Mental Health Assessment**

In circumstances where the SBCT determines a student exhibits or threatens behaviors that pose or suggest a significant and/or immediate threat of harm to themselves or others or which interfere in the orderly operation of the

institution, the SBCT may require a student to participate in a mandated assessment. This should serve as an objective assessment of a student's ability to participate in the social and/or academic life of the college and will be used by the appropriate GGC office in making a decision regarding the student's on-going participation at GGC.

The student may appeal SBCT's mandatory assessment requirement to the Senior Vice President for Academic and Student Affairs/Provost. The appeal must be submitted in writing within three (3) business days after receipt of notice of the mandatory assessment. The Senior Vice President for Academic and Student Affairs/Provost will review all relevant evidence to determine whether to uphold the mandatory assessment directive. The decision of the Senior Vice President for Academic and Student Affairs/Provost is final.

### **Mandated Mental Health Assessment Procedure**

GGC's Counseling Center will perform an initial review of the student's exhibited behavior to determine if there is a basis for requiring an outside mental health assessment. Such an initial review may be based on written/verbal reports concerning the student, speaking with the student directly and/or any other information deemed sufficient by the GGC Counseling Center to provide its determination of whether the student is required to seek an outside mental health assessment. The initial review by the GGC Counseling Center shall be in writing.

If the student is required to seek an outside mental health assessment, the GGC Counseling Center shall provide the student with a written individualized requirement(s) which must be addressed in the outside mental health evaluation. In addition, the student will be provided a release which the student must sign and provide to both the GGC Counseling Center and the mental health provider which will permit/require the mental health provider to respond to queries from GGC as well as providing GGC with the written assessment by the mental health provider.

If GGC's Counseling Center determines an outside assessment is warranted, GGC will require the student to see an outside mental health professional sufficiently capable to provide an assessment based on GGC's Counseling Center's individualized requirement for the particular student. The student may select the mental health professional to provide the assessment. If the student does not have a mental health provider, GGC may offer a list of such providers for the student to use. The student shall provide the mental health provider with a signed release provided by GGC which permits the mental health provider to discuss the matter with GGC and provide GGC with a written report regarding the concerns set out by GGC.

The College will provide a release for the student to sign, allowing GGC to communicate its concerns and individualized assessment requirements directly to the mental health provider as needed or requested.

The SBCT will consider the individualized assessment as part of its evaluation in conjunction with the GGC Counseling Center staff's professional opinion. Participation in the evaluation and receipt of a positive assessment outcome does not in itself guarantee that a student will be able to retain student status or continue participation in all aspects of academic and student life at GGC.

A separate independent mental health assessment (2nd opinion) may also be required, at the expense of GGC, if deemed appropriate by the SBCT.

The SBCT will also consider any additional relevant information, including but not limited to, that which the student wishes to have considered in conjunction with the mandatory assessment.

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### **RELATED REGULATIONS, STATUTES, POLICIES, AND PROCEDURES**

[Family Educational Rights and Privacy Act of 1974 \(FERPA\)](#)

[Health Insurance Portability and Accountability Act \(HIPPA\)](#)

#### 4.6.9 ADMINISTRATIVE ACTIONS BASED ON HEALTH, SAFETY AND WELFARE OF THE COLLEGE COMMUNITY

Student behaviors that appear to present a threat to the health and safety of the campus community may be addressed in accordance with the Interim Suspension Policy as outlined in the Student Code of Conduct or under these procedures. In addition, the institution retains the right to take adverse administrative actions against a student for the purpose of protecting the health, safety and welfare of the college community. Such actions include but are not limited to expulsion, temporary and permanent suspension, probation, reprimand, and other sanctions.

If such actions are taken, upon written request, the student may initiate a campus level review by requesting an Administrative Hearing before the VP A&SA or his designee. Written requests for an Administrative Hearing based on health, safety and welfare related actions must be received within ten (10) calendar days of the date of the adverse action notice. Hearing requests filed after this timeframe will be denied as untimely, absent a clear and well documented showing of exigent circumstances which prevented timely filing.

If a Hearing is initiated, a panel will be convened by the VP A&SA or his designee within ten (10) calendar days. The Vice President may appoint up to two (2) additional college administrators to serve on the Hearing panel. The Vice President's designee shall serve as panel chair. If requested, the student may have the option of bringing one (1) representative to the Hearing; however a representative may not address the panel or ask any questions during the Hearing process. The student must speak on his/her own behalf. If the student's representative is an attorney, he or she is subject to the same limitations as any other representative and may not speak or address the panel during in the Hearing Process.

The student will have the burden of establishing that his or her continued presence as a member of the college community will not be detrimental to the health, safety, welfare or property of students or other members of the campus community or to the orderly operation of the institution. In cases where the college has requested medical documentation confirming fitness for continued enrollment from the student's treating physician or specialist or other documentation that is deemed relevant to the pending matter, the documentation must be presented at least 48 hours prior to the Administrative Hearing. If a student chooses not to submit documentation that is requested by College representatives or the Hearing Panel, the Panel may either rule on the matter without the requested documentation or if requested by the student, the panel may allow a five (5) day extension of time for the student to submit the requested documentation. Any evidentiary material presented by the student or discovered by the college while reviewing the matter may be utilized as part of the panel review and may become part of the panel record, as deemed appropriate by the panel chair.

For safety, health and welfare related matters, the initial adverse administrative action shall remain in place until the Hearing process is complete and a panel recommendation is reached, unless an interim action is otherwise directed by the panel. Once the Hearing is complete, a written panel recommendation shall be made to the President within five (5) calendar days and the President shall render a decision within five (5) calendar days.

The President's decision represents the final institutional decision on the matter. Any further appeal must be filed with Board of Regents in accordance with the procedures and timelines noted in published Board of Regents policies, which can be found at [www.usg.edu](http://www.usg.edu).

Please note: If the college is closed for a holiday break at any time during the filing and response period for the handling of health, safety, and welfare matters, the appropriate number of days will be added for an extension of time under this section.

#### 4.7 STUDENT APPEALS

**Policy Number:** 4.7

**Effective Date:** September 17, 2018

**Revision History:** May 26, 2016

**Policy Contact:** Senior Associate Vice President for Student Affairs/Dean of Students

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## PURPOSE AND POLICY STATEMENT

The purpose of this policy is to provide students with an opportunity to appeal decisions on issues related to Grades, Housing Contracts, Housing Fines, Disability Services and Accommodations, In-State Tuition Classification Status (In-State Residency), Student Accounts and Guaranteed Tuition Plans.

### GRADE APPEALS

Students wishing to appeal a final grade in a course must first discuss the grade appeal with the course instructor within 30 calendar days of the assignment of the final grade. If the student still wishes to appeal beyond the discussion with the course instructor, the student may then file a grade appeal with the appropriate dean. The student must submit a written request along with all supporting documentation to the dean within 15 calendar days of the instructor's decision. An interview with the student and/or the course instructor may be a part of the dean's decision. If the student wishes to appeal the dean's decision, he/she may then appeal to the Senior Vice President for Academic and Student Affairs/Provost submitting the same documentation as was submitted to the dean within 15 calendar days of the decision.

The decision of the SVPASA/Provost or his/her designee represents the final institutional decision for Grade Appeals.

### HOUSING CONTRACT APPEALS

Students who wish to appeal their housing contract must submit their appeal to the Student Appeals Committee. Appeals must be filed online [Appeals](#). Students wishing to appeal the decision of the Student Appeals Committee may submit a written request for appeal to the Senior Associate Vice President for Student Affairs or his/her designee stating the reasons and grounds for the appeal within 10 working days of receiving the decision of the Student Appeals Committee. The appeal shall be reviewed by an ad hoc panel comprised of at least three (3) persons. One (1) must be a student; the others may be a faculty member or administrator as deemed appropriate by the SAVPSA or his/her designee. The panel shall review the complaint and decide by a majority vote based upon the information presented. The panel shall make a decision within 10 working days from receipt of the appeal and shall inform the student in writing of their decision. The time may be extended for extenuating circumstances. If the person directly involved is not satisfied with the decision, he/she may file an appeal of the SAVPSA's decision to the SVPASA/Provost or his/her designee so that he/she may render a decision. All appeals must be in writing.

The decision of the SVPASA/Provost or his/her designee represents the final institutional decision for housing contract appeals.

### HOUSING FINES APPEALS

Residents who are billed for damages and/or fined for housing-related violations may appeal the damage or fine assessment. All appeals must be filed online ([Appeals](#)).

Appeals must clearly demonstrate why the resident charged with the damage or fine believes he/she is not responsible AND must identify the responsible party, if known. Verifiable supporting documentation/materials must be submitted at the time an initial appeal is filed.

Residents will be notified of any decisions in writing via their GGC e-mail address.

If the resident's appeal is denied, the resident may submit a second appeal to Director of Residence Life or his/her designee stating the reasons and grounds for the appeal within 10 working days of receiving the initial decision. The decision of the Director of Residence Life or his/her designee represents the final institutional decision for Housing Fines Appeals.

#### DISABILITY SERVICES AND ACCOMMODATION, PARKING, APPEALS

Students wishing to appeal decisions regarding academic adjustments, auxiliary aids/services, equal access or other Office of Disability Services decisions should submit a written request for appeal to the Section 504/ADA Coordinator who will convene an ADA/Section 504 committee comprised of three members to review the appeal. The student will receive an initial written acknowledgement from the Section 504/ADA Coordinator within two (2) business days following receipt of the written complaint. Within five (5) business days thereafter, the student will receive a written response to his or her complaint from the Section 504/ADA Coordinator communicating the decision of the ADA/Section 504 committee.

If the complaint is not resolved to the student's satisfaction, he or she may appeal to the Provost or his/her designee as the final level of review. This final appeal must be made in writing to the provost or his/her designee; within five (5) days following receipt of the written response to the student's complaint from the Section 504/ADA Coordinator and specify the reason(s) for the appeal. The Provost or his/her designee will communicate a final decision, in writing, within five (5) business days following receipt of the student's appeal. The decision of the Provost or his/her designee represents the final institutional decision for appeals.

Georgia Gwinnett College prohibits unlawful discrimination, harassment, and retaliation based on any characteristic protected by law. If you feel that you have been subjected to discrimination, harassment, and/or retaliation based on a protected category, please contact the Office of Diversity & Equity Compliance at 678-407-5085 or [odec@ggc.edu](mailto:odec@ggc.edu).

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#### STUDENT PARKING APPEALS

Students wishing to appeal a traffic/parking fine may appeal to the Parking and Appeals Committee. Traffic/parking appeals must be filed in the Office of Parking Services within seven (7) business days of the issue date of the citation. Students wishing to appeal the decision of the Parking and Appeals Committee may submit a written request for appeal to the Senior Associate Vice President for Student Affairs or his/her designee within 15 calendar days of the decision of the Parking and Appeals Committee.

The decision of the Senior Associate Vice President for Student Affairs or his/her designee represents the final institutional decision for student parking appeals.

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#### IN-STATE TUITION CLASSIFICATION STATUS (IN-STATE RESIDENCY)

Students may be classified as out-of-state for various reasons. Any student who wishes to apply for in-state tuition classification status should submit a Petition for Classification of Students for Tuition Purposes to the Registrar in the Office of Enrollment Management. Documentation of the request must include any form of proof of legal residency in Georgia (Georgia state income tax, Georgia-issued driver's license, etc.) or justification for waivers as outlined in Board of Regents policy regarding In-State Tuition Classification Status.

If the student wishes to appeal the Office of Enrollment Management's decision, he/she may then appeal to the Senior Vice President for Academic and Student Affairs/Provost by submitting the same documentation as was submitted earlier in the process within 15 calendar days of the Office of Enrollment Management's decision. If the student wishes to appeal the SVPASA/Provost's decision, he/she may then appeal to the President of the College

within 15 calendar days of the Provost's decision. The decision of the President or his designee represents the final institutional decision.

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## STUDENT ACCOUNT APPEALS

Students wishing to appeal any decision impacting their student account, that is not covered in an appeals process under this policy, may appeal to the Bursar or his/her designee. Appeals must be filed online ([Student Appeals](#)). Students wishing to appeal the decision of the Bursar or his/her designee may submit a written request for appeal to the Assistant Controller or his/her designee stating the reasons and grounds for the appeal within 10 working days of receiving the decision of the Bursar or his/her designee. The Assistant Controller or his/her designee shall make a decision within 10 working days from the appeal hearing and shall inform the student in writing of their decision. The time may be extended for extenuating circumstances.

The decision of the Assistant Controller or his/her designee represents the final institutional decision for Student Account Appeals.

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## GUARANTEED TUITION PLAN APPEALS

(Please be advised that the Board of Regents has modified the "Guaranteed Tuition Plan"; students should contact the Office of Enrollment Management for questions and applicable rules.)

Students wishing to appeal their classification on the Board of Regents Guaranteed Tuition Plan system may submit a written request for appeal to the Executive Director of for Enrollment Management within 30 calendar days from the beginning of the academic semester. If the student wishes to appeal the Executive Director of Enrollment Management's decision, he/she may then appeal to the Senior Vice President for Academic and Student Affairs/Provost, submitting the same documentation as was submitted earlier in the process within 15 calendar days of the Executive Director for Enrollment Management's decision. If the student wishes to appeal the SVPASA/Provost's decision, he/she may then appeal to the President or his designee submitting the same documentation as was submitted earlier in the process within 15 calendar days of the SVPASA/Provost's decision. The decision of the President of the College represents the final institutional decision.

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## SCOPE

All students who would like to appeal any matter covered by this policy are responsible for understanding and complying with this policy.

## 4.8 IMMUNIZATIONS

See Board of Regents Policy Manual Section [4.8 Immunizations](#).

### 4.8.1 IMMUNIZATIONS AGAINST DISEASE DURING AN OUTBREAK/EPIDEMIC

See Board of Regents Policy Section [4.8.1 Immunizations Against Disease During An Outbreak/Epidemic](#).

During an epidemic or a threatened epidemic of any disease preventable by immunization on the Georgia Gwinnett College campus, and when an emergency has been declared by appropriate health authorities of this state, the president of Georgia Gwinnett College is authorized, in conjunction with the Chancellor of the University System of

Georgia and appropriate health authorities, to promulgate rules and regulations specifying those diseases against which immunizations may be required.

Any individual who cannot show proof of immunity or adequate immunization and refuses to be immunized shall be excluded from Georgia Gwinnett College and any institution or facility of the University System of Georgia until such time as he/she presents valid evidence that he/she is immunized against the disease or the epidemic/threat no longer constitutes a significant public health danger.

#### 4.8.2 IMMUNIZATION REQUIREMENTS FOR STUDENTS

See Board of Regents Policy Manual Section [4.8.2 Immunization Requirements For Students](#).

In addition, GGC has developed the following immunizations policy:

##### **Immunizations Policy**

Georgia Gwinnett College requires proof of immunizations for all new students (first-year, transfers, and others) as directed by policy consistent with recommendations provided by the Advisory Committee on Immunization Practices, developed collaboratively by the Board of Regents of the University System of Georgia and the Division of Public Health of the Georgia Department of Human Resources. Such policies shall be on file in each institution's office of student affairs.

Information is available to every new student regarding required and recommended immunizations using information developed by the Division of Public Health in concert with the Office of Student Services of the Board of Regents of the University System of Georgia.

Specific colleges or departments, with concurrence of the president and the Chancellor, may require some immunizations not required for all new students by this policy. Institutions are also authorized to impose additional immunization requirements for students when, in the opinion of the president of the institution and with concurrence of the Chancellor and appropriate public health authorities, there is a substantial risk of exposure to other communicable diseases preventable by vaccination.

Pursuant to legislation, all students residing in campus housing are required to sign a document stating that they have received a vaccination against meningococcal disease or reviewed the information provided by the institution.

#### 4.50 STUDENT FIELD TRIP AND OFF CAMPUS EVENT POLICY

Participation in field trips/off campus events provides students the opportunity to engage in meaningful learning outside the classroom, and as such, these trips are a valuable part of the college experience. Such outings permit students to integrate theoretical aspects of learning with practical applications and observations in environments other than the classroom. These experiences thus afford students an alternative means of applying knowledge.

Certain guidelines need to be followed to ensure that students gain the most from participation in field trips.

1. Attendance on field trips/off campus events is optional, and students will not be penalized if they do not attend.
2. Alternate assignments may be given in lieu of a student's participation in field trips/off campus events where said participation would have derived extra credit or other course points.
3. Students who choose to go on field trips must contact the professors of the other classes which will be affected by their participation on the field trip prior to going on the field trip. However, participation on field trips does not exempt students from completing the work which is assigned in the classes that



will be missed, nor does it provide a reason for students to miss tests, exams, or other graded work which is performed in the classes that will be missed.

4. Students who are absent because of participation in college-approved activities (such as field trips and extracurricular events) will be permitted to make up the work missed during their college-approved absences, provided that the student discussed with and obtained approval from the instructor to make up the work missed prior to the student's going on the field trip.
5. The field trip originator will ensure that the students who attend field trips complete the appropriate waivers and forms.
6. The faculty member/field trip originator should deliver copies of the waiver forms to the Dean's/Director's office for appropriate filing prior to or within five business days after returning from the field trip or off campus event/project.

## 8.2.20 GEORGIA GWINNETT COLLEGE ETHICS POLICY

See Board of Regents Policy Manual Section [8.2.18.1 Ethics Policy](#). Additionally, GGC has its own Ethics Policy as follows:

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### 8.2.20.1 INTRODUCTION

Georgia Gwinnett College (GGC) is committed to the highest ethical and professional standards of conduct in pursuit of the mission to create a more educated Georgia. Accomplishing this mission demands integrity, good judgment and dedication to public service from all members of the GGC community. As a University System of Georgia (USG) member institution, Georgia Gwinnett College affirms each person's accountability for individual actions while recognizing that the shared GGC/USG mission and the shared enterprises require a shared set of core values and ethical conduct to which each member of the GGC community must be held accountable. Furthermore, GGC acknowledges that an organizational culture grounded in trust is essential to supporting these core values and ethical conduct. The following Statement of Core Values and Code of Conduct are intended to build, maintain and protect that trust, recognizing that each member of the GGC community is responsible for doing his/her part by upholding the highest standards of competence and character.

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### 8.2.20.2 APPLICABILITY

The Statement of Core Values and the Code of Conduct comprise the GGC Ethics Policy. The GGC Ethics Policy applies to all members of the GGC community. The GGC community includes all members of the College, all individuals employed by or acting on behalf of GGC including volunteers, vendors, contractors, members of the governing boards and employees of all cooperative organizations affiliated with GGC. Violations of the GGC Ethics Policy may result in disciplinary action including dismissal or termination.

All individuals employed by GGC in any capacity shall participate in GGC Ethics Policy training and shall certify compliance with the GGC Ethics Policy on a periodic basis, when requested by the institution. Cooperative organizations, vendors and contractors shall certify compliance with the GGC Ethics Policy by written agreement. The GGC Ethics Policy governs only official conduct performed by or on behalf of GGC.

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### 8.2.20.3 STATEMENT OF CORE VALUES

1. **Integrity** - We will be honest, fair, impartial and unbiased in our dealings both with and on behalf of the GGC.
2. **Excellence** - We will perform our duties to foster a culture of excellence and high quality in everything we do.
3. **Accountability** - We firmly believe that education in the form of scholarship, research, teaching, service and developing others is a public trust. We will live up to this trust through safeguarding our resources and being good stewards of the human, intellectual, physical and fiscal resources given to our care.

4. **Respect** - We recognize the inherent dignity and rights of every person, and we will do our utmost to fulfill our resulting responsibility to treat each person with fairness, compassion and decency.

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#### 8.2.20.4 PURPOSE OF THE CODE OF CONDUCT

Every member of the GGC community is required to adhere to the GGC Statement of Core Values – Integrity-Excellence · Accountability · Respect - that form and guide the daily work of the organization. GGC recognizes that each member of the GGC community attempts to live by his or her own values, beliefs and ethical decision-making processes. The purpose of the Code of Conduct is to guide members of the GGC community in applying the underlying GGC Statement of Core Values to the decisions and choices that are made in the course of everyday endeavors.

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#### 8.2.20.5 CODE OF CONDUCT

We will:

1. Uphold the highest standards of intellectual honesty and integrity in the conduct of teaching, research, service and grants administration.
2. Act as good stewards of the resources and information entrusted to our care.
3. Perform assigned duties and professional responsibilities in such a manner so as to further the GGC mission.
4. Treat fellow employees, students and the public with dignity and respect.
5. Refrain from discriminating against, harassing or threatening others.
6. Comply with all applicable laws, rules, regulations and professional standards.
7. Respect the intellectual property rights of others.
8. Avoid improper political activities as defined in law and Board of Regents Policy.
9. Protect human health and safety and the environment in all GGC operations and activities.
10. Report wrongdoing to the proper authorities; refrain from retaliating against those who do report violations; and cooperate fully with authorized investigations.
11. Disclose and avoid improper conflicts of interest.
12. Refrain from accepting any gift or thing of value in those instances prohibited by law or Board of Regents and institutional policy.
13. Not use our position or authority improperly to advance the interests of a friend or relative.

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#### 8.2.20.6 INTERPRETATION AND SOURCES

The Statement of Core Values and Code of Conduct do not address every conceivable situation or ethical dilemma that may be faced by members of the GGC community. Members of the GGC community are expected to exercise good judgment absent specific guidance from this policy or other applicable laws, rules and regulations. Specific questions pertaining to the Statement of Core Values or Code of Conduct should be directed to a supervisor or other competent authority at Georgia Gwinnett College, or to the institution's Office of Legal Affairs.

Further, in accordance with Board of Regents Ethics Policy, GGC employees and affiliates should refer to specific explanatory notes and references (noted below) which can also be found on the University System of Georgia [website](#).

USG Explanatory Notes and References

1. **Uphold the highest standards of intellectual honesty and integrity in the conduct of teaching, research, service and grants administration.**

Members of the USG community engaged in research are expected to do so in accordance with institutional, governmental and professional standards while upholding the highest standards of integrity, intellectual honesty and scholarship. Unacceptable violations of research integrity include, but are not limited to: (a) plagiarism defined as using another's ideas, writings, research, or intellectual property and representing it as your own original work, (b) falsification of data, which includes direct alteration of findings or failing to disclose data that would substantively change the research findings and (c) fabrication of research data. Research integrity requires that principal investigators and others with a fiduciary obligation for grant funds use those funds in a manner consistent with the grantor's terms and conditions and applicable laws, rules and regulations. Finally, research involving human subjects shall be conducted only after appropriate review and approval by institutional review boards (IRBs) and should be conducted in accordance with IRB principles.

**2. Act as good stewards of the resources and information entrusted to our care.**

USG property is intended for use in support of the USG mission and legitimate public purposes.

USG property shall not be used for personal gain or purposes except for incidental personal use of email, a telephone to make a local telephone call or incidental Internet use that is not inconsistent with applicable laws and policies. However, members of the USG community should note that such use must not interfere with the performance of official functions or that individual's own job performance. Additionally, members of the USG community should understand that there is no expectation of privacy once any personal material is placed on a government system.

Members of the USG community are required to maintain the integrity and accuracy of the documents and records for which they are responsible. No employee may alter, falsify or destroy any original record or document absent valid authority to do so. Members of the USG community must also comply with the [USG Records Retention Schedule](#) and the requirements found in the APM 10.4 Records Retention policy. The USG is the custodian of many types of information, including that which is confidential, proprietary and private. Individuals who have access to such information are expected to be familiar and to comply with applicable laws, policies, directives and agreements pertaining to access, use, protection and disclosure of such information. Computer security and privacy are also subject to law and USG policy.

USG employees are required to maintain the integrity and accuracy of all documents and records relative to sick leave, vacation/annual leave and all other forms of leave.

The following policies should be read in concert with this section of the code of conduct:

BOR Policies [8.2.7 - 8.2.8](#) regarding leave, See Board of Regents Policy Manual Section:

BOR Policy [7.11.9](#) for information on removing laptops and similar items off site, BOR Policy 9.10.6.4 for information on removing other institutional property from campus for personal use,

BOR Policy [7.7.2](#) for information on prohibited personal use of institutional purchasing channels,

BOR Policy [7.11.2](#) for information on the operation of private business enterprises on a USG campus and

BOR Policy [9.10](#) for information pertaining to use of a campus facility by an outside party

**3. Perform assigned duties and professional responsibilities in such a manner so as to further the USG mission.**

All members of the USG community are expected to conduct themselves in accordance with the highest standards of scholarship, public service and integrity. This requirement encompasses both a responsibility to understand and to further organizational missions and goals. Individuals in positions of greater authority bear a greater responsibility for achieving organizational missions and goals in an effective and efficient manner. However, all members of the USG community should contribute to the success of the USG in a manner consistent with their duties and responsibilities.

Effective internal controls are one method that can be employed to assist the USG in achieving its mission. Internal controls are the processes employed at all levels to help ensure that USG business is carried out in accordance with BOR policies and procedures, institutional policies and procedures, applicable laws and regulations and sound business practices. Good internal controls promote efficient operations, accurate financial reporting, safeguarding of assets and responsible fiscal management.

**4. Treat fellow employees, students and the public with dignity and respect.**

Members of the USG community are required to maintain a professional work environment. Therefore, unprofessional conduct may result in disciplinary action. See BOR Policy [8.2.18.1 Ethics Policy](#) for additional information pertaining specifically to disruptive activities.

A romantic or sexual relationship between a member of the USG community and a student or patient is prohibited in those instances where the individual has the responsibility for directly supervising, evaluating, instructing, treating or otherwise overseeing the student or patient. Romantic or sexual relationships between employees and people in positions of authority are strongly discouraged.

**5. Refrain from discriminating against, harassing or threatening others.**

The USG Statement of Core Values emphasizes the "inherent dignity and rights of every person and ... our resulting responsibility to treat each person with fairness, compassion and decency." As such, any form of discrimination or harassment is inconsistent with USG core values. Additionally, discrimination on the grounds of race, color, gender, religion, creed, national origin, age, disability and status as a veteran is specifically prohibited by state law and BOR policy. See BOR Policy [8.2.1 Equal Employment Opportunity](#) for additional information on Equal Employment Opportunity within the USG.

Sexual harassment of members of the USG community or students in the USG 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: (A) Submission to such conduct is made explicitly or implicitly a term or condition of an individual's employment or academic standing; or (B) Submission to or rejection of such conduct by an individual is used as a basis for employment or academic decisions affecting an individual; or (C) Such conduct unreasonably interferes with an individual's work or academic performance or creates an intimidating, hostile or offensive working or academic environment. See BOR Policy [8.2.18.5](#) for additional information on Sexual Harassment.

The University System of Georgia is committed to the prevention of workplace violence and the maintenance of a respectful working environment. A safe and secure environment is a fundamental prerequisite for fulfilling an institution's mission of teaching, research and public service. The University System of Georgia will not tolerate any type of workplace violence committed by or against students or members of the USG community. Workplace violence is defined as any threats, threatening conduct or any other acts of aggression or violence in the workplace. Violations of the workplace violence policy will be met with appropriate disciplinary action, up

to and including dismissal. USG employees bear a special responsibility to remain aware of potential acts of violence on campus as evidenced by, but not limited to, unusual statements, writings or any other unusual behavior. Members of the USG community who, in good faith, report what they believe to be workplace violence or who cooperate in any investigation will not be subjected to retaliation.

**6. Comply with all applicable laws, rules, regulations and professional standards.**

Compliance with laws, rules and regulations governing USG institutions is both a legal and an ethical mandate. The risks associated with non-compliance can be significant. Significant risks include loss of reputation, loss of external funding, financial penalties, loss of accreditation and potential criminal prosecutions. Members of the USG community shall seek the advice of USG legal counsel to clarify the laws, rules and regulations impacting official duties.

Failure to comply with applicable laws, rules and regulations by a member of the USG community may result in disciplinary action.

Members of the USG community may be governed by ethical codes or standards of their professions or disciplines. It is expected that those USG community members will comply with applicable professional standards in addition to laws, rules and regulations.

It is the policy of the USG to conduct its business in an open and transparent manner consistent with the privacy rights of members of the USG community and Open Government laws. USG employees have a responsibility to ensure that any requests made pursuant to the Open Records Act are immediately routed to the office charged with that responsibility.

USG institutions that accept grants from public or private organizations to perform as outlined in the grant have a fiduciary responsibility to ensure that the grant funds are expended in a manner consistent with the grantor's guidelines and applicable laws, rules and regulations. The submission of false or misleading documentation in connection with a federal grant may result in both employment action and criminal prosecution. Members of the USG community must exercise due care and avoid any personal use of grant funds.

Compliance with the rules and regulations governing athletics is a multi-faceted and challenging demand for the USG institutions that maintain athletic programs. Members of the USG community are expected to comply with athletic conference and association rules.

Requests for reimbursement for expenses incurred on behalf of the USG must be accurate and in accordance with applicable laws and regulations. Submission of false or misleading expense reimbursement documents subjects the member of the USG community submitting the documents to the risk of both termination of employment or contractual relationship and criminal prosecution.

**7. Respect the intellectual property rights of others.**

USG employees associated with the production of intellectual property have the responsibility to comply with the BOR and institutional policies governing intellectual property. Extensive BOR and institutional policies have been developed governing intellectual property. See BOR Policy [6.3](#) for a detailed description of the BOR policies governing intellectual property.

Employees who use software licensed to the USG or a USG institution must abide by applicable software license agreements and may copy licensed software only as permitted by the license.

It is also the practice of the USG to comply with copyright laws. USG employees or any individual using USG resources should not violate copyright laws to include publications, recordings and other electronic media. It should be noted that the © copyright notice is no longer required by law. This means that individuals copying material must take extra steps to ensure that the material is in the public domain or may be copied under the "Fair Use" doctrine. USG employees are encouraged to consult with institutional legal counsel for additional guidance on this topic.

**8. Avoid improper political activities as defined in law and Board of Regents Policy.**

USG employees are encouraged to participate as responsible and interested citizens in our democratic society. However, there are "political" activities that are inconsistent with the roles and responsibilities of USG employees. Employees may not participate in a political campaign which interferes with performance of official duties. Employees are restricted from holding state or federal elective office and may not seek state or federal elective office while actively employed by the USG. Appointive offices and locally elected offices may be held by a USG employee if there is no conflict or interference with the employee's USG duties and responsibilities.

See BOR Policy [8.2.18.2 Conflicts of Interest, Conflicts of Commitment, and Outside Activities](#) for additional information on employee participation in the political process. See BOR Policy [6.14 Use of Institutional Facilities and Property](#) for information on use of campus facilities for political purposes.

**9. Protect human health and safety and the environment in all USG operations and activities.**

The Board of Regents of the University System of Georgia is strongly committed to protecting the environment and human health and safety in all of its operations. In working to meet this commitment, the Board of Regents recognizes that pro-active efforts must be made to ensure that sound environmental, health, and safety planning is integrated into every level of University System decision making. Additionally, all members of the USG community bear a responsibility for protecting human health and safety and the environment in those areas for which they are responsible. See BOR Policy [9.11.4 Environmental and Occupational Safety](#) for detailed guidance pertaining to environmental compliance.

**10. Report wrongdoing to the proper authorities; refrain from retaliating against those who do report violations; and cooperate fully with authorized investigations.**

All members of the USG community have a responsibility to follow university policies and procedures, adhere to applicable laws and regulations and speak up when they see or suspect misconduct. Members of the USG community with concerns about possible unethical behavior or noncompliance with Board of Regents policy are encouraged to speak to their supervisor or to use the Ethics and Compliance Hotline. Retaliation against a member of the USG community for reporting wrongdoing is strictly prohibited by federal law, state law and BOR policy.

Members of the USG community are required to cooperate fully with authorized internal investigations. Failure to cooperate may subject the individual to disciplinary action to include termination of employment or contractual relationship. Members of the USG community who are unsure as to the legitimacy of an investigation should consult a supervisor or institutional counsel.

**11. Disclose and avoid improper conflicts of interest.**

USG employees are expected to devote their primary efforts to the USG's mission. Outside employment or activities must not interfere with performance of official duties. Additionally, outside activities may create conflicts of interest or of commitment that must be properly disclosed and managed. See BOR Policy [8.2.18.2 Conflicts of Interest, Conflicts of Commitment, and Outside Activities](#) for additional information. Other members of the USG community who are not USG employees are subject to other conflict of interest provisions as contained in various laws, rules and regulations.

**12. Refrain from accepting any gift or thing of value in those instances prohibited by law or Board of Regents policy.**

No member of the USG community shall directly or indirectly solicit, receive, accept or agree to receive a thing of value by inducing the reasonable belief that the giving of the thing will influence his/her performance or failure to perform any official action. The acceptance of a benefit, reward or consideration where the purpose of the gift is to influence a member of the USG community in the performance of his/her official functions is a felony under state law. See BOR Policy [8.2.18 Personnel Conduct](#) for a detailed description of the prohibition on receiving gifts.

**13. Not use your position or authority improperly to advance the interests of a friend or relative.**

No member of the USG community will use his or her position or authority improperly to advance the interests of a friend or relative. Any benefit granted to an individual will be based on merit and/or written procedure. No individual shall be employed in a department or unit which will result in the existence of a subordinate-superior relationship between such individual and any relative of such individual through any line of authority. See BOR Policy [8.2.18 Personnel Conduct](#) and [O.C.G.A. § 45-10-20](#) et seq. for detailed information on this topic.

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**CONFLICT OF INTEREST POLICY**

Georgia Gwinnett College employees at all levels are required to avoid actual and even the appearance of a conflict of interest in the performance of their duties. In furtherance of this principle, each employee is required to be familiar with the following areas governing conflicts of interest.

Georgia law limits independent contractor relationships between State agencies and public employees. These limitations do not, however, extend to county or municipal employees.

A full-time public employee may not transact any business with the agency for which the employee works, either as an individual or business representative, or for any business in which the public employee or a family member of the public employee owns a substantial interest.

“Substantial interest” means an ownership interest of more than 25 percent. “Transacting any business” means to sell or lease services, personal property, or real estate, or to purchase surplus personal property or real estate, either individually or on behalf of a third party.

“Full-time” public employees are those who work 30 hours or more per week for more than 26 weeks per calendar year.

Part-time public employees are subject to the same limitations, except for business transactions that meet one of the following requirements:



- (1) The transaction takes place pursuant to sealed competitive bids.
- (2) Each transaction is \$250.00 or less and the calendar year total for all such transactions is less than \$9,000.00.
- (3) Any transaction involving real estate has been approved by the State Properties Commission or the Space Management Division of the Department of Administrative Services (DOAS).
- (4) The transaction involves the purchases of surplus property at public auction.

There are a number of exceptions to the limitations discussed above. For example, these limitations do not apply to a family owned businesses if: (a) the public employee is not actively engaged in the day-to-day management of the business; (b) the public employee is a USG employee in a position below that of department head; and (c) the transaction is with a USG unit or department other than the one for which the employee works.

Another exception involves transactions in which a chaplain, firefighter, licensed physician, dentist, psychologist, registered nurse, certified oral or manual interpreter for deaf person, or any person holding a master's or doctoral degree is employed on a part-time basis by another State agency if:

- (a) The chief executive officer of the department desiring the public employee's services certifies in writing the need for such services and why the State's interests will be served by obtaining such services in lieu of obtaining them from a non-State employee;
- (b) The chief executive officer of the department currently employing the public employee certifies in writing the public employee's availability for such employment, and that such employment will not have a detrimental effect on the person's current employment; and
- (c) The two agencies establish by agreement the procedures under which the employee shall perform the additional services (e.g., as consultant or part-time employee, nature of compensation, etc.).

Additional exemptions are described in O.C.G.A. § 45-10-25.

Public employees who violate Georgia's conflict of interest laws are subject to termination, civil fines up to \$10,000.00, and repayment of any monetary benefits received from the prohibited transactions.

In addition, public employees who transact any business with the State of Georgia or its agencies, either individually or on behalf of a business, must make an annual disclosure of such transactions to the Secretary of State by January 31 each year. Public employees must also disclose such transactions by any business (family or otherwise) in which they own a substantial interest.

Refer to Georgia Codes under O.C.G.A. § 45-10-20 et seq. for further information.

## 8.2.88 WORKPLACE VIOLENCE ON CAMPUS

Georgia Gwinnett College is committed to maintaining a work and learning environment committed to the prevention of workplace violence on campus and the maintenance of a respectful work environment free from threats of violence and related harassment, intimidation, and other disruptive behaviors. To foster this environment, college stakeholders, including but not limited to, faculty, staff, students, student employees, affiliates, contractors, and agents, are expected to practice the appropriate safety principles and standards.

### SCOPE



This policy and these guidelines apply to workplace violence on campus, including domestic violence, which affects the campus work environment in any manner.

### **Definitions**

- a. Workplace violence on campus includes any physical assault, threatening behavior or verbal abuse occurring in the campus work setting or related to a campus sponsored work function or event
- b. Workplace violence ranges from offensive language to homicide and results in threatening situations occurring in or related to the workplace. When an issue is related to the job but the actual incident occurs away from the workplace, it is also workplace violence. An event can be an actual on campus violent act, including but not limited to, threatening behavior or verbal abuse, physical assaults and threats of assault; or off campus job related incidents, e.g., stalking, telephone and e-mail harassment, threats, other confrontations or violent acts which are related to the campus work environment.
- c. Domestic violence affecting the campus work environment-encompasses physical violence, emotional and verbal abuse, isolation, or threats and intimidation which affect the campus work environment but stem from a domestic relationship, including but not limited to husband and wife, cohabitating individuals, and other relationships. Domestic violence victims and perpetrators of such acts in the campus work environment are included in the policy.

### **Application**

Georgia Gwinnett College will not tolerate any type of workplace violence on campus by or against faculty, staff, students, student employees, affiliates, contractors, agents, or guests. Violations of the workplace violence policy will be met with appropriate disciplinary action, up to and including dismissal. To make deliberate false accusations of workplace violence violates this policy. In such instances, the complainant will be subject to disciplinary action. However, failure to prove a claim of workplace violence does not constitute proof of a false and/or malicious accusation.

### **Impact**

Individuals who commit acts of workplace violence on campus may be removed from the campus and may be subject to disciplinary action up to and including termination, criminal penalties, or both. Corrective action for students involved in workplace violence on campus may also include dismissal from the College and denial of readmission, in addition to criminal penalties.

All reports of workplace violence on campus will be taken seriously and will be dealt with appropriately, as noted below.

- If an employee is the perpetrator in an incident of workplace violence on campus, there will be an initial investigation to determine if any change in the employee's work status is required. An investigation panel may be convened by the President or his designee. The panel will make a determination as to whether an immediate change in the employee's work status is necessary pending investigation. The employee's pay status during this period may also be affected based on the panel's recommendation. Once the panel investigation is complete, recommended action(s) will be forwarded to the President within five (5) business days. The President shall review the recommendation and render a written decision within five (5) business days. The President's decision will serve as the final institutional ruling on the matter.
- If a student is the perpetrator of an incident involving workplace violence on campus, the matter may be

handled in accordance with the same procedures outlined above for employee perpetrators or the President may refer the matter to the Senior Vice President for Academic and Student Affairs/Provost for handling in accordance with the procedures outlined in the Student Handbook.

### **Responsibilities**

In furtherance of this policy, there are certain responsibilities related to the prohibited weapons on campus and other items, which must be adhered to as a condition of employment and/or enrollment at Georgia Gwinnett College. These prohibited practices are outlined in the Student Handbook and in the appropriate employee manuals.

These prohibitions include:

1. Use of any weapon, firearms, air gun, sling shot, zip gun, or any other device that propels a dangerous projectile of any kind, except as authorized by Georgia State Law.
2. Transporting or possession of privately owned firearms on campus in violation of current Georgia Law.
3. Carrying any firearm in violation of current Georgia Law. The only exception is for federal and/or civil law enforcement personnel engaged in their official duties.
4. Carrying in a concealed manner any straight razor, ice pick, knife, or homemade knife-like weapon having a blade length, when extended, of more than 2 inches as measured from the blade hilt to the blade tip.
5. Possession of any of the following:
  - a) Any knife having a switchblade or automatic blade opener, blackjack, bolo knife, machete, sword, spear, or similar instrument.
  - b) Any club-type hand weapon, i.e., —brass knuckles,—knucks,—knucklers, or any other hand-held weapon.
  - c) Pyrotechnics of any type, such as firecrackers, Molotov cocktails, smoke grenades, or artillery simulators, except when authorized by the President.
  - d) Any martial arts weapons or equipment, including but not limited to, throwing stars, —nun chucks, and throwing knives.

### **Notification**

All GGC faculty, staff, students, student employees, affiliates, contractors and agents are required to be familiar with this policy.

If anyone has an immediate safety concern in the campus environment, they should immediately contact the Office of Public Safety.

For further details on Weapons, consult the Board of Regents Policy Manual [6.11 Weapons](#).

## **8.2.89 TOBACCO AND SMOKE-FREE CAMPUS “BREATHE EASY” POLICY**

In accordance with the Georgia Smoke Free Air Act of 2005, Title 31 Chapter 12A, and the policies of the Board of Regents for the University of Georgia, this policy reinforces Georgia Gwinnett College’s commitment to provide a safe and amicable environment for employees, students, and guests. The goal of the policy is to preserve and improve the health, comfort and environment of students, employees and any persons occupying our campus.

The use of all forms of tobacco products on property owned, leased, rented, in the possession of, or in any way used by Georgia Gwinnett College or its affiliates is expressly prohibited. For purposes of this policy, “Tobacco

Products” is defined as cigarettes, cigars, pipes, all forms of smokeless tobacco, clove cigarettes and any other smoking devices that use tobacco such as hookahs or simulate the use of tobacco such as electronic cigarettes.

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

This policy applies to persons who enter the areas described above, including but not limited to students, faculty, staff, contractors and subcontractors, spectators, and visitors. Events hosted by Georgia Gwinnett College or its affiliates shall be tobacco-free. Events hosted by outside groups on behalf of Georgia Gwinnett College shall also be tobacco-free.

### **Exceptions for Tobacco Use**

Any exceptions of this policy must be approved in writing by the President of Georgia Gwinnett College.

Exceptions to the policy will be very limited and on an as needed basis. The intent of the policy is for the campus to be tobacco and smoke free unless otherwise needed for approved educational purposes.

### **Enforcement**

The overall enforcement and authority of this policy lies with the authorized campus officials, but it is also a shared campus community responsibility, which means students, faculty, staff, and contractors share in the responsibility to help keep the campus tobacco-free.

### **Violation of Policy**

GGC employees who do not comply with the policy may be issued verbal and written reprimands and are subject to other personnel actions. GGC students who do not comply with the policy may be issued verbal warnings and written student integrity memorandums of counseling and are subject to other student integrity actions. Visitors refusing to comply with this policy may be asked to leave campus and are subject to additional actions, as deemed appropriate by campus officials and the Office of Public Safety.

### **Resources Available for Tobacco Cessation**

From time to time, Georgia Gwinnett College will make available resources to assist employees and students with tobacco cessation as well as educational materials and other wellness information.

### **Employees**

Employees who are interested in any available tobacco cessation programs should contact the Office of Human Resources for updates at (678) 407-5070. This “Breathe Easy Initiative” may be expanded by the Office of Human Resources for the campus community from time to time. Employees should be aware of the [Board of Regents policy and incentive programs](#) for individuals who become involved in a cessation assistance program.

### **Students**

The Office of Student Affairs will offer Smoking Cessation programs to students from time to time. Currently, the Wellness Center utilizes the Freedom from Smoking program, which is the American Lung Association’s research based eight week smoking cessation clinic. For more information, students may contact [wellnessrec@ggc.edu](mailto:wellnessrec@ggc.edu).

Members of the campus community will hear more about the “Breathe Easy Initiative” and program changes through publication and updates on the GGC website.

Any parties interested in additional cessation programs may wish to refer to the [government website](#).

## Conclusion

Employees with any additional questions should contact the Office of Human Resources at (678) 407-5070 and students with any additional questions should contact the Office of Student Affairs at (678) 407-5882. Visitors with questions should contact the Office of Public Safety at (678) 407-5333.

For further details on Tobacco and Smoke-Free Campuses, consult the Board of Regents Policy Manual [6.10 Tobacco and Smoke-Free Campuses](#)

### 8.2.98 DRUG-FREE WORKPLACE POLICY

As a recipient of federal funds, Georgia Gwinnett College is committed to establishing and maintaining a drug-free workplace, in compliance with the Drug-Free Workplace Act of 1988. Under this policy, the unlawful manufacture, distribution, dispensation, possession, or use of any illegal drug is prohibited in all work areas of Georgia Gwinnett College, including buildings, vehicles, and grounds. Violations of this policy shall be considered sufficient grounds for dismissal or lesser disciplinary action, regardless of whether such violation leads to criminal proceedings.

An employee who is convicted of or pleads *nolo-contendere* to any drug violation which occurs in the workplace must inform his/her immediate supervisor of such conviction or pleas as soon as possible, which must be within five (5) calendar days of the conviction or plea. Failure to comply with any part of this policy will result in disciplinary action, including possible dismissal from employment. For further details on the Drug-Free Workplace Policy, consult the Board of Regents Policy Manual [4.6.4](#).

### 3.4 CALENDAR OF ACADEMIC ACTIVITIES

See Board of Regents Policy Manual Section [3.4 Academic Calendar](#)

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#### 3.4.3 RELIGIOUS HOLIDAY SCHEDULE

See Board of Regents Policy Manual section [3.4.3 Religious Holidays](#).

In accordance with the University System of Georgia policies and procedures, Georgia Gwinnett College provides students the option of observing religious holidays unless doing so would impose an undue hardship on the college. Students who miss class to observe a religious holiday during scheduled class times must make arrangements in advance with the faculty member. Faculty should be sensitive to the student issues regarding religious holidays and are encouraged to provide an alternative option for making up class work.

This policy is aligned with that of the USG Academic Affairs Handbook, Section 2.1, “Semester System, Uniform Academic Calendar, Cancellation of Classes, and Religious Holidays.” An excerpt dealing with the observance of religious holidays by students is provided below:

#### Religious Holiday Schedule

Decisions as to which religious holidays are covered by institutional policy are left to the discretion of individual USG institutions since the characteristics of the student body and faculty may vary considerably among institutions.

### 4.2.4 GOOD STANDING

Students are considered to be in Good Standing with the College if they are eligible to enroll in classes and are not on Academic or Conduct Probation. Students in Good Standing with the College may hold office in any college club or organization, and participate in athletics. Students not in Good Standing with the College, who wish to appeal

holding office in any college club, organization, or participation in athletics, must submit their appeal through the Student Complaint Process.

## VEHICLE REGISTRATION AND PARKING

All vehicles must be registered to park on campus. Student decals may be obtained in the Office of Parking Services in Building A. There is no additional charge for parking decals since a parking fee is assessed with other student fees. Decals must be displayed on the rear window.

### Hours of Operation

Monday - Friday: 7:00 a.m. - 11:00 p.m.

Saturday: 7:00 a.m. - 7:00 p.m.

Sunday: 12:30 p.m. - 5:00 p.m.

Parking regulations are designed to make parking and traffic at Georgia Gwinnett College as convenient and safe as possible. Students are permitted to park in designated "Student Parking" areas only. Students should not park in "Visitor" or "Faculty" designated spaces. All parking regulations are enforced 24 hours a day.

## STUDENT INSURANCE

Georgia Gwinnett College students enrolled in six or more credits per term may participate in a [voluntary student insurance program underwritten by UnitedHealthcare](#). Enrollment is open to students, their spouses and dependent children. Contact [UnitedHealthcare](#) for more information about the voluntary student insurance program. Information may also be obtained about the [Student Health Insurance Program \(SHIP\) from the University System of Georgia](#).

Learn more about the [mandatory Student Health Insurance Program](#) and who's required to be enrolled.

### 4.1.3 STUDENT VOTING PRIVILEGES

See Board of Regents Policy Manual Section [4.1.3 Student Voting Privileges](#).

## FACULTY OFFICE HOURS

Instructors and students should make every effort to be available for discussion of the student's academic standing and other course-related subjects. Both parties are responsible for agreeing to a mutual time for meeting and the preferred means of communication.

## COURSE EVALUATIONS

Evaluation of the academic experience is a partnership between the student and faculty. Course evaluations are an important part of the process that aids both students and faculty. Students are expected to evaluate the course and instructor for each class taken each semester. All responses are always anonymous and used to assess the educational experience at Georgia Gwinnett College.

### 3.2.6.1 ANNUAL AWARDS POLICIES AND PROCEDURES

#### INTRODUCTION

Georgia Gwinnett College will recognize the outstanding performance of faculty, students, and staff at the fall convocation ceremony. Faculty awards will highlight outstanding performance in the areas of teaching, student engagement, scholarship and creative activities, and service. Student awards will highlight outstanding performance in the areas of scholarship (one award per school), leadership, service, and creativity. Finally, staff will receive recognition for providing outstanding service to faculty, students, and other staff in the GGC community.

Policies and procedures have been established by the Academic Schools. Those interested in submitting nominations for awards, should review all policies and procedures outlined in this document. Questions about the policies and procedures should be directed to the Chair of the Committee or one of the Faculty or staff members of the Committee.

#### POLICIES AND PROCEDURES FOR STUDENT AWARDS

The Annual Awards Committee will select up to eleven students to receive an award at the convocation ceremony. Award recipients will receive a plaque and a monetary award for their outstanding performance at GGC. Student awards may consist of the following:

- 1 Outstanding Student Scholarship Award - School of Liberal Arts
- 1 Outstanding Student Scholarship Award - School of Business
- 1 Outstanding Student Scholarship Award - School of Science and Technology
- 1 Outstanding Student Scholarship Award - School of Education
- 1 Outstanding Student Scholarship Award – School of Nursing/Allied Health
- 1 Outstanding Student Scholarship Award – Student Success
- 1 Outstanding Freshman Award
- 1 Outstanding Leadership Award
- 1 Outstanding Service Award
- 1 Outstanding Creativity Award
- 1 Outstanding Student Employee Award

#### Eligibility

Students must meet all eligibility requirements in order to be nominated for a GGC award.

For the scholarship (other than Student Success) and freshman awards students must have an overall cumulative GPA of 3.0 or above at the institution. For the leadership, service, and creativity awards as well as the student employee award, students must have an overall cumulative GPA of 2.5 or above.

For the scholarship (other than Student Success) awards students must have completed 75 credit hours.

Students must be enrolled at GGC during the period when they performed their leadership, service, and/or creative activities.

Students who are members of the Annual Awards Committee are ineligible to nominate or receive awards during their term on the committee.

Students may not receive the same award in two consecutive years, except for the scholarship awards which may be awarded in consecutive years.

Students must be in good academic and student conduct standing.

#### Procedure for Submitting Student Nominations and Portfolios

All individuals interested in submitting a nomination should follow the steps listed below. The nominations should be submitted on or before the first Friday in February. Students will be notified by the end of February. The deadline for submitting supporting documentation is on or before the third Monday in March.

The Annual Awards Committee will announce a call for nominations for student awards.

Faculty who are interested in nominating a student for an award must complete and submit the official student nomination form to the Chair of the Annual Awards Committee.

The Annual Awards Committee will review all nominations and identify students who meet the eligibility requirements for the specified award.

Students, faculty, and staff who are interested in nominating a student for the student employee award must complete and submit the official staff nomination form along with a support letter to the Chair of the Annual Awards Committee. The support letter should include detailed information about why the nominee is deserving of the student employee award.

Students who meet the eligibility requirements for the specified award will be notified and provided an opportunity to submit supporting documentation which highlights their outstanding performance in the specified area. NOTE: Students nominated for the student employee award are not required to submit any documentation to the Annual Awards Committee.

The Annual Awards Committee will review all supporting documentation and select one student for each award.

#### CRITERIA FOR STUDENT AWARDS

##### General Guidelines

Nominees must provide a cover letter addressing why they are deserving of the leadership, creativity, service, or freshman award.

Nominees should provide all relevant supporting documentation for the specified award.

##### Leadership, Creativity, and Service Awards

Nominees must demonstrate outstanding performance in the area of leadership, creativity, or service while attending GGC.

##### Scholarship Awards – Individual Schools

Nominees must demonstrate outstanding performance in the area of scholarship.

Nominees must have a GPA of 3.0 or higher.

Nominees must have completed 75 credit hours.

##### Scholarship Award - Student Success

Nominees must have been enrolled in one or more Student Success courses during the academic year.

Nominees must have achieved outstanding performance in their Student Success course(s) and have demonstrated significant strides in personal growth.

Freshman Award

Nominees must demonstrate outstanding performance in the area of scholarship.

Nominees must have a GPA of 3.0 or higher.

Nominees must provide one support letter from a GGC faculty member.

### 3.9 ACADEMIC ADVISEMENT AND MENTORING

See Board of Regents Policy Manual [3.9 Academic Advisement](#).

*Each institution shall have a program for the advisement of its students. Academic advisement is the primary responsibility of the faculty and should be integrally related to the education process. Effective advisement shall be credited toward retention, tenure, and promotion. It shall be a specific topic of faculty evaluation (BR Minutes, 1980-81, P. 85)."*

In keeping with its commitment to create a culture devoted to the holistic development of students, Georgia Gwinnett College (GGC) embeds traditional academic advising (course selection and academic program planning) within a broader context of career planning, goal clarification, and personal growth. Georgia Gwinnett College has chosen the term “mentoring” for its academic advisement program to emphasize this focus on the whole student, rather than simply on academic matters.

#### Mission

The mission of the GGC Student Mentoring Program is facilitating student success, development, and retention by supporting the design and implementation of educational and career plans and enhancing student engagement in the academic community.

#### Academic Advising Model

In its broad definition of academic advising, the University System of Georgia asserts that academic advising “...represents...an opportunity for the faculty and the institution to express a special interest in both the personal and academic welfare of the students.” In keeping with this view, the overall goal of mentoring at GGC is to assure that all students achieve the Integrated Educational Experience (IEE) outcomes of the college:

- Clearly communicate ideas in written and oral form
- Demonstrate creativity and critical thinking in inter- and multidisciplinary contexts
- Demonstrate effective use of information technology
- Demonstrate an ability to collaborate in diverse and global contexts
- Demonstrate an understanding of human and institutional decision making from multiple perspectives
- Demonstrate an understanding of moral and ethical principles



- Demonstrate and apply leadership principles

In support of these goals, mentoring at GGC encompasses the three broad areas of academic advising, career advising, and personal growth. Within these three broad areas, the outcomes of mentoring are:

#### Academic Advising

- Development of academic program plans appropriate for students' anticipated majors and career goals.
- Progression toward completion of academic requirements and graduation at a reasonable rate.
- Awareness of policies and procedures pertinent to completion of students' planned academic programs.
- Awareness of special academic opportunities such as study abroad, internships, etc.

#### Career Advising

- Identification of educational and career objectives commensurate with students' interests and abilities
- Exploration of academic and other requirements for students' chosen careers.
- Exploration of post-graduate educational or employment opportunities for students' chosen careers.

#### Personal Growth

- Awareness of on-campus support available to students.
- Engagement in the co-curricular program of the college.
- Demonstrate leadership in the classroom, college, and/or community.
- Make appropriate life decisions and accept personal responsibility for the consequences of decisions.

Ultimately, Georgia Gwinnett College graduates will be informed, engaged citizens of the community who are inspired to a lifetime of service.

#### Role of Faculty

All faculty and selected staff are engaged in mentoring students. Effective mentoring is a critical element in the annual evaluation process for faculty. All GGC students are assigned a faculty mentor at the point of matriculation and continue to be mentored by a faculty member throughout their educational careers.

## PROGRAMS AND SERVICES FOR STUDENTS

### CAREER DEVELOPMENT AND ADVISING CENTER

CDAC supports your educational and career decisions toward a lifetime satisfaction and success.



Start by reflecting on your interests, strengths, motivations and temperament to determine your path. CDAC helps at every stage and supports your efforts through the following services.

- Individual appointments for career and graduate/professional school counseling
- Weekly walk-in hours for quick questions
- Career resource library
- Experiential-learning opportunities
- On-campus recruiting and information sessions
- Career development workshops

[Browse the full list and learn more about student career services.](#)

## COUNSELING AND PSYCHOLOGICAL SERVICES

[Counseling and Psychological Services \(CAPS\)](#) provides individual counseling, group counseling and referral services to GGC students for personal, emotional and mental health concerns. All services are free and confidential. CAPS staff is also available for consultation with family members, staff and faculty and regarding students of concern.

[Counseling and Psychological Services](#) is here to help you make the most of your GGC experience, both personally and academically. Counseling and Psychological Services offers initial assessment, individual counseling and referrals to off-campus therapists to help you gain the skills and insights you need to overcome adversity and thrive in your life and learning.

#### Eligible Students

Any GGC student with a concern to discuss is welcome at Counseling and Psychological Services. View some of the [common concerns](#). Services are FREE to GGC students.

#### Counseling and Psychological Services

- Initial assessment
- Individual counseling
- Referrals to off-campus therapists
- Emergency services

#### Think You Need Help

Mental health is a key part of your overall health. To determine if you or someone you care about should connect with a mental health provider or counselor, please complete this brief [online mental health screening](#).

- Feeling anxious?
- Stressed about school?
- Having problems in a relationship?

Talking to someone in a private and confidential setting may be the right next step for you. Call 678.407.5592 to make an appointment.

Learn [what to expect](#) at your first visit and learn more about student services available to you. All appointments are [confidential](#).

#### GGC services to promote health and wellness

- [Disability Services](#)
- [Health Services](#)
- [Wellness and Recreation](#)
- [Wellness Programming](#)



Contact Us

## **COUNSELING AND PSYCHOLOGICAL SERVICES**

**Location:** Residence Life,  
Building 3000, Suite 3123  
**Phone:** 678.407.5592

### **Address**

Counseling and Psychological Services, RL-3123  
Georgia Gwinnett College  
1000 University Center Lane  
Lawrenceville, GA 30043

### **Hours**

Monday – Friday  
9 a.m. – 5 p.m.

In an Emergency

If you are experiencing a mental health emergency, **call 911** or visit your local emergency room.

### **Other Resources**

*Georgia Crisis and Access Line*  
800.715.4225  
24 hours/7 days a week

*Gwinnett Sexual Assault Center and Children's Advocacy Center Crisis Line*  
770.476.7407  
24 hours/7 days a week

*National Suicide Prevention Hotline*  
800.273.8255  
24 hours/7 days a week

## **4.1.5 STUDENTS WITH DISABILITIES**

See Board of Regents Policy Manual Section [4.1.5 Students with Disabilities](#).

The USG is committed to providing equal educational opportunities to all students, and offers students with disabilities a variety of services and accommodations to ensure that both facilities and programs are accessible.

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### **[4.1.5.1 DISABILITY SERVICES](#)**

The [Office of Disability Services](#) at GGC encourages all students to reach their full potential, both academically and personally, by providing equal access to classes and campus life. The Office of Disability Services works to:

1. Provide reasonable accommodations that ensure an accessible educational, academic and social environment to students with documented disabilities.
2. Advocate for students and teach students to advocate for themselves.
3. Educate faculty, staff and students regarding disability related issues
4. Continually evaluate physical accessibility at the College and look at changing conditions that may affect a person's accommodations.
5. Upon acceptance, any student with a documented disability or special need should notify the Office of Disability Services to receive assistance or accommodations.

## **DISABILITY SERVICES**

Building D, Suite 1406

678-407-5883

[disabilityservices@ggc.edu](mailto:disabilityservices@ggc.edu)

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### **4.1.5.2 EMOTIONAL SUPPORT ANIMALS**

Georgia Gwinnett College (GGC) is committed to making reasonable accommodation to afford people with disabilities an equal opportunity to access its programs, services, and activities.

#### **I. Definitions**

##### **Pet**

A “pet” is any animal kept for ordinary use and companionship. Service animals and emotional support animals, as defined below, are not considered pets. Pets are prohibited indoors on the Georgia Gwinnett College campus.

##### **Service Animal**

A “service animal” means any dog or miniature horse that is individually trained to do work or perform tasks for the benefit of a person with a disability, including a physical, sensory, psychiatric, intellectual, or other mental disability. The work or tasks performed by a service animal must be directly related to the person's disability. The provision of emotional support, well-being, comfort, or companionship does not constitute work or tasks for the purpose of this definition. For definition of Emotional Support Animals please see below.

Service animals will be permitted to accompany people with disabilities in all areas of GGC's facilities where students, members of the public, and other participants in services, programs or activities are allowed to go. GGC does not require documentation, such as proof that the animal has been certified, trained, or licensed as a service animal. Additionally, GGC cannot ask about the nature or extent of a person's disability to determine whether a person's animal qualifies as a service animal. However, when it is not readily apparent that a dog is a service animal, GGC faculty and staff may make two inquiries to determine whether the dog qualifies as a service animal, which are:

Is the dog required because of a disability?

What work or task has the dog been trained to perform?

For additional information, please contact the Office of Disability Services.

### Service Animal In Training

Georgia law allows animals that are being trained to be service animals to access GGC Facilities.

### Emotional Support Animals

“Emotional support animal” is an animal that provides emotional support that eases one or more identified symptoms or effects of a person’s disability. Unlike service animals, emotional support animals are not trained to perform work or tasks, and they include species other than dogs and miniature horses.

Emotional support animals are not allowed to accompany persons with disabilities in all areas of GGC, but they may reside in Residence Life with people with disabilities. Before an emotional support animal can move into GGC Residence Life with a person with a disability, a request must be submitted to GGC’s Office of Disability Service and approval must be granted (preferably at least 60 days prior to move in). Requests must include documentation from a licensed physician or mental health provider, and must meet the documents criteria set forth on the GGC website (link will be provided later)

## **II. Responsibility**

GGC is not responsible for the care or supervision of service or emotional support animals. People with disabilities are responsible for the cost, care, and supervision of service and emotional support animals, including:

- compliance with any laws pertaining to animal licensing, vaccination, and owner identification;
- keeping the animal under control and taking effective action when it is out of control; and
- feeding and walking the animal, and disposing of its waste.

Owners are required to bag waste and dispose of in outdoor receptacle bins/dumpsters. Do not use the building internal trash chutes.

GGC will not require any surcharges or fees for service animals or emotional support animals. However, a person with a disability may be charged for damage caused by a service animal or emotional support animal to the same extent that GGC would normally charge a person for the damage they cause.

People with disabilities who are accompanied by service animals or emotional support animals must comply with the same College rules regarding noise, safety, disruption, and cleanliness as people without disabilities.

## **III. Exceptions and Exclusion**

GGC may pose some restrictions on, and may even exclude, a service animal or emotional support animal in certain instances. Restrictions or exclusions will be considered on a case-by-case basis in accordance with applicable laws, but an animal may be excluded if:

- it is out of control and effective action is not taken to control it;
- it is not housebroken (or in the case of a support animal that deposits waste in a designated cage or litter box, the owner fails to clean such cage or box such that the cleanliness of the room is not maintained); or
- it poses a direct threat to the health or safety of others that cannot be mitigated by reasonable modifications of policies, practices, or procedures, or the provision of auxiliary aids or services.

In considering whether an animal poses a direct threat to the health or safety of others, GGC will make an individualized assessment, based on reasonable judgment, current medical knowledge, or the best available objective evidence, to determine: (1) the nature, duration, and severity of the risk; (2) the probability that the potential injury will actually occur; and (3) whether reasonable modifications of policies, practices, or procedures will mitigate the risk.

In the event that restriction or removal of an assistance animal is determined to be necessary, the person with a disability will still be given the opportunity to participate in the service, program, or activity without having the assistance animal present. The person may also contact the Office of Disability service to reevaluate their reasonable accommodation(s).

#### **IV. Etiquette for Members of GGC Community**

To ensure equal access and nondiscrimination of people with disabilities, members of the GGC community must abide by the following practices:

- Allow assistance animals to accompany people with disabilities on campus;
- Do not ask for details about a person's disabilities;
- Do not pet an assistance animal, as it distracts the animal from its work;
- Do not feed an assistance animal;
- Do not deliberately startle, tease, or taunt an assistance animal; and
- Do not separate or attempt to separate a person from his/her assistance animal.

If you have a disability that may be affected by the presence of animals, please contact the Office of Disability Services. GGC is committed to ensuring that the needs of all people with disabilities are met and will determine how to resolve any conflicts or problems as expeditiously as possible.

#### **4.5.1.2 RECREATION, INTRAMURAL SPORTS AND CLUB SPORTS**

Recreation, Intramural Sports, and Club Sports are designed to support the mission of GGC by promoting the holistic development of the student through physical activity programming. Student Affairs offers self-directed activities, instructional, and team sport physical activity whose goals are to provide health, fitness, competition, leadership, social, and teamwork opportunities compatible with one's intellectual goals. Recreation, Intramural Sports, and Club Sports offers a variety of team and individual activities on and off campus. GGC's Recreation, Intramural Sports, and Club Sports area is recognized with institutional membership in the National Intramural-Recreation Sports Association and the National Wellness Institute. As student enrollment grows, opportunities for expanding the recreation and intramural sports program as well as additional opportunities for student competition will be explored.

#### **STUDENT INVOLVEMENT & THE STUDENT CENTER**

The Office of Student Involvement & the Student Center, in alignment with the overall mission of the college, promotes student leadership and holistic development by providing a comprehensive array of programs and services that involve the students in the campus community and enhance their educational experiences. These involvement opportunities include registered student organizations, Greenlight Activities Board, Student Government Association, student employment, as well as other outlets for leadership, volunteerism, and active citizenship.

Enhance your Grizzly experience! Join a student organization, participate in diversity or leadership training. Just get involved.



### **Campus-wide Programs / Events**

Signature programs offer students an array of educational, cultural and social activities. These co-curricular activities foster meaningful relationships between students, faculty and staff, and strengthen our connection to the institution.

Common Reading Program

Grizzly Days

Grizzly Growl Speaker Series

Homecoming

March through the Arch

Weekends at GGC

### **Community Engagement / Service**

Address human and community needs in a wide array of experiences that tackle systematic barriers to equality and inclusiveness, promote social and civic responsibility, and offer opportunities for dialogue and reflection.

Alternative Break Program



Volunteer Opportunities

Additional Engagement Opportunities

### **Cultural and Diversity Awareness**

Cultural and diversity programs promote awareness, advocacy and cross-cultural communication, preparing students to thrive and lead in our global society. Participants gain an understanding of diverse and global perspectives through reflective, exploratory and experiential activities. These activities increase understanding of self-identity, biases and assumptions; enhance knowledge of other cultures and systems of inequality; and develop advocacy skills to eradicate inequalities at the micro, meso and macro levels.

Cultural Celebrations

Diversity Education Week

Safe Space Training

### **Leadership Development Programs**

Emerging, intermediate and advanced leaders are encouraged to take advantage of Student Involvement leadership development programs. Cultivate your leadership skills to advance both personally and professionally.

Grizzly LEAD Conference

Grizzly Opportunities for Leadership Development (GOLD) Certificate Program

### **Student Clubs and Organizations (RSOs)**

Participation in registered student organizations (RSOs) compels students to apply classroom lessons to experience-driven learning environments marked by communication, critical thinking, collaboration, decision-making, project execution, leadership and assessment. And it's fun.

100+ Registered Student Organizations (RSOs)

GCC offers more than 100+ registered student organizations with varying interests and goals. Don't see anything that interests you, then start your own organization.

Types of RSOs

- Academic
- Honor societies
- Political, social and multicultural organizations
- Sports
- Spiritual and religious
- Community service

## Benefits of RSOs

- Access to shared RSO office space with computer, printer and phone
- Official use of the Georgia Gwinnett College name
- Student activity fee funding
- Option of planning events and reserving space on campus
- Participation in official GGC events and activity fairs
- Access to exclusive leadership retreats and workshops
- Support from the Office of Student Involvement

### [Student Government Association](#)

The Student Government Association (SGA) advocates the interests of GGC students, and fosters the development of emerging leaders and civic-minded individuals.

[Learn more about the Student Government Association.](#)

See Board of Regents Policy [4.9 University System Student Advisory Council](#)

### [Greenlight Activities Board](#)

The student-run Greenlight Activities Board plans, advertises and staffs campus events for students ... events like comedic acts, movies, concerts, lectures and other special events.

[Learn more about the Greenlight Activities Board.](#)

### [The Globe](#)

A student-founded and supported news source, reporting to the campus community.

## [TESTING SERVICES FOR STUDENTS](#)

At GGC Testing Services, our commitment to students provides the highest quality testing services, both computer-based and paper-based, which require a secure and standardized testing environment that is free of distractions and interruptions.





GGC subscribes to the professional standards of the National College Testing Association (NCTA), the Georgia College Testing Association and is a member of the Consortium of College Testing Centers for Distance Learning (CCTC). The Office of Testing Services subscribes to the Fair Code of Testing Practices in Education published by the American Psychological Association (APA). The Georgia Gwinnett College Testing Center is nationally certified by the National College Testing Association.

Please note that a valid government issued photo ID is required for all tests. To schedule an appointment to take a test, use the [online registration form](#).

#### Placement Testing

ACCUPLACER placement testing takes place during the week (Monday – Friday) and the second Saturday of each month.

When you arrive on testing day, make sure to bring a picture ID and, for students who have applied to GGC, have your student ID number. With the exception of WritePlacer, the exam is not timed, but plan on spending, at least, three hours completing the test prior to the Testing Service' closing time.

The fee for the placement exam is \$20 for GGC applicants; \$50 for non-GGC applicants and \$10 for re-takes. Use the [online payment](#) option or visit Testing Services, located in Building D, Suite 1301.

GGC accepts the following credit cards, in your name only, and you must have the card with you: VISA, MasterCard, American Express and Discover. Other forms of payment include debit cards or a money order payable to Georgia Gwinnett College. GGC does not accept personal checks or cash for testing.

Register to [take the ACCUPLACER placement test](#).

#### Additional Contact Information

Dr. Susan F. Manaskie, Director of Testing Services  
Gabriel Theriot, Jr., Psychometrist  
Kelly Thornton, Psychometrist  
Bruce Garraway, Testing Inventory Coordinator  
Kristal Lewis, Administrative Assistant III

Location: Building D, Suite 1301

Phone: 678.407.5322

Fax: 678.407.5278

Email: GGCTesting@ggc.edu

Testing Services, D-1301  
Georgia Gwinnett College  
1000 University Center Lane  
Lawrenceville, GA 30043

#### Testing Services Hours\*

Monday – Thursday: 8 a.m. – 7 p.m.

Friday: 8 a.m. – 5 p.m.

Second Saturday each month: 8 a.m. – 2 p.m.

### WELLNESS AND RECREATION CENTER

The Wellness and Recreation Center is an integral and active office at GGC. Students, faculty and staff can enjoy a wide variety of fitness and exercise activities in our state-of-the-art facility.

The GGC Wellness and Recreation Center fosters the holistic development of the college community by promoting healthy lifestyle choices such as regular exercise. Benefits include:

- Increased energy
- Increased strength and stamina
- Increased mental focus
- Reduced stress
- Decreased risk of heart disease
- Decreased risk of diabetes
- Improved weight management

**Important:** You must have your [Claw Card](#) to enter the Wellness and Recreation Center, even if you are attending an academic class. No exceptions.

### WELLNESS AND RECREATION CENTER

**Location:** Building F

**Address:**

Wellness and Recreation Center  
Georgia Gwinnett College  
1000 University Center Lane  
Lawrenceville, GA 30043

**Phone:** 678.407.5970

**Email:** [wellnessrec@ggc.edu](mailto:wellnessrec@ggc.edu)

Hours (subject to change)

Monday – Thursday: 6 a.m. – 11 p.m.

Friday: 6 a.m. – 10 p.m.

Saturday: 8 a.m. – 5 p.m.

Sunday: 12 – 7 p.m.

[Group Fitness Hours](#)

[Basketball Hours](#)

[Open Swim Hours](#)

## **4.5 ATHLETICS**

See Board of Regents Policy Manual Section [4.5](#).

Recreation and intramural sports are designed to support the mission of GGC by promoting the holistic development of the student through physical activity programming. Student Affairs offers self-directed activities, instructional, and team sport physical activity whose goals are to provide health, fitness, competition, leadership, and teamwork opportunities compatible with one's intellectual goals. Recreation and Intramural Sports offers a variety of team and individual activities on and off campus. GGC's Recreation and Intramural Sports area is recognized with institutional membership in the National Intramural-Recreation Sports Association and the National Wellness Institute. As student enrollment grows, opportunities for expanding the recreation and intramural sports program as well as additional opportunities for student competition will be explored.

### **4.5.1.1 INTERCOLLEGIATE ATHLETICS**

Intercollegiate athletics supports the mission of GGC as an integral part of the Integrated Educational Experience where learning takes place continuously in and beyond the traditional classroom. Intercollegiate athletics is committed to providing an environment that is conducive to academic and athletic success at GGC. The Office of Athletics engages with student-athletes who strive to reach their career goals through personal development, pursuit of an academic degree, and athletic achievement. Georgia Gwinnett College is committed to the goals of the NAIA and its Champions of Character program by demonstrating sportsmanship, integrity, a competitive spirit, and placing high value on the importance of academics. GGC student-athletes are expected to represent the college as ambassadors and leaders, both on-campus and within the community.

### **4.5.1.2 RECREATION, INTRAMURAL SPORTS AND CLUB SPORTS**

Recreation, Intramural Sports, and Club Sports are designed to support the mission of GGC by promoting the holistic development of the student through physical activity programming. Student Affairs offers self-directed activities, instructional, and team sport physical activity whose goals are to provide health, fitness, competition, leadership, social, and teamwork opportunities compatible with one's intellectual goals. Recreation, Intramural Sports, and Club Sports offers a variety of team and individual activities on and off campus. GGC's Recreation, Intramural Sports, and Club Sports area is recognized with institutional membership in the National Intramural-Recreation Sports Association and the National Wellness Institute. As student enrollment grows, opportunities for expanding the recreation and intramural sports program as well as additional opportunities for student competition will be explored.

### **4.1.4 FRATERNITIES AND SORORITIES**

Georgia Gwinnett College does not currently offer fraternities and sororities as options for student organizations.

### **4.1.9 GGC FREEDOM OF EXPRESSION POLICY**

**Policy Number:** 4.1.9

**Effective Date:** May 1, 2017

**Revision History:** February 28, 2017; May 26, 2016; June 4, 2015; May 28, 2013; May 12, 2012

**Policy Contact:** Senior Associate Vice President for Student Affairs

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## PURPOSE AND POLICY STATEMENT

Georgia Gwinnett College (“GGC”) is committed to respecting the First Amendment rights of all individuals, including freedom of speech, freedom of expression, and the right to peaceably assemble. GGC also recognizes its responsibility to provide a secure learning environment that allows individuals enrolled at or employed by GGC (“members of the GGC community”) to express their views in ways that do not disrupt the operation of the College.

### Scope

This policy in no way prohibits members of the GGC community from engaging in conversations on campus and does not apply to College-sponsored activities or classroom instruction or participation, but rather only establishes as designated public forums certain outdoor areas of GGC’s campus and sets forth requirements for forum reservations in the following limited circumstances: (1) members of the GGC community who plan an event with 30 or more persons; and, (2) individuals or groups who are not members of the GGC community who wish to speak on GGC’s campus. By placing reasonable limitations on time, place, and manner of speech, GGC does not take a position on the content or viewpoint of the expression, but allows for a diversity of viewpoints to be expressed in an academic setting.

### Definitions

**GGC community:** GGC employees and enrolled students

### Designation of Public Forums on GGC’s Campus

To accommodate the need for immediate and spontaneous demonstration and to better facilitate the free exchange of ideas, GGC has designated FORUM A and FORUM B as public forums on GGC’s campus (“Public Forum Areas”). These Public Forum Areas are generally available from 9:00 a.m. to 7:30 p.m. Monday through Friday, provided that the Public Forum Areas have not previously been reserved. Reservations will only be processed on days that GGC’s Administrative Offices are open for business (“college business days”). Though reservations to use the Public Forum Areas are only required as set forth in Section C and Section D below, GGC recommends that all parties interested in utilizing the Public Forum Areas submit a completed [Forum Reservation Request Form](#) to GGC’s Office of Student Integrity in the Division of Academic and Student Affairs prior to use so that GGC may minimize scheduling conflicts, accommodate all interested users, and provide adequate security for the speaker and the audience.

### Provisions for Members of the GGC Community

#### A. Planned Large Group Expression

Members of the GGC community who plan to engage in expressive activity on campus in a group that is expected to consist of 30 or more persons must submit a completed Forum Reservation Request Form to GGC's Office of Student Integrity in the Division of Academic and Student Affairs two college business days prior to the scheduled activity and must receive approval in writing from a Student Affairs official prior to engaging in such activity. Prior notice is required to ensure that there is sufficient space for the large group event, that necessary College resources are available for crowd control and security, and that the academic and other operations of the College are not disrupted. The Student Affairs official may grant a reservation for one of the Public Forum Areas or another available area of campus, as requested by the applicant, and may only deny a reservation for the limited reasons set forth in Section E below. The reservation request must be processed and the requesting party must be notified within one college business day after its submission. Any denial may be appealed to GGC's Senior Vice President for Academic and Student Affairs and Provost in writing setting forth the reasons why the appeal should be granted. GGC's Senior Vice President for Academic and Student Affairs and Provost or his or her designee must respond to the appeal in writing within one college business day.

#### B. Spontaneous Large Group Expression

If an individual or small group of individuals within the GGC community, while engaging in spontaneous expression, attracts a group of 30 or more persons, then a representative from the group should provide the College with as much notice as circumstances reasonably permit. GGC reserves the right to direct a group of 30 or more persons to one of the Public Forum Areas or another available area of campus in order to ensure the safety of campus members, to provide for proper crowd control, and to limit disruption of the academic and other operations of the College. The GGC official must not consider or impose restrictions based on the content or viewpoint of the expression when relocating any expression.

#### **Provisions for Non-Campus Members**

Individuals or groups of people who are not enrolled at or employed by GGC may only engage in expressive activity on GGC's campus in the Public Forum Areas and only after submitting a completed Forum Reservation Request Form to GGC's Office of Student Integrity in the Division of Academic and Student Affairs at least two college business days prior to the scheduled speech and obtaining approval for such use in writing from a Student Affairs official pursuant to the procedures set forth in Section E below. Organizers are encouraged to submit their requests as early in the planning stages of the event as possible. The reservation request must be processed and the requesting party must be notified within one college business day after its submission. Any denial may be appealed to GGC's Senior Vice President for Academic and Student Affairs and Provost in writing setting forth the reasons why the appeal should be granted. GGC's Senior Vice President for Academic and Student Affairs and Provost or his or her designee must respond to the appeal in writing within one college business day. This provision does not apply to GGC Classroom Visitors, who are covered by APM 3.15, or to any College-sponsored events.

## Procedures for Forum Reservation Requests

Completed Forum Reservation Request Forms should be submitted to GGC's Office of Student Integrity in the Division of Academic and Student Affairs in person or by email to [studentintegrity@ggc.edu](mailto:studentintegrity@ggc.edu). Any written materials that will be distributed in connection with the expression must be attached to the Forum Reservation Request Form and submitted to GGC's Office of Student Integrity in the Division of Academic and Student Affairs at least two college business days prior to the distribution of the written materials. College officials may not deny any request to distribute written materials based on the content or viewpoint of the expression. However, no publicity for a speaker or program may be released prior to authorization of the Reservation Request Form.

Reservation scheduling will be coordinated by a Student Affairs official, who will schedule forums for expression on a first-come, first-served basis. The Student Affairs official must respond to all requests in writing as soon as practicable, but in no event more than one college business day following receipt of the request, either authorizing the reservation and noting any special instructions, if applicable, or setting forth the reason for denial of the reservation.

The Student Affairs official may only deny a reservation request for one of the following reasons:

- The Forum Reservation Request Form is not fully completed;
- The Forum Reservation Request Form contains a material falsehood or misrepresentation;
- The Public Forum Areas have been reserved by persons who previously submitted a completed Forum Reservation Request Form(s), in which case the College must provide a reservation for the applicant at an alternate location, alternate date, or alternate time;
- The use or activity intended by the applicant would conflict with or disturb previously planned programs organized and conducted by the College;
- The Public Forum Areas are not large enough to accommodate the expected or actual number of persons engaging in large group expression, in which case the College must provide a reservation for the applicant at an alternate location that can safely accommodate the applicant provided that the applicant is a member of the GGC community and that such a location exists on GGC's campus;
- The use or activity intended by the applicant would present a danger to the health or safety of the applicant, other members of the GGC community, or the public; or
- The use or activity intended by the applicant is prohibited by law or GGC policy.

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



Appeals related to the decision of the Student Affairs official should be made in writing to GGC's Senior Vice President for Academic and Student Affairs and Provost. GGC's Senior Vice President for Academic and Student Affairs and Provost or his or her designee must decide all appeals within one college business day. The decision of GGC's Senior Vice President for Academic and Student Affairs and Provost or his or her designee is final. All campus reservations are subject to the general provisions below.

### **Distribution of Written Material**

Members of the GGC community may distribute non-commercial pamphlets, handbills, circulars, newspapers, magazines, and other written materials on a person-to-person basis in open outdoor areas of the campus. An individual who is not a member of the GGC community may only distribute written materials within the Public Forum Areas and only during the time in which the individual has reserved Public Forum Area. Unauthorized use of the College's trademark on any written material is strictly prohibited. The Georgia Gwinnett College Fundraising Policy, which may be found at APM 7.61, covers the distribution of commercial materials and publications.

### **General Provisions**

In addition to the requirements set forth above, all individuals expressing themselves on GGC's campus must comply with the following provisions:

- No interference with the free flow of vehicular or pedestrian traffic within and/or under the control of the GGC campus or the ingress and egress to buildings on campus is permitted.
- Any use of amplified sound, other than amplified sound used in connection with College-sponsored events, must only be intended to be heard in the immediate area of the expression in order to minimize any disruption of the central academic mission of the College. Use of amplified sound by student organizations is covered by the Outside Amplified Sound Provision of the Registered Student Organization Policy and Procedures Manual.
- No interruption of the orderly conduct of college classes or other college activities, including college ceremonies and events, is permitted.
- No commercial solicitations, campus sales, or fundraising activities shall be undertaken which are not authorized by GGC. For GGC's policies on solicitation and fundraising, refer to APM 7.61 and APM 8.2.54.
- The individual who makes the reservation shall be responsible for seeing that the area is left clean and in good repair. If not accomplished, persons, or organizations responsible for the event may be held financially responsible for cleanup costs.
- The individual/organization using the area must supply their own tables, chairs, etc., if needed (unless already part of the location).

- Individuals who are not members of the GGC campus community may not camp or erect temporary structures (e.g. tents) on GGC's campus.
- Damage or destruction of property owned or operated by the College, or property belonging to students, faculty, staff, or guests of the College is prohibited. Persons or organizations causing such damage may be held financially and/or criminally responsible.
- Individuals and groups of individuals expressing themselves on GGC's campus must comply with all applicable federal, state, and local laws and GGC policies, rules, and regulations

## **Compliance**

Authorization of a speech, event, or demonstration is contingent upon compliance with the criteria listed above. Speakers and/or organizations failing to comply with the above policy may be asked to leave, a trespass warning may be issued, and/or College disciplinary action or judicial action may be pursued.

## **Freedom of Expression Policy Questions**

Questions about this policy may be addressed to the Office of Student Integrity in the Division of Academic and Student Affairs at 678.407.5882 or [studentintegrity@ggc.edu](mailto:studentintegrity@ggc.edu).

See Board of Regents Freedom of Expression Policy [6.5 Freedom of Expression](#)

## **7.3.2 STUDENT FEES AND SPECIAL CHARGES**

See Board of Regents Policy Manual Section [7.3.2 Student Fees and Special Charges](#).

### **7.3.2.1 MANDATORY STUDENT FEES**

See Board of Regents Policy Manual Section [7.3.2.1 Mandatory Student Fees](#)

## **8.2.15.51 GEORGIA GWINNETT COLLEGE STRUCTURED VOLUNTEER POLICY**

Whereas Georgia Gwinnett College (GGC) wishes to establish a volunteer program for the purpose of encouraging community involvement in the advancement of campus programs, a Structured Volunteer Program is hereby established which allows students, parents, alumni, faculty, staff, community leaders and other stakeholders to actively participate in college initiatives on an ongoing basis.

The programs outlined below are hereby authorized under the GGC Structured Volunteer Program for persons wishing to volunteer their services. Each Program must be structured, controlled, and managed in accordance with this policy and the following procedures:

- The applicable operating Vice President or their designee shall serve as Program Manager for the volunteer services program within his oversight area;
- Each volunteer group must be assigned a Structured Volunteer Supervisor who will oversee the volunteer activities;

- The specific duties for each volunteer group shall be outlined in writing by the Structured Volunteer Supervisor and a copy shall be provided to all volunteers, along with a standard GGC Structured Volunteer Agreement form;
- The GGC Structured Volunteer Agreement must be signed by both the volunteer and Structured Volunteer Supervisor before volunteer services can be rendered; Copies of the signed agreements must be maintained by the Structured Volunteer Supervisor and available for review at all times. A copy of the structured volunteer agreement must be provided to the Office of Human Resources prior to commencement of any service. A new volunteer agreement and background check where required must be completed for each academic year.
- Volunteers with assigned duties involving direct contact with students are required by GCC to submit to a background check. Exceptions are allowable for participants in one-time events where volunteers are supervised by college officials, (e.g. volunteer ushers, registration desk attendants, or cleaning crews for a special program or event). One time event exceptions require prior written approval from the Chief Human Resources Officer;
- Human Resources, Disability Services, Diversity/Title IX, Campus Security, Legal Affairs, Controller/Accounting Services and the Registrar's Office are hereby excluded from accepting volunteer services under this Program. Any exceptions to this exclusion may be approved by the Office of the President, where appropriate.
- Individuals at GGC are encouraged to volunteer as a part of their growth and development as responsible contributing community citizens. Students who volunteer on campus in a program that has duties involving direct contact with children will be required to submit to a background check.

#### **Authorized Programs**

##### **Structured Volunteer Program for Executives-In-Service**

This Program allows the President to periodically utilize executives and other subject matter experts to provide assistance in various campus initiatives, including but not limited to special events, academic, administrative, and advancement initiatives. This Program and related special events are coordinated by the President's Executive Assistant and supervised by the designated Vice President. Volunteer duties must be outlined in writing by the appropriate Vice President before services are rendered. Volunteers may be required to submit to a background check before participating in this Program, as deemed appropriate by the President.

##### **Structured Volunteer Program for Enrollment Services and Admissions Recruitment**

This Program allows Enrollment Management to utilize volunteers for enrollment management and recruiting efforts on and off campus. This Program is managed by the Senior Vice President for Academic and Student Affairs/Provost and supervised by the Executive Director for Enrollment Management. Volunteer duties must be outlined in writing by the Executive Director for Enrollment Management before services are rendered. Volunteers must submit to a background check before participating in this Program.

##### **Structured Volunteer Program for Students Affairs**

This Program allows Student Affairs to utilize volunteers for various program initiatives, including but not limited to career services, student clubs and organizations, and fitness center and intramural programs. This Program is managed by the Senior Vice President for Academic and Student Affairs/Provost and supervised by the Senior Associate Provost for Student Affairs. Volunteer duties must be outlined in writing by the Senior Associate Provost before services are rendered. Volunteers must submit to a background check before participating in this Program.

##### **Structured Volunteer Program for Student Success**

This Program allows Student Success to utilize volunteers for tutoring services and other program initiatives. This Program is managed by the Senior Vice President for Academic and Student Affairs/Provost and supervised by the Dean for the School of Transitional Studies. Volunteer duties must be outlined in writing by the Director before services are rendered. Volunteers must submit to a background check before participating in this Program.

#### **Structured Volunteer Program for Technology Services**

This Program allows Technology Services to utilize volunteers on a limited basis for special programs or initiatives. This Program is managed by the Vice President for Educational Technology and supervised by the appropriate Associate Vice President or Director for the impacted technology group. Volunteer duties must be outlined in writing by the appropriate AVP/Director before services are rendered.

Volunteers must submit to a background check before participating in this Program.

#### **Structured Volunteer Program for Facilities**

This Program allows the Facilities group to utilize volunteers to assist with facility planning, logistics services and other related initiatives. This Program is managed by the Vice President for Business and Finance and supervised by the Associate Vice President for Facilities. Volunteer duties must be outlined in writing by the AVP before services are rendered.

Volunteers must submit to a background check before participating in this Program.

#### **Structured Volunteer Program for Executives-In the-Classroom and Academic Projects**

This Program allows Academic Affairs to utilize volunteers, including parents, students, community leaders, and other stakeholders in various academic projects and related events. The Program also allows executives to volunteer on an ongoing basis for academic lectures and other training initiatives. This Program is managed by the Senior Vice President for Academic and Student Affairs/Provost and supervised by the designated Dean or Program Director. Volunteer duties must be outlined in writing by the appropriate AVP/Dean/Director before services are rendered.

Volunteers must submit to a background check before participating in this Program.

#### **Structured Volunteer Program for Public Relations and Digital Communications**

This Program allows the Office of Strategic Communications and Positioning to utilize volunteers for various campus initiatives, including but not limited to, public relations, marketing projects, website and social media communications, and other related campus initiatives. This Program is managed by the Vice President for Strategic Communications and Positioning and supervised by the designated program manager. Volunteer duties must be outlined in writing by the appropriate staff member before services are rendered.

Volunteers must submit to a background check before participating in this Program.

#### **Structured Volunteer Program for Advancement**

This Program allows the Office of Advancement to utilize volunteers for various campus initiatives, including but not limited to development events, alumni relations programs, fundraising programs, and other related campus initiatives. This Program is managed by the Vice President for Advancement and supervised by the designated program director. Volunteer duties must be outlined in writing by the appropriate program director before services are rendered.

Volunteers must submit to a background check before participating in this Program.

### **Structured Volunteer Program for Drivers and Carpool Events**

This Program allows Academic and Student Affairs to utilize volunteer drivers including parents, students, and other stakeholders as drivers for various academic and student events, trips, and class projects. This Program is managed by the Senior Vice President for Academic and Student Affairs/Provost and jointly supervised by the Senior Associate Provost for Student Affairs and the applicable Dean/Director and his/her designated faculty member.

Volunteers must submit to a background check before participating in this Program.

Volunteer duties must be outlined in writing by the appropriate AVP/Dean/Director before services are rendered and must include the following guidelines:

- Drivers must be at least 18 years old;
- Drivers must have a valid GA driver's license;
- Drivers cannot have a record involving a conviction for public drunkenness, driving under the influence or reckless driving, within the past (7) years;
- Drivers must be able to provide proof of valid automobile insurance;
- Drivers must have a vehicle; and
- Drivers must be informed that they serve on a volunteer basis and will not be compensated by GGC for the use of their services or their vehicles.

If an AVP/Dean/Director wishes to establish a volunteer driver program for his/her area, a Program Supervisor must be designated, a volunteer driver duty roster and a list of driver responsibilities must be developed for each respective project. A GGC Structured Volunteer Agreement must be completed and signed for all drivers participating in this Program on an ongoing basis. Volunteer drivers for one-time events are not characterized as participants in the GGC Structured Volunteer Program, unless an event exception is approved in writing by the Vice President and a duty roster and list of driver responsibilities is developed prior to the event.

### **8.2.53 COPYRIGHT AND FAIR USE POLICY**

[See Board of Regents Policy on the Use of Copyrighted Works in Education and Research](#)

As a system devoted to providing the highest quality undergraduate and graduate education to students; pursuing leading-edge basic and applied research, scholarly inquiry, and creative endeavors; and bringing intellectual resources to the citizenry, the University System of Georgia is committed to respecting the rights of copyright holders and complying with copyright law. The University System of Georgia recognizes that the exclusive rights of copyright holders are balanced by limitations on those rights under federal copyright law, including the right to make a fair use of copyrighted materials and the right to perform or display works in the course of face-to-face teaching activities.

The University System of Georgia facilitates compliance with copyright law and, where appropriate, the exercise in good faith of full fair use rights by faculty and staff in teaching, research, and service activities. Specifically, the University System of Georgia

- informs and educates students, faculty, and staff about copyright law, including the limited exclusive rights of copyright holders as set forth in 17 U.S.C. § 106, the application of the four fair use factors in 17 U.S.C. § 107, and other copyright exceptions;
- develops and makes available tools and resources for faculty and staff to assist in determining copyright status and ownership and determining whether use of a work in a specific situation would be a fair use and, therefore, not an infringement under copyright law;

- facilitates use of materials currently licensed by the University System of Georgia and provides information on licensing of third-party materials by the University System; and
- identifies individuals at the University System and member institutions who can counsel faculty and staff regarding application of copyright law.

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#### 8.2.53.1 PROCEDURES FOR HANDLING COPYRIGHT INFRINGEMENT COMPLAINTS

This document outlines the general procedures for how the Office of Educational Technology handles copyright infringement cases on the Georgia Gwinnett College network. Complaints are generally received through the University System of Georgia and contain evidence including the name of the work being shared and the source IP/Port information. Using the information from the complaint received, the Office of Educational Technology will review firewall and network log data to determine the user responsible. Once a potential user has been identified, the next steps are dependent on whether the user is a student, faculty, staff member, or guest user.

##### **Policy Violations by Students:**

The Office of Educational Technology shall forward any complaints and supporting documentation, where applicable, to the Office of Student Integrity for investigative review. Upon receipt, the Office of Student Integrity shall arrange a meeting with the student and allow the student to view the complaint and respond to the alleged violation. Any student who is found to be in violation of campus copyright infringement policies may be subject to restriction or loss of the college network access and subject to disciplinary action through the Office of Student Integrity and/or administrative action through the Office of the Provost.

Based on the type of violation, severity of the violation, or prior history of violations, the Office of Student Integrity may take any of the appropriate disciplinary actions below:

1. **Issue a Written Warning and/or Reprimand:** The student may be given a written or verbal warning to change/modify the behavior reported in the complaint.
2. **Completion of Research Paper and/or Educational Campaign:** The student may be required to complete a research paper on copyright infringement and/or file sharing. Student may also be required to create an educational campaign for the College that increases awareness of copyright infringement.
3. **Verbal and/or Written Counseling Session:** Counsel the student on their obligations to follow acceptable use and inform them of the requirement to remove the copyrighted material from their system before accessing the network again.
4. **Temporary or Permanent Loss of Network Access:** The College may prohibit the student access to the College network.
5. **Probationary Period:** Student may be placed on a temporary probation for a specified amount of time. Any violations of the policy during the probation period may result in further disciplinary actions, including but not limited to permanent loss of network access.

The Office of Student Integrity should notify the Office of Educational Technology once the investigation is completed and the case is closed. Students who are allowed access to the network following a violation of this policy shall immediately remove the copyrighted material from their system before accessing the network again.

The College reserves the right to immediately suspend a user's network access at any time prior to the investigation and/or implementation of disciplinary actions if a determination is made that immediate suspension is appropriate. This determination is made by the College in its sole discretion.

##### **Policy Violations by Faculty or Staff:**

Any faculty or staff member reported to be in violation of this policy shall be notified of the reported violation, given a copy of the complaint and any supporting documentation, where applicable, and forwarded a Cease and Desist letter from the Office of Educational Technology or any authorized GGC administrative officer.

Any communications with a faculty or staff member reported to be in violation of this policy shall be forwarded to:

- The user's immediate supervisor;
- The Vice President or Dean of the user's department;
- The Vice President for Educational Technology; and/or
- The Associate Vice President for Human Resources.

Any complaints or reported violations received more than 48 hours after a faculty or staff member is notified of their initial offense may be considered a *repeat offense* and the faculty or staff member's Media Access Control (MAC) address may be blocked from the network, without any additional notification requirement to the faulty member. Network access may be restored only at the direction of the Vice President for Educational Technology or another designated senior campus official.

Faculty and Staff members who are allowed access to the network following a violation of this policy shall immediately remove the copyrighted material from their system before accessing the network again.

The College reserves the right to immediately suspend a user's network access at any time prior to the investigation, during the investigation, or at any other time before or after the review process. Implementation of any disciplinary actions may be imposed by the College at any time.

#### **Policy Violations by Guest Users:**

Guest users will be blocked from the network by their MAC address. If a Student, Faculty or Staff member comes forward as the owner of that system, the complaint will be handled using the procedures outlined above.

Due to the changing nature of the electronic environment, any aspect of this policy may be modified, including but not limited to, the disciplinary actions outlined, in order to maintain the appropriate operating environment for continued electronic access for the overall campus community.

**For any questions concerning this policy, please contact the Office of Educational Technology at 678-407-5307.**

### **9.12.8 RECKLESS SKATEBOARD AND BICYCLE USE**

#### **Policy Summary**

Georgia Gwinnett College has a responsibility to prevent and deter behaviors that are likely to cause personal injury, property damage, and/or disrupt college operations. This policy bans reckless skateboarding and bicycle use that endanger safety, college property, or threatens normal campus activities. Skateboarding and bicycling are not crimes. However, actions that may endanger oneself or other individuals, damage property, or disrupt the mission of the College are not considered to be harmless activities. The Office of Public Safety is responsible for the safe operation of the campus and may adopt rules or regulations to restrict, or specify the conditions for, the use of bicycles, motorized bicycles, scooters, skateboards, and roller skates/blades on campus.

#### **Reckless Skateboard/Bicycle Use**

In the context of this policy, Reckless Skateboarding/Bicycle Use refers to the use of any wheeled vehicle or device in a manner that endangers public safety, threatens college property, or disrupts college operations. This use includes, but is not limited to, maneuvers that are aerial or that transition from campus walkways on to stairs, curbs, benches, rails, seating areas, or vice versa, as well as from or to any other elevated constructs. It also includes using skateboards, scooters, roller skates/ blades, and bicycles in ways that clearly create unsafe conditions (e.g., traveling at unsafe speeds, traversing downhill with no method of stopping, etc.). The use of any such device is not permitted in any building on GGC property unless authorized by the Office of Public Safety.

Due to fire concerns surrounding Hoverboards, GGC has chosen to prohibit the use, possession, or storage of Hoverboards, Swagways, or similar devices in all GGC buildings. This includes, but is not limited to residence halls, classroom buildings, administration buildings, and indoor recreational facilities. Residential students who own Hoverboards and similar devices shall not bring them to campus due to fire concerns regarding the batteries that operate the boards. Although not prohibited, GGC strongly cautions against storing these products in vehicles.

### **Responsibilities**

All students, staff, faculty, and campus visitors are required to use wheeled vehicles in a manner that is safe, respects the rights of others, and adheres to applicable Georgia statutes and other related campus policies. Moreover, the reckless use of skateboards and bicycles, as defined in this policy, is not permitted. Pedestrians have the right of way on sidewalks in the interior of campus. Those individuals using wheeled vehicles are encouraged to walk their wheels in areas of campus where there is high pedestrian traffic.

All faculty, staff, students, and visitors to Georgia Gwinnett College are expected to adhere to this policy and the applicable procedures. All have a collective responsibility to promote the safety and health of the campus community. Effective implementation depends on the respect and cooperation of all members of the College community. Members of the campus community are encouraged to be aware and remain in compliance with the policy. Overall responsibility for the policy includes providing guidance concerning the scope, definitions, requirements, and enforcement.

### **Enforcement**

Campus Police are solely charged with the enforcement of this policy by preventing or stopping individuals who are engaged in reckless skateboarding and bicycling activities, as defined in this policy. Campus Police may refer Georgia Gwinnett College student violators to Student Integrity, and in the case of Georgia Gwinnett College faculty and staff, to the appropriate Dean or Department Head. In accordance with O.C.G.A. 16-11-35, Campus Police may advise those not affiliated with Georgia Gwinnett College to leave the campus.

For comments or questions regarding this policy, members of the campus community and the community at large are encouraged to call Campus Police 678-407-5333 for more information.

## **9.12.65 GEORGIA GWINNETT COLLEGE CAMPUS SECURITY COMPLIANCE ACT POLICY**

It is the policy of Georgia Gwinnett College for all employees to abide by the Crime Awareness and Campus Security Act of 1990 and its 1992 through 2000 amendments, Violence Against Women Reauthorization Act of 2013 (VAWA) (*Pub. Law 113-4*). Among other provisions, this law amended section 485(f) of the Higher Education Act of 1965, as amended (*HEA*), otherwise known as the Clery Act (*20 U.S.C. 1092(f)*).

### **Contents:**



- Reporting Crimes and Other Emergencies
- Pastoral and Professional Counselors
- Victim Resources
- Preparation of the Annual Security Report and Disclosure of Crime Statistics
- Retaliation Policy
- Crimes Involving Student Organizations at Off-Campus Locations
- Timely Warning Reports – Crime Alerts
- Emergency Response and Evacuation Procedures
- Drills, Exercises and Training
- Emergency Notification
- Security Considerations for the Maintenance of Campus Facilities
- Campus Security Policies, Crime Prevention and Safety Awareness Programs
- Georgia Gwinnett College’s Response to Sexual and Gender Violence
- Missing Residential Student Notification Policy
- Daily Crime and Fire Log

## **Reporting Crimes and Other Emergencies**

Georgia Gwinnett College has a number of ways for campus community members and visitors to report crimes, serious incidents, and other emergencies to appropriate College officials. Regardless of how and where someone decides to report these incidents, it is critical for the safety of the entire College community that all incidents are reported to the Office of Public Safety (Campus Police) to ensure an effective investigation and appropriate follow-up actions, including issuing a Crime Alert or emergency notification.

### **1. Voluntary, Confidential Reporting**

If crimes are never reported, little can be done to help other members of the community from also being victims. We encourage our campus community members to report crimes promptly to Campus Police and to participate in and support crime prevention efforts. The campus community will be much safer when all our members participate in safety and security initiatives.

Persons may report crimes confidentially. The purpose of a confidential report is to comply with the desire to keep personally identifying information confidential, while taking steps to ensure the reporting person’s safety and the safety of others. The confidential reports allow Georgia Gwinnett College to compile accurate records on the number and types of incidents occurring on campus. Reports filed in this manner are counted and disclosed in the Annual Security and Fire Safety Report. In limited circumstances, the Department may not be able to assure confidentiality and will inform the reporting person in those cases. Anyone may call the Campus Police at 678-407-5333 to report concerning information. Callers may request to remain anonymous.

### **2. Reporting to Campus Police**

GGC encourages all members of the campus community to report all crimes and other emergencies to campus police in a timely manner. Though there are many resources available, campus police should be notified of any crime, whether or not an investigation continues, to assure Georgia Gwinnett College can assess any and all security concerns and inform the campus community if there is a significant threat to the campus community.

### **3. Anonymous Reporting**

Persons interested in reporting a crime anonymously can utilize the Anonymous Tips that can be accessed through the [GGC Public Safety website](#). By policy, campus police do not attempt to trace the origin of the person who submits this form, unless such is deemed necessary for public safety.

#### **4. Reporting to Other Campus Security Authorities**

The Georgia Gwinnett College policy is that community members promptly report all crimes and other emergencies directly to the Campus Police. GGC also recognizes that some may report to other individuals or College offices. The Clery Act recognizes certain College officials and offices as “Campus Security Authorities (CSA).” The Act defines these individuals as an “official of an institution who has significant responsibility for student and campus activities, including, but not limited to, student housing, athletics, student organizations, student discipline, and campus judicial proceedings.

#### **Pastoral and Professional Counselors**

According the Clery Act, pastoral and professional counselors who are appropriately credentialed and hired by Georgia Gwinnett College to serve in a counseling role are not considered Campus Security Authorities when they are acting in the counseling role. As a matter of policy, Georgia Gwinnett College encourages pastoral and professional counselors to notify those whom they are counseling of the voluntary, confidential reporting options available to them. Reports made to medical professionals, licensed mental health counselors and pastoral counselors will not be shared with any third parties except in cases of imminent danger to the victim or a third party.

##### **Definitions:**

*Pastoral counselor:* A person who is associated with a religious order or denomination, is recognized by that religious order or denomination as someone who provides confidential counseling, and is functioning within the scope of that recognition as a pastoral counselor.

*Professional counselor:* A person whose official responsibilities include providing mental health counseling to members of the institution's community and who is functioning within the scope of his or her license or certification.

#### **Victim Resources**

A victim need not make a formal report to law enforcement or the College to access these resources that include but are not limited to the following:

<b>Resource</b>	<b>Phone Number</b>
Student Counseling Center	678-407-5592
Student Health Services	678-407-5675
Human Resources	678-407-5216
Available Counseling for Faculty & Staff	678-4-7-5851
Domestic Violence Hotline	800-334-2836
Georgia Crisis and Access Hotline	800-715-4225

Georgia Drug Abuse Helpline	800-338-7645
Gwinnett Medical Center	678-442-4321
Gwinnett Sexual Assault Center (GSAC)	770-476-7407
Suicide Helpline	800-784-2433
Gwinnett County Courts	700-822-8000
GGC Title IX Program Administrator	678-407-5010

### **Preparation of the Annual Security Report and Disclosure of Crime Statistics**

The Office of Public Safety prepares the Annual report to comply with the Jeanne Clery Disclosure of Campus Security and Crime Statistics Act using information maintained by the Campus Police, information provided by other College offices such as Student Affairs, Residence Life, Human Resources and other Campus Security Authorities and information requested from local law enforcement agencies surrounding the main campus. Each of these offices provides updated policy information and crime data.

This report provides statistics for the previous three years concerning reported crimes that occurred on campus, in certain off-campus buildings or property owned, leased or controlled by Georgia Gwinnett College. This report also includes institutional policies concerning campus security, such as policies regarding sexual assault, alcohol and other drugs.

Georgia Gwinnett College distributes a notice of the availability of this Annual Security and Fire Safety Report by October 1 of each year to every member of the campus community. Anyone, including prospective students and employees, may obtain a paper copy of this report by contacting the Office of Public Safety at 678-407-5710 or by visiting the Public Safety [website](#).

The College is committed to providing accurate crime statistics in its annual report and will not withhold, or subsequently remove, a reported crime from its crime statistics based on a decision by a court, coroner, jury, prosecutor, or other similar non-campus official. Only crimes investigated by law enforcement that are found to be false or baseless will be classified as “unfounded” and deleted from the crime statistics annual report. All Clery Act reportable crimes reported to any Campus Security Authority will be included in the Annual Security Report Crime Statistics section unless the incident is investigated by law enforcement and subsequently classified as unfounded.

Members of the campus community are encouraged to use the annual Campus Security and Fire Safety Report as a guide for safe practices on and off-campus; however, nothing in this policy or other publications of the College is intended to represent the College as an insurer of any individual’s personal safety or security. Ultimately, students, employees and visitors are expected to use caution and good judgment, and make decisions to ensure their own safety and security.

### **Retaliation Policy**

The College prohibits retaliation by any College officer, employee, or agent against any individual for exercising their rights or responsibilities under any provision under the Clery Act. Any such retaliation may be the basis for disciplinary action, up to and including dismissal.

## **Crimes Involving Student Organizations at Off-Campus Locations**

In coordination with local law enforcement agencies, the Campus Police may actively investigate certain crimes occurring on or near campus. If the Campus Police learn of criminal activity involving students or student organizations, it may coordinate with the appropriate external law enforcement agency to forward information about the situation to the Office of Student Integrity or other applicable campus resource as appropriate.

Georgia Gwinnett College requires all recognized student organizations to abide by federal, state, and local laws, policies and regulations. Georgia Gwinnett College may become involved in the off-campus conduct of recognized student organizations when such conduct is determined to affect a Substantial College Interest (as defined in Georgia Gwinnett College Off-Campus Misconduct Policy) found at [Student Integrity](#).

## **Timely Warning Reports – Crime Alerts**

In an effort to provide timely notice to the campus community in the event of a Clery Act crime that may pose a serious or on-going threat to members of the community, the Campus Police issues “Crime Alerts.” The Campus Police will generally issue Crime Alerts for the following if there is an on-going threat of a crime: arson; aggravated assault; criminal homicide; robbery; burglary; sex assaults; and hate crimes. Campus Police will post these warnings through a variety of ways, including but not limited to posters, e-mails, and media. Georgia Gwinnett College also has the ability to send text message alerts to those who register their cell phone numbers.

## **Emergency Response and Evacuation Procedures**

The Office of Emergency Management is responsible for the Emergency Operations Plan (EOP). This plan is designed to be an all-hazards disaster response and emergency management plan that complies with Federal Emergency Management Agency (FEMA) guidelines for Higher Education that includes planning, mitigation, response, and recovery actions.

## **Drills, Exercises and Training**

Annually, Georgia Gwinnett College conducts an emergency management exercise to test emergency procedures. The scenarios for these exercises change from year-to-year, and include several departments from across the campus.

To ensure the GGC’s emergency management plans remain current and actionable, the College will conduct an emergency management exercise, at a minimum once yearly. These exercises may include tabletop drills, emergency operations center exercises, or full-scale emergency response exercises. Georgia Gwinnett College conducts after-action reviews of all emergency management exercises.

In conjunction with at least one emergency management exercise each year, Georgia Gwinnett College will notify the community of the exercise and remind the community of the information included in the College’s publicly available information regarding emergency response procedures at [Campus Police](#).

## **Emergency Notification**

The campus community will receive timely, accurate, and useful information in the event of a significant emergency or dangerous situation on campus or in the local area that poses an immediate threat to the health and safety of campus community members.

College-wide will be tested annually using the following procedures:

### **1. Procedures Used to Notify the Campus Community**

In the event of a situation that poses an immediate threat to members of the campus community, Georgia Gwinnett College has various systems in place for communicating information quickly. Some or all of these methods of communication may be activated in the event of emergency notification to all or a segment of campus community. Georgia Gwinnett College will post updates during a critical incident on the homepage. If the situation warrants, Georgia Gwinnett College will establish a telephone call-in center to communicate with the campus community during an emergency situation.

## **2. Determining Who Receives an Emergency Notification**

College and/or local first responders on the scene of a critical incident or dangerous situation will assist Office of Public Affairs in preparing the emergency notification(s) with determining what segment or segments of the campus community should receive the notification. If the emergency affects a significant portion of the entire campus, College officials will distribute the notification to the entire campus community.

## **3. Determining the Contents of the Emergency Notification**

The office responsible for issuing the initial emergency notification (usually the Police communications officers) will, in concert with College and local first responders, determine the contents of the notification. Georgia Gwinnett College has developed a wide range of template messages addressing several different emergency situations. The individual authorizing the alert will select the template message most appropriate to the on-going situation and modify it to address the specifics of the present incident. In those cases where there are no pre-determined template messages in the system, the individual authorizing the alert will develop the most succinct message to convey the appropriate information to the community. The goal is to ensure individuals are aware of the situation and that they know the steps to take to safeguard their personal and community safety.

## **4. Procedures for Disseminating Emergency Information to the Greater Community**

The Office of Public Affairs is responsible for preparing and disseminating all external media communications for Georgia Gwinnett College. All communications will contain as much information that is necessary for the local community and public safety agencies to take appropriate safety measures to protect their citizens. The Office of Public Affairs will coordinate and inform local media outlets through telephone, email and text communications. The Office of Public Affairs will provide critical incident information to local elected officials.

## **Security Considerations for the Maintenance of Campus Facilities**

Georgia Gwinnett College is committed to campus safety and security. At the College, locks, landscaping and outdoor lighting are designed for safety and security. Sidewalks are designed to provide well-traveled, lighted routes from parking areas to buildings and from building to building. Sidewalks and building entrances are illuminated to provide well-traveled, lighted routes from parking areas to buildings and from building to building.

The Campus Police, conducts surveys of College property twice each year to evaluate campus lighting. At night, building walkways, parking lots and roadway lighting provide most of the pedestrian illumination on campus. Temporary parking lot lighting have been placed in some of the gravel lots.

We encourage community members to promptly report any security concern, including concerns about locking mechanism, security lighting, or landscaping to Georgia Gwinnett College Police.

## **Campus Security Policies, Crime Prevention & Safety Awareness Programs**

In addition to the many programs offered by the Campus Police and other College offices, Georgia Gwinnett College has established a number of policies and procedures related to ensuring a reasonably safe campus community. These policies include:

## **1. Weapons Policy**

Georgia Gwinnett College conforms to the current Georgia Law regarding the possession, carrying and use of weapons, ammunition, or explosives on College owned or controlled property. Please contact the Campus Police for more information.

Authorized law enforcement officers or others, specifically authorized by the College are allowed to carry firearms on campus. Campus Police do not provide storage facilities for the personal weapons for members of Georgia Gwinnett College. Failure to comply with Georgia Gwinnett College weapons policy may result in disciplinary and/or criminal action against violators.

For further details on Weapons, consult the Board of Regents Policy Manual [6.11 Weapons](#).

## **2. Crime Prevention and Safety Awareness Programs**

In an effort to promote safety awareness, The Campus Police maintains a strong working relationship with the campus community. This relationship includes offering a variety of safety and security programs and services and crime prevention programming. If you or your organization would like to request a specific program, please contact the Crime Prevention and Community Education Office, 678-407-5330. Below are some of the programs and services available:

- **Human Resources**

Human Resources provides programming for employees designed to inform, educate and help prevent crime and workplace violence.

- **Office of Student Affairs**

Some of the resources available are: Counseling and Psychological services, Disability Services, Health Services, and Student Integrity. Student Affairs provides programming to GGC students designed to inform, educate and help prevent students from becoming victims of crimes.

## **3. Types of Training Programs**

Student Affairs, Human Resources and Campus Police are available to conduct group training for students, staff, and faculty. Training is available on demand:

- Campus Emergency Operations Orientation - Staff and Faculty
- Dealing with Difficult People and Troubled Students - Staff and Faculty
- Emergency Management Orientation - Staff and Faculty
- Personal Safety - Student Safety Training
- Social Networking Safety - Student Safety Training
- Emergency Operations Training - Selected Employees
- Internet Safety and Identity Theft - Campus Safety Training
- General Student Safety Training
- Bystander intervention

## **Georgia Gwinnett College's Response to Sexual and Gender Violence**

In compliance with federal laws policies and procedures have been adopted to prevent and respond to incidents of sexual assault, domestic violence, dating violence, and stalking involving members of our campus community. These guidelines apply to all students, faculty, staff, contractors and visitors.

### **1. Dating Violence, Domestic Violence, and Stalking**

The Violence against Women Reauthorization Act of 2013 added the following crimes to be reported in the institutions Annual Security Report (ASR):

- **Domestic Violence** – A felony or misdemeanor crime of violence committed by a current or former spouse or intimate partner of the victim or by a person with whom the victim shares a child in common or by a person who is cohabitating with or has cohabitated with the victim as a spouse or intimate partner or by a person similarly situated to a spouse of the victim under the domestic or family violence laws of the jurisdiction in which the crime of violence occurred or by any other person against an adult or youth victim who is protected from that person's acts under the domestic or family violence laws of the jurisdiction in which the crime of violence occurred.
- **Dating Violence** – Violence committed by a person who is or has been in a social relationship of a romantic or intimate nature with the victim. The existence of such a relationship shall be determined based on the reporting party's statement and with consideration of the length of the relationship, the type of relationship, and frequency of interaction between the persons involved in the relationship. Dating violence does not include acts covered under the definition of domestic violence.
- **Stalking** - Engaging in a course of conduct directed at a specific person that would cause a reasonable person to fear for the person's safety or the safety of others or suffer substantial emotional distress. For the purpose of this definition:
  - 1) Course of conduct means two or more acts, including, but not limited to, acts in which the stalker directly, indirectly, or through third parties, by any action, method, device, or means follows, observes, surveils, threatens, or communicates to or about, a person, or interferes with the person's property.
  - 2) Substantial emotional distress means significant mental suffering or anguish that may, but does not necessarily, require medical or other professional treatment or counseling.
  - 3) Reasonable person means a reasonable person under similar circumstances and with similar identities to the victim.

## **2. Sexual exploitation, intimidation, sexual harassment**

### **A. Recording Reports of Stalking.**

The information below is provided to clarify how the College will handle recording reports of stalking, which, by definition involves a pattern of incidents.

- 1) When reports of stalking include activities in more than one calendar year, the College will include stalking in the crime statistics for the calendar year in which the course of conduct is first reported to law enforcement or to a campus security authority. If the stalking behavior continues into a subsequent year it would also be counted in the subsequent year crime statistics report.
- 2) Each report of stalking will be recorded as occurring at the first location within the College's Clery Geography in which either the perpetrator engaged in the stalking course of conduct or the victim first became aware of the stalking.
- 3) The College will only count as a new and distinct stalking crime that is not associated with a previous report of stalking when the stalking behavior continues after an official intervention including, but not limited to, a disciplinary action or the issuance of a no-contact order, restraining order, or any other warning by a College official or a court.

### **B. Reporting an Incident**

If a student, employee or visitor has been the victim of an incident of sexual assault, domestic violence, dating violence, or stalking they should immediately report to the GGC Campus Police. Any GGC office

such as Student Affairs, Resident Life, Counseling and Psychological Services, Athletics, and Dean of Students will assist any victim of sexual assault, domestic violence, dating violence, and stalking in notifying law enforcement, including local police.

Victims are not required to report to law enforcement in order to receive assistance from or pursue any options with Georgia Gwinnett College.

College employees who receive a report of sexual assault, domestic violence, dating violence, or stalking are required to report all details of an incident(s), including identities of the parties involved to the Office of Diversity, Institutional Equity, and Title IX Program Administration (678-407-5010), or his/her supervisor, or any member of the College's administration such as a Vice President, academic dean, director, or other College administrator. Regardless of the rank or level of the employee receiving notice of a potential complaint, all personnel shall respond in a timely manner to complaints of discrimination or harassment and forward such information to the Office of Diversity, Institutional Equity, and Title IX Program Administration, when they receive or otherwise become aware of such complaints. Prompt reporting of complaints is vital to the College's ability to resolve the matter.

#### **C. Written Notification of Rights and Options**

Any student or employee who reports an incident of sexual assault, domestic violence, dating violence, or stalking, whether the incident occurred on or off campus, shall receive a written explanation of their options and rights as provided for under this policy.

#### **D. On & Off Campus Resources**

Both the Georgia Gwinnett College and Gwinnett County offer important resources to the victims of sexual violence including medical treatment, counseling and advocacy they may wish to utilize. On and off campus assistance is available to any student or employee free of charge. A victim need not make a formal report to law enforcement or Georgia Gwinnett College to access these resources.

#### **E. Accommodations**

Whether or not a student or employee reports to law enforcement and/or pursues any formal action, if a student or employee reports an incident of sexual assault, domestic violence, dating violence, or stalking Georgia Gwinnett College is committed to providing them as safe a learning or working environment as possible. The Chief Diversity/Institutional Equity Title IX Program Administrator will consider reasonable requests to change to a victim's academic, living, transportation, and or working situation. If a complainant reports to law enforcement, law enforcement may assist the individual in obtaining a Temporary Protection/Restraining Order from a criminal court. Georgia Gwinnett College is committed to ensuring the compliance of any such order on all institutionally owned and controlled property. Georgia Gwinnett College is also committed to protecting individuals from any further harm, and the Campus Police, Provost, President or designee may issue an institutional no-contact order.

#### **F. Victim Confidentiality**

Georgia Gwinnett College recognizes the often-sensitive nature of sexual assault, domestic violence, dating violence, and stalking incidents. To the best of the College's ability the College will take every effort to protect the confidentiality of the party. Different officials and personnel are, however, able to offer varying levels of privacy protection to victims. Reports made to law enforcement, including if criminal prosecution is pursued, may be made public (identification of victim identity in incident reports or when used in a criminal prosecution) and shared with the accused. Where applicable, complaints may be investigated in a manner that protects the confidentiality of the parties and the facts of the case to the extent allowed by applicable law, including the Georgia Open Records Act and the Family Educational Rights and Privacy Act (FERPA). A record of each complaint and subsequent related actions will be maintained by the College.



### 3. Education Programs

Georgia Gwinnett College is committed to increasing the awareness of and preventing violence. Ongoing prevention, Bystander intervention, and awareness campaigns are also offered throughout the year via Student Affairs and Human Resources. These programs are designed to be comprehensive, intentional, and integrated programming, initiatives, and strategies intended to stop domestic violence, dating violence, sexual assault, and stalking that--

- Are culturally relevant, inclusive of diverse communities and identities, sustainable, responsive to community needs, informed by research; and
- Consider risk and protective factors as they occur on the individual, relationship, institutional, community and societal levels.

Programs to prevent include both primary prevention programs directed at incoming students and new employees and ongoing prevention and awareness campaigns directed at students and employees,

*Awareness programs* means community-wide or audience-specific programming, initiatives, and strategies that increase audience knowledge and share information and resources to prevent violence, promote safety, and reduce perpetration.

*Bystander intervention* means safe and positive options that may be carried out by an individual or individuals to prevent harm or intervene in situations of potential harm for another person; or to prevent institutional structures or cultural conditions that facilitate violence, including recognizing situations of potential harm, overcoming barriers to intervening, identifying safe and effective intervention options, and taking action to intervene.

*Ongoing prevention and awareness campaigns* means programming, initiatives, and strategies that are sustained over time and focus on increasing understanding of topics relevant to and skills for addressing dating violence, domestic violence, sexual assault, and stalking, using a range of strategies with audiences throughout the institution and including information described in paragraph (j)(1)(i)(A) through (j)(1)(i)(F).

*Primary prevention programs* means programming, initiatives, and strategies informed by research that are intended to stop dating violence, domestic violence, sexual assault, and stalking before they occur through the promotion of positive and healthy behaviors and beliefs that foster healthy, mutually respectful relationships and sexuality, encourage safe bystander intervention, and seek to change behavior and social norms in healthy and safe directions.

*Risk reduction* means options for mitigating risk factors through efforts designed to decrease perpetration and bystander inaction, and to increase empowerment for victims through the augmentation of protective factors in order to promote safety and to help individuals and communities address conditions that facilitate violence.

GGC's programs to prevent dating violence, domestic violence, sexual assault, and stalking are included in the following training:

- New student orientation
- New employee orientation
- Rape Aggression Defense (RAD)
- Residence Hall floor programs
- Poster campaigns
- Seminars for employees

### 4. Administrative Proceedings

Georgia Gwinnett College strictly prohibits all acts of sexual assault, domestic violence, dating violence, and stalking. In addition to facing criminal investigation and prosecution, students, employees and other affiliates may also face disciplinary action by Georgia Gwinnett College. Individuals found responsible for having committed such a violation face permanent expulsion, termination of employment, suspension, probation, counseling, or other educational sanctions such as completion of a course or writing an essay, and no contact orders, restitution, written statements, or similar actions. Allegations involving students and employees will be handled administratively by the Office of Diversity, Institutional Equity, and Title IX Program Administration. Phone and email TitleIX@ggc.edu.

All administrative proceedings, whether the allegation is reported to have occurred on or off campus, shall provide a prompt, equitable and impartial investigation and resolution. All investigations and proceedings shall be conducted by officials who have received annual training on the nature of the types of cases they are handling, on how to conduct an investigation, and conduct a proceeding. Investigations shall be conducted within a timeframe of 60 days or less, unless there are mitigating circumstances in which case the accuser and accused shall be notified, providing an explanation, and the amount of additional time required. Phone and email TitleIX@ggc.edu.

#### **5. Our Commitment to Addressing Sexual Assault/Rape**

Georgia Gwinnett College does not tolerate sexual misconduct or abuse, such as sexual assault, rape or any other forms of nonconsensual sexual activity. Sexual misconduct in any form violates the Student Code of Conduct, College Policies and may violate Federal and State Laws. Violations of this policy are subject to disciplinary sanctions. Please visit to review procedures, policies and protocols for reporting and addressing allegations of student sexual misconduct. Georgia Gwinnett College provides the following rights to all sexual assault victims:

- On campus counseling services are available to students through Counseling and Psychological Services
- Reasonable academic accommodations.

#### **6. College Procedures for Responding to Reports of Sexual Assault**

If you or someone you know is the victim of a sexual assault, the victim has several rights, including:

- The right to report the incident to the Campus Police or local authorities. Georgia Gwinnett College will assist victims in notifying either Georgia Gwinnett College or local police. Filing a police report does not mean the victim must pursue criminal charges. The victim maintains his or her rights throughout the process.
- In addition to the campus service listed below, there are also several community service organizations that can provide counseling, mental health, and other related services to sexual assault victims. Please note that not all services are always available.

Counseling and Psychological Services, 678-407-5592

Gwinnett Sexual Assault Center & Children's Advocacy Center (GSAC-CAC)

770-476-7407 (Crisis hotline)

770-497-9122 (Office Phone)

- If a victim of a sexual assault or relationship violence incident requests a change in her or his living arrangements or academic schedule, the Dean of Students, and other offices at the College, will assist the individual with making these changes, as long as they are reasonably available.

## **7. Consent**

- Consent is obtained through a conscious and voluntary verbal agreement to engage in mutually agreed-upon activities.
- Consent cannot be gained by force, by ignoring objections of others, or by taking advantage of an incapacitated individual.
- Silence or absence of resistance does not imply consent.
- Past consent does not constitute future consent.
- Consent may be withdrawn at any time.
- Age of Consent in Georgia Is 17 years or older.

## **8. Sexual Assault Prevention Education Programs**

Student Affairs is primarily responsible for sexual assault education and awareness in collaboration with many offices at the College. Together, these offices offer a variety of programming focusing on sexual and gender violence.

- Rape Aggression Defense System (RAD) – Annually, Student Affairs in collaboration with College Police offer a free 12-hour course to enrolled women students.
- Each April, Student Affairs and Human Resources sponsor National Sexual Assault Awareness and Prevention Month.
- Human Resources and Student Affairs and sponsor sexual assault prevention and awareness and educational seminars annually.

## **9. Sex Offender Registration (Megan’s Law)**

Members of the general public may request community notification flyers for information concerning sexually violent predators in a particular community by visiting the chief of law enforcement officer in that community. In Gwinnett County, the Sheriff maintains the local sex offender list and it may be accessed at [Gwinnett County Sex Offender List](#); at the State level, the Georgia Bureau of Investigation maintains the sex offender list and it may be accessed at [Georgia Sex Offender Registry](#); and Federal (National Sex Offender) at [Dru Sjodin National Sex Offender Public Website](#).

## **Missing Residential Student Notification Policy**

The Clery Act requires institutions that maintain on campus housing facilities to establish a missing student notification policy and related procedures (20 USC 1092 (j) Section 488 of the Higher Education Opportunity Act of 2008).

When it is determined that a residential student is missing from the College, staff at Georgia Gwinnett College, in collaboration with local law enforcement, will be guided by this Missing Student Notification Policy and related procedures.

### **• Provisions**

In accordance with general institutional emergency notification procedures, when a resident student is thought to be missing from the campus, staff in Georgia Gwinnett College administration should be immediately notified. Specifically, staff members in the Student Life area including the Senior Student

Affairs Officer, Dean of Students, and Campus Police, should be contacted so that they can coordinate efforts to locate the student. The designated Senior Student Affairs Officer and/or the Dean of Students, is to be notified immediately of all students thought to be missing. He/she has the authority and the responsibility for coordinating the efforts made by the College to locate the missing student and assist the missing student's family.

The appropriate Student Affairs representative, or other individual learning that a resident student is missing, will immediately file a formal missing student report with the Campus Police who will coordinate with local law enforcement agencies.

It will be made clear to all residential students annually, that each residential student of the College has the option to designate an individual to be contacted by the College administration as soon as Campus Police determine the student is missing. Georgia Gwinnett College provides each student with the means and opportunity to register their confidential Missing Student contact information by logging into Banner system and filling out the Address and Contact Information form. This information is only accessible to College employees who are authorized campus officials and this information will not be disclosed to others with the exception to law enforcement personnel in the furtherance of a missing student investigation.

In accordance with the Georgia Gwinnett College's Missing Student Policy, it should be noted that Georgia Gwinnett College notifies each student who is under 18 years of age (and not an emancipated individual), that Georgia Gwinnett College is required to contact the student's parents or guardian in addition to the person identified as the missing student contact person. This contact will be made as soon as the Campus Police determine that the student is missing.

In accordance with established procedures, it should be noted that the College will inform each residential student that Campus Police and the appropriate local law enforcement agency will be notified when a student is reported missing, unless the local law enforcement agency was the entity that made the determination that the student was missing. This notification will be made promptly when the student is determined missing.

If Campus Police have been notified that a student has gone missing, and through their initial investigation make a determination that a student should be the subject of a missing person report, College staff will initiate emergency contact procedures as outlined in the Emergency Operations Plan (EOP) Missing Student Annex.

Georgia Gwinnett College's missing student investigative procedures include following:

- Include communication procedures for official notification of appropriate individuals at Georgia Gwinnett College that a student has been missing for more than 24 hours.
- Require an official Missing Person Report relating to a College residential student to be referred immediately to the Campus Police or campus security department.
- If through investigation of an official report, the Campus Police determines a student has been missing for more than 24 hours, they will:
  - Notify local police.
  - Contact those individuals provided by the student, as their missing student contact person.

- If a student is under 18 years of age, and not an emancipated individual, immediately contact the custodial parent(s) or legal guardian(s) of the student, in addition to the student's missing student contact person.

### Daily Crime and Fire Log

Campus Police& Public Safety maintains a combined Daily Crime and Fire Log of all crime and fire incidents reported to the Department. The Campus Police publishes the Daily Crime and Fire Log, Monday – Friday, when Georgia Gwinnett College is open. The log is available 24 hours per day to members of public. [GGC Public Safety Fire Log](#). This log identifies the type, location, and time of each criminal incident reported to College Police.

## 9.50 GEORGIA GWINNETT COLLEGE POSTING POLICY

### College Regulation for Posting, Promotion and Active Distribution of Materials on Campus

Any Georgia Gwinnett College entity, defined as any division, department, office, academic unit, program, center, faculty, staff, or registered student organization, regulated, or supervised by GGC, may publicly post on college property in designated areas consistent with these terms and all applicable state and federal laws. Any non-GGC entity is eligible to distribute materials by contacting the GGC Office of Public Relations and must meet all provisions of this regulation.

The GGC Posting Policy has been adopted for these purposes:

- **Creation of an Educational Campus Culture.** GGC is committed to creating a campus that supports the academic mission of the college, provides a campus culture conducive to learning, and is free from obscene materials and hostile workplace environments.
- **Information and Promotion.** To provide information and a means for GGC entities to promote activities, events and services as well as allow for the announcement of matters directly related to the health, safety, security, or welfare of the college community.
- **Regulation of Commercial Material.** To protect the campus from promotional materials and activities sponsored by non-GGC entities and to protect the health, safety and welfare of the students entrusted to the college.
- **Appearance of the Physical Environment.** To maintain and improve the appearance of the physical environment of the campus. The campus should be free from excessive and abusive postings and litter which defaces the grounds and facilities of the campus.
- **Sustainability.** To cultivate an atmosphere that supports a sustainable environment by reducing the amount of paper used for posting, eliminating use of products that have a negative impact on the environment, and encouraging recycling of materials. Electronic distribution of materials is encouraged over paper postings.
- **Provide Notice.** To provide all entities with information and terms of this regulation so they are well informed of the terms and the consequences should the regulation be broken.

### General Provisions

- Georgia Gwinnett College has the right to deny or remove any posting, material, individual or entity not in adherence with terms of this regulation, regardless of whether promotional or informational in nature.
- All materials must be clear and legible, bear the name of the sponsoring GGC entity and provide event and current contact information.

- Any materials that include the GGC logo, Seal, Grizzly or other trademarked indicia must be approved by the Office of Public Relations prior to posting or distribution.
- Campus entities are responsible for immediate removal of materials that are in violation of this policy; otherwise, materials are to be removed within 24-hours of completion of an event.
- Any entity that posts or distributes materials in a way that damages college property is financially responsible for the damage.
- Materials posted or distributed may not glorify, edify, promote or support the use or sale of alcohol, tobacco products or illegal drugs; display trademarks and or brand names of alcohol, tobacco products or illegal drugs; contain material that is obscene or defamatory; or be directed to incite or produce imminent lawless action.
- Posted or distributed material by GGC entities does not necessarily reflect the opinions, beliefs or practices of Georgia Gwinnett College.
- Bulletin or posting boards maintained and monitored by college offices or schools are managed by individual offices and schools. Permission to post materials on these posting boards must be obtained through the appropriate college office or school.
- GGC schools, offices or units may impose area-specific procedures for posting and promotions on their posting boards and/or facilities.
- All postings by registered student organizations must be approved and stamped by the Office of Student Involvement.
- The placement of any material or free-standing signs on vehicles, sidewalks, walkways or any paved areas is prohibited, except for emergency, safety, warning or directional signs placed by college officials announcing a matter directly related to the health, safety, benefit or welfare of the college community, or other exceptions approved by the Office of Public Relations.

#### **Active Distribution of Materials**

- For off-campus entities, the active distribution or handing out of materials shall be limited to the designated free speech area on campus. Individuals or organizations wishing to actively distribute materials must request to utilize the free speech area through the Office of Student Affairs prior to distribution.
- Registered Student Organizations and other approved entities may distribute handbills from a reserved table space on campus.

#### **Posting of Physical/Paper Materials**

- Posting of physical/paper materials is limited to bulletin boards located in common areas within buildings. Materials may not be posted on walls, doors or windows. The use of glues, adhesive tape, or other similar materials is prohibited on painted drywall surfaces, masonry block or brick, and finish materials such as metal, stone and glass.
- No more than one (1) flyer per event, maximum size of 11”X17”, may be posted on the same bulletin board at any time.

#### **Banners**

- The placement of any banner on or inside a building or any other structure must be approved by the building manager.

#### **Commercial Posting**

- Commercial vendors must bring material to be posted to the Office of Public Relations. After approval, permission will be granted to post materials in designated areas. Material will be required to comply with existing college policies.

### **Electronic Posters/Digital Signs**

- Digital signs located throughout the campus should be used for promoting student, faculty and/or staff events or specific information that benefits the college. Requests for posting digital signs must be submitted to the Office of Digital Communications two weeks prior to posting and will be removed immediately after each event.
- There is an electronic bulletin board in the main lobby of the Student Center. Availability of electronic bulletin board in the Student Center space is managed by the Student Center staff.
- The 316 Billboard consists of two electronic billboards positioned in a “V” shape facing Highway 316 near I building. For the purpose of this policy, these billboards will jointly be referred to as “the 316 billboard.”
- The 316 billboard displays both GGC promotions and external advertisements purchased by outside individuals or organizations. GGC promotions content is equally proportioned to the paid advertising.
- The Office of Public Relations is responsible for all aspects of the 316 billboard’s GGC promotions. Like GGC’s website, the 316 billboard is a public-facing, recruitment-focused communications tool. The 316 billboard’s GGC promotions will align with the college’s recruitment cycle and their content will support the college’s overall marketing plan.
- The Office of Auxiliary Services is responsible for all aspects of the 316 billboard’s purchased advertising. At no time will purchased advertising compete or conflict with the interests of GGC, its brand or its mission and vision. Acceptance or rejection of copy rests the sole and absolute discretion of GGC. The rationale for accepting or rejecting copy for purchased advertising will be documented by the Office of Auxiliary Services. During any periods without purchased advertisements, GGC promotions may be displayed in their place.
- General and/or short-term college announcements such as payment/registration deadlines, internal college event promotions or emergency alerts will not be displayed on the 316 billboard, unless otherwise determined on a case-by-case basis by the president, after legal review. The college’s campus digital sign system and RAVE alert system will continue to be the primary outlets for such messaging.

### **Free-Standing Signs**

- The placement of Free-Standing signs on campus is limited to the promotion of events or activities for up to 7 days prior to its occurrence and must be removed within 24-hours upon completion of the event/activity. Permission for placing free-standing signs must be obtained through the Office of Public Relations prior to placement.
- Up to five (5) A-Frames/Sandwich Boards/Tee Pees, (no larger than 4’X3’) and ten (10) Stake Signs (no larger than 24”X18”) may be placed on campus at one time for a single event/activity.
- The placement of free-standing signs must be in accordance with terms in the Americans with Disabilities Act (ADA) and are not to block sidewalks or walkways.
- Signs may be removed or special requests denied due to harm posed to the college community, damage or deterioration, excessive postings or space constraints.

### **Office Nameplates**

- Office nameplates have been designed for the purpose of identifying offices, areas, groups and employees of the college. As such, they represent GGC and cannot contain school crests, organizational logos or other non-GGC marks.
- Templates for nameplates are available through the Copy Center.

### **Posting in Residential Areas**

- Material approved by the Office of Residence Life can only be posted on bulletin boards or in approved posting areas.
- Only one copy can be posted on each approved area.
- No material is to be posted on any glass, walls or any door in any residential areas by anyone other than members of the Residence Life staff.
- Material posted in unapproved areas will be removed.

### **Plastering**

- Plastering (covering areas with the same poster) is prohibited anywhere on campus.

### **Political Elections**

- The active distribution and/or posting of material and the placement of free-standing signs during federal, state and local elections is prohibited except in the free speech area.

### **Sanctions and Enforcement**

- College officials and members of the college community are to take the appropriate action to uphold a positive campus culture by educating the citizens of the community, encouraging positive participation in campus activities, and addressing any improper posting or distribution of materials on the campus.
- Any entity whose postings, promotions or actions violate any terms of this regulation are subject to sanctions that may include but are not limited to warnings, restitution, loss or suspension of privileges, trespass or expulsion from campus, and or disciplinary/legal action.
- Enforcement of this regulation and assignment of sanctions shall reside in the Division of Student Affairs for individual student and registered student organization cases; the Senior Vice President for Academic and Student Affairs/Provost for faculty related violations; the Office of Human Resources for staff related violations, and the Vice President for Business and Finance for all other groups, including outside groups, organizations, and individuals.

## **9.51 GEORGIA GWINNETT COLLEGE LIBRARY FACILITY USE POLICY**

The mission of the Georgia Gwinnett College Library is to support the institutional goals of the College by serving the information and research needs of the students, faculty, and staff of Georgia Gwinnett College, a four year unit of the University System of Georgia. The library also serves as a resource center for the Gwinnett County community.

As the primary purpose of the Library is to serve as the intellectual commons of the College, policies have been developed in order to maximize its utility for all users. The overarching principle guiding facility use at the Library is that users should exercise courtesy and respect toward their fellow scholars and toward the facility. These policies



are designed to give the greatest amount of freedom and discretion to the user while maintaining an atmosphere conducive to study and research.

Any users who fail to comply with any of these rules and regulations may be escorted from the premises and prohibited from further use of the Library.

## **SECURITY**

Please be advised that security cameras are in use and all bags are subject to inspection.

## **NOISE**

Library patrons have the right to expect a quiet and pleasant library environment conducive to research and scholarship and free of disruptive activity. Only whispering is allowed in open areas of the Library. Patrons bothered by excessive noise should contact a library employee at one of the service desks. Library employees are authorized to resolve any noise complaints. Absolutely no noise or conversation is allowed in the Quiet Reading Room.

## **UNATTENDED ITEMS**

Items may not be left unattended in any areas of the library and cannot be used to reserve any spaces. Security Guards will remove any unattended personal items. The Library is not responsible for the loss or theft of personal property.

## **BICYCLES, SCOOTERS AND SKATEBOARDS**

Bicycles and motorized scooters are not allowed inside the library building. They must be placed in the bike racks in the plaza between the Library and Student Center, not left on or attached to benches, railings or landscaping. Non-motorized scooters or skateboards are allowed inside the building, but must be carried and not ridden. They must be kept off of any furniture and out of the way of other patrons.

## **FOOD AND DRINK**

Users are asked to adhere to the following basic guidelines:

- Only foods that are contained and do not disrupt others are allowed. This includes foods that are overly aromatic. Messy foods are not permitted. Eating is not allowed in the computing areas.
- All drinks must be in spill proof containers.
- Group and/or party foods such as pizza or cake are not permitted.
- Food may not be delivered to the Library.

The Library staff has sole authority in its discretion to enforce any food and beverage related requirements under this policy.

## **CELL PHONES/ELECTRONIC DEVICES**

Cell phone ring tones must be turned off and no calls should be taken in the open areas. Cell phone conversations may take place in the stairwells and in the Cell Phone Zone, located on the first floor near the elevators. All portable electronic devices, except cell phones, are required to be used with headphones.

## **TOBACCO**

Tobacco use of any kind, including chewing tobacco, is prohibited in the Library. Use of electronic cigarettes or similar devices is also prohibited.

## **MINORS**

Children and young adults under the age of 17 may not use GGC Library facilities unless they are enrolled at GGC or accompanied by a parent or guardian at all times. Children and young adults under the age of 17 may not use GGC Library computers unless they are enrolled at GGC, even if accompanied by a parent or guardian. Violations will be referred to Public Safety.

## **POSTINGS**

Registered Student Organizations (RSOs) wishing to post materials in the GGC Library must have flyers approved and stamped by the Office of Student Involvement with a date indicating final day of posting. The stamped copy of the flyer must be presented at the Circulation Desk before being posted to the bulletin board near the first floor elevators. Materials without stamps or posted outside of the approved area will be removed.

Campus entities other than RSOs wishing to post or distribute materials in the GGC Library must have them cleared through the office of the Dean of Library Services.

## **SOLICITATIONS**

Selling, peddling and/or soliciting of services or materials of any kind is prohibited. Any violation under this entire solicitation statement may result in a trespass warning issued and/or further judicial action may be pursued.

## **VIDEO RECORDING/PHOTOGRAPHY**

Video recording and/or photo shoots in the Library are generally prohibited as they can be disruptive to the users in the building. On an exceptional basis, with advanced approval by the Dean of Library Services Library, filming, video recording, or photo shoots in the Library are permitted for college related purposes and/or student projects. On a rare exceptional basis, with advanced approval of the Dean of Library Services and the GGC Office Public Relations, outside entities may be granted permission to video record or conduct photo shoots.

### **Procedures**

- A responsible party wanting to video record and/or photograph must contact the Dean of Library Services for approval at least two weeks before the proposed video recording/photo shoot date.
- During the approved activity, the following procedures shall be followed:
  - Security shall be notified when videographers/photographers enter the building;
  - Persons involved in the approved activity shall keep conversations as quiet as possible and not distract others in the library;
  - Persons involved shall maintain the agreed upon time and schedule for the video recording/photo shoot;
  - The videographers/photographers shall refrain from capturing video/photo images of library users who are not specified as part of the shoot;
  - If library users are shot, the responsible party involved in the approved activity shall obtain a written authorization from library users when photographing or videoing identifiable persons

## SUPPLIES

Users must provide their own supplies, including but not limited to dry erase markers, erasers, headphones and flash drives. These supplies may be purchased at the Book Store, located in the Student Center.

## PHOTOCOPIES

Photocopies cost ten cents per page. Photocopiers do not accept cash, but operate on a swipe card system. Cave Cash must be added to your Claw Card either at the kiosk located in the Building B Atrium, Student Center or at Student Accounts in Building D. Guest cards may be purchased for \$2 from the kiosk located in the Building B Atrium. Additional funds must be added to the Guest Card at the kiosk in order to make copies. The Library cannot make change. Change may be obtained in Student Accounts in Building D. Note: GGC faculty/staff *cannot* make photocopies in the Library using departmental account numbers. Library photocopies only work via swipe cards with Cave Cash. The main Library first floor and second floor photocopiers do allow users to e-mail materials. The copyright law of the United States (Title 17 U.S. Code) governs the making of photocopies or other reproductions of copyrighted material. The person using the equipment is liable for any infringement.

## COMPUTER USE

Please see Georgia Gwinnett College Library [Computer Use Policy](#).

## ENFORCEMENT

Rules and regulations of Georgia Gwinnett College, as stated in the Student Handbook: Rights, Responsibilities and General Information, are to be followed. Violators may be forbidden future use of GGC library facilities and/or recommended for disciplinary action.

## LIBRARY SPACES

The GGC Library contains a number of unique spaces that have specific use policies.

- **Quiet Reading Room** – No cell phone use allowed. Audio must be listened to through headphones rather than computer speakers. No food allowed. Drinks must be in spill proof containers. Book bags should not be placed on the tables. Absolutely no noise or conversation is allowed in the Quiet Reading Room.
- **Instruction Rooms** - Drinks must be in spill proof containers. Eating is not allowed in the instruction rooms.
- **Information Commons** - Drinks must be in spill proof containers. Eating is not allowed at computers.
- **Study Rooms** – Priority of use is given to groups of two or more students. If you are using a study room alone for quiet study, please allow others students to share the room with you. First floor study rooms may be reserved; see procedure below. Users of study rooms must abide by the rules that are posted outside every study room.

### Reservations of Library Spaces

- **Heritage Lecture Room** – The HLR is reserved for official functions of the President's Office and educational presentations sponsored by the Library or a School of GGC. Reservations are coordinated through the Library Administrative Office. Event sponsors are responsible for arranging for setup,

breakdown and cleanup of the HLR. Event sponsors are also responsible for access and security for any events which take place outside of Library hours.

- **Administrative Conference Room (L3121)** – The ACR is reserved for College related meetings. Reservations are coordinated through the Library Administrative Office. Recurring meetings can only be on monthly or greater sequences. Use of this facility can only take place during Library hours.
- **Instruction Rooms** – The Library Instruction Rooms are designated for the delivery of library instruction classes and may be reserved by library employees to provide instruction and training sessions; this usage will have priority over all other uses of the rooms. During non-peak times, the rooms may be scheduled by GGC faculty and staff for College related meetings and training at the discretion of the Head of Research Services.
- **First Floor Study/Presentation Rooms** – These study rooms may be reserved by GGC students, faculty and staff for periods of up to 2 hours. They must be reserved at least 2 hours ahead of the reservation time. Reservations can be made at any Info Commons Help Desk. Recurring reservations are not allowed for these rooms. Preference of use for Presentation Room L1128 is given to students. Faculty and staff who need a conference room will be referred to the Library Administrative Office for availability of L3121. Only if that room is reserved will L1128 be reserved for faculty or staff events.
- **Study Rooms in Library Information Commons** – Study rooms in computing facilities that are managed by the Library but located in buildings other than L are subject to the same rules as in the Library. These rooms may be reserved at any of the three computing area Help Desks.

## FREE SPEECH

All library users are reminded that if they desire to exercise their Freedom of Expression they must complete a Free Speech Area [Request form](#) and it must be submitted according to Administrative Policy Manual 4.19 GGC Freedom of Expression policy.

Note: Activities not included in this policy statement may be deemed inappropriate by the Library staff member on duty, and users may be asked to stop engaging in such activity. Violators may be forbidden future use of GGC Library facilities and/or recommended for disciplinary action.

## 9.53 PARKING REGULATIONS

Campus parking regulations apply to students, faculty, staff and visitors.

### Students

Students must park in designated “Student Parking” areas only. If a student is driving a vehicle of a family member who is employed at GGC, and the vehicle has a staff and faculty decal, then the student must pick up a student parking hang tag from the Parking Office. When the student is operating the vehicle, the student must park in a student parking space and the student must display the student parking hang tag from the rearview mirror.

### Faculty and Staff

Faculty and staff must park in designated “Staff Parking” areas only. Personnel are advised that the Building 1000 parking lot is reserved only for Housing staff who have the required resident decal. If an employee has an individual in their family whose vehicle is registered under a student parking decal, the employee should pick up a staff parking hanging tag from the Parking Office. The staff parking hanging tag allows employees to park in a staff parking spot when the employee is operating the vehicle.

## **Visitors**

Visitors must park in designated Visitors parking spaces. Absolutely no student, faculty or staff members may park in “Visitor” or “Reserved” spaces.

## **Service Vehicles**

Service vehicles must park in marked “Service Vehicle” spaces or display a service vehicle parking permit. Only Service vehicles may park in marked “Service Vehicle” spaces. Service vehicle parking permits are issued by the Parking Office.

## **Disabled Permit Parking**

Disabled parking is available throughout the GGC campus for vehicles displaying a valid disabled permit decal, tag, or license plate.

## **24 Hour Parking Enforcement and Penalties**

All parking regulations are enforced 24 hours a day. View [Maps and Directions](#) for more information.

The following parking or traffic violations may result in a [citation](#), towing of the vehicle or other actions:

- Parking in non-designated parking areas around buildings, drop-off sites or otherwise (other than authorized emergency vehicles and commercial deliveries).
- Parking in posted restricted/reserved space, handicap space, yellow curb, fire lane, no parking space or visitor space.
- Parking illegally, such as parking on a curb, seeded areas, walkways, blocking a driveway, blocking dumpsters or wheelchair ramps, or occupying more than one parking space.
- Improper parking in gravel lots – all vehicles must be parked in front of a car-stop bumper.
- Vehicle registration violation, such as not displaying a current decal or a temporary permit.
- Failure to comply with traffic control devices, such as exceeding the campus speed limit of 25 miles per hour or 10 miles per hour in the parking lots.
- Extended parking in 15-minute parking zones.
- Leaving an inoperable vehicle parked on campus.
- Overnight parking, and
- Any other applicable parking lot violations as noted by the Office of Public Safety.

For any transactions with the GCG Parking Office, the parties should bring their tag number, student ID number (if applicable), faculty/staff ID (if applicable), and government issued driver’s license.

## **Student Housing Resident Parking**

The Student Housing Resident Parking is an effort to address the specific needs of residents in Housing Buildings 1000, 2000 and 3000 where the demands for overnight and extended stay parking are considered to be greatest.

Only individuals issued a “Housing Resident” decal are authorized to park in the Building 1000 parking lot. All Student Housing residents registering a vehicle on campus will be issued a Student Housing Resident decal for their vehicle. This decal is required to park in the Student Housing resident only parking lot.

Only Housing staff who are issued a resident parking decal are authorized to park in the Building 1000 parking lot.

Authorized visitors must go to the Parking Office and request a temporary Student Housing Resident Parking visitor pass. The temporary Student Housing Resident Parking visitor pass must be displayed in the windshield of the vehicle.

Building 1000 parking passes may be obtained at the Parking Office, Building D, Room 1123.

### **Disabled Permit Parking - Resident Housing Area**

The disabled parking spaces in the Building 1000 parking lot area are always available to anyone displaying a valid disabled permit decal or tag.

### **Student Parking Appeals**

Students wishing to appeal a traffic/parking fine may appeal to the Parking & Appeals Committee. Traffic/Parking appeals must be filed in the Office of Parking Services within seven (7) business days of the issue date of the citation. Students wishing to appeal the decision of the Parking & Appeals Committee may submit a written request for appeal to the Senior Associate Provost for Student Affairs or his/her designee within 15 calendar days of the decision of the Parking & Appeals Committee.

### **Faculty, Staff, and Visitor Parking Appeals**

Faculty, staff, and visitors wishing to appeal a traffic/parking fine may file a written appeal to the Parking & Appeals Committee. Traffic/Parking appeals must be filed in the Office of Parking Services within seven (7) business days of the issue date of the citation. Faculty, staff, and visitors wishing to appeal the decision of the Parking & Appeals Committee may submit a written request for appeal to the Senior Associate Provost for Student Affairs or his/her designee within fifteen (15) calendar days of the decision of the Parking & Appeals Committee. If the faculty, staff or visitor wishes to appeal the Senior Associate Provost for Student Affairs or designee's decision, he/she may then appeal to the Vice President of Operations by submitting the same documentation as was submitted earlier in the process within fifteen (15) calendar days of the Senior Associate Provost for Student Affairs' decision.

The decision of the Vice President of Operations or his/her designee represents the final institutional decision for Parking Appeals.

### **Parking Office Hours and Address**

Monday – Friday: 8 a.m. – 5 p.m.

Parking Office  
Georgia Gwinnett College  
Building D, Room 1123

## **10.9 STUDENT RECORDS MANAGEMENT AND SECURITY POLICY**

### **10.9.1 SCOPE**

Because the ongoing security and confidentiality of student records is critical to the integrity of the institution, Georgia Gwinnett College protects the security, confidentiality, and integrity (including data protection and back up) of student records (regardless of storage media) from creation or receipt through processing, distribution, use retrieval, and maintenance to their ultimate disposition. GGC recognizes the importance of protecting confidentiality

of records, preserving the integrity of its students' academic records, and overseeing the release of records in accordance with state and federal mandates and commonly accepted standards and practices among institutions of higher learning.

Student records include but are not limited to the following:

- Faculty: Class roles with grades, papers, exams, papers, assessments (paper, learning management system, laptops), advisee notes, confidential conversations in any form (e.g. email, text, print, verbal)
- Student affairs: Conduct, Medical (HIPPA, Fitness, Physician, mental health), disability, academic integrity violations, career services, e-mails with confidential information
- Enrollment Management: Admissions, financial aid, Registrar (transcripts, grades, applications, financial documentation about residency), medical (immunization and records submitted as documentation for hardship request, etc.), immigration status, e-mails with confidential information
- Intra-student e-mail communication within the GGC system

Policies related to confidentiality, security, integrity of records, and data protection and backup are reviewed yearly.

They include:

- APM 10.8 Data Management and Classification
- APM 11.3 Information Security Policy
- APM 11.50.2 GGC Information Security
- APM 11.50.3 Continuity of Operations Plan Policy
- APM 11.90 GGC Library and Information Commons Computer Use Policy

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### 10.9.2 RECORDS MANAGEMENT POLICIES

Georgia Gwinnett College's policies address records management policies in the following subcategories.

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#### 10.9.2.1 PROTECTING THE RIGHT TO PRIVACY

Georgia Gwinnett College protects the rights of privacy of all student records including academic, medical and financial records, by following all local, state and federal law to include the [Family Educational Rights and Privacy Act \(FERPA\) of 1974](#), the [Health Insurance Portability and Accountability Act \(HIPPA\) of 1996](#), and [Gramm-Leach Bliley Act of 1999](#).

- See APM 10.8 Data Management and Classification for related information.

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#### 10.9.2.11 RESTRICTING ACCESS TO RECORDS

Restricted physical and electronic access is the first line of defense for protecting records from physical damage, intrusion or theft. A proactive approach will be taken with respect to monitoring for physical and system invasion. In protecting records, the College will require that:

- All student records will be kept in a locked, secure location and faculty and staff will observe the College's written standards of behavior when dealing with student records.
- Electronic access will be protected as described in APM 10.8 Data Management and Classification, APM 11.3 Information Security Policy and APM 11.50.2 GGC Information Security, following security and confidentiality protocols as defined by the USG Board of Regents (BOR Policy Manual Section 11.3)
- See APM 10.8 Data Management and Classification, APM 11.3 Information Security Policy and APM 11.50.2 GGC Information Security for related information.

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#### 10.9.2.1.2 RELEASING INFORMATION ONLY IN ACCORDANCE WITH STRICT GUIDELINES

- In accordance with the provisions of the Family Educational Rights and Privacy Act of 1974 (FERPA), the college maintains the right to require consent to disclosure of personally identifiable information contained in the student's educational records except to the extent that FERPA authorizes disclosure without consent.
- In accordance with FERPA, the college permits disclosure without consent if the disclosure of information is to school officials with a legitimate educational interest, such as a person employed by the college in an administrative, supervisory, academic, research, or support staff position (including law enforcement personnel); a person or company with whom the college has contracted (such as an attorney, auditor, or collection agent); a person serving on the Board of Regents; or a student serving on an official committee such as a disciplinary committee, or assisting another school official in performing his or her tasks. A school official has a legitimate educational interest if the official needs to review an educational record in order to fulfill his or her professional responsibility.
- Upon request, the college discloses education records without consent to officials of another school in which a student seeks or intends to enroll.

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#### 10.9.2.1.3 PROVIDING STUDENTS AND THEIR PARENTS WITH INFORMATION CONCERNING STUDENTS' RIGHTS FOR THE PROTECTION OF THEIR CONFIDENTIAL RECORDS

- GGC FERPA Disclosure Notice to Students will be explained to new students and their parents who attend the BEAR ESSENTIALS Orientation session as well as available to students on-line and in the Georgia Gwinnett College Catalog.
- Signed GGC FERPA Disclose Notice to Students will be maintained in the student file as well as recorded in Banner.
- GGC recognizes the right of the student to refuse to permit the release of information, including directory information as defined by FERPA.

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#### 10.9.2.2 STUDENT ELECTRONIC RECORDS STORAGE AND RECOVERY

- The College recognizes the need to provide reliable and efficient student services, therefore coordinates with the University System of Georgia to consolidate the technical environment for the Banner Student Information System for the purpose of providing secure, reliable, and cost effective database administration and system support functions.
- The Student Information System is managed via a memorandum of agreement with the University System of Georgia Information Technology Systems, which has a contract with Ellucian. A structured recovery plan is well documented and ready for execution in the event of system component failures is part of that arrangement.
- See APM 11.50.3 Continuity of Operations Plan Policy for information addressing disaster plans for records.

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#### 10.9.2.3 TRAINING OF NEW EMPLOYEES (FACULTY, STAFF AND STUDENT WORKERS) AS WELL AS CURRENT EMPLOYEES

- A regular training schedule for faculty and staff will be maintained to assure that the policy and procedures for storage, release, dissemination and disposition (whether physical, printed, or verbal) is consistently adhered to.
- See APM 10.8 Data Management and Classification for additional information on employee responsibilities.



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#### 10.9.2.4 ANNUAL REVIEW OF PROCEDURES AS WELL AS IMMEDIATE REVIEW OF PROCEDURES ANY TIME A BREACH OF PROCEDURES IS IDENTIFIED

- A committee of members responsible for student data will complete an annual review of procedures for records security and privacy.
- In the event of a breach of procedures, the registrar will be notified of the violation. The appropriate dean, director and/or HR will address the situation and work with the Executive Director of Human Resources to address the issue with the person or the supervisor of the person who has committed the breach of procedures.

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#### 10.9.2.5 RECORDS RETENTION AND DISPOSITION

- Records will be kept according to the University System of Georgia Board of Regents [Records Retention Schedule](#).
- Review of the proper procedures for records disposal will happen annually for faculty and staff via the annual FERPA notification procedure.

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#### 10.9.2.6 RELEASE OF RECORDS

Georgia Gwinnett College follows all policies governing the security and confidentiality of records as dictated by the Board of Regents. Georgia Gwinnett College does not publish a student directory; however the student's name, major field of study, dates of attendance, and degrees conferred may be disclosed without consent of the student. For Georgia Gwinnett College, this is the only information which could be considered "Directory Information" for FERPA or other purposes, including but not limited to external record requests.

Students have the right to refuse to permit the disclosure of any information. If students choose to exercise the right of refusal, they must do so in writing to the Registrar within 30 days of the beginning of each academic semester. It is understood that appropriate college officials will have access to such information and records as shall be necessary for them to perform their professional responsibilities. All official use of student files shall be in accordance with the provisions of the Family Educational Rights and Privacy Act of 1974 (FERPA) and shall be duly recorded and shall be documented as required by its regulations.

In accordance with FERPA, the college permits disclosure without consent if the disclosure of information is to school officials with a legitimate educational interest, such as a person employed by the college in an administrative, supervisory, academic, research, or support staff position (including law enforcement personnel); a person or company with whom the college has contracted (such as an attorney, auditor, or collection agent); a person serving on the Board of Regents; or a student serving on an official committee such as a disciplinary committee, or assisting another school official in performing his or her tasks. A school official has a legitimate educational interest if the official needs to review an educational record in order to fulfill his or her professional responsibility

The following information and records shall not be covered by this policy and access shall not be provided to students: information related to pending admissions decisions, financial records or information relating to students or parents/guardians; confidential statements of recommendation placed in the record obtained if a receipt of a statement from students waiving the right to open accessibility placement records is present; all information relative to the application for and receipt of financial assistance; records created or maintained by a physician, psychiatrist, psychologist, or other professional or a professional acting or assisting in a similar capacity in treatment of a student; institutional employment or faculty files; alumni information; and sole-access educational records. Sole access records are those records of instructional, supervisory and administration and educational personnel that are in the sole possession of the makers and are not accessible or revealed to any other individual except a temporary substitute.

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#### 10.9.2.7 CORRECTION OF RECORDS

Pursuant to Family Educational Rights and Privacy Act of 1974, students have the right to inspect their educational records and correct such records if necessary. Students desiring to review their records should make this request to the appropriate official in writing. Such written request will be granted within a period of no more than 45 days from the date of request. In the event the record contains inaccurate, misleading or otherwise inappropriate information, every effort will be made to correct or delete such material, and the student will be so informed of such action in writing. Institutions may release information to governmental agencies for review for purposes of financial aid audits, National Student Loan Clearinghouse, etc. In the event of a subpoena, the institution may disclose information if the institution makes a reasonable effort to notify the eligible student of the order or subpoena in advance of compliance, so that the student may seek protective action, unless the disclosure is in compliance with a Federal grand jury subpoena. Complete information on FERPA policy may be found at [FERPA](#).

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#### 10.9.3 STUDENT RECORDS PROCEDURES

This section details the procedures connected to the Student Records Policies outlines in APM 10.9.2, Records Management Policies.

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##### 10.9.3.1 PROCEDURES RELATED TO PRIVACY

As outlined in policy, GGC protects the privacy of students. Procedures that relate to privacy include restricting access to records, releasing information only in accordance with guidelines, and providing information to parents and students about student rights for the protection of confidential data.

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##### 10.9.3.1 PROCEDURES RELATED TO RESTRICTING ACCESS TO RECORDS

All student records will be kept in a locked, secure location with restricted access. Restricted access to records is given based on job level and a verifiable need to view the record. Faculty and staff who have been given restricted access to view records will:

- Make sure that all records are kept in a secure, locked location.
- Lock computer desktops and/or offices when leaving a work station.
- Refrain from storing student records on the computer desktop. All student data should be stored on a secure network drive.
- Ensure that College laptops are kept in a secure location whether on or off campus. Laptops must be locked and password protected when not in use.
- Properly shred printed material that contains information not necessary for storage.
- Maintain confidentiality of student information by being aware of their surroundings when holding discussions with the student or with others who have a verifiable need to know the information.
- Attend regularly offered training to faculty and staff to ensure that up-to-date security standards are understood and being adhered to. This training will include an annual review of FERPA, HIPAA, and Gramm-Leach Bliley regulations.

Access to confidential student data is available only to properly authorized personnel. GGC requires that:

- All users have individual accounts
- User permissions are controlled by user classes that control access to data
- Security log tables are monitored
- Documentation of site security procedures and end-user responsibilities are maintained.

These procedures apply both to information in the Student Information System and to Student Affairs student records including conduct, medical and other records covered under HIPPA such as Fitness, Physician and mental health, disability, academic integrity violations, career services, and e-mails with confidential information.

All student data stored electronically must comply with policies found in the APM in section 11.

- 11.50.1.1 Acceptable Use of Information Technology Resources
- 11.50.1.2 Internet Acceptable Use Policy
- 11.50.2.1 Data Usage 11.50.2.2 Password Policy
- 11.50.2.3 Electronic Mail Privacy Statement
- 11.50.2.4 Firewall Policy
- 11.50.3 Continuity of Operations Plan Policy
- 11.90 GGC Library Computer Use Policy

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#### 10.9.3.1.2 PROCEDURES RELATED TO RELEASING INFORMATION

Faculty and Staff with access to student records are expected to use that access appropriately, mindful that they are required to have a legitimate educational interest in the data they access.

Individuals employed by the college who require data beyond their normal levels of access will submit a data request for the specific data needed. These requests will be reviewed for compliance with FERPA regulations before the data are provided.

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#### 10.9.3.1.3 PROCEDURES RELATED TO INFORMING STUDENTS AND PARENTS OF STUDENTS' RIGHTS FOR THE PROTECTION OF THEIR CONFIDENTIAL RECORDS

- GGC FERPA Disclosure Notice to Students will be explained to new students and their parents who attend the BEAR ESSENTIALS Orientation session as well as available to students on-line and in the Georgia Gwinnett College Catalog.
- Signed GGC FERPA Disclose Notice to Students will be maintained in the student file as well as recorded in Banner.
- GGC recognizes the right of the student to refuse to permit the release of information, including directory information as defined by FERPA.

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#### 10.9.3.2 PROCEDURES RELATED TO ELECTRONIC RECORDS STORAGE AND RECOVERY

- The Student Information System is managed via a memorandum of agreement with the University System of Georgia Information Technology Systems. A structured recovery plan is well documented and ready for execution in the event of system component failures is part of that arrangement.
- See APM 11.50.3 Continuity of Operations Plan Policy for information addressing disaster plans for records. The College recognizes the need to provide reliable and efficient student services, therefore coordinates with the University System of Georgia to consolidate the technical environment for the Banner Student Information System for the purpose of providing secure, reliable, and cost effective database administration and system support functions.

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#### 10.9.3.3 PROCEDURES RELATED TO TRAINING

Faculty and Staff who have been given restricted access to view records will attend regularly offered training to faculty and staff to ensure that up-to-date security standards are understood and being adhered to. This training will include an annual review of FERPA, HIPAA, and Gramm-Leach Bliley regulations.

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#### 10.9.3.4 PROCEDURES RELATES TO REVIEW OF PROCEDURES

- A committee of members responsible for student data will complete an annual review of procedures for records security and privacy.
- In the event of a breach of procedures, the registrar will be notified of the violation. The appropriate dean, director and/or HR will address the situation and work with the Executive Director of Human Resources to address the issue with the person or the supervisor of the person who has committed the breach of procedures.

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#### 10.9.3.5 PROCEDURES RELATED TO RECORDS RETENTION AND DISPOSITION

Retention of Student Records: Georgia Gwinnett College follows the approved retention schedule for college records which can be found at the University System of Georgia [Records Retention Schedules](#) website. Student records are subject to requirements found in APM 10.4 Records Retention policy.

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#### 10.9.3.6 PROCEDURES RELATED TO RELEASE OF RECORDS

Georgia Gwinnett College follows all policies governing the security and confidentiality of records as dictated by the Board of Regents. Georgia Gwinnett College does not publish a student directory; however the student's name, major field of study, dates of attendance, and degrees conferred may be disclosed without consent of the student. For Georgia Gwinnett College, this is the only information which could be considered "Directory Information" for FERPA or other purposes, including but not limited to external record requests.

Students have the right to refuse to permit the disclosure of any information. If students choose to exercise the right of refusal, they must do so in writing to the Registrar within 30 days of the beginning of each academic semester. It is understood that appropriate college officials will have access to such information and records as shall be necessary for them to perform their professional responsibilities. All official use of student files shall be in accordance with the provisions of the Family Educational Rights and Privacy Act of 1974 (FERPA) and shall be duly recorded and shall be documented as required by its regulations.

In accordance with FERPA, the college permits disclosure without consent if the disclosure of information is to school officials with a legitimate educational interest, such as a person employed by the college in an administrative, supervisory, academic, research, or support staff position (including law enforcement personnel); a person or company with whom the college has contracted (such as an attorney, auditor, or collection agent); a person serving on the Board of Regents; or a student serving on an official committee such as a disciplinary committee, or assisting another school official in performing his or her tasks. A school official has a legitimate educational interest if the official needs to review an educational record in order to fulfill his or her professional responsibility

The following information and records shall not be covered by this policy and access shall not be provided to students: information related to pending admissions decisions, financial records or information relating to students or parents/guardians; confidential statements of recommendation placed in the record obtained if a receipt of a statement from students waiving the right to open accessibility placement records is present; all information relative to the application for and receipt of financial assistance; records created or maintained by a physician, psychiatrist, psychologist, or other professional or a professional acting or assisting in a similar capacity in treatment of a student; institutional employment or faculty files; alumni information; and sole-access educational records. Sole access records are those records of instructional, supervisory and administration and educational personnel that are in the sole possession of the makers and are not accessible or revealed to any other individual except a temporary substitute.

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#### 10.9.3.7 PROCEDURES RELATED TO CORRECTION OF RECORDS

Pursuant to Family Educational Rights and Privacy Act of 1974, students have the right to inspect their educational records and correct such records if necessary. Students desiring to review their records should make this request to the appropriate official in writing. Such written request will be granted within a period of no more than 45 days from the date of request. In the event the record contains inaccurate, misleading or otherwise inappropriate information, every effort will be made to correct or delete such material, and the student will be so informed of such action in writing. Institutions may release information to governmental agencies for review for purposes of financial aid audits, National Student Loan Clearinghouse, etc. In the event of a subpoena, the institution may disclose information if the institution makes a reasonable effort to notify the eligible student of the order or subpoena in advance of compliance, so that the student may seek protective action, unless the disclosure is in compliance with a Federal grand jury subpoena. Complete information on FERPA policy may be found on this [U.S. Department of Education](#).

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## 10.50 MEDIA RELATIONS POLICY

The Georgia Gwinnett College (GGC) Office of Public Relations is the College's primary point of contact for the news media. The Office of Public Relations is responsible for coordinating accurate and appropriate information to share with the news media. Employees are not authorized to speak on behalf of GGC unless specifically designated by the President or his designee.

For the purposes of this policy, the news media includes, but is not limited to, electronic media, social media, broadcast media, print media, blogs, and other related media sources.

The Office of Public Relations is responsible for building and sustaining relationships with the news media. Therefore, any faculty/staff member who wishes to contact the news media for campus business purposes must communicate with the Office of Public Relations for appropriate coordination and any necessary approvals. Adherence to the requirements under this policy will enable the institution to provide accurate and appropriate messaging in a fair and timely manner.

Members of the news media who contact Georgia Gwinnett College faculty or staff directly should be referred to the Office of Public Relations for initial review. Upon notification, the Office of Public Relations will provide guidance regarding appropriate action to the faculty or staff member.

Student organizations interested in interacting with the news media for official campus matters are encouraged to consult with the Office of Public Relations for assistance in media relations matters.

For any questions on this policy, please contact the Office of Public Relations at 678-407-5549.

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### 10.50.1 GGC BRAND POLICY

The Office of Strategic Communications and Positioning is the "Brand Manager" for Georgia Gwinnett College and, as such, delegates oversight authority to the Office of Public Relations. College communications, including, but not limited to, publications, advertising and promotional material shall comply with the appropriate and consistent use of the Georgia Gwinnett College brand as outlined in the [GGC Brand Guidelines](#).

Defining the College's brand identity in a way that is clear, understandable, memorable, and authentic is critical to distinguishing it from its competitors. The graphic standards, visual identity and messaging programs solidify institutional communications, enabling a unified and consistent presentation to the community. The programs provide a foundation on which the College's brand and reputation can be built and optimized.

The ultimate goal in creating a consistent brand is to leave a positive message and a strong memory in prospective clients before they establish a need for service. In the case of Georgia Gwinnett College, consistent use of the brand and visual identity in all parts of the organization create a positive and inviting image for the various constituencies

whom the College serves and with whom the College interacts.

#### 11.50.1.1 ACCEPTABLE USE OF INFORMATION TECHNOLOGY RESOURCES

##### **General**

Georgia Gwinnett College provides access to computing resources for students, faculty, staff, and other authorized users. The computing resources of Georgia Gwinnett College, including facilities, hardware, software, networks, and computer accounts, are the property of the State of Georgia. The use of these resources is a privilege granted by Georgia Gwinnett College to authorized users only. Georgia Gwinnett College requires that its computing resources be used responsibly by all authorized users and in compliance with all state and federal laws, contractual and license agreements, and all policies of Georgia Gwinnett College and the Board of Regents of the University System of Georgia. Authorized users of the College's computing resources must act responsibly to maintain the integrity and security of these resources.

##### **Rights and Responsibilities**

The Acceptable Use of Information Technology Resources policy is a complement to relevant laws and policies intended to define acceptable and unacceptable computer use practices at Georgia Gwinnett College (GGC), to promote an understanding of responsible usage of College computing resources, and to protect and conserve those resources. This policy does not supersede any relevant State or Federal laws pertaining to the use of information technology, nor policies of the University System of Georgia. GGC does not provide a warranty, either expressly or implied, for the information technology services provided. The College reserves the right to limit a computer user's session or access if there are insufficient resources, and to cancel, restart, or hold a job, process, or program to protect or improve system performance and security if necessary.

Authorized users include: current faculty, staff, and students of Georgia Gwinnett College; any person connecting to a public information service housed on an information technology resource; and others whose access furthers the mission of the College and whose usage does not interfere with other users' access to information technology resources. Each user of an information technology resource must be specifically authorized to use that particular resource by the college unit responsible for maintaining and operating the resource.

Authorized users are responsible for all of their activities using information technology services and will respect the intended use of such services. Individuals misusing the College's computing resources in violation of federal and state laws, Board of Regents and College policies including this policy are subject to disciplinary actions by the College including suspension of access and forfeiture of computer privileges. In the event that use or misuse of Georgia Gwinnett College's information technology resources threatens to compromise the security or integrity of data or services, the Chief Information Officer, or his designee, may restrict or terminate user access to GGC resources pending investigation.

Users of College information technology resources have no guarantee of the privacy of materials stored on or transmitted through those resources. The College reserves the right to access any of its technology resources when federal or state laws or College policies may have been violated or where College contractual obligations or operations may be impeded or when deemed in the best interest of the College. Authorized users should not store confidential information within the College systems without protecting it appropriately. The College cannot and will not guarantee the privacy or confidentiality of computer files, electronic mail, or other information stored or transmitted by its computers. All computer usage on Georgia Gwinnett College information technology resources and network facilities is subject to the provisions of the Georgia Open Records Act, O.C.G.A. §§ 50-18-70 et seq.

System and network administrators will perform their duties fairly, in cooperation with the Georgia Gwinnett College community, their administrative supervisors, college policies, and funding resources. System and network

administrators will respect the privacy of others to the extent allowed by law and College policy, but may monitor and inspect system and network activity in direct support of their duties. In the performance of their duties, should they discover inappropriate activity, they will refer matters to appropriate authorities for review and appropriate action.

#### Examples of Misuse of Information Technology Resources

1. attempting to defeat or circumvent any security measures, controls, accounts, or record-keeping systems;
2. allowing any GGC-provided account or access to be used by another person, regardless of their association with the College;
3. making use of any GGC-provided account or access which was granted to another;
4. accessing any College information technology system without explicit permission;
5. misrepresenting a person's identity or relationship to the College when obtaining or using computer or network privileges;
6. intentionally altering, misappropriating, dismantling, disfiguring, disabling, or destroying any computing resource, information technology, data or services;
7. intentionally interfering with the proper operation of any computing resource, information technology, data or services;
8. using information technology services for workplace violence of any kind;
9. using information technology services for unlawful purposes including fraudulent, threatening, defamatory, harassing, or obscene communications;
10. invading the privacy rights of anyone;
11. disclosing student records in violation of FERPA;
12. violating copyright laws including the Digital Millennium Copyright Act. (Copying, installing, distributing, infringing, or otherwise using any software, data files, images, text, or other materials in violation of copyrights, trademarks, service marks patents, other intellectual property rights, contracts, or license agreements is prohibited. All usage of computing resources shall be in compliance with federal and state copyright laws and in full conformance with the Regents Guide to Understanding Copyright and Fair Use.)

#### Disciplinary Actions

Use of College information technology resources in violation of applicable laws or policy may result in sanctions, including withdrawal of use privilege; disciplinary action, up to and including, expulsion from the College or discharge from a position; and legal prosecution under applicable federal and/or state law. Some violations may constitute criminal offenses; the College will carry out its responsibility to report such violations to the appropriate authorities.

### 11.90 GEORGIA GWINNETT COLLEGE COMPUTER USE POLICY

Open computing in the GGC Library is for the use of GGC students, faculty, and staff. Members of the general public may use the Public Access Catalogs.

**Open Computers are reserved for the following activities, in order of priority**



- Research or locating Library material
- Using [my.GGC](#) or D2L
- Working on assignments
- Accessing multimedia applications relevant to scholarly research  
And, provided there are computers available,
- Personal e-mail, entertainment and social networking.

#### **The following activities are supported**

- Research activities, including Internet access
- Saving files to external media
- Viewing reference or reserve material
- Viewing multimedia materials with Windows Media Player and Quick Time. Other video viewers are not supported

#### **The following activities are forbidden**

- Running commands
- Reconfiguring existing software
- Deleting software
- Installing new software, including games
- Viewing sexually explicit materials, unless it is verifiably part of an assignment, including on personal computing devices.
- Viewing graphically violent materials, unless it is verifiably part of an assignment, including on personal computing devices.
- Playing graphically violent and sexually explicit games, including on personal computing devices
- Gambling, including on personal computing devices

#### **Other Guidelines**

- Audio must be listened to through headphones rather than computer speakers.
- Use of the instructor's audiovisual system by students is prohibited unless the students are part of a class arranged by a faculty member.
- Lights in computing facilities managed by the Library must remain turned on at all times, with the following exceptions:
  - In study rooms
  - If a faculty member, as part of an arranged class, needs them turned off
- Doors to computing facilities managed by the Library must remain open at all times during operational hours, with the following exceptions:
  - In study rooms
  - If a faculty member, as part of an arranged class, needs them closed
- Children and young adults under the age of 17 may not use GGC Library computing facilities unless they are enrolled at GGC.
- Eating is not allowed at the computers.



**Note:** Activities not included in this list may be deemed inappropriate by the Librarian or Help Desk Assistant on duty, and users may be asked to stop engaging in such activity. Violators may be forbidden future use of GGC Library computing facilities and/or recommended for disciplinary action.

### **Printing**

Printing in the open computing areas is managed by a print management system. Students must maintain a cash balance on their Cave Cash accounts and must use their Claw Cards to release print jobs. The cost to print is 10 cents per page for one-sided printing, and 17 cents for two-sided printing. Color printing is available in the Main Library Information Commons only, and the cost is 25 cents for the first side and 15 cents for the second side. GGC Faculty/Staff and non-GGC patrons do not have the ability to print materials in the Library. There is no printing available from the Public Access Catalogs. Materials may be saved to flash drives.

### **Headphones**

Students must supply their own headphones. Headphones are available for sale in the Book Store, located in the Student Center.

### **Copyright**

The user is responsible for any and all copyright violations that may be committed through the use of Library or Information Commons computers. Intentional violation of copyright law is not permitted. For more information, refer to the U.S. Copyright Act of 1976, Title 17, U.S. Code and the University System of Georgia's Board of Regents policy.

### **Enforcement**

Rules and regulations of Georgia Gwinnett College, as stated in the [Instructional Technology Acceptable Use Statement](#), are to be followed. Violators may be forbidden future use of GGC computing facilities and/or recommended for disciplinary action.

Computer users must produce identification if requested to by College personnel, including any student employee on duty in a computing facility.

### **Facilities Use**

Please see APM 9.51 Georgia Gwinnett College Library Facilities Policy.

## **12.91 ELECTED/APPOINTED OFFICIALS ON CAMPUS**

The Georgia Gwinnett College Office of External Affairs is the college's primary point of contact for communications and interactions with elected and appointed officials. The Office of External Affairs, in cooperation with the Office of the President, is responsible for coordinating and scheduling visits of elected officials and/or members of their staff.

Elected/Appointed officials include but are not limited to: The President of the United States, The Vice President of the United States, U.S. Senators, U.S. Congressmen, Governors, Lt. Governors, State Secretary of State, State Senators, State Representatives, State School Superintendent, State Attorney General, State Agriculture Commissioner, State Insurance Commissioner, State Labor Commissioner, Chancellor of the University System of

Georgia, members of the Board of Regents, Mayors, County Commission Chairs, members of City Councils and members of County Commissions.

Because the Office of External Affairs is responsible for building and sustaining relationships with defined external constituents, any faculty/staff member who wishes to contact and/or invite an elected/appointed official to campus will contact the Office of External Affairs prior to action. Consultation with the Office of External Affairs will enable the institution to coordinate interactions in a coordinated manner and balance internal needs with the macro political environment.

Elected Officials who contact Georgia Gwinnett College faculty or staff about a visit should be referred to the Office of External Affairs for initial review. Upon notification, the Office of External Affairs will provide guidance regarding appropriate action.

Student Organizations interested in inviting elected/appointed officials to campus are encouraged to consult the Office of External Affairs so the institution is coordinated in its approach and interactions. At a minimum, student organizations should notify the Office of External Affairs two weeks prior to an elected/appointed official's visit to campus.

## ADOPTION AND AMENDMENTS TO POLICIES, PROCEDURES, AND THE STUDENT HANDBOOK

Policies and procedures to be followed in conjunction with College student integrity hearings and appeals are developed through the efforts of the Office of the Senior Associate Provost for Student Affairs in conjunction with the Office of the Vice President for Academic and Student Affairs. These procedures, and any amendments to the procedures, are formally adopted when recommended by the Senior Associate Provost for Student Affairs or his/her designee and approved per the guidelines contained in the GGC Policy on Policies. Amendments, deletions, or insertions to the Student Handbook: Rights, Responsibilities, and General Information shall adhere to the guidelines outlined in the GGC Policy on Policies.