



## Student Handbook

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# Middle Georgia State College

## Student Handbook

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## MIDDLE GEORGIA STATE COLLEGE

### MISSION STATEMENT

The mission of Middle Georgia State College is to serve the educational needs of a diverse population through high quality programs connected to community needs in a global context and to serve as a leader for the intellectual, economic, and cultural life of the region.

### NONDISCRIMINATION POLICY

Middle Georgia State College is an Affirmative Action/Equal Educational and Employment Opportunity institution. Factors of race, national origin, color, sex, age, religion, or disability are not considered in the admissions policies, activities, services and facilities of the College, in treatment of students or in employment, in accordance with Federal and State laws and regulations. It is the intent of the institution to comply with Title VII of the Civil Rights Act of 1964 and subsequent executive orders as well as Title IX and Section 504 of the Rehabilitation Act of 1973.

The College has designated the following as its Coordinator for questions and issues concerning Section 504/Title II, for Title IX, and for the Age Act:

Frances Davis, JD

Counsel to the President

Phone: 478-471-2422

Macon Administration Building - 229, 100 College Station Drive, Macon, Georgia 31206

See “Nondiscrimination” policy and procedures in Section VI of this Handbook.

### ACCREDITATION

Middle Georgia State 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 Middle Georgia State College.

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### CAMPUS ENVIRONMENT

The students, faculty, and administration of Middle Georgia State College are dedicated to creating and maintaining an environment that fosters the search for truth and a spirit of free inquiry. The requirement that students behave with respect and civility does not preempt freedom of expression, thoughtful discourse, and vigorous examination of beliefs, standards, and concepts.

### PURPOSE OF HANDBOOK

This handbook is prepared for the convenience of students and is not to be construed as an official publication of the Board of Regents of the University System of Georgia. In case of any divergence from or conflict with the by-laws or policies of the Board of Regents, the official by-laws and policies of the Board of Regents shall prevail. The College further reserves the right to change at any time the hours of operation, regulations, and requirements as necessitated by the College or the University System of Georgia.

This handbook is not to be considered as a contractual agreement between Middle Georgia State College and those receiving it. It is for informational purposes only and provides no rights to the reader. All policies, information, and procedures set forth here are subject to change without notice. This handbook supersedes all previous editions of the student handbook.

**It is the responsibility of each student to read, understand, and observe the rules and regulations of the College as published in this and other official announcements.**

# **SECTION I**

## **STUDENT RESOURCES**

## **STUDENT RESOURCES**

### **ACADEMIC ADVISING**

Academic advising will provide students with information and skills that enable them to critically assess their goals, develop a comprehensive plan of study that culminates in certification, licensure, and/ or graduation, create a schedule for progressing through the plan, and monitor the results of that plan. Students will benefit from guidance in exploring potential majors and coordinating career goals with educational opportunities or study abroad programs.

Middle Georgia State College is comprised of five campuses located in Macon, Cochran, Eastman, Dublin, and Warner Robins. Students are assigned to an advisor based on their major. All students must meet with an advisor at least once a semester throughout their time at Middle Georgia State College. Freshmen, students with Learning support requirements and students on academic probation must meet with their advisor each semester. Seniors are encouraged to meet with their advisor Fall semester to ensure they are on track for graduation. Additional information about academic advising can be found at <http://www.mga.edu/advising/>

### **ACADEMIC CATALOG**

The Middle Georgia State College Academic Catalog covers entrance requirements and procedures; admissions criteria and policies, including the admission of transfer students; academic calendar; degree completion requirements; full-time faculty and degrees held; costs and financial obligations; refund policies; and attendance and withdrawal policies. The College reserves the right to change at any time any regulations and requirements as necessitated by the College or the University System of Georgia.

Middle Georgia State College students are expected to be familiar with the policies, procedures, and information in the Academic Catalog found online at <http://www.mga.edu/academics/academic-catalog.aspx>

### **ACADEMIC TESTING**

Macon Campus: Student Life Center, SLC-221/229, (478) 471-2050  
Cochran Campus: Grace Hall, Lower Level, (478) 934-3093  
Dublin Campus: Dublin Center Library 203, (478) 275-6768  
Eastman Campus: Terry Coleman Center, (478) 448-1024  
Warner Robins Campus: Academic Services Building, Room 223

The Academic Testing Center administers the College's Testing Program. The Testing Center staff works closely with Enrollment Services, Career Counseling Center, Disability Services office, academic schools/departments, faculty members, and staff associates to provide ample testing sessions for student entry, advancement/retention, and graduation testing needs.

Each campus has a testing location designed to meet students' needs. The tests offered at Middle Georgia State College include: national American College Testing (ACT), College Level Examination Program (CLEP), COMPASS Entrance and Exit exams, DANTES Subject Standardized Tests (DSST), Departmental Mathematics Test (DMT), distance-learning proctoring, eCore (electronic core-curriculum) mid-term and final exams, Georgia Constitution, Georgia History, Health Education Systems Inc. (HESI), Oral competency, Respiratory Entrance Examination (REE), national Scholastic Aptitude Test (SAT), Technical competency online module, U.S. Constitution, and U.S. History. The COMPASS entrance and exit exams are offered on all five campuses. The Eastman Campus administers more than 200 kinds of professional examinations, covering everything from FAA certifications to other industry exams. Please call the Testing Center or visit <http://www.mga.edu/testing-services> to learn more about the tests offered at each campus.

**ALUMNI SERVICES & SCHOLARSHIPS**  
**OFFICE OF DEVELOPMENT & ALUMNI AFFAIRS**

Through the Office of Development & Alumni Affairs, the Middle Georgia State College Foundation serves students and graduates by cultivating alumni and community support for student scholarships, program growth and enrichment, and to enhance the college's economic, social and cultural contributions to Central Georgia.

The Foundation offers scholarship opportunities for new and current students. Application guidelines, deadlines and procedures, and award descriptions and criteria are found at <http://www.mga.edu/foundation/scholarships.aspx>.

Middle Georgia State graduates may submit address or other alumni record changes or join the Alumni Roster of Giving form at <http://www.mga.edu/foundation/default.aspx>.

**ASSESSMENT AND CARE TEAM (ACT)**

Middle Georgia State College has in place appropriate crisis and emergency response procedures. However, in an era of increasing concern regarding the prevention of campus violence, the College has developed a team that will serve as an additional measure for campus safety by actively addressing behavioral concerns that have the potential to negatively impact the safety and/or well being of the campus environment. The team is a complement to, not a replacement for, the College's existing crisis and emergency response procedures.

Any observed behaviors of concern should be reported to the Team. For more information, visit: <http://www.mga.edu/student-affairs> or see Assessment and Care Team in Section V of the Handbook.

**BURSAR'S OFFICE**

Macon Campus: Student Life Center, SLC-230, (478) 471-2705  
Cochran Campus: Grace Hall, (478) 934-3016  
Dublin Campus: Main Building (478) 275-6643  
Eastman Campus: Main Building (478) 374-6700  
Warner Robins Campus: Academic Services, Admin. Office (478) 929-6700

The Bursar's Office is located on the second floor of the Student Life Center on the Macon Campus and the second floor of Grace Hall on the Cochran Campus. The Office of Student Accounts maintains student accounts, issues statements to students to keep them apprised of their outstanding bills, payment histories, and other financial issues, along with collecting tuition, fees and other college-related charges. The Bursar's Office also issues refunds of excess aid disbursed to Higher One accounts and other student refunds.

**CALENDARS**

Academic calendars, <http://www.mga.edu/academics/academic-calendar.aspx>  
Student Life Calendar, <http://calendar.activedatax.com/mga/CalendarNOW.aspx>  
Final Exams Schedule, <http://www.mga.edu/academics/finals.aspx>  
Registration Dates and Deadlines, <http://www.mga.edu/registrar>

**CAMPUS CONNECTION BUS SERVICE**

The Macon Transit Authority bus makes regular and frequent stops in front of the Middle Georgia State College Library (Macon Campus) throughout the day and early evening, Monday through Saturday. For a current bus schedule, fares, and route information, contact the Macon Transit Authority at (478) 803-2505 or visit their website at <http://www.mta-mac.com>.

**CAMPUS STORES**

Macon Campus: Student Life Center, 1<sup>st</sup> floor (478) 471-2719  
Cochran Campus: Georgia Hall, 1<sup>st</sup> floor (478) 934-3041  
Warner Robins Campus: Oak Hall, 1<sup>st</sup> floor (478) 929-6720  
Eastman Campus: Main Building (478) 374-6570  
Dublin Campus: Main Building (478) 274-7930

Middle Georgia State College Campus Stores stock new and used textbooks, reference books, equipment, computers and supplies required for courses offered at Middle Georgia State College. It also carries a wide selection of book bags, imprinted apparel, and gift items, as well as computer software, peripherals, and supplies. Fax services are available in the Macon and Warner Robins Campus Stores for a nominal charge, and copy services are available in the Macon Campus Store Only for a nominal charge. Students with grants, scholarships, or student loans may use these funds to make purchases in the Campus Store beginning the first day of regular registration. These accounts will remain active through the first two weeks of class. This date is set by the Bursar's Office each semester and is subject to change. A valid student ID must be presented at the cash register in order to access these funds.

### **Payment forms**

The Campus Stores no longer accept checks as a form of payment. Payment may be made with cash and credit cards (Visa, MasterCard, Discover, and American Express, with a valid ID).

### **Book Buy Back Process**

Book buy back gives the students of Middle Georgia State College an opportunity to "sell back" their books once they are finished using them for a particular term. The Campus Stores in Macon, Cochran, and Warner Robin conducts buy back daily, Monday through Thursday. Contact each store for hours of operation. No receipt is required to sell books back to the campus store, but a student ID is necessary. The value of a book may vary based on demand. Not all books can be bought back, only those that are deemed to have value **at the time** of buy back. Book buy back is a service to the students, and campus store management reserves the right to refuse any book as well as close the buy at any time.

### **Discount Movie Passes And Tickets**

Macon Campus Store sells discount movie passes to Amstar, The Grand.

### **Online Bookstore**

The Middle Georgia State College E-Store, found online at <http://www.mga.edu/bookstore>, gives Middle Georgia State College students the opportunity to purchase new and used textbooks and imprinted merchandise online. In addition to convenience, the E-Store serves as a vital tool in connecting students with Campus Store personnel, textbook information, hours of operation, refund policies, current promotions, and buy back information. E-Store technology enables the Campus Store to provide shipping services to those students enrolled in online courses and pick-up service for those taking traditional classroom courses. In addition to merchandise housed by the Middle Georgia State College Campus Store, the E-Store provides students with access to other general merchandise.

### **Refund Policy**

Absolutely no refunds or exchanges are accepted without an original cash register receipt. No exceptions can be made. Copies are not accepted. For online purchases from the e-Store, an online confirmation slip or the packing list included with a textbook order may serve as a receipt.

All returns are subject to management's scrutiny. The College Store reserves the right to refuse any item for refund.

1. **Cut-Off Dates for Refunds or Exchanges**  
First 10 business day of Fall and Spring Semesters and first 5 business day of Summer Semester, or session classes. All refunds or exchanges must have an original cash register receipt.
2. **Textbook Refunds:**  
For full semester classes, purchaser may receive a refund, for any reason, during the first 10 business days of the Fall or Spring semester and first 5 business days of Summer semester. The receipt date must indicate that the books were purchased for the current semester. All textbook sales occurring after this time period are final. For session classes, all returns must be accompanied by a drop slip and will only be accepted during the first 5 business days of the session. The receipt date must indicate that the books were purchased for the current session. All textbook sales occurring after the first five business days of the short semester and/or session are final.

Any exception to this policy must be accompanied by a drop slip or written permission by the Campus Store Manager.

Books must be returned in new condition for a 100% refund. Books with writing, highlighting, earmarks, bumped corners, etc., will be refunded at the same amount as the retail price of the used textbook. The College Store reserves the right to refuse any item for refund based on the condition in which the item has been brought back. Books with water damage and/or missing pages are not returnable.

Shrink-wrapped textbooks and shrink-wrapped textbook bundles must be returned unopened in original packaging to receive a 100% refund. During the refund period, opened textbooks and/or bundles may be returned to the campus store as a used book.

Workbooks, custom-published course packs, lab books, study guides, dictionaries, optional books, mass market books (novels, dictionaries, etc.), and general study aids are not eligible for a refund or exchange.

### 3. General Merchandise Refunds

No refund is available for hardware, software, and assorted computer supplies if opened. Exchanges for unopened items are solely at the discretion of the College Store management. Defective products must be reconciled with the manufacturer according to the terms of the item's warranty and are not returnable to the store.

Clothing, supplies, and other forms of general merchandise may be returned or exchanged only if all original hangtags/packaging are attached to the items.

Candy, drinks, and all health & beauty supplies are not eligible for return or exchange

### **Rental Policy**

Middle Georgia State College Campus Store, in conjunction with Nebraska Book Company, offers select textbooks for rental.

Students may pay the rental price with any tender including financial aid. A credit card number is required as a guaranteed tender for all rental items. The credit card will be charged the price of a new replacement book and a \$15 fee for noncompliance with the rental agreement for not returning the textbook by the close of business on the date specified on the register receipt.

If the credit card payment for the non-returned books is declined, the balance will be assigned to a collection agency. A student whose balance is assigned to a collection agency will be responsible for paying any collection fees incurred.

Rental items may not be returned to the Campus Store for credit or exchange after the standard return date. This requirement will be strictly enforced to minimize misuse of the rental program. Rental agreements cannot be modified after the Campus Store's standard return date and the full fee will be assessed as stated in the rental agreement.

Students must sign a rental agreement at the time of transaction. When the rental books are returned, the student must sign a receipt stating the books were returned before the due date and in saleable condition. This receipt should have a \$0.00 amount for return.

### **CAREER SERVICES**

The mission of Career Services is to empower students on all campuses and in all academic majors by providing tools needed to make well-informed academic and career decisions. Career Services uses a solutions-focused approach to encourage students to build career success through exploration, preparation, and practical work experiences. Career Services offers self-assessments, career and academic planning, résumé and cover letter development, interview skills presentations, mock interviews, employer information sessions, job search strategies, and online job postings for internships and part-time and full-time work opportunities, and much more. Career Services staff also provides presentations for student organizations and



classes. For more information, please call Career Services at (478) 471-2714 or visit <http://www.mga.edu/career-services>

#### **CHILD CARE INFORMATION SERVICE**

There are no facilities for on-campus child care at Middle Georgia State College, nor does the College sponsor off-campus child care services.

#### **CONFLICT RESOLUTION**

Middle Georgia State College's Conflict Resolution process is designed to assist students in the resolution of disputes. Students involved in unresolved disputes are encouraged to contact the Office of Student Affairs. The Student Conduct Officer or his designee will review the student's situation to determine if mediation is the proper course of action. If so, the student will be referred to a mediator who will meet with those involved in the dispute with the goal of facilitating a resolution. For more information about the College's Conflict Resolution process, visit <http://www.mga.edu/student-affairs>

#### **COUNSELING CENTER**

Macon/Warner Robins Campuses: (478) 471-2985  
Cochran/Eastman/Dublin Campuses: (478) 934-3092

The Counseling Center offers individual and group counseling for students who may be experiencing difficulties while adjusting to college. The Counseling Center offers an atmosphere in which individuals may discuss their challenges with the assurance that all counseling information will remain private and confidential. Services are free to currently enrolled students at Middle Georgia State College. Each semester the Center sponsors seminars and programs on topics related to personal growth and development. Topics for these programs have included increasing self-esteem, managing stress, communication skills, career issues, life planning, improving academic effectiveness, and maintaining healthy relationships. For more information or to make an appointment, contact the Center at one of the phone numbers listed above or visit the website at [www.mga.edu/counseling-center](http://www.mga.edu/counseling-center).

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#### **CUSTOMER SERVICE**

The Middle Georgia State College "Excellence in Customer Service and Process Improvement" initiative began as a training program for staff and expanded to become an opportunity to advance the culture of process improvement and to enhance the experiences of all customers of Middle Georgia State College. Employees of Middle Georgia State College are committed to providing service that is courteous, helpful, accessible, knowledgeable and responsive. To provide feedback on customer service experiences at Middle Georgia State College, please visit <http://www.mga.edu/faculty-staff/customer-service> For information about the College's Excellence in Customer Service program, please visit <http://www.mga.edu/faculty-staff/customer-service>.

#### **DISABILITY SERVICES**

Macon Campus: SLC, Counseling Center, (478) 471-2985, fax (478) 471-5830  
Cochran Campus: Sanford Hall, (478) 934-3023, fax (478) 934-3342

Disability Services coordinates and provides a variety of services for students with documented physical and learning disabilities on all five campuses. The aim is to ensure that students with disabilities have equal access to all academic and student programs offered at Middle Georgia State College. Services may include:

- Access and orientation to campus
- Adaptations for exams such as extended time
- Assistance in obtaining textbooks and course materials in alternate format (large print, alternative testing, access to electronic texts, etc.)
- Disability Student Handbook available to students upon registration with the office
- Coordination of academic accommodations with Middle Georgia State College faculty

For more information, visit the website at: <http://www.mga.edu/disability-services>

**EASY REFUND CARD (HIGHER ONE)**

Middle Georgia State College has partnered with Higher One, a financial institution, to offer students quicker access to their refunds. All student refunds, including financial aid refunds, refunds for withdrawals, and overpayments will be disbursed to students through the Higher One My One Debit MasterCard. Therefore all students should activate their My One Card even if they do not receive financial aid. The My One Debit MasterCard will be mailed to the address on file in the Registrar's Office after the student has registered. **DO NOT THROW IT AWAY.** Students do not have to open the Higher One debit/checking account. However, students must make a choice as to payment method. More information can be found at the Higher One site <http://www.mga.edu/bursar/higherone.aspx> or call the Bursar's Office at 478-471-2705 in Macon or (478) 934-3016 in Cochran.

**EMERGENCY CONTACT**

Macon Campus Department of Public Safety (478) 471-2414  
Cochran Campus Department of Public Safety (478) 934-3002  
Warner Robins Campus Administrative Office (478) 929-6700 (8:00 am – 5:30 pm)  
Warner Robins Campus Department of Public Safety (478) 731-9901 (after 5:30 pm)  
Eastman Campus Department of Public Safety (478) 374-6403  
Dublin Campus Department of Public Safety (478) 274-7751

Middle Georgia State College has no centralized paging system to contact individuals while on campus. As a result, communicating with students on campus will be limited to emergencies only. All students should advise their families and employers of this limitation. With the exception of public record information, details regarding students and class schedules will not be released for any reason.

**FAX SERVICE**

Fax service is available to students in the Middle Georgia State College Campus Stores on the Macon and Warner Robins campuses at a minimal cost. These two campus stores offer copy, fax, and postage services during its normal business hours. Copies are \$.10 per sheet. Use of the copier is self-service. Fax Services are available in the campus stores at the following rates: Sending: \$.50 per page for local, \$1.00 per page for long distance; Receiving: \$.50 per page. Stamps are available for purchase in these campus stores at the current postal rate. The post office in Georgia Hall on the Cochran Campus offers postal services at the current postal rate. This office also offers fax services at the following rates: Sending inside the continental US: No Charge; Sending outside the continental US: \$6.00 for first page and \$3.00 for each additional page; No charge for receiving.

**FINANCIAL AID**

Macon Campus: Student Life Center, SLC-204, (478) 471-2790  
Cochran Campus: Grace Hall, (478) 934-6198  
Dublin Campus: LIB 200, (478) 274-7952  
Eastman Campus: Main building, (478) 934-3084  
Warner Robins: Academic Services, (478) 929-6726

The Financial Aid Office is committed to helping qualified students finance their educational objectives through the administration of grants, scholarships, loans, and student employment opportunities. Middle Georgia State College uses the results of the Free Application for Federal Student Aid (FAFSA) in determining student financial need. The FAFSA can be completed online at [www.FAFSA.ed.gov](http://www.FAFSA.ed.gov). The Middle Georgia State College federal school code is 001581. The FAFSA must be filed annually. For maximum aid consideration, the FAFSA must be filed by April 15th of each year. Students wishing to apply for HOPE only can complete the GSFApps located on the GSFC website, [www.gacollege411.org](http://www.gacollege411.org). General information, useful links, and financial aid forms (verification worksheets, applications, etc) are available at <http://www.mga.edu/financial-aid/>. Students' detailed information such as tracking requirements, financial aid awards and messages can be accessed at <http://www.mga.edu/technology/banner.aspx>. This is a secure site that requires a login and pin number. Students are always welcome to visit with a financial aid representative located on all five campuses.

## **FOOD SERVICES AND VENDING**

Macon Campus: Student Life Center, Cafeteria, (478) 471-2858

Warner Robins Campus: Oak Hall, Room 101, (478) 929-6720

Aramark Inc. is Middle Georgia State College's provider for complete food service. Aramark's services include hot breakfasts, lunches, sandwiches, and other fast order items that are available in the Middle Georgia State College cafeteria, located on the first floor of the Student Life Center on the Macon Campus. Aramark also provides additional food service support at Starbucks in the Professional Science Building and the Library, first floor. Specialty drinks, sandwiches and other grab-and-go items are available. Additionally, a Subway is located on the first floor of the Student Life Center. Catering is provided for all student organizations through Aramark. Food Service is also available in Oak Hall on the Warner Robins Campus located within the Bookstore area, first floor. Vending machines are available in all of the buildings with a variety of food and drink options.

Cochran Campus: Georgia Hall, Dining hall (478) 934-0780

Cochran Campus: Retail offices (478) 934-7802

Eastman Campus/ Aviation College, Runway Café (478) 374-1367

Website: [www.mgc.edu/dining](http://www.mgc.edu/dining)

Facebook: [www.facebook.com/MGCdining](https://www.facebook.com/MGCdining)

Twitter: <https://twitter.com/MGCdining>

Sodexo, Inc. is Middle Georgia State College's provider for dining services on the campuses of Cochran, Eastman and Dublin. On the main campus of Cochran there is a resident dining program as well as several retail dining options to choose from. Middle Georgia Dining hall is located in Georgia Hall and offers a platform dining style which includes; Pizza, Deli, Grill, traditional entrée, International -made to order, salad/fruit bar, delicious desserts. Vegetarian/Vegan and gluten free options are available daily at most of our platforms. Warrior Food court is also located in Georgia Hall and houses A&W and Subconnection. These retail concepts offer our students made to order cheeseburgers, chicken tenders, Root beer, made-to-order sub sandwiches, many other grab-n-go items as well as dessert options. Sanford Café is located on the first floor of Sanford Hall and offers Simply To Go sandwiches, salads, cut fruit and yogurt, bakery items, Island Oasis smoothies, Aspetto coffee, and other convenience items.

Dining services is also available on the Aviation campus in Runway Café which offers Seattle's Best coffee, Island Oasis smoothies, Simply to Go sandwiches, salads, cut fruit and other healthy selections as well as many other meal replacement options. Bakery and other convenience items are also available.

Dining options to the Dublin campus store is coming soon. Through the campus store, we will offer Seattle's Best coffee and Simply To Go salads, sandwiches, cut fruit and other healthy selections.

Sodexo offers catering services to the campuses in Cochran, Eastman and Dublin. All student groups and off campus visitors can utilize these services.

## **FRESHMAN YEAR EXPERIENCE (FYE)**

The Freshman Year Experience (FYE) at Middle Georgia State College is a comprehensive program of academic and personal development activities and services. The goal of the College's FYE program is to prepare students to succeed in a technology-rich, information-driven global economy while developing important life and citizenship skills through a solid foundation in the liberal arts. The program facilitates the student's transition to college life by seeking to develop the enjoyment of a wide variety of services, the self-awareness and understanding of others, the skills to meet the challenges of higher education, and the student's ability to enter into the community of life-long learners. The FYE program coordinates the efforts of numerous campus entities to ensure beginning students make a successful transition to higher education and become acculturated to the Middle Georgia State College community. All first time freshmen are required to take the Freshman Year Experience course, except dual enrollment students, and fully online students (taking no on-campus classes)

The foundation of the FYE program is the freshman seminar course, FYES 1001, First Year Seminar. The three overarching objectives of the Freshman Year program and the seminar course are:

1. To connect students with other students – i.e. to facilitate student formation of peer-support networks and peer-learning communities;
2. To connect students with Middle Georgia State College - i.e. to foster student appreciation of the meaning and relevance of the college curriculum (liberal arts & sciences), to promote student

- involvement in the co-curriculum (out-of-class experiential learning), and to increase student utilization of campus support services (academic-support and student-development services); and
3. To connect students' present college experience with their future goals/plans - i.e., to enable students to integrate their current curricular and co-curricular experiences with their decisions about their college major and their future career path.

For more information visit <http://www.mga.edu/academics/first-year-experience.aspx>.

### **GRADUATION (*Commencement*)**

Registrar's Office, Student Life Center SLC-173, (478) 471-2900

Middle Georgia State College sponsors commencement exercises at the end of the spring semester each year. Students should complete an application for degree in the Registrar's Office at least two semesters before their expected graduation term and must complete the application no later than the dates outlined below.

In order to participate in the commencement ceremony, students must have completed all degree requirements in the preceding summer or fall or be "on track" to complete degree requirements during the current spring semester. A student who files an application to graduate in the spring term after the published deadline of April 1 may not participate in the annual commencement ceremony. If the spring degree application is filed by April 30, however, and all degree requirements are met by the end of the semester, the student's degree information will be posted on the academic transcript and a diploma will be provided. Spring semester degree applications received after April 30 will be held for review until after spring semester grades have been fully processed. Spring semester degree applications will not be accepted after April 30. To graduate at the end of the summer term, the application for degree must be on file in the Registrar's Office by July 2. To graduate at the end of the fall term, the application must be on file by October 15. Please note that while these deadlines represent the last opportunity to apply for a degree in the term specified, it is strongly recommended that students apply two semesters in advance of the expected graduation term in order to have adequate time to meet all degree requirements. Failure to complete the degree application at least two semesters in advance may prevent graduation in the anticipated term. Students who do not complete the degree application until the published application deadline may not be able in that term of enrollment to resolve deficiencies discovered in the degree audit. When participating in the Graduation, students may only wear regalia representing Middle Georgia State College distinctions and/or recognized student organizations.

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### **HEALTH INSURANCE**

International students holding F or J visas, all students admitted to any Nursing program, students admitted to the Associate of Science in Respiratory Therapy program (students enrolled in 3000 and 4000 level RESP classes are not required to participate in the Student Health Insurance Program), students admitted into the Associate of Science degree in Occupational Therapy Assistant, and all students enrolled in HIMT 2750/2850, HIMA 4750 and/or HLSA 4450/4451 will be required to show proof of acceptable coverage or purchase coverage from a contracted provider. A voluntary student health insurance program is also available. The total cost of the health insurance is the responsibility of the student. Please visit the College's Student Health Insurance website at: <http://www.mga.edu/student-affairs>

### **HEALTH SERVICES**

Macon Campus Wellness Center, (478) 471-2092

The Health Clinic (Macon campus only) is staffed by a licensed nurse practitioner and can provide treatment, testing, or information about many sicknesses, injuries, or questions. Services include: minor episodic health care, adult immunizations, health counseling, referrals to community or college resources, and wellness education. Services are confidential and many are free to students, with a minimal cost for immunization and lab procedures. A valid Knight Card is required to receive health services.

Cochran Campus – Contact Office of Student Affairs (478) 934-3352

Eastman Campus – Contact Office of Student Affairs (478) 934-3352

MGA contracts with local physicians to provide routine health services to students residing in the residence halls at the Cochran and Eastman campuses. This service provides basic, routine office visits ONLY for temporary care for acute medical conditions. The College is not responsible for repetitive care and doctors visits for routine or sports physicals, chronic or on-going conditions, and/or diseases. Examples of repetitive care for which the College is not responsible include, but are not limited to, diabetes, pregnancy, allergies, or post-surgical treatments. The procedures and a list of physicians are available at <http://www.mga.edu/health-clinic/>.

## **HEPATITIS B**

Students who are 18 years of age or younger at time of expected matriculation/admission to Middle Georgia State College are required to have Hepatitis B immunization, which is administered in a series of doses.

Middle Georgia State College students are strongly encouraged to be aware of the risk factors, symptoms, and preventative measures for the disease. College freshmen, especially those living in residence halls, are at a higher risk for Hepatitis B and should be educated about the availability of a safe and effective vaccine, which can decrease the risk. To find more information, visit the Centers for Disease Control website at [www.cdc.gov/az.do](http://www.cdc.gov/az.do) and select Hepatitis from the menu and review the information presented on Hepatitis B or contact your physician, local Health Department or the Middle Georgia State College Health Clinic on the Macon campus.

**HIGHER ONE (SEE EASY REFUND CARD)** More information can be found at the Higher One site <http://www.mga.edu/bursar/higherone.aspx> or call the Bursar's Office at 478-471-2705 in Macon or (478) 934-3016 in Cochran.

## **KNIGHT CARD - STUDENT IDENTIFICATION CARDS**

Macon Campus: Student Life Center, Office of Student Life, SLC-113, (478) 471-2710

Cochran Campus: Alderman Hall (478) 934-3002

Dublin Campus: Library (478) 275-6772

Eastman Campus: Main Building (478) 374-6403

Warner Robins Campus: Thomas Hall, Room 115A, (478) 329-4741

Students are required to obtain and carry a valid student identification card, the Knight Card, while on campus and are required to show this card upon request of a Middle Georgia State College faculty or staff member. The Knight Card serves as the student's official ID card, meal plan card, access card, and more.

The Knight Card has a declining debit function that allows students to deposit money into an account on the card and make purchases in the Snack Bar, Dining Hall, and Bookstore without using cash. Students should immediately report a lost or stolen card to the Office of Public Safety. It should be noted that once a card is reported lost or stolen it will be frozen and will be unavailable for all access and/or transaction purposes. Damaged or stolen cards will be replaced at no cost, provided the student submits the damaged card or a police report indicating the theft of the card. The cost for a replacement card will be \$20.00, payable to the Bursar's Office. Lending, selling, or otherwise transferring a student's Knight Card is prohibited. The use of a student's Knight Card by anyone other than its original owner is prohibited.

First-time students seeking a Knight Card must present a photo I.D along. The first student identification card issued to a student is free of charge. Terms and Conditions for the debit card function are described at <http://www.mga.edu/card/>

## **LIBRARY**

The campus libraries of Middle Georgia State College provide access to a collection of over 240,000 items in support of course work and research. Library collections include books (both print and electronic), DVD's, periodicals, electronic databases available through GALILEO, Georgia's statewide virtual library, and the borrowing privileges provided by GIL Express and Interlibrary Loan. GALILEO provides access to more than 130 databases, more than 1,500 full-text periodicals, as well as reference sources such as encyclopedias, directories, Georgia government documents, and e-books. The online catalog, GIL, searches the collection of the Middle Georgia State College Libraries, while the Universal Catalog searches the holdings of all 31 USG libraries.

Librarians work one-on-one with students and faculty at the reference desks and through virtual means such as chat reference and e-mail reference. Library instruction sessions are available upon faculty request for the teaching of research, critical inquiry, and use of library resources.

Macon Campus: Library Building, (478) 471-2709

The Macon campus library is housed in the same building as the Academic Resource Center (ARC), and the two units work together to meet the academic and research needs of the Macon campus community. The Macon campus media collection includes videos, DVD's, CD's, and audio books. Additional resources for student use include scanners, microform reader/printers, photocopiers, and special assistive technology

software with features including enlarged text, voice recognition, and spoken output of data. There are multiple study rooms that can be used for group study. Students must have a valid Middle Georgia State College ID in order to check out any material. The Macon campus library is open Monday through Thursday, 7:30 a.m. – 10:00 p.m.; Fridays, 7:30 a.m. – noon; and Sundays, 2:00 p.m. – 6:00 p.m. Summer hours vary; check library website.

Cochran Campus: Library Building, (478) 934-3074

Roberts Memorial Library occupies two of the three stories of the building. The Academic Resource Center, which is on the third floor, works with the library to meet the academic and research needs of the Middle Georgia State College community. The complete resources of MGA libraries are accessible to the Cochran campus community. Students must have a valid MGA photo I.D. in order to check out any material. Library hours, unless otherwise posted, are Monday – Thursday 8:00 a.m. – 09:00 p.m.; Friday 8:00 a.m. – noon; Saturday/Sunday closed; summer hours may vary.

Dublin Campus: (478) 275-6772

The Dublin Campus Library is staffed by a full-time librarian and staffer to provide research and informational needs. Students have access to all library resources and equipment as well as to academic print sources, computers, and databases provided by MGA. The Dublin Campus Library allows local patrons access to resources with the exclusion of interlibrary loan and Gil Express materials. The library maintains a reserve collection for current course offerings at the Dublin Campus. The library also provides student ID production and assists with campus card transactions. The hours of operation for the Dublin Campus Library are Monday – Thursday 8:00 a.m. – 9:00 p.m.; Friday 8:00 a.m. – noon; Saturday/Sunday closed; summer hours vary.

Eastman Campus (478) 275-6772

The Eastman Campus Library is staffed by two part-time staffers to provide research and informational needs. Professional assistance is provided as required and through scheduled attendance. Students have access to all library resources and equipment as well as to academic print sources, computers, and databases provided by MGA. The library maintains a small aviation dedicated collection and reserve collection for current non-flight course offerings at the Eastman Campus. The extensive digital holdings of MGA are also available to Eastman Campus students. In addition the library serves as a point of contact for the Student Success Center and Academic Resource Center. The hours of operation for the Eastman Campus Library are Monday – Thursday 8:00 a.m. – 6:00 p.m.; Friday 8:00 a.m. – noon; Saturday/Sunday closed; summer hours vary.

Warner Robins Campus: (478) 923-0128

The Nola Brantley Memorial Library, a branch of the Houston County Public Library System, is located next to the Warner Robins Campus on Watson Boulevard. As the result of a partnership between MGA and the Houston County Public Library System, the Nola Brantley Memorial Library provides library resources and services to MGA students. The renovation has facilitated the relocation of an MGA provided librarian to the Oak Hall building on the WR campus. Students must acquire a public library (PINES) card in order to check out materials from the Nola Brantley Memorial Library's collection and/or to use a public library computer. MGA students must present their Student ID card at the Circulation Desk when signing up to use a MGA computer. Students are expected to comply with all rules and policies of the Nola Brantley Memorial Library.

#### **MENINGITIS (MENINGOCOCCAL DISEASE)**

While Middle Georgia State College does not require vaccination against meningitis (meningococcal disease), students are strongly encouraged to be aware of the risk factors, symptoms, and preventative measures for the disease. College freshmen, especially those living in residence halls, are at a higher risk for meningococcal disease and should be educated about the availability of a safe and effective vaccine, which can decrease the risk. To find more information, visit the Center for Disease Control website at [www.cdc.gov/az.do](http://www.cdc.gov/az.do) and select Meningococcal Disease or contact your physician, local Health Department or the Middle Georgia State College Health Clinic.

#### **MGA EMERGENCY ALERT**

The MGA Emergency Alert system is a free service that adds to the College's ability to provide an environment in which students can feel safe knowing that they will be informed quickly and accurately of campus emergencies including severe weather conditions and closings. The MGA Emergency Alert system allows students to receive voice messages via home phones, work phones, and mobile phones; text messages

(SMS) to mobile phones; and e-mail notifications. All students are encouraged to update their contact information in SWORDS under the Personal Information tab and the MGA Alert Update Contact Information link. This can also be accessed at <http://www.mga.edu/police/alert.aspx> For MGS Emergency Alert questions, contact the Middle Georgia State College Department of Public Safety at (478) 471-2414 or [police@mga.edu](mailto:police@mga.edu). For technical help, contact the Middle Georgia State Technical Assistance Center (TAC) at (478) 471-2023 or (478) 757-4393 or [helpdesk@mga.edu](mailto:helpdesk@mga.edu).

#### **MGA ONLINE (DESIRE2LEARN)**

The School of Distance Learning uses the learning management system Desire2Learn (D2L). D2L is the course delivery system adopted and supported by the University System of Georgia and Middle Georgia State College. D2L allows 24/7 Internet access to content, communications, chat, discussions, quizzes, and other interactive tools for delivery and assessment of online course content. To access D2L, click on the MGA Online link at the top of the Middle Georgia State College homepage, <http://www.mga.edu/d2l>

#### **ORIENTATION PROGRAM**

Orientation is strongly encouraged for all new and transfer students attending Middle Georgia State College. Orientation is designed to provide essential information about academic programs and requirements, student organizations and activities, and the wide range of campus resources, both academic and non-academic, available to students. Most of all, orientation is intended to help new students connect with the campus community and to be well prepared for success. Students are encouraged to attend a traditional face-to-face orientation session.

Students may visit <http://www.mga.edu/orientation> to learn more about the in-person orientation schedule and sign up online for the session they wish to attend. For more information, call the Orientation Office at (478) 275-6643.

#### **PARKING ON CAMPUS**

Macon Campus: Campus Support Services Building, (478) 471-2414

Cochran Campus: Alderman Hall (478) 934-3002

Dublin Campus: Library (478) 275-6772

Eastman Campus: Main Building (478) 374-6403

Warner Robins Campus: Academic Services Building, Admin. Office (478) 731-9901

Students operating any type of motorized vehicle on campus must abide by Student Parking Regulations and must properly display a current Middle Georgia State College parking decal on their vehicle. Students must present a valid Knight Card and license plate number in order to receive a Middle Georgia State College parking decal. All decals/permits must be current and properly displayed. Vehicles parked in unauthorized areas will be subject to ticketing and/or removal at the owner's expense. Middle Georgia State College will not be liable for damage of vehicle contents. Students are responsible for reading the Middle Georgia State Parking Policy available online at <http://www.mga.edu/police/parking.aspx> and adhering to all parking/traffic regulations. Failure to abide by parking regulations may result in the placement of an administrative hold on the involved student's records.

Public Safety may issue a temporary "Handicapped Parking Permit" upon application to and approval by the Coordinator of Disability Services. Temporary handicapped permits are for use only on the MGA campus in the event that a student submits appropriate documentation. Documentation should include a statement from the student's physician stating the need for such accommodation and the date such accommodation is to begin and end. These permits are not intended to exceed the length of one semester. Students requiring accommodation for more than one semester should seek off-campus assistance in securing a regular state-issued Handicapped Parking Permit.

#### **PUBLIC SAFETY (DEPARTMENT OF)**

Macon Campus: Campus Support Services Building, (478) 471-2414

Cochran Campus: Alderman Hall (478) 934-3002

Dublin Campus: Main Building (478) 274-7751

Eastman Campus: Main Building (478) 374-6403

Warner Robins Campus: Academic Services, Admin. Office (478) 731-9901

Middle Georgia State College maintains law enforcement and security personnel on all five campuses. Police and Security Officers patrol the campuses on foot and in vehicles. These patrols include all buildings, residence halls and parking facilities. The Department of Public Safety (DPS) will assist any campus community member needing an escort to a vehicle on campus. In addition, DPS assists with automobile problems including door unlocks and batteries that have become disabled. The Department of Public Safety is responsible for enforcing the rules and regulations of the College as well as enforcing criminal and traffic violations. Students should report all incidents and accidents to DPS. Emergency call boxes are located throughout campus in parking facilities. Students, faculty, and staff are encouraged to use the boxes to call DPS in emergency situations only.

Individuals with concerns about behavior exhibited on campus should make a report to the Assessment and Care Team (ACT) as described at <http://www.mga.edu/student-affairs> or in section VI of this Handbook.

### **RECREATION & WELLNESS FEE**

All students enrolled in non-fully online classes and attend class on the Macon Campus are assessed a Recreation & Wellness Fee of \$140.00 per semester. Students who attend non-fully online classes only on the Warner Robins Campus pay the Recreation & Wellness Fee of \$40.00 per semester. This fee is used to support Recreation & Wellness activities at Middle Georgia State College, including the Recreation & Wellness programs, events, organizations, services, and facilities as described in detail in Section II of this Handbook and at <http://www.mga.edu/wellness>. These programs, events, organizations, services, and facilities are student-centered with students as the primary participants or beneficiaries. Additionally, these funds support the construction of new facilities at the Macon and Warner Robins campuses. The Student Affairs Committee, which is composed of 50 percent students, recommends an annual expenditure budget to the President of the College.

**REFUND CARD (HIGHER ONE) (SEE EASY REFUND CARD)** More information can be found at the Higher One site <http://www.mga.edu/bursar/higherone.aspx> or call the Bursar's Office at 478-471-2705 in Macon or (478) 934-3016 in Cochran.

### **REGISTRAR'S OFFICE**

Macon Campus, Student Life Center, SLC-173, (478) 471-2900

Cochran Campus, Grace Hall (478) 934-6406

The Registrar's Office maintains student academic records and coordinates registration processes. Additionally, see the Registrar for change of major, transcripts, add/drop, graduation and withdrawals. For more information, visit the Registrar's Office website at: <http://www.mga.edu/registrar>

### **RESIDENCE LIFE**

The Office of Residence Life supports the mission of the College by providing students with a safe living-learning environment that supports academic pursuits and personal growth while fostering a sense of community, civic responsibility, and an appreciation of integrity, civility and diversity. For more information, visit the Residence Life website at: <http://www.mga.edu/residence-life/>

### **STUDENT ACTIVITIES FEE**

All students enrolled at MGA are assessed a Student Activities Fee. The Student Activities Fee is \$3 per semester hour but no more than \$45 per semester. This fee is used to support extra- and co-curricular life at the College, including all of the Student Life programs, events, organizations, services, and facilities as described in detail in Section III of this Handbook and at <http://www.mga.edu/student-life>. These programs, events, organizations, services, and facilities are student-centered with students as the primary participants or beneficiaries. All aspects of the expenditure of Student Activities Fees through the Office of Student Life are available to students regardless of race, national origin, color, sex, age, religion, or disability. The Student Affairs Committee, which is composed of 50 percent students, recommends an annual expenditure budget to the President of the College.

### **STUDENT CENTERS**

Macon Campus: Student Life Center, SLC-113, (478) 471-2710

The Gameroom is a great place to shoot pool, play chess, checkers, and ping pong, or just relax with friends and watch a big screen TV. All activities in the Gameroom are free to Middle Georgia State College students with valid student IDs.



Cochran Campus: Georgia Hall, (478) 934-3152

The Student Center provides a warm and welcoming space for students to enjoy a game of pool, ping pong, cards or board games as well as watch TV on one of the two large flat screen TV's. The Center offers efficient and courteous customer service, with all activities free to students with a valid student ID. The Center also houses the meeting room for the Student Activities Board and Student Government Association.

Dublin Campus: First Floor, (478) 275-6768

The Dublin Campus Student Center provides students with pool tables, ping pong tables, XBOX and PlayStation 3 gaming systems, TV, and a lounge area. Students may take advantage of these facilities during operating hours of the campus. These facilities allow students to socialize as well as study before, between, and after classes. All of these facilities are free to Middle Georgia State College students with valid student IDs.

Eastman Aviation Campus: Second Floor, (478) 448-4703

The Aviation Campus Student Center/Recreation Room provides students with a TV, pool table, ping pong table and two pieces of aerobic machines. The student center has a small kitchenette with microwave, fridge and sink for students wishing to enjoy their lunch there. There are also several tables and chairs set up for leisurely hanging out and for studying.

Warner Robins Campus: Thomas Hall 115, (478) 329-4741

The Warner Robins Activity Center and Café (WRACC) provides students with opportunities to play video games, pool and/or ping pong. All activities in the WRACC are also free to Middle Georgia State College students with valid student IDs.

#### **STUDENT E-MAIL**

Middle Georgia State College students are provided an e-mail account free of charge. The College considers this account an "official means of communication." Middle Georgia State College will use this e-mail account to communicate important College-related information. Students are encouraged to check their accounts often.

Students will access student email by clicking: <http://www.mga.edu/technology/email.aspx> Students will use their Middle Georgia State College student ID number and password to access their account. If the student is new to Middle Georgia State, or has never logged in to his/her e-mail account, the student should first activate their account and determine his/her e-mail address. To activate a student email account, the college has an online, step-by-step process that is user friendly located at <http://www.mga.edu/technology/email.aspx>

Students who have any difficulty with this process should contact the Technical Assistance Center (TAC) at (478) 471-2023. Student e-mail accounts will remain active for a period of three full academic semesters after the student's last semester of enrollment. For example, if a student is last enrolled summer semester, his/her student e-mail account will be deleted at the end of the following summer semester. **All college information will be sent to this e-mail.**

#### **STUDENT LIFE PROGRAM**

The Student Life Program is designed to offer students opportunities to interact with faculty, staff and other students outside the classroom setting, to provide students the opportunities to broaden their social and cultural experiences while in college, and to help students become aware of – and involved in – community concerns. For complete information about the Student Life Program at Middle Georgia State, see Section III of this publication or visit <http://www.mga.edu/student-life>.

#### **STUDENT SUCCESS CENTERS (SSC)**

Macon Campus: Library, Lower Level, (478) 471-2057

Cochran Campus: Roberts Memorial Library, Third Floor, (478) 934-3106

Dublin Campus: LIB 200, (478) 274-7952

Eastman Campus: Room 1181, (478) 374-6700

Warner Robins Campus: Oak Hall, Bottom Floor, (478) 929-6770

The Student Success Centers (SSC) offer tutorial and technological services to students at Middle Georgia State College. Located on all five campuses, the goal of the centers is to provide the support and resources

necessary for students to achieve academic success. Services offered by the SSC include the following: free peer tutoring in a wide range of subjects, online academic skills workshops, open-use computer lab, computer-based and Web-based tutorials, assistance with online course work, a color printer, and scanners for student use. The SSC also provides access to resources including study tests and materials donated by faculty, study manuals and textbooks, and a variety of study aids.. Most locations offer some evening hours and the Macon SSC also offers weekend hours. The SSC website also posts tutoring schedules for all the other tutorial services on campus, including the Department of History and Political Science Study Center, the Mathematics Academic Resource Center (MARC), the Foreign Language Lab, the School of Business Tutoring Center, and the School of Information Technology Tutoring Center.

All Middle Georgia State College students are welcome at any of the Centers. Students are encouraged to stop by the SSC anytime they have a question or feel they need academic assistance to take advantage of these services. For more information on other services offered by the SSC, the hours of operation, or to learn about tutor schedules by subject, please call the SSC or visit <http://www.mga.edu/student-success-center/default.aspx>

#### **STUDENT SUPPORT SERVICES PROGRAM**

Macon Campus Student Life Center, SLC-226, (478) 471-5356

Located on the second floor of the Student Life Center on the Macon Campus, the Middle Georgia State College Student Support Services Program (SSS) is a *U.S. Department of Education* federally funded *TRIO Program*. Providing support for as many as 180 eligible Middle Georgia State College students whose educational goal is to complete a bachelor's degree, the goals of the *Student Support Services Program* are to increase the retention, progression and graduation rates of its participants; promoting graduate and professional school enrollment; and assisting them in making the transition from one level of higher education to the next. Eligible participants must be students identified as low-income, first-generation or have a documented disability evidencing academic need. Services provided include, but are not limited to: access to tutorial services, academic success skills workshops, college success skills workshops and personal development workshops; assistance in securing admission and financial aid for enrollment in graduate institutions; guidance on career options, etc. For additional information, visit the website at [http://www.mga.edu/academics/docs/catalogs/MGA\\_2014-2015\\_Catalog.pdf](http://www.mga.edu/academics/docs/catalogs/MGA_2014-2015_Catalog.pdf) page 19 or contact the *Student Support Services Program* office at (478) 471-5356.

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#### **STUDY ABROAD**

We live in a global society and Middle Georgia State College is committed to preparing students to be active global citizens. College faculty and students annually participate in programs in England, France, Spain, Italy, Russia, Germany, Morocco, Dubai, Costa Rica, Namibia/South Africa, and many other countries. Studying abroad is an incredible, affordable opportunity to experience another part of the world with regional faculty in classes that bear college credit toward degree programs. Also, the University System of Georgia (USG) offers more than 350 study abroad programs in disciplines including nursing, education, computer science, graphic design, theater, wildlife management and many more. Middle Georgia State College students are eligible to participate in most of these programs. Call 478-471-2459 or go to <http://www.mga.edu/academics/study-abroad.aspx>.

#### **SWORDS**

SWORDS is Middle Georgia State College's student information system. Students use SWORDS to register for classes and keep track of academic and Financial Aid records. To visit SWORDS, click on the SWORDS link at the top of the Middle Georgia State College homepage.

#### **TECHNICAL ASSISTANCE CENTER (TAC)**

Macon Campus: Library, Lower Level, (478) 471-2023

The Technology Assistance Center (TAC) offers a centralized service point for students seeking assistance with technology. General Services include support for: Desire2Learn (D2L) use, password resetting, use of personal web folders, wireless networking, student e-mail password assistance; resetting SWORDS passwords. For additional information, visit [www.mga.edu/technology/tac.aspx](http://www.mga.edu/technology/tac.aspx).

### **TECHNOLOGY FEE**

All students enrolled at Middle Georgia State College must pay a technology fee of \$46 per semester beginning fall semester, 2013. This fee is used to support technology improvements and/or upgrades on campus and to provide students an allotment of \$35.00 for printing on the five campuses. Students at Macon or Warner Robins can print in the Academic Resource Center on either campus. There are 30 Pharos stations on the Cochran, Dublin, and Eastman campuses where students may print. The cost per page for printing is \$0.10 for black and white and \$0.50 for color. Additional printing can be purchased at any of the five locations if needed.

### **TELEPHONES**

Public telephones are located in the following locations:

Macon Campus - Library, Education Building, Wellness Center, Math Building, Humanities/Social Sciences and the Jones Building

Cochran Campus - Wellness Center

Dublin Campus - Main building

Eastman Campus - Main building.

Warner Robins Campus - Thomas Hall and the Academic Services Building

### **TUTORING (SEE STUDENT SUCCESS CENTERS)**

Middle Georgia State College offers tutoring in a variety of topics in the Student Success Center and in various schools. Visit <http://www.mga.edu/student-success-center/default.aspx> to find a tutoring site and book an appointment.

Cochran Campus: 478-934-3106

Dublin Campus: 478- 274-7952

Eastman Campus: 478- 374-6700

Macon Campus: 478-471-2057

Warner Robins Campus: 478-929-6770

Department of History and Political Science Study Center: 478-471-5749

Foreign Language Lab: 478-471-5792

Mathematics Academic Resource Center (MARC) : 478-471-2814

School of Business: 478- 471-2724

School of Information Technology: 478-471-2801

### **VETERANS CERTIFICATION OFFICE**

Macon Campus: Student Life Center, SLC-173, (478) 757-2681

Cochran Campus: Grace Hall, first floor, (478) 934-3036 or 6406

Middle Georgia State College is approved for the educational training of veterans and other eligible persons. Information concerning application procedures, certifications, and VA educational benefits may be obtained from the Office of the Registrar at the Macon or Cochran campuses or visit <http://www.mga.edu/registrar/veterans.aspx>

### **VOTER REGISTRATION**

Voter registration applications are available at the Office of Student Life on all five campuses or at the State of Georgia Voter Registration website at <http://sos.georgia.gov/elections/vrinfo.htm>. Throughout the year, the Office of Student Life and various Recognized Student Organizations sponsor voter registration drives on campus. Also, students may register to vote at the Middle Georgia State College annual Constitution Day events.

### **WELLNESS CENTER, ATHLETICS & RECREATION**

Macon Campus: (478) 757-3620, <http://www.mga.edu/wellness>

The Wellness Center houses a fitness center, health clinic, intramurals and outdoor recreation programs. It is connected to the gymnasium. The fitness center offers group fitness classes, cardiovascular equipment, strength training equipment, body fat analysis and incentive programs. The intramural and outdoor recreation program offers various sports leagues, tournaments, free play, and trips such as hiking and kayaking. The

Wellness Center front desk is the place to sign up for the fitness center or register for intramural sports and outdoor recreation trips. To join the fitness center, students must complete a registration form, sign a liability waiver, and participate in a brief facility orientation. Walk-ins are always welcome! A valid MGA ID is required to utilize Wellness Center facilities and activities.

Cochran Campus: (478) 934-3478, <http://www.mga.edu/wellness>

This Wellness Center is open to all students currently enrolled in credit earning courses at Middle Georgia State College. Valid MGA I.D. is required for entry. All users must complete an online application for membership and the required orientation session prior to using this facility. The Center includes a gymnasium with elevated walking track, a fitness center, aerobics room, classrooms for health and physical education programs and a lobby with juice/vending bar.

Warner Robins Campus: (478) 329-4741, <http://www.mga.edu/wellness>

The Warner Robins Activity Center and Café (WRACC) is the newly renovated space offering a fitness center, pool table, ping pong, and interactive gaming along with seating and food options. Intramural and free play activities will be hosted on the field next to Oak Hall. A valid MGA ID card is required in order to utilize the facilities and activities.

## **SECTION II**

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# **Recreation & Wellness Program**

## THE RECREATION & WELLNESS PROGRAM

Middle Georgia State College's Recreation & Wellness Program is based on the belief that an active student is a more successful student; therefore, its mission is to get students involved in healthy habits that will create lifelong participation in healthy lifestyles and activities. Participating in sports helps increase leadership, accountability, and provides environments for healthy competition.

Participation in Recreation & Wellness activities gives students the opportunity to meet fellow students, faculty, and staff outside the classroom. Participation in activities such as intramural sports, health promotion events, club sports teams, and outdoor recreation trips will provide avenues for new adventure and opportunities to gain new interests that will promote health and wellness throughout life.

Participation helps students to learn more about what is going on in other areas of student life. Recreation & Wellness provides opportunities for volunteering for different organizations in the community that can help the student and the College give back to the local community.

And as if the other reasons listed are not enough to participate outside the classroom, here is a fourth reason – students are paying for it! All Middle Georgia State students enrolled in at least one (1) semester hour, pay a Student Activities Fee each semester. These fees go towards many different activities provided to students as part of the college experience here at Middle Georgia State.

To learn more about Recreation & Wellness at Middle Georgia State College, visit the Front Desk of the Wellness Center in Macon (478) 757-3620, Cochran (478) 934-3478, or Warner Robins (478) 329-4741, email [wellness@mga.edu](mailto:wellness@mga.edu), or visit the Recreation & Wellness Web pages at <http://www.mga.edu/wellness>, Facebook: MGAKnightsRec or Twitter: MGAKnightsRec

The MGA student e-mail account is the major source of Recreation & Wellness information! Information is sent to the MGA e-mail account about events, trips, and other ways to get involved. It is crucial to check e-mail frequently.

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### GETTING INVOLVED IN RECREATION & WELLNESS AT MGA

On-campus events are almost always free of charge with a current Knight Card. Off-campus trips often have additional, reduced fees for admission to parks or events and limited space for seating on vehicles so students must sign up and pay ahead of time. Sporting events off campus may have a reduced cost or even free admission with the Knight Card. Students should always carry the Knight Card to keep costs lower. Sports Clubs have dues that must be paid to participate in games and practice, visit <http://www.mgaknights.com> for contact information and to get information on dues. Visit <http://www.mga.edu/wellness> for information about activities at the Macon, Cochran, and Warner Robins Campuses including the calendar links for all events.

### PROGRAMS

The Fitness Center, Club Sports, Aquatics, Intramurals, and Outdoor Recreation programs each offer a variety of times and events to help meet the needs of diverse groups of students.

**Aquatics** offer lap and recreational swimming from May to September each year Cochran campuses. The pool on the Macon campus is indoors and opens year round. Visit <http://www.mga.edu/wellness> for hours

**The Intramural Program** consists of various sport leagues and tournaments. Free-play, soccer, volleyball, softball, flag football, ultimate Frisbee, basketball, and others are offered throughout the year. Coming events and activities are posted on the Wellness Center activity board and online calendar. A valid Knight Card is required to participate in intramural programs.

**Outdoor Recreation Trips** are offered each semester. The purpose of this program is to offer opportunities for new experiences and to build relationships outside the classroom. Trips may include hiking, kayaking, rock climbing, whitewater rafting, camping, and more. Students receive a discount on most trips. Sign up for upcoming trips at the front desk. A valid Knight Card is required to receive the discounted student rate.

**Club Sports and Recreation Clubs** offers students the opportunity to participate in organized sports teams that compete at the Club level with teams from other Colleges and local clubs. Club sports teams compete with Junior and Technical Colleges, junior varsity teams at NCAA and NAIA member schools, other club teams, local teams, as well as varsity teams from NAIA, NCCAA, and other athletic association members such as the NCBA, NCFA, NCSA, NCWA, USTA and NIRSA. Members of club sports must have a minimum of 2.0 GPA in all coursework and be enrolled in a minimum of six (6) semester hours for the semester in which they participate. All club rosters are subject to eligibility guidelines set forth by organizations of which they are a member or compete against. The following is a list of clubs that were active in 2014-15:

Cheer Program

Chess Club

SWAY Dance Club

MGA Tackle Football Club (Visit <http://www.mgaknights.com> as eligibility differs for football from other clubs)

MGA Tennis Club

Society for Overactive Imaginations (SOI, Gaming Club)

### **EVENTS**

Each year, Recreation & Wellness hosts dozens of events to enhance the experience of students at Middle Georgia State College. Recreation & Wellness works with other campus offices to sponsor institutional events such as Health Expos, cook-outs, alcohol awareness events, NIRSA Regional Flag Football Tournament Tryouts, dive-in movie nights, water days, intramural sporting events, outdoor recreation trips, and many, many more!

### **FACILITIES**

The Macon Campus recreation facilities include the new Recreation & Wellness Center as well as multiple fields and 8 tennis courts. The Cochran Campus recreation facilities include the Wellness Center with aerobics room, fitness center, rock climbing wall, walking track and gym floor. Other facilities on campus include tennis courts, a swimming pool and intramural fields. The Warner Robins Campus has a Student Recreation Center inside Thomas Hall with a fitness center, pool and ping pong tables and video game center.

### **Front Desk Numbers**

Macon Campus (478) 471-3624

Cochran Campus: (478) 934-3478

Warner Robins Campus: (478) 329-4741

### **Outdoor Recreation Fields**

Outdoor recreation facilities on the Macon campus include a track and multipurpose field located behind the gymnasium, a one-mile walking trail behind the Wellness Center, two softball and two football/soccer. Outdoor recreation facilities on the Cochran Campus include three intramural fields, a softball field and a one mile loop around campus.

### **Swimming Pool**

Macon Campus (478) 471-3624

Cochran Campus (478) 934-3478

The swimming pool on the Macon Campus is located inside the Recreation & Wellness Center and is only accessible to members of the Recreation & Wellness Center. It is open year round. The swimming pool on the Cochran Campus is located next to the tennis courts in the heart of campus. Use of the swimming pool is free to Middle Georgia State students, staff, and faculty with a valid Knight Card. Call the numbers listed above or visit online at [www.mga.edu/wellness](http://www.mga.edu/wellness) for the current hours of operation. All participants must abide by pool rules and regulations. Lifeguards are on duty during posted swimming hours and special events.

**Student Recreation Center**

Warner Robins Campus (478) 929-6750

The student recreation center is a newly renovated space in Thomas Hall that provides a Fitness Center with cardio and weight training equipment, pool table, ping pong table, Wii and Xbox Kinect gaming center, sitting areas, and food option for students at WRC. The additional outdoor seating in the courtyard of Thomas Hall provides an area for students to enjoy sitting with friends to eat, study, or socialize in the outdoor area. A valid Knight Card is required to use the Center.

**Tennis Courts**

Macon Campus (478) 471-2414

Cochran Campus (478)934-3002

There are eight tennis courts located on the Macon Campus and six courts located on the Cochran Campus. Students can access the courts at any time with their Knight Card and can request the lights be turned on by calling the Public Safety Office at the numbers listed above. Lights are turned out at 11:00 pm each night, and at least one person on the court must present a valid Knight Card for use of the courts and lights. The courts on the Cochran campus are limited to varsity athletes only during practice times for the varsity tennis team.

**POLICIES**

Policies pertaining to the Recreation & Wellness Program are contained in Section V of this Handbook under the Student Code of Conduct. Policies include eligibility, behavior, penalties, and other items. For a full list of department policies, visit <http://www.mga.edu/wellness> to view the Policies & Procedures Manual.

**Check us out on the Web:** <http://www.mga.edu/wellness>; <http://www.mgaknights.com>



**SECTION III**

**STUDENT** 25  
**LIFE**  
**PROGRAM**

## **STUDENT LIFE PROGRAM**

Because an active student is a more successful student, Middle Georgia State College's Student Life Program is based on three very sound principles that will help students achieve success.

### **First . . .**

participation in Student Life activities gives students the opportunity to meet students, faculty, and staff outside the classroom. It's through participation in activities such as picnics, concerts, family nights, coffeehouses, interactive programs and movie nights that students will build networks of support that will help with challenging college experiences. And, students find that the friendships they build in college can last a lifetime!

### **Second . . .**

when students graduate from MGA, they'll be looking for a good job, right? Participation in Student Life programs will provide skills and experience that employers find attractive. For example employers ask "Are you able to work well with a diverse group of people? Are you skilled in conflict resolution? Do you manage your time well? Are you an effective public speaker? Are you concerned with the welfare of the community in which you live?" Participation in campus activities shows potential employers that a candidate cared enough about his community to become involved at a level beyond that which is minimally expected. That's a definite advantage when interviewing for a job!

### **Third . . .**

by participating in Student Life programs, students become more aware of the world around them. As students progress through their education at MGA, they will be exposed to ideas, concepts, philosophies, arts, and cultures — all of which will expand their horizons in ways they cannot now imagine. Students may even discover that they enjoy everything from the taste of sushi to the sound of jazz. The opportunities for personal development are endless!

### **And . . .**

as if all the above reasons to participate in learning outside the classroom aren't enough, here's one more: each student pays \$3 per semester hour up to \$45 in Student Activities Fees per semester. So, students should take advantage and get their money's worth!

Read through these pages to learn about everything funded by Student Activities dollars. Students who can't find a program or activity that appeals to them are encouraged to contact the Office of Student Life, and they can work to make it happen!

To learn more about Student Life at MGA, please contact Student Life representatives at any of the following campus locations:

Macon Campus: Student Life Center, SLC-113, (478) 471-2710

Cochran Campus: Georgia Hall, (478) 934-3152

Dublin Campus: First Floor, (478) 275-6768

Eastman Aviation Campus: Second Floor, (478) 448-4703

Warner Robins Campus: Thomas Hall 115, (478) 329-4741

[www.mga.edu/student-life](http://www.mga.edu/student-life)

The student e-mail account is the major source of Student Life information!

It is crucial that students check it frequently.

### **HOW DO STUDENTS BECOME INVOLVED IN STUDENT LIFE AT MIDDLE GEORGIA STATE COLLEGE?**

Just show up. Yes, it's that simple. Take a look at the Office of Student Life calendar of events, pick the program, activity, event and/or club meeting of interest and just show up. In some cases, students will need to present a valid student ID to be admitted free of charge, but most of the time, all that needs to be done is to attend.

## **PROGRAMS**

Many Middle Georgia State faculty and staff members provide their expertise and energy to a number of activities outside the classroom including Arts Festival, CollegeTown Film Series at the Historic Douglass Theatre, Honors Program, International Festival, and the Study Abroad Program.

### **Arts Festival**

The Arts Festival is an annual event organized by faculty and staff. Each year, the committee develops a series of lectures, performances, exhibits and other activities related to a central theme such as *CyberCulture and the Humanities*, *The Arts as a Catalyst for Social Change*, *Macon Poets*, and *The Mystery of Creativity*.

### **Coffee House**

Designed specifically for evening students, coffee house gives students the opportunity to relax before, during, and after classes and enjoy light refreshments including a variety of pastries, coffees, and teas. Coffee house is offered at least once a month during fall and spring semesters.

### **CollegeTown Film Series at the Historic Douglass Theatre**

Middle Georgia State College, Mercer University, and Wesleyan College co-sponsor a series of films that share a theme, such as *Films of the Fabulous Fifties*, *Social Justice in the 20th Century*, *Outrageous Women*, and *Dark Nights, Bad Dreams*. The films are screened in the historic Douglass Theatre in downtown Macon.

### **Honors Program**

The Honors Program is designed to help academically advanced students develop their intellectual potential and to encourage these students in individual, rational, and creative thinking. In addition, the Honors Program seeks to promote academic excellence and intellectual independence on the part of each student and to promote a sense of unity and group identity among the honors students.

### **International Festivals**

At MGA's International Festivals students can go around the world and never leave the USA! The International Festival on the Macon Campus takes place during the fall and features lectures, discussions, dance performances, concerts, and other activities that bring around-the-world experiences to the college campus. Each spring, the Cochran Campus hosts a large outdoor event filled with music, international foods, activities, dance performances, and programs that enhance and enrich a student's understanding of global history and diversity.

### **KnightTVision**

KnightTVision, a collaborative program sponsored by the Office of Student Life and the Division of Humanities, is a student-operated, closed-circuit television system designed to enhance and expedite communications with the student body while offering a training ground for students in the News Media & Communications program. All students, regardless of major, are invited to participate. Visit <http://www.mga.edu/arts-sciences/mca/default.aspx> for more information.

### **Study Abroad Programs**

Ever dreamed of studying in a foreign land? Middle Georgia State College participates in all studies abroad programs sponsored by the University System of Georgia. Students may go to London, St. Petersburg, Paris, or any number of other exotic locations and EARN class credit while they are there.

## **EVENTS**

Each year, Student Life hosts countless events to enhance the college experience works with other campus offices to sponsor institutional events such as club rush, commencement, family nights, student leadership ceremonies, cookouts, concerts, fall festival, spring fling, week of welcome, outdoor recreation trips, and much more!

### **Club Rush**

Each fall and spring semester, the Office of Student Life hosts this opportunity where students can visit representatives of all recognized student organizations to find out what they are all about, in addition to learning about community resources and opportunities to help students get involved.

### **Fall & Spring Festivals**

Festivals are held in October on the Cochran Campus and in April on the Macon Campus. These festivals feature live music, creative novelties, face painting, pumpkin carving, food tasting, games and interactive activities in celebration of fall and spring.

### **Grad Finale**

The Office of Student Life begins the “Countdown to Graduation” with events that celebrate the academic accomplishments of our students. Past events have included opportunities for a framed cap and gown keepsake photograph.

### **Family Night**

Each semester, the Office of Student Life hosts Family Night. Here’s an opportunity for the whole family to enjoy an appropriate family friendly movie on the big screen on campus, off-campus venue, or an appropriate fun activity.

### **Graduation (Commencement)**

The Graduation Ceremony each spring provides the “pomp and circumstance” students deserve after completing their program of study at MGA. For more information on Graduation, see Section I of this Handbook.

### **Much, Much More**

Watch for other great events throughout the academic year: trips, comedians on campus, music on the patio, pool parties, cookouts, health fairs, National Collegiate Alcohol Awareness Week events to name a few.

### **RECOGNIZED STUDENT ORGANIZATIONS (RSOs)**

In combination to the many programs and activities, MGA also has over 100 clubs and organizations. These organizations cover a broad range of interests which include: sport clubs, international and multicultural organizations, religious organizations, academic honorary organizations, and special interest clubs. Interested in politics or scuba diving, gaming or travel? There is a club for everyone! Each RSO has a faculty or staff advisor, and the advisor counsels the RSO in the development of programs and projects to enrich the extracurricular program of the College. The RSOs of the College provide students with opportunities to be creative and to develop experiences in student leadership.

The RSOs of the College are required to comply with the regulations of the College. Students interested in organizing a new club or organization must follow the guidelines for Recognition of Campus Student Organizations outlined in this handbook.

Approval must be secured for the use of College facilities for club meetings and programs by submitting a Facilities Use Form and/or facilities request form to the facilities use coordinator or Office of Student Life. For information on specific clubs/organizations, please contact:

Macon Campus: Student Life Center, SLC-113, (478) 471-2710

Cochran Campus: Georgia Hall, (478) 934-3152

Dublin Campus: First Floor, (478) 275-6768

Eastman Aviation Campus: Second Floor, (478) 448-4703

Warner Robins Campus: Thomas Hall 115, (478) 329-4741

## **RECOGNIZED STUDENT ORGANIZATIONS:**

Accounting Association	Men of Distinction
Alpha Eta Rho International Aviation	MGA Aeronautics Club
Alpha Omega	MGA Association of Nursing Students
Alpha Rho Sigma	MG Respiratory Education Assessment Team
Anime	Model African Union
Association of Information Technology Students	Multicultural Association
Association of Supply Chain Professionals	National Society for Leadership and Success
Baptist Collegiate Ministries	Natural Science Network
Bass Fishing	Organization of Black Aerospace Professionals
Black Student Unification	Phi Beta Lambda
Campus Activities Board	Phi Theta Kappa
Chamber Singers	Powers N Numbers
Canterbury Club	Psychology Club
Cheerleading Club	Resident Student Association
Chess Club	Rotorheads
Criminal Justice Club	RPG Club
English Studies Organization	Science Club
Fall Line Review	Sigma Delta Kappa
Fellowship of Christian Athletes	Society for Overactive Imagination
Foreign Language Club	Sociology Club
Future Educators of Middle Georgia State College	S.P.A.G.E
Gay-Straight Alliance	Student Art League
History Student Organization	Student Government Association
Honor Students Association	SWAY Dance Club
House of Grace	Theatre Club
Information Systems and Security Association	The Statement
International Students and Studies Association	Ultimate Frisbee
Kendo Club	Unmanned ASR & D
KnighTVision	Women in Aviation
Martial Arts Club	Women's Studies Association

For more information about Recognized Student Organizations, visit [www.mga.edu/student-life](http://www.mga.edu/student-life)

## **STUDENT GOVERNMENT ASSOCIATION**

The Student Government Association represents the student body of the College at all five campuses. The SGA is composed of the leaders from each campus assembly. The SGA assemblies plan and execute many worthwhile projects and activities, which enrich College life. The SGA, in order to carry out its purpose, shall provide a forum for communication and recommendation between the students of the College and the administrative officers of the College concerning the problems and issues that are important to students and promote student government through sharing of ideas and information, and making recommendations and assisting the officials through delegated authority in implementing programs of student activities and campus life.

## **STUDENT SERVICES**

Visit the Office of Student Life for:

### **Bus Schedule**

Visit the Office of Student Life (Macon Campus, SLC 113) or the Macon Transit Authority website at <http://www.mta-mac.com> for a current bus schedule, fares, and route information.

### **Child Care Information Service**

To learn about child care opportunities at local licensed facilities in Macon, visit: <http://www.mga.edu/student-life/CCI>

### **Facilities Requests for Recognized Student Organizations**

Use of College facilities for social activities or club events must be approved in advance by submitting a Facilities Use and Event Registration Form <http://www.mga.edu/student-life/documents.aspx>. The club/organization sponsor is responsible for executing this form. Any facility used for a social activity or club event must be left in a clean and orderly condition and restored to its original order. The club/organization sponsor is responsible for executing this regulation. The necessary expense for the activity is the responsibility of the sponsoring organization.

### **First Aid**

Need a Band-Aid, pain reliever, antiseptic? Please visit the following student life offices:

Macon Campus: Student Life Center, SLC-113, (478) 471-2710

Cochran Campus: Student Center Georgia Hall, (478) 934-3152

Dublin Campus: First Floor, (478) 275-6768

Eastman Aviation Campus: Second Floor, (478) 448-4703

Warner Robins Campus: Thomas Hall 115, (478) 329-4741

If you need more than just first aid, don't forget about the Health Clinic in the Wellness Center on the Macon Campus.

### **Student ID Cards - Knight Card**

Macon Campus: Campus Police, Campus Support Services Building (478) 471-2414

Cochran Campus: Alderman Hall (478) 934-3002

Dublin Campus: Library (478) 275-6772

Eastman Campus: Main Building (478) 374-6403

Warner Robins Campus: Thomas Hall, Room 115A, (478) 329-4741

Knight Cards are required for students to enter most school-sponsored events. When applicable, cards are checked at the door. No non-student shall be admitted unless the sponsoring organization allows students to bring a guest to the specified event or unless the event is open to the public. The student is held responsible for their guest's conduct during the event.

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### **Voter Registration**

Are you registered to vote? If not, drop by the Office of Student Life on the Macon Campus (SLC 113) or Warner Robins Campus (Thomas Hall 115) and pick up a voter registration application or visit the State of Georgia Voter Registration website at <http://sos.georgia.gov/elections/vrinfo.htm>. Students may also register to vote at the annual Constitution Day events on all campuses.

### **FACILITIES**

The Student Activities Fee paid by students supports amenities such as pool tables, ping pong tables, games flat screen televisions, and much more.

Macon Campus: Student Life Center, SLC-113, (478) 471-2710

The game room is a great place to shoot pool, play chess, checkers, and ping pong, or just relax with friends and watch a big screen TV. All activities in the game room are free to Middle Georgia State College students with valid student IDs.

Cochran Campus: Georgia Hall, (478) 934-3152

The Student Center provides a warm and welcoming space for students to enjoy a game of pool, ping pong, cards or board games as well as watch TV on one of the two large flat screen TV's. The Center offers efficient and courteous customer service, with all activities free to students with a valid student ID. The Student Center houses the Office of Student Life and the Offices of the Student Government Association and Student Activities Board.

Dublin Campus: First Floor, (478) 275-6768

The Dublin Campus Student Center provides students with pool tables, ping pong tables, XBOX and PlayStation 3 gaming systems, TV, and a lounge area. Students can take advantage of these facilities during

operating hours of the campus. These facilities allow students to socialize as well as study before, between, and after classes. All of these facilities are free to Middle Georgia State College students.

Eastman Aviation Campus: Second Floor, (478) 448-4703

The Aviation Campus Student Center/Recreation Room provides students with a TV, pool table, ping pong table and two pieces of aerobic machines. The student center has a small kitchenette with microwave, fridge and sink for students wishing to enjoy their lunch there. There are also several tables and chairs set up for hanging out leisurely and for studying.

Warner Robins Campus: Thomas Hall 115, (478) 329-4741

The Warner Robins Activity Center and Café (WRACC) provides students with opportunities to play video games, pool and/or ping pong. All activities in the WRACC are also free to Middle Georgia State College students with valid student IDs.

#### **POLICIES**

Policies pertaining to the Student Life Program are contained in Sections V and VI of this Handbook. For policies related to Recognized Student Organizations, visit: [http://www.mga.edu/student-life/docs/RSO\\_Policy\\_Procedure](http://www.mga.edu/student-life/docs/RSO_Policy_Procedure)

**SECTION IV**

**RESIDENCE  
LIFE  
PROGRAM**

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## **RESIDENCE LIFE PROGRAM**

### **MISSION**

The Office of Residence Life is committed to providing a safe, healthy, and comfortable living-learning environment, conducive to academic and personal success while fostering a sense of community, civic responsibility, and an appreciation for diversity. Residence Life will consistently endorse the academic mission of Middle Georgia State College while supporting and promoting the mission of the Office of Student Affairs.

### **CORE VALUES**

- Safety and Security
- Leadership and Service
- Cultural Awareness and Inclusivity
- Community Engagement
- Life-long Learning

### **RESIDENCY ELIGIBILITY**

Only students of Middle Georgia State College who are registered for a minimum of twelve (12) credit hours (4 credit hours in summer) shall be eligible for housing space. Any student who withdraws or is involuntarily removed from school shall move out within 24 hours. Exceptions to these criteria may be made at the discretion of the Director of Housing and Residence Life. However, the student shall remain responsible for all financial obligations to the College.

### **RESIDENCY REQUIREMENT**

#### **Macon Housing Requirements**

Any admitted student with less than 30 earned credit hours must reside in MGA on-campus housing until 30 credit hours have been earned. A student with less than 30 hours of credit may be exempt from this policy if he/she:

- Has a permanent legal address within one of the following Georgia counties: Bibb, Bleckley, Crawford, Dodge, Dooly, Houston, Johnson, Jones, Laurens, Macon, Monroe, Peach, Pulaski, Telfair, Treutlen, Twiggs, Wheeler, Wilcox, Wilkinson
- Has custody of dependent children
- Is 21 years or older by the first day of classes for the semester enrolling
- Is active duty military
- Has a documented medical disability
- Plans to enroll in only online classes while a student at MGA. A [Fully Online Declaration Form](#) must be completed.

A student transferring from the Cochran Campus or Eastman Campus to the Macon Campus will be required to live on the Macon Campus until 60 credit hours have been earned.

All exemptions require that a student complete an [Exemption Form](#) and provide proper documentation. The Exemption Form is available [online](#), as well as at the Office of Residence Life on the Cochran Campus and the College Station Office on the Macon Campus.

Housing and Meal Plan expenses are listed in the Residence Hall Application Form.

#### **Cochran/Eastman Housing Requirements**

Any admitted student with less than 60 earned credit hours must reside in MGA on-campus housing until 60 credit hours have been earned. A student with less than 60 hours of credit may be exempt from this policy if he/she:

- Has a permanent legal address within one of the following Georgia counties: Bibb, Bleckley, Crawford, Dodge, Dooly, Houston, Johnson, Jones, Laurens, Macon, Monroe, Peach, Pulaski, Telfair, Treutlen, Twiggs, Wheeler, Wilcox, Wilkinson
- Has custody of dependent children
- Is 21 years or older by the first day of classes for the semester enrolling
- Is active duty military
- Has a documented medical disability
- Plans to enroll in only online classes while a student at MGA. A [Fully Online Declaration Form](#) must be completed.

A student transferring from the Cochran Campus or Eastman Campus to the Macon Campus will be required to live on the Macon Campus until 60 credit hours have been earned.

All exemptions require that a student complete an [Exemption Form](#) and provide proper documentation. The Exemption Form is available [online](#), as well as at the Office of Residence Life on the Cochran Campus and the College Station Office on the Macon Campus.

Housing and Meal Plan expenses are listed in the Residence Hall Application Form.

#### **RESIDENCE HALL STAFF**

Residence Life Coordinators are full-time, live-in, professional staff responsible for assisting the Director of Housing and Residence Life in providing a quality residence life program for student residents; maintaining a safe, healthy, learning and living environment; addressing student conduct issues; and managing the Resident Assistant program.

Community Assistants are part-time adult staff responsible for providing support and assistance to the residence life program.

Senior Resident Assistants (SRAs) are part-time student staff responsible for providing support and assistance to the residence life program. These leaders demonstrate emotional maturity necessary to cope with day-to-day decisions involved in maintaining optimal living conditions within the building. SRAs have sensitivity and concern for others as individuals, as well as a personal and professional commitment to their responsibilities. SRAs have the knowledge & experience to appropriately assist, advise, and serve as a liaison between students and other members of the campus community.

Resident Assistants (RAs) are part-time, student staff whose overall responsibility is to provide leadership and support for students in the residence halls. RAs are carefully selected for their leadership and interpersonal skills, positive attitude and sense of commitment. As a peer, RAs are a source of information and referral, and they assist residents in adjusting to campus life including academic concerns, suitemate relationships, and other matters. RAs offer social and academic programming, serve as a resource, and help maintain reasonable standards of community citizenship.

#### **RESIDENCE HALL FACILITIES/FURNISHINGS**

##### **A/C, Heating and Ventilation**

Thermostats have been preprogrammed to run between specific temperature zones. Any attempt to reprogram a thermostat is considered to be a serious violation and will be handled accordingly; including charges being applied to the resident's account and possible judicial action. Lack of air or heat is considered an emergency and should be reported immediately to the Residence Life Coordinator.

### **Beds**

Cochran and Eastman residence halls are furnished with single XL beds (36" x 80"). Residence halls in Macon area furnished with full-size beds.

### **Fire Equipment**

Fire equipment is located throughout the residence halls for protection of the residents. It is unlawful to tamper with any fire equipment, i.e., pull alarms, hoses, fire extinguishers, heat sensors, smoke detectors, sprinkler heads, etc. No person shall falsely report a fire, nor interfere in any way with emergency services or procedures. Violation of the above will result in a fine and/or notification to the Middle Georgia State College Police and/or local law enforcement agencies for possible criminal charges.

### **Fire Hazards**

For safety reasons, halogen lamps, candles, lanterns, incense or any other incendiary devices are not permitted in residence halls.

### **Furniture and Fixtures**

Removal of furniture from the assigned location, except with permission, is prohibited. Residents will be charged for any furniture or equipment assigned to their apartment/suite which is found missing or damaged at move-out. If common area items are found in residents' units, judicial action and fines will be imposed.

### **Internet/Cable**

Residents must provide their own Ethernet cord and cable cord. Residents must not tamper with any internet/cable wiring/fixtures, and must comply with all usage rules as outlined in any College policies.

### **Locks**

Locks may NOT be changed/installed by residents. Locks and all original keys must be returned upon vacating the premises, including temporary move-outs, if applicable. Students are prohibited from tampering with any College locks, or installing new or additional locks, deadbolts, or other locking device. Student shall not alter or duplicate any residence hall room or exterior door keys. Any Student in possession of any duplicated keys will be charged for re-keying the room, apartment, or exterior doors and may face criminal charges.

### **Keys**

No person shall transfer, duplicate or permit the use of their College issued keys or ID cards by another person. Possession of keys or key cards to any College building or facility without authorization shall be subject to student conduct procedures and/or legal action. Lost keys must be reported to the Office of Residence Life immediately. Failure to return all assigned keys at the appropriate time will result in a charge of \$50 per door to the resident. No refund or cancellation of charges.

### **Smoke Detectors**

Each apartment is equipped with a properly working smoke detector. The Office of Residence Life should be notified if it is believed that the smoke detector is not working or needs servicing.

### **Windows and Doors**

For purposes of safety and energy efficiency, window/doors should not be open while air conditioner/heater is running or when the resident is absent from the apartment/suite.

## **RESIDENCE HALL POLICIES/REGULATIONS**

### **Access & Inspections of Residence Hall Facilities**

Middle Georgia State College shall retain legal ownership and ultimate possession and control of student's room and College property assigned to such room. The College reserves the right to maintain and preserve the residence halls; therefore, residence life staff, College personnel, agents and contractors authorized by the College may enter any residence hall space at any time for safety inspection, maintenance, cleaning, inventories, epidemic or emergency, pest control, occupancy verification, to claim College property, and/or

general repair. The College reserves the authority to allow access to a student's room when requested by any law enforcement officer possessing a valid search or arrest warrant. The College reserves the right to remove and hold in storage or dispose of any items deemed hazardous to the building or its occupants (i.e., explosives, firearms, alcohol, chemicals, open flame burning items, hunting bows, weapons, etc.) and/or other prohibited items.

In the interest of the health and general welfare of the community, the College reserves the right to inspect apartments for cleanliness and upkeep or to make repairs at a reasonable time. These inspections are done to help insure a healthy and safe environment for residents. Items of particular scrutiny are overloaded circuits, pets, and unsanitary conditions that may attract bugs. Smoke alarms are checked to make sure they are in working order.

#### **Alcohol Possession/Use**

The MGA Residence Life community (faculty, staff, and students) is part of a larger community and, as such, is not only governed by its own regulations but by college policies and state law. Middle Georgia State College prohibits:

- the use or possession of alcohol by anyone in the Residence Life community or on the premises; this applies to everyone regardless of age;
- the transport and/or consumption of alcohol in open containers in any public area including any property that surrounds an apartment and is considered Residence Life property;
- the manufacture or selling of alcohol;
- public intoxication;
- common containers of alcohol (kegs, party balls, trash cans, funnels, beer hats, etc.);
- students' presence where an alcohol violation is occurring, regardless of whether the resident/guest is using or possessing alcohol;
- alcohol paraphernalia in residential units.

#### **Alterations to Residence Hall Facility**

No changes will be made in the residence hall or housing space by residents. This includes, but is not limited to shelves, partitions, lofts, window coverings, wallpaper, painting, plumbing, heating, other structural changes or alterations to furniture, or the removal of College furniture and its replacement with items owned by the resident. No person shall, without proper authorization, remove any property from its assigned place in a College facility.

No person shall damage, deface or destroy College property. This includes marking or writing on apartment/suite doors. Residents should avoid using nails or sticky substances on sheetrock and wood. Thumbtacks and push pins are allowed to hang items on sheetrock walls. Damage done by nails or other fixatives will result in per item charge to the student's account.

#### **Cleaning**

Residents are expected to appropriately clean and maintain the assigned space, including but not limited to bathrooms, kitchens, and bedrooms. Lack of cleaning can result in unhealthy living conditions, odor, mildew, mold, pests, etc. Residents are expected to clean regularly and comply with all requests made to maintain a healthy environment. Failure to clean can result in fines and student conduct procedures action.

#### **Communication, Official**

Student email is an official means of communication at Middle Georgia State College, and it is the student's responsibility to frequently check their MGA student email account. It is also the student's responsibility to update their student record information with the Registrar's Office if any personal information changes while enrolled.

**Computers:** Internet jacks are located in suites; however, students must supply their own Ethernet cord if they want to connect their computer to the Internet.

### **Consolidation**

Middle Georgia State College reserves the right to reassign students for the purpose of consolidation and to schedule unoccupied rooms for guests' usage at any time. Where there is a vacant space, it must be maintained in a manner by the occupant(s) that will allow another person to move in immediately. The College reserves the right to make temporary assignments and to assign or reassign accommodations at its discretion.

### **Damages to Residence Hall Facilities**

Residents will be held responsible for any and all damages to the unit, its furniture, appliances and equipment, and for maintaining the unit in a safe and sanitary manner. Residents are held responsible for making an appointment with Residence Hall staff to have the apartment or suite inspected prior to the resident's departure. If the unit is not surrendered in a clean and orderly condition, the residents will be charged for the expense of any additional cleaning.

Residents are jointly responsible for the cost of replacement or repair of any breakage or damages in the common areas within their assigned housing unit. Charges will be equally assessed upon each member of the assigned room, hall, or apartment in the event the responsible person remains anonymous (collective liability). Residents may also be assessed the expense of the repair or replacement of any property in public areas judged damaged by residents or their guests in a given room. Damages to a given residence hall that cannot be attributed to an individual student will also be assessed, and these costs will be shared by all residents of that residence hall.

Residents are responsible for the condition of the housing space and all furnishings that are assigned to them and shall reimburse the College for all damages to or loss of these furnishings. Residents are responsible for maintaining the cleanliness of their room. Charges for damages and/or cleaning shall be assessed to the student's account.

### **Disorderly Conduct**

Behavior which, in Middle Georgia State College's sole discretion, has a negative impact on the living and learning environment of the residence halls will be subject to student conduct procedures that could include immediate revocation of the privilege to live in a residence hall. Disruptive behavior (i.e., physical abuse, fighting, malicious destruction of property, uncontrolled horseplay, water fights, sports in the breezeways, pranks, other rough play, etc.) that could endanger the health and safety of staff, residents, or guests will not be tolerated.

### **Drugs Possession/Use**

No person shall possess, consume, manufacture, dispense, be in the presence of or under the influence of illegal drugs or engage in improper self-medication while on College property or conducting College business. No person shall possess or utilize paraphernalia explicitly for drugs use. MGA prohibits:

- selling, possessing or using any substance currently classified as a dangerous drug by the Georgia Controlled Substance Act or classified as illegal by state or federal law;
- possession of drugs that may be used to incapacitate other individuals;
- possession and/or use of drug paraphernalia, including but not limited to any form of bong or smoking device, such as a hookah, even if not used or if used for tobacco products;
- students' presence where a drug-related violation is occurring, regardless of whether the resident/guest is using or possessing drugs.

### **Electrical Equipment/Appliances**

Computers, stereos, televisions, radios, etc. are allowed. Refrigerators (maximum 2.7 cubic feet and 5 amps) and microwaves (maximum 1.0 cubic foot) are permitted in rooms. Microwaves and full size refrigerators are furnished in all apartment kitchens (Aviation Hall, College Station, and Harris Hall). Automatic shut off irons are permitted; however, if, during room inspections or security checks, an iron without automatic shut off is found, it will be confiscated. All electrical appliances must be plugged directly into wall outlets. Extension cords are not allowed.

### **Garbage, Disposal of**

Residents must deposit all garbage in the dumpsters designated for the facility. Residents should dispose of garbage from their residence on a daily basis. Garbage is not to be left outside apartment doors, in the halls, or in breezeways. Failure to dispose of garbage properly will result in a charge of \$30.00 being applied to student's account.

### **Harassment and Intimidation**

To succeed personally and academically, an individual must be able to live free from unnecessary emotional stress caused by others. Physical or emotional harassment is not tolerated in the Residence Life community. Harassment is the intimidation, invasion of privacy, or any threat to the well-being of another or their property that is communicated verbally, in writing or through any other means of communication (phone, computer, etc.). No person shall harass, threaten to harm, or exhibit behavior that threatens to harm another person. This shall include harassment on the basis of race, gender, religion, age, sexual orientation, etc.

No person shall physically or verbally assault, batter, or intimidate another. These actions are subject to student conduct procedures and/or legal action.

### **Items Not Allowed In Residence Halls**

- Drugs or drug paraphernalia, alcohol or alcohol paraphernalia
- Weapons, explosives, inflammables
- Electrical items other than clocks, radios, stereo equipment, televisions, or computers
- Microwave ovens larger than 1.0 cubic foot
- Refrigerators larger than 2.7 cubic feet
- Outside television/radio antennas, or satellite dishes
- Waterbeds or water-filled furniture
- Neon signs, candles and incense burners, open flame-burning or coiled hot plates or halogen-touchar lamps
- Objects once containing food or drink, such as empty alcohol bottles/cans used as decoration
- Decorative items such as fishnets, parachutes, and other inflammable items
- Air-conditioning units, heat lamps, or space heaters
- Pets are prohibited in or around the residence halls. This also applies to visiting pets.
- Large bulky items which require storage

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### **Personal Items**

Students must provide bath and bed linens, laundry supplies, cleaning tools and products, and other personal items. Students living in apartment style housing must also supply kitchen ware and utensils. Students are expected to clean common areas, bedroom and bathroom.

### **Personal Property**

No person shall possess, tamper with or borrow, without permission, the personal property of others. Such actions will be treated as theft.

The College is not responsible for residents' personal property. This includes damage, loss, fire, theft, or flooding. The College assumes no liability for claim of loss and expects apartment residents to take reasonable precautions against theft of personal property by locking their door when leaving. Because it is difficult to trace and identify stolen property, residents should keep a record of the descriptions and serial numbers of all valuables as well as mark them permanently. Records of these items should be kept in a safe location, but readily accessible and available to police officers in the event of theft. Residents may acquire insurance from an outside source to cover personal belongings if they so choose. All losses should be reported to the College Public Safety immediately and then to their insurance company, if applicable.

### **Safety – Joint Responsibility**

Certain privileges are extended to individuals by virtue of their membership in the residence life community. In order to protect the community, no person shall permit use of, share, or sublet their apartment/suite for commercial or solicitation purposes. No person shall fail to take responsibility of his or her visitors, which

include informing them of policies and being responsible for their behavior within the residence life community and while on College grounds or at College functions.

### **Safety Precautions**

Students should take some responsibility for their own safety and are encouraged to practice the following precautions:

- Carry student ID card and keys at all times.
- Lock living space doors and personal vehicles.
- Report suspicious persons or activities immediately.
- Be alert and take responsibility for personal and community safety.
- Don't allow strangers into apartment/building.
- Avoid compromising situations.

### **Seasonal Decorations**

Only UL Approved lights may be used in residence halls. Decorations may not be visible from outside the apartment or suite, with the exception of holiday decorations which must be:

- appropriate for the holiday being celebrated;
- displayed only during the time period immediately surrounding the holiday;
- appropriate for a community living environment;
- in compliance with all fire and facility regulations (due to fire/facility damage risk, live/cut trees are not permitted).

### **Service Animals**

For policies and procedures regarding service animals at Middle Georgia State College, the Office of Disability Services should be contacted at (478)934-3023.

### **Summer Camps**

During summer sessions, Middle Georgia State College students are not allowed in the residence hall(s) where camps are hosted. Likewise, camp attendees are not allowed in student suites, apartments, or buildings

### **Use of Residence Hall Facilities**

Residents must use the living facilities in a quiet, peaceful, and lawful manner for residential purposes only. Residents, invited guests or any member of the resident's household shall not act in any manner that disturbs other residents' reasonable expectation of a quiet and peaceful environment, such as acts that are objectionable or obscene, dangerous, or otherwise disruptive.

### **Weapons, Explosives and Inflammables**

It is strictly prohibited to possess or use firearms and other weapons on College property. Also prohibited is the possession or use of firecrackers, gunpowder, explosives, incendiary devices, or other materials that endanger health or safety. This includes storage of kerosene, gasoline, naphtha, benzene, or any other explosive and/or inflammable material. No person shall display, possess, use or intend to use firearms, dangerous weapons, explosives and other hazardous objects. Weapons, explosives and other hazardous objects covered by this regulation include, but are not limited to the following:

- all handguns, rifles and shotguns;
- all BB guns, pellet guns, air/CO2 guns, paint guns and blow guns;
- all longbows, crossbows and arrows;
- folding/pocket knives with blade longer than three (3) inches in length (with exception of culinary);
- knives used for purposes other than culinary;
- all fireworks, explosives, laboratory chemicals, dangerous compounds;
- gunpowder, firearm ammunition and flammable petroleum fuels;
- all martial arts weapons (e.g., numchucks and throwing stars);
- any item used as a weapon in the commission of a crime;
- any operative animal trap or other device that is used to ensnare animals;
- items such as mace or pepper gas that are used inappropriately that may be considered a weapon;
- gasoline driven vehicles of any kind;

- vehicle parts;
- heavy repair equipment;
- accessories to any vehicle or engine parts;
- any hazardous, dangerous, or illegal material or substance.

## **RESIDENCE HALL PROCEDURES**

### **Check In/Check Out And Breaks**

#### 1. Official Check In

Students must arrive on campus and move into their assigned residence hall space at the time/date communicated to their official email address prior to the semester. If a student is unable to do this for any reason, he/she must notify the Office of Residence Life before this date to ensure that the assigned housing space is held. Failure to report at the assigned time/date without prior arrangements may result in the space being assigned to another student.

#### Early Check-in/Late Check-out

In accordance with residence life policies, students typically check-in to the residence hall one day before the RH Contract begins and check-out one day after the Contract ends. In unusual circumstances a student may request an early check-in or late check-out. A fee of \$20 per night will be assessed to cover additional costs incurred. Contact [housing@mga.edu](mailto:housing@mga.edu) to request early check-in or late check-out.

#### 2. Winter Break

Students residing on the Eastman or Cochran campus must turn in keys to Residence Hall Staff when leaving for winter break at the end of fall semester. Failure to do so will result in an assessment of \$50.00 key charge to the student's account.

#### 3. Spring Break

Students are not required to turn in keys when leaving for spring break.

#### 4. Official Check Out

Student is not officially checked out of the residence hall until all of the following occur:

- Student has removed all personal property from the premises.
- The room/apartment has been cleaned.
- The proper check-out forms have been signed, and keys have been returned to Residence Hall Staff.

Failure to complete the check out process will result in a \$100 fine being applied to the student's account. Failure to return apartment and/or mailbox keys will result in additional replacement charges.

### **Community Courtesy Hours**

Courtesy hours are in effect 24 hours a day. However, established quiet hours are 9:00 p.m. - 11:00 a.m. every day. Good neighbors respect the rights and privileges of others and recognize that apartment living requires each resident to be aware of how behavior in one apartment affects residents in other apartments. It is the mission of the Office of Residence Life to maintain an atmosphere conducive to collegiality and academic success. Loud noise including, but not limited to, excessive volume of radio, musical instruments, televisions, stereos, other amplified sound equipment, voices, etc., are prohibited. Residents are expected to respect the rights of others by preserving the quiet and peaceful atmosphere of the residence hall environment.



### **Guests and Visitors**

A guest is considered to be any person who is not an assigned resident of that particular apartment/suite. Residents are not to host a visitor that has been previously criminally trespassed from the College. Two (2) escorted guests per resident student are allowed in the apartment/suite, under the following guidelines: Guests (male and female) are only allowed during the following times:

#### Sunday-Thursday

- Apartments/Suites: 11:00 a.m. – 11:00 p.m.
- Community Amenities: 10:00 a.m. – 12:00 a.m. (College Station Clubhouse)

#### Friday & Saturday

- Apartments/Suites: 10:00 a.m. – 2:00 a.m.
- Community Amenities: 10:00 a.m. – 12:00 a.m. (College Station Clubhouse)

Unescorted guests are not allowed in the apartments/suites at any time (i.e., lobbies, resident's suites, snack areas, breezeways, etc). Children (anyone under 18 years of age) may only visit between the hours of 8:00 a.m. - 5:00 p.m. Children may enter the apartment/suite after 5:00 p.m. only if under the supervision of a parent/guardian who does not reside in the apartment/suite. At no time are children allowed to stay overnight in the residence hall. Babysitting in the residence halls is prohibited.

No guests are permitted during the final exams schedule.

Residents assume financial and behavioral responsibility for their guests. All members of the residence life community have some responsibility to help secure the community's welfare by communicating to visitors the expectations established through these policies and procedures. The host resident is responsible for the behavior of guests at all times. A resident must escort his/her guests at all times. Failure to be escorted will result in the guest not being allowed to return.

### **Guests, Overnight** (Harris Hall, Aviation Hall and College Station)

Residents assume financial and behavioral responsibility for their guest. Guest may stay free of charge, but their stay is limited to two consecutive days/nights and no more than four days/nights in a month with the advance approval of the Residence Life Coordinator. This includes, but is not limited to, parents, siblings, spouses, friends and significant others.

Residents that plan to have overnight guests are required to obtain an Overnight Guest Form from the SRA or Residence Life Coordinator. The consent of the apartment mate(s) is necessary for all overnight guests. The Overnight Guest Form must be turned in at least 24 hours prior to the arrival of the guest(s). Residents may not host a guest that has been previously criminally trespassed from the College. The SRA or Residence Life Coordinator must check in all overnight guests before they can enter Harris Hall, Aviation Hall, or College Station. No guests are permitted during final exams. Overnight visitation is not allowed in suite style residence halls.

### **Lock Outs**

Residents who accidentally get locked out of their apartment/suite during regular business hours should contact a member of the residence hall staff. After hours the RA on-call should be contacted. There is a \$25.00 fee for all lock-out services, which will be applied to the student's account. In order to provide access, the residence life staff member will need to confirm the resident's identity. Students should carry their ID card on their person at all times.

### **Maintenance Needs/After-Hours Concerns**

For maintenance needs in an apartment/suite during regular business hours the SRA or Residence Life Coordinator should be contacted. In cases of emergency after normal business hours, the resident should contact a member of the residence hall staff or campus police in Eastman and Cochran at 478-934-3002, in Macon at 478-747-0155.

### **Suitemate Conflicts**

Initially, residents are encouraged to meet with their RA and/or Residence Life Coordinator to resolve minor personal conflicts. Apartment and suite assignment changes may be made beginning the second week of classes, as approved by the Office of Residence Life. The steps below must be followed to complete a housing assignment change:

1. The request must be made in person to the Residence Life Coordinator for the current assigned space.
2. If the student's request is approved, the student will be given a new inventory form to be presented to the Residence Life Coordinator for the new assignment space.  
Residents who are moving must be properly checked out of the current assigned space by an RA or Residence Life Coordinator and, with the appropriate paperwork, must be properly checked into the new assigned space by an RA or Residence Life Coordinator.
3. The move must be completed within 24 hours of the request approval. Failure to do so will result in the revocation of the request approval.

**Residence Hall/Room Reassignment Fee:**

Students are assigned residence hall space based on selections made on the Residence Hall Application when submitted. During the second week of the semester, reassignment to a different room or residence hall is allowed based on available space. After this specified time, students may pay a \$100 fee to be reassigned to a different room or residence hall based on available space. Exceptions to this policy may be made at the discretion of the Director of Housing and Residence Life.

**RESIDENCE LIFE SANCTIONS FOR POLICY/PROCEDURES VIOLATIONS**

**Health and Safety** (Unacceptable living conditions)

1. First Offense- Administrative Warning (documented warning from a Residence Life Professional Staff Member)
2. Second Offense- A financial hold placed on the resident's student account in the amount of the cost of cleaning services.
3. Third Offense- Move to a different apartment or residential campus at the discretion of Residence Life Professional Staff. Room changes must take place within 72 hours.
4. Fourth Offense- Removal from the Middle Georgia State College Residence Life Community

**Noise Complaint** (After being documented twice by an RA)

1. First Offense- Administrative Warning (documented warning from a Residence Life Professional Staff Member)
2. Second Offense- Loss of guest privileges for one month. Also, the guest will not be allowed on the property for one month.
3. Third Offense- Loss of guest privilege for one semester. Also, the guest will not be allowed on the property for one semester.
4. Fourth- Move to a different apartment or residential campus at the discretion of Residence Life Professional Staff. Room changes must take place within 72 hours.

**Smoking** (In the apartment or on the balcony)

1. First Offense- Administrative Warning (documented warning from a Residence Life Professional Staff Member)
2. Second Offense- Financial hold placed on the resident's student account in the amount of the cost of cleaning services.
3. Third Offense- Move to a different apartment or residential campus at the discretion of Residence Life Professional Staff. Room changes must take place within 72 hours.
4. Fourth Offense- Removal from the Middle Georgia State College Residence Life Community

**Trash/Garbage** (Piled up in the kitchen or by the front door or left in the breezeways, hallways, balcony or other areas – not disposed of properly)

1. First Offense- Administrative Warning (documented warning from a Residence Life Professional Staff Member)

2. Second Offense- Financial hold placed on the resident's student account in the amount of the cost of cleaning services.
3. Third Offense- Move to a different apartment or residential campus at the discretion of Residence Life Professional Staff. Room changes must take place within 72 hours.
4. Fourth Offense- Removal from the Middle Georgia State College Residence Life Community

**Visitation** (Overnight and Regular Visitation)

1. First Offense- Administrative Warning (documented warning from a Residence Life Professional Staff Member)
2. Second Offense- Loss of guest privileges for one month. Also, the guest will not be allowed on the property for one month.
3. Third Offense- Loss of guest privileges for one semester. Also, the guest will not be allowed on the property for one semester.
4. Fourth Offense- Loss of guest privileges for one academic year. Also, the guest will not be allowed on the property for 6 months.

**SWIMMING POOL – COLLEGE STATION (MACON CAMPUS)**

**Hours of Operation**

Open April through October from 10:00am-10:00pm. Closed 24/7 November-March.

**Regulations**

1. All swimmers may use pool and surrounding facilities at their own risk. Middle Georgia State College and Office of Residence Life assume no responsibility for personal safety, property, or belongings.
2. All swimmers must be current residents of Middle Georgia State College.
3. Guests may swim if supervised by a current resident. A resident may have no more than two guests at a time.
4. Glass containers are not permitted inside the pool area.
5. No running or horseplay permitted at the pool.
6. Proper swimming attire must be worn.
7. Swimmers should shower prior to entering pool.

**SECTION V**

**STUDENT  
CODE  
OF  
CONDUCT**

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The Student Code of Conduct is subject to change without notice. The latest version of the Code is available online at <http://www.mga.edu/student-affairs/default.aspx> (Revised March 2013.)

## INTRODUCTION

Middle Georgia State College has established standards of conduct that are compatible with the academic mission of the institution. An educational approach to infractions of the student code of conduct is employed whenever possible.

Laws, statutes, and regulations at the national, state, and local levels grant public institutions the authority to establish standards reasonably relevant to the lawful missions, processes, and functions of the institution. Such standards are not intended to prohibit the exercise of a right guaranteed by the Constitution or a law of the United States to a member of the academic community.

Standards may apply to student behavior on and off the campus when relevant to any lawful mission, process, or function of the institution. The institution may prohibit any action or omission, which impairs, interferes with, or obstructs the missions, processes, and functions of the institution.

Institutional standards may require scholastic attainments higher than the average of the population and may require superior ethical and moral behavior. In establishing standards of behavior, institutions are not limited to the standards or the forms of criminal laws. [“General Order on Judicial Standards of Procedure and Substance in Review of Student Discipline in Tax-Supported Institutions of Higher Education,” 45 F.R.D. 133/145 (W.D. Mo.1968)].

**The acceptance of these responsibilities is a prerequisite for enrollment at Middle Georgia State College. It is the responsibility of each student to know and understand the expectations and the established rules of conduct. Lack of awareness is not recognized as a legitimate reason for failure to comply.**

Violators may be accountable to both civil and criminal authorities and to the College for acts of misconduct, which constitute violations of this Code. The Code is not intended to replace federal, state, or local legal activities. The College will decide whether to proceed with action before, during, after, or simultaneously with a legal proceeding. Determinations made or sanctions imposed under this Code shall not be subject to change because criminal charges arising out of the same facts giving rise to violation of College rules were dismissed, reduced, or resolved in favor of or against the criminal law defendant. An action involving the student in a legal proceeding does not free the student of responsibility from participation in a College proceeding. Sanctions may be imposed for acts of misconduct that occur on College property or at any College-sponsored activity. As further prescribed in these rules, off-campus conduct may be subject to student conduct adjudication.

Student conduct policies and procedures at the College are set forth in writing in order to give students general notice of prohibited conduct. The policies and procedures should be read broadly and are not designed to define misconduct in exhaustive terms.

Middle Georgia State College, an institution of the University System of Georgia (USG), expects students to adhere to USG policies and other Middle Georgia State policies as outlined in the Student Handbook. All Middle Georgia State College regulations must be compliant with the policies of the Board of Regents.

The Student Code of Conduct consists of Part I: Definitions, Part II: Responsibilities and Part III: Student Conduct Procedures and Student Rights.

## DEFINITIONS

1. The term “College” means “Middle Georgia State College”.
2. The term “student” includes all persons taking courses at the College, either full-time or part-time, pursuing undergraduate, graduate, or professional studies. Persons who withdraw after allegedly violating the Student Code of Conduct, who are not officially enrolled for a particular term but who have a continuing relationship with the College or who have been notified of their acceptance for

- admission are considered “students” as are persons who are living in College residence halls. This Student Code of Conduct does apply at all locations of the College.
3. The term “faculty member” means any person hired by the College to conduct classroom or teaching activities or who is otherwise considered by the College to be a member of its faculty.
  4. The term “College official” includes any person employed by the College, performing assigned administrative or professional responsibilities.
  5. The term “member of the College community” includes any person who is a student, faculty member, College official, or any other person employed by the College. A person’s status in a particular situation shall be determined by the Chief Student Conduct Officer.
  6. The term “College premises” includes all land, buildings, facilities, and other property in the possession of or owned, used or controlled by the College (including adjacent streets and sidewalks).
  7. The term “Recognized Student Organization” or “RSO” means any number of persons who have complied with the formal requirements for the College’s recognized student organizations process.
  8. The term “Student Conduct Board” means any person or persons authorized by the College President, upon recommendation of the Executive Committee of the Senate, to determine whether a student has or has not violated the Student Code of Conduct and to recommend sanctions that may be imposed when a violation has been committed. Student Conduct Board panels shall be comprised of one faculty member, one staff member, and one student.
  9. The term “Student Conduct Officer” means a College official authorized on a case-by-case basis by the President to impose sanctions upon any student(s) found to have violated the Student Code of Conduct. The President may authorize a Student Conduct Officer to serve simultaneously as a Student Conduct Officer and the sole member or one of the members of the Student Conduct Board. The President may authorize the same Student Conduct Officer to impose sanctions in all cases.
  10. The term “Appeals Board” means any person or persons authorized by the College President to consider an appeal from a Student Conduct Board’s determination as to whether a student has violated the Student Code of Conduct or from the sanctions imposed by the Student Conduct Officer. Appeals Boards shall be comprised of one faculty member, one staff member and one student.
  11. The term “shall” is used in the imperative sense.
  12. The term “may” is used in the permissive sense.
  13. The “Chief Student Conduct Officer” is that person designated by the College President to be responsible for the administration of the Student Code of Conduct.
  14. The term “policy” means the written regulations of the College as found in, but not limited to, the Student Code of Conduct, Residence Life handbook, Student handbook, the College web page and computer use policy, and Undergraduate Catalogs.
  15. The term “cheating” includes but is not limited to: (1) use of any unauthorized assistance in taking quizzes, tests, or examinations; (2) use of sources beyond those authorized by the instructor in writing papers, preparing reports, solving problems, or carrying out other assignments; (3) the acquisition, without permission, of tests or other academic material belonging to a member of the College faculty or staff; (4) engaging in behavior specifically prohibited by a faculty member in the course syllabus or class discussion.
  16. The term “plagiarism” includes, but is not limited to, the use, by paraphrase or direct quotation, of the published or unpublished work of another person without full and clear acknowledgement. It also includes the unacknowledged use of materials prepared by another person or agency engaged in the selling of term papers or other academic materials.
  17. The term “Complainant” means any person who submits a charge alleging that a student violated this Student Code of Conduct. When a student believes that he/she has been a victim of another student’s misconduct, the student who believes he/she has been a victim will have the same rights under this Student Code of Conduct as are provided to the Complainant, even if another member of the College community submitted the charge itself.
  18. The term “Accused Student” means any student accused of violating this Student Code of Conduct.

## RESPONSIBILITIES

Scholars may debate whether or not there was an actual written Code of Chivalry. However, there are some basic tenets that most agree were a part of the Code: **Honor, Fortitude, Virtue and Loyalty**.

With the Knight as the College's mascot, those same tenets can be seen in the responsibilities that Middle Georgia State College students accept as a part of the learning community. In fact, **the primary expectations of all Middle Georgia State College students are integrity and civility**. Each student should approach his/her academic endeavors, relationships and personal responsibilities with a strong commitment to personal integrity and interpersonal civility. These responsibilities apply collectively to members of recognized student organizations. These responsibilities are:

- 1. Individuals will fulfill their academic responsibilities in an honest and forthright manner.**  
Examples of prohibited behavior include but are not limited to: plagiarizing another's work (as defined in Part I, number 16 of this Code); submitting course assignments that are not one's own; submitting the same paper in different classes without prior approval from both instructors; cheating (as defined in Part I, number 15 of this Code); acquiring or using test materials without faculty knowledge; accessing any information, resource, and/or means of communication during an exam or assignment without specific authorization from the professor; failing to follow class policy; obtaining academic benefits through computer fraud or unauthorized access; engaging in academic fraud alone or with others; using Internet material without proper citation; illicitly attempting to influence grading; failing to abide by test-taking procedures.
- 2. Individuals will respect and foster the academic endeavors of other members of the College community.**  
Examples of prohibited behavior include but are not limited to: harassing a member of the College's faculty; disrupting teaching or research; creating excessive noise that disrupts classes, studying, or College activities; other activities that seriously disrupt learning.
- 3. Individuals will protect and support the personal safety of all members of the College community.**  
Examples of prohibited behavior include but are not limited to: sexual assault, sexual contact without expressed permission; indecent exposure, stalking (persistent unwelcome contact or observation); threatening with a weapon; fighting; battery; physical violence; unsolicited physical contact with another person; endangering the health or safety of another person; actions taken with disregard for the harm that may ensue. Middle Georgia State College observes a strict policy with regard to acts of physical violence. Any person perpetrating an act of physical violence is automatically subject to the severest penalty provided in the "Student Conduct Sanctions" section of this Code.
- 4. Individuals will respect other members of the College community.**  
Examples of prohibited behavior include but are not limited to: disruptive noise; terroristic threats; sexual harassment; verbal or written intimidation; verbal or written harassment; e-mail or telephone harassment; harassment based on group membership; falsely accusing another; verbal abuse – beyond a reasonable statement of opinion -- that may cause humiliation or stress to another; hazing (defined as mandating undesirable activities, a pattern of banter/ridicule/criticism and/or the use of humiliation, as a form of initiation); calumny (making false statements with the intent to harm another); slander; any unauthorized use of electronic or other devices to make an audio or video record of any person while on College premises without his or her prior knowledge, or without his or her effective consent when such a recording is likely to cause injury or distress. This includes, but is not limited to, surreptitiously taking pictures of another person in a gym, locker room, or restroom; actions that unduly interfere with another student's right to learn and participate.
- 5. Individuals will show regard for the property of the College, its community members, and visitors to the campus.**  
Examples of prohibited behavior include but are not limited to: vandalism, theft; destruction of property; acting fraudulently to obtain goods, services, or funds from College departments, student

organizations, or individuals; using one's leadership position for personal gain; misuse and/or wrongful use of College facilities, equipment; failure to comply with policies regarding timely return of materials or equipment checked out or on loan to the student; wrongful sale or use of another's property; knowingly possessing or using stolen property; failure to report knowledge of an infraction; unauthorized possession or duplication of a College key(s) or key card(s); providing a key or key card to another person without proper authorization; not reporting a crime committed on campus.

6. **Individuals will respect the integrity of the College's academic and administrative records.**  
Examples of prohibited behavior include but are not limited to acting alone or with others to: misrepresent academic status, performance, awards, or graduation material; omit material from or manipulate records; falsify a signature; falsify, alter, steal, or destroy College documents; alter, forge, or misuse College academic records; obtain grades, course access, awards, or endorsements dishonestly; commit computer fraud.
7. **Individuals will contribute to a safe environment within the College community.**  
Examples of prohibited behavior include but are not limited to: possession of weapons, incendiary devices, or explosives; possession of articles or substances that are used as weapons or simulated weapons unless prior authorization is received from the Middle Georgia State College Chief of Police; misuse of College keys or keycards; willful failure to identify or false identification of oneself or one's guest(s); failure to assume responsibility for the actions of one's guest(s); misuse or damage of firefighting, safety, or other emergency equipment; interference in the provision of emergency services; failure to comply with appropriate requests from law enforcement officials or College staff members; intoxication that disrupts other individuals or the College's activities/administrative responsibilities; failure to comply with restriction from areas on campus. Students may not participate in any activity that could cause harm to themselves or others.
8. **Individuals will adhere to federal, state, local, State College Board, and College law/regulations that govern individual actions and relationships among community members.**  
Examples of prohibited behavior include but are not limited to: sexual assault; physical assault; unauthorized possession of alcohol; possession, sale, or distribution of illegal substances; violation of College or department regulations, i.e. Drug-Free Campus policy; Residence Life Handbook; parking regulations; violation of College e-mail or computer usage policy; violation of any College or Board of Regents' policy; violations of laws.
9. **Individuals will assist the College in fulfilling its administrative responsibilities.**  
Examples of prohibited behavior include but are not limited to: retaliation towards an individual for involvement in a College activity; disruption of programmatic, administrative, or public service activities of the College; harassment of College staff (including student staff); submission of a false or purposely incomplete statement/report; misuse, alteration, or transference to another person of the Student Identification Card; failure to appear, in response to a proper summons, when requested to do so by a College official; disruption of student conduct procedures and activities; dishonesty as part of a College hearing; misuse of one's position within the College; failure to comply with sanctions from a student conduct adjudication and/or hearing.

#### **STUDENT CONDUCT PROCEDURES AND STUDENT RIGHTS**

The purpose of this policy is to establish student conduct procedures to guide the fair and uniform enforcement of the Responsibilities listed in Part II. These procedures are applicable to any student or student organization when charged with a violation of the Responsibilities. These procedures allow for fact finding and decision making in the context of an educational community and encourage students to accept responsibility for their own actions. The intent is to provide adequate procedural safeguards to protect the rights of the individual student and the legitimate interests of the College.



## **JURISDICTION**

All students are members of the College community. The College reserves the right to take necessary and appropriate action to protect the safety and well-being of the campus community and will address all violations of the Student Code of Conduct that occur on College premises. Students, faculty, staff and individuals not associated with the College may submit complaints regarding alleged violations that may have occurred on campus or off campus for review and action by the College. All complaints of alleged violation of the Student Code of Conduct shall be made in writing to the Student Conduct Officer.

The College may initiate judicial proceedings for off-campus incidents when:

1. Hazing is involved. Hazing is defined as an act which endangers the mental or physical health or safety of a person, subjects a person to public humiliation or ridicule, or which destroys or removes public or private property for the purpose of initiation, admission into, affiliation with, or as a condition for continued membership; or
2. The violation is committed while participating in a College-sanctioned or sponsored activity; or
3. The victim of the violation is a member of the College community; or
4. The violation constitutes a felony under state or federal law; or
5. The violation adversely affects the educational, research, or service function of the College.

## **FAILURE TO COMPLY**

Failure to comply/respond as directed by the Student Conduct Board, the Student Conduct Officer, or the Assistant Vice President of Student Affairs on any matter including, but not limited to, a request to meet concerning an issue or a notice concerning or alleging a violation of the Student Code of Conduct may result in the immediate placement of a hold on the involved student's records.

Further, sanctions up to and including suspension or expulsion may be imposed in the student's absence should the student fail or refuse to comply/respond. Failure to comply with sanctions imposed by the Student Conduct Board, the Student Conduct Officer, or the Assistant Vice President of Student Affairs will be a further violation of the Student Code of Conduct.

## **ALTERNATIVE DISPUTE RESOLUTION (MEDIATION)**

This section of the Student Handbook refers to procedures for filing formal grievances and/or appeals. These formal procedures vary according to the nature of the problem.

Unfortunately, formal grievance and appeals procedures usually require a great deal of time and energy, may result in high levels of frustration, and produce a less than satisfactory outcome for either or both parties. If a hearing must be conducted, both parties must spend time preparing their statements, presenting witnesses and other data, and relying on another person or committee of persons to decide the outcome. At the end of the process one party "wins" and the other party "loses." This almost always further erodes the relationship between the parties. In addition, records of the proceedings are prepared and kept on file, limiting the confidentiality of the nature of the dispute. Therefore, prior to filing a formal grievance or appeal, persons with a complaint should consider using the College's Alternative Dispute Resolution Program. Alternative Dispute Resolution, commonly referred to as ADR, involves using one or more dispute resolution processes as an alternative to traditional grievance and appeals procedures.

Alternative methods of dispute resolution may include one or more of the following:

1. Frank and open discussion between parties to dispel any miscommunication that may have occurred;
2. Determining the issues to be resolved and negotiating with each other to reach an acceptable conclusion;
3. Participating in a mediation session with an objective third party.

Mediation is a voluntary process in which an impartial third party facilitates communication and negotiation between the disputing parties in order to reach a mutually acceptable agreement. The mediator does not maintain a record of the session – the only written document is the negotiated agreement that is given to both parties.

Alternative Dispute Resolution is not appropriate for grade disputes.

Detailed information about the College's Alternative Dispute Resolution Program is available at <http://www.mga.edu/student-affairs>

#### **INITIATION OF COMPLAINT OF ALLEGED VIOLATIONS**

1. Complaint of alleged violations shall be submitted in writing to the Office of Student Affairs at the Macon campus (478) 757-7383.
2. Complaints must be submitted within fifteen College business days after detection of an alleged violation unless special conditions for delay can be documented.
3. The complaint must state sufficient facts, including specific names(s), date(s), locations, and descriptions of the alleged act(s) of misconduct to enable the Student Conduct Officer to make a determination as to whether further fact-finding is necessary. The complainant must sign the complaint.
4. Where the alleged misconduct is related to discrimination or harassment, the Student Conduct Officer will consult with the Affirmative Action Officer to determine whether an affirmative action investigation is warranted.
5. The Student Conduct Officer will make an initial determination as to whether there is sufficient basis to believe that a violation of the Code of Conduct may have occurred. The Student Conduct Officer may decide to interview the complainant and/or witnesses or to request additional information from the complainant.
6. Where the complaint is related to academic misconduct, Procedures for Adjudication of Academic Misconduct will be followed.
7. In cases of non-academic infractions and when it is determined that sufficient evidence exists to warrant charges of a violation, the Student Conduct Officer will arrange a meeting (preliminary conference) with the accused student.
  - a. At this preliminary conference, the student will be provided with the following:
    - 1) A written explanation of the charges;
    - 2) Review of the evidence on which charges are based and names of all witnesses;
    - 3) A review of all due process rights and student conduct procedures;
    - 4) An opportunity to review charges and evidence, to respond to the charges, and to select from Adjudication Options.
  - b. Student shall advise the Student Conduct Officer within one College business day of the preliminary conference of his/her plea and choice of adjudication options, if applicable. If the student requests a hearing, a panel of the Student Conduct Board will be scheduled within ten College business days of the request.

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#### **PROCEDURES FOR ADJUDICATING CASES OF ACADEMIC MISCONDUCT**

Academic misconduct strikes at the heart of the educational process. Faculty members and students have the right and responsibility to demand honesty in all academic pursuits and to report all cases of academic misconduct to the Student Conduct Officer. This process protects the academic integrity of the institution and guarantees that the due process rights of all students are protected. Students accused of academic misconduct have the right to have their case heard in a fair and impartial manner with all the safeguards available within the documented and approved student conduct processes. The following procedures are designed to adjudicate situations involving alleged academic misconduct, recognizing the interest of each of the parties involved:

1. When an instructor suspects that a case for academic misconduct might be made, he or she should immediately contact the Office of Student Affairs in Macon (478) 757-7383. The Student Conduct Officer will advise the instructor of the appropriate next course of action.
2. If there is evidence sufficient to warrant a charge, the following steps will occur:
  - a. The instructor will adjudicate the case by presenting the evidence to the student (Faculty Resolution, Form A). When presented with charges by the instructor, the student will:
    - 1) accept responsibility for the charge(s) and allow the instructor to levy a sanction (consistent with the course syllabus), or

- 2) deny the charge(s) and request a formal hearing in accordance with the Hearing Process as defined later in this section.
- b. After the above steps have been completed, the instructor will forward all materials to the Office of Student Affairs for further adjudication of the case. Student conduct proceedings in accordance with the Hearing Process as defined later in this section will apply, if the student denies the charges and requests a formal hearing.
- c. In cases adjudicated by an instructor when the student admits responsibility, all materials will be forwarded to the Office of Student Affairs for inclusion in the student's conduct file. Until all materials have been received by the Office of Student Affairs, no official student conduct file will exist and no information will be entered into any Student Conduct database.
3. Upon a finding or acceptance of responsibility, the following sanction will be imposed:
  - a. If the instructor has published a minimum academic sanction for academic dishonesty in the course or in a written syllabus or other document distributed to members of the class, this minimum sanction will be followed.
  - b. In the absence of a published minimum sanction, the student will receive, at a minimum, a grade of zero for the work involved.
4. In addition to the sanction of the instructor or hearing body, for a first offense, a period of "Disciplinary Probation" (see Sanctions) will be imposed.
5. If a student is found responsible of academic misconduct as a repeat offense, the minimum sanction will be:
  - a. A minimum of "F" in the course
  - b. Disciplinary Probation.
  - c. A higher sanction of suspension from the College for a period of time, not to exceed two (2) full academic semesters, may be entered at the discretion of the hearing body.
  - d. Other sanctions greater than those listed above may be recommended to the Vice President of Academic Affairs for further actions.
6. If a student is found not responsible of academic misconduct, the hearing body will refer the paper, assignment, or test to the appropriate department head/school dean who will facilitate a resolution concerning a fair grade for the work in question.

#### **PROCEDURES FOR ADJUDICATING CASES INVOLVING RECOGNIZED STUDENT ORGANIZATIONS (RSOs)**

Should a complaint be filed against an RSO, the Student Conduct Officer will conduct an investigation, a hearing, and the Assistant Vice President of Student Affairs, may impose the following sanctions, if necessary:

1. Cancellation of recognized status,
2. Imposition of monetary fines, withholding or withdrawal of allocated COA funds and or Dues Account funds,
3. Imposition of restitution for damages,
4. Removal of any of the RSO's officers or members from the RSO or its activities,
5. Restriction of any of the privileges or rights enjoyed by the RSO.

An RSO may appeal any finding and/or sanction imposed provided relevant grounds for appeal are cited. See Appeal Procedures, 2b. Written notification of the decision to appeal and the grounds for appeal must be received by the Student Conduct Officer within two College business days after the original decision is communicated to the RSO. The Student Conduct Officer will convene an Appeals Board not involved with the original hearing. Appeal proceedings will begin within five College business days of the receipt of the written notification from the student. The Student Conduct Officer will be responsible for notifying the RSO of the outcome of the appeal within two College business days of the conclusion of the appeal proceedings. This is the final appeal at the institutional level.

The right of provisional organizations to operate may be revoked upon an adverse finding by the Student Conduct Officer, in conjunction with the Director of Student Life. In cases of revocation of provisional status, there is no institutional appeal of the decision.

## **DUE PROCESS AND STUDENT RIGHTS**

When a student is charged with violating the rules and regulations of the College, disposition of the case will be according to the Constitutional requirements of due process. These rights include entitlement to:

1. A written copy of the charge(s).
2. A fair and impartial hearing.
3. Know the nature of the evidence against them and names of witnesses scheduled to appear.
4. Present evidence and witnesses in their behalf. Statements from character witnesses will be accepted only in instances in which the individual providing the information has direct knowledge of the event(s) in question.
5. Be accompanied at a hearing by an advisor. The role of the advisor is passive and limited. The advisor cannot actively participate in the hearing or ask questions of the witnesses or the hearing body. The advisor's role is to advise the student and observe the proceedings.

The accused student may not be accompanied by an attorney unless the charge(s) is criminal in nature. The accused student must notify the Student Conduct Officer three College business days in advance of the hearing if he/she plans to have an attorney present as his/her advisor. Failure to notify the Student Conduct Officer will result in the hearing being rescheduled.

The complainant may also be accompanied by an advisor. The complainant may not be accompanied by an attorney unless the charge(s) is criminal in nature. The complainant must notify the Student Conduct Officer three College business days in advance of the hearing if he/she plans to have an attorney present as his/her advisor. Failure to notify the Student Conduct Officer will result in the hearing being rescheduled.

6. Be present at the hearing during the presentation of any evidence or material on which a decision will be made. If the student fails to attend the hearing, the hearing will be held in the student's absence.
7. Remain silent and refrain from answering questions without inference of guilt.
8. Submit questions for witnesses to the Student Conduct Officer, who, in cases involving adjudication by the Student Conduct Board hearing panel serves as Chairperson of the panel. The Chairperson will determine if the charged student's questions are appropriate and if the charged student's questions will be posed verbally or in writing.
9. An audio recording of the hearing will be made by the Chairperson of the hearing panel. The deliberation/sanctioning phase of the proceeding will not be taped. The charged student will be provided, upon request, a copy of the hearing recording. Written transcripts of the hearing will not be available.
10. A decision based solely on the evidence presented.
11. A written notice of the results of the hearing and an explanation of the decision and sanction assessment. If a student is found not to be in violation of the charge(s), all related documents and records will be destroyed.
12. Appeal the finding and/or sanction.

## **ADJUDICATION OPTIONS**

The Student Conduct Officer will present the student charged with violation(s) of the Student Code of Conduct with a written document describing the charges filed against him/her. The student will respond in one of the following ways to each charge:

1. Admission of responsibility for the violation(s) and waive the right to a hearing and an appeal. The Student Conduct Officer will determine appropriate sanction(s).
2. Denial of responsibility for the charge(s) and request a hearing.

## **METHODS OF ADJUDICATION**

1. Administrative Hearing
  - a. Academic Misconduct - The Vice President of Student Affairs, an ex officio member of the Student Conduct Board, shall serve as the hearing body for all academic misconduct cases in which there is a recommendation for sanctions or expulsions that exceed two (2) full academic semesters and those cases in which suspension or expulsion are involved when the accused student has not requested a hearing by a panel in a timely manner.
  - b. Behavioral Misconduct – The Vice President of Student Affairs will serve as the hearing body for all behavioral misconduct cases in which the possible sanctions of suspension or expulsion are not involved and for cases involving suspension or expulsion when the charged student does not request a hearing by a panel of the Student Conduct Board in a timely manner.
2. A panel of the Student Conduct Board. Members of the Board will serve as a panel for resolving Student Code of Conduct involving students. Each panel will be composed of three voting members: one faculty member, one staff member, and one student member. The Student Conduct Officer serves as non-voting Chairperson of the hearing panel.

It is the responsibility of the Assistant Vice President of Student Affairs to provide orientation and support for the hearing body.

## **ABSENCE OF ACCUSED OR LACK OF COOPERATION**

If the student is absent from the College community while a student conduct case is pending or if a student declines to participate in the student conduct process, the student is not absolved of responsibility.

Students who have been properly notified of a scheduled hearing, and who fail to appear at the hearing after proper notice has been given, will have their cases adjudicated in absentia at the scheduled hearing time and will be bound by the findings.

## **NOTIFICATION**

In all cases relative to written notification of students, such notification will be considered complete once a message has been sent to the student's college e-mail address and mailing address contained in the Banner Student Information System.

## **THE HEARING PROCESS**

The focus of the Hearing Process in student conduct proceedings shall be determining the responsibility of those accused of violating the Student Code of Conduct. Hearings are not open to observers. Decisions shall be based upon the preponderance of all available evidence in each case. This means the evidence does not have to be enough to free the mind from a reasonable doubt but must be sufficient to incline a reasonable and impartial mind to one side of the issue rather than to the other. Student Conduct Board hearings are not legalistic proceedings and formal rules of evidence do not apply.

1. If an accused student denies responsibility for alleged violation(s), the hearing will be scheduled within ten College business days after the accused student requests it. Hearings will be held during normal College business hours on the Cochran or Macon campuses. The charged student may request, in writing, a continuance from the Student Conduct Officer if circumstances are such that a delay is warranted. The accused student will be notified, in writing, of the date, time, and location of the rescheduled hearing.

The Student Conduct Officer will serve as nonvoting Chairperson of the Student Conduct Board hearing panels and will select the members of each Student Conduct Board hearing panel. All procedural questions are subject to the final decision of the Student Conduct Officer.

2. The Complainant has the right to be informed of these hearing procedures and the right to be present throughout the presentation of witnesses and evidence. The Student Conduct Officer will inform the Complainant of these rights prior to the hearing.

The records of the student conduct process and of the sanctions imposed, if any, shall be considered to be the education records of both the Complainant and the accused student(s) because the educational career and chances of success in the academic community of each may be impacted.

3. The accused student will enter a plea to all charges before the hearing body.
4. The Student Conduct Officer will remind the accused student and each witness present of the importance of providing truthful and accurate information during the hearing process. If a witness fails to tell the truth during student conduct proceedings, student conduct action may result.
5. At the hearing, the Student Conduct Officer will present the evidence and facts of the case to the hearing body. The Student Conduct Officer will present witnesses in support of the case against the accused student.
6. The hearing body may question all witnesses or ask for clarification from the Student Conduct Officer or any witness.
7. The accused student may submit questions for witnesses to the Student Conduct Officer. The Student Conduct Officer will direct appropriate questions to the witnesses. The Student Conduct Officer will determine if the accused student's questions are appropriate and if the accused student's questions will be posed verbally or in writing.
8. When the case against the accused student has been presented, opportunity will be given for the accused student to make a statement regarding the alleged violations. The hearing body or the Student Conduct Officer may question the accused student if he or she chooses to make a statement.
9. The accused student will present any evidence or witnesses in his or her behalf. Statements from character witnesses will be accepted only in instances in which the individual providing the information has direct knowledge of the event(s) in question.
10. The accused student will have an opportunity to make a statement at the conclusion of the hearing process. This closing statement by the accused student will precede the closing statement of the Student Conduct Officer.
11. The hearing body may recall any witness after testimony, if clarification is needed.
12. At the conclusion of the hearing, the Student Conduct Officer will call for adjournment.
13. Concerns for the personal safety, well-being, and/or fears of confrontation of the Complainant, the accused student, and/or other witness during the hearing may be accommodated by providing separate facilities, by using a visual screen, and/or by permitting participation by telephone, videophone, closed circuit television, video conferencing, videotape, audio tape, written statement, or other means, where and as determined in the sole judgment of Student Conduct Officer to be appropriate.

#### **FINDINGS OF THE HEARING BODY**

After hearing both sides of the case, the hearing body will, in a closed session, deliberate and reach a decision regarding the responsibility of the accused student for violation of the Student Code of Conduct.

In cases heard by a Student Conduct Board panel, a majority vote is necessary to reach a decision regardless of the quorum.

#### **ACADEMIC MISCONDUCT**

1. Upon finding a student responsible for an academic violation of the Student Code of Conduct, the following sanction shall be imposed:
  - a. If the instructor has published a minimum sanction for academic dishonesty in the course or in a written syllabus or other document distributed to members of the class, this minimum sanction shall be followed.
  - b. In the absence of a published minimum sanction, the student shall receive, at a minimum, a grade of zero for the work involved.
  - c. A higher sanction, not limited to the grade of "F" for the course, may be entered at the discretion of the hearing body.
  - d. In addition to the sanction of the instructor or hearing body, the additional sanction of Disciplinary Probation may also be imposed.

2. If a student is found responsible for a violation of academic misconduct as a repeat offense, the sanction shall be:
  - a. A minimum of “F” in the course and
  - b. Disciplinary Probation
  - c. A higher sanction of suspension from the College for a period of time, not to exceed two (2) full academic semesters, may be entered at the discretion of the hearing body.
  - d. Other sanctions greater than those listed above may be recommended to the Vice President of Academic Affairs for further action.
3. If the hearing body finds the charged student responsible for the violation, the Student Conduct Officer will read the finding and the sanctions into the audio recording and will forward the finding to the instructor, his/her Dean/Chair, the Vice President of Academic Affairs, or his/her designee.
4. If a student is found not responsible for a violation of academic misconduct, the hearing body shall refer the paper, assignment, or test to the appropriate Dean. In consultation with the instructor, the Dean shall facilitate a resolution concerning a fair grade for the work in question. In such cases, no record of academic misconduct will remain on file in the Office of Student Affairs or in the Student Conduct Database. Additionally, the Student Conduct Officer will communicate the finding to the adjudicated student in writing within two College business days (Monday-Friday) of the conclusion of the hearing.

#### **BEHAVIORAL MISCONDUCT**

1. Upon finding a student responsible for a behavioral violation of the Student Code of Conduct, the Student Conduct Officer will read the finding into the audio recording and will forward the finding to the Vice President of Student Affairs.
2. The Vice President of Student Affairs will review the record of the case and any prior student conduct history of the adjudicated student and will reach a decision regarding appropriate sanctions to be imposed.
  - a. Prior to imposition of any sanction involving a student grade, the Vice President of Student Affairs, or his/her duly appointed designee, shall consult with the Vice President of Academic Affairs, or his or her duly appointed designee.
3. The Student Conduct Officer will read the sanction into the audio recording and will be responsible for notifying the adjudicated student of the finding and the sanction in writing within two College business days (Monday-Friday) of the conclusion of the hearing.

At the request of the adjudicated student, the Student Conduct Officer will meet with the student and provide clarification of the finding and sanction. At this time and at the student’s request, information on and assistance with the appeal procedures as outlined in the Student Handbook will be provided.

The finding and sanctions are considered final unless appealed by the adjudicated student. In cases of sexual harassment/assault only, either party (the complainant or the accused student) may appeal a decision (see Appeals Policy). <http://www2.ed.gov/print/about/offices/list/ocr/letters/colleague-201104.html>

In cases where no decision can be reached, the Student Conduct Officer may appoint another hearing panel or drop the charges.

#### **SANCTIONS**

The following are student conduct sanctions that may be imposed upon the student. This list is not exhaustive and the College reserves the right to modify or enlarge the list at any time depending on the nature of the violation(s).

Upon imposition of a sanction, the student is notified by email to his/her student email account and by postal mail to the address listed in the Banner Student Identification System. In cases of suspension or expulsion, the parents of a minor will be notified by mail.

1. **Student Conduct Warning**  
A Student Conduct Warning is an official written reprimand.
2. **Student Conduct Probation**

Student Conduct Probation is a period of time during which further violations of the rules and regulations of the College may result in suspension or expulsion. Probation may be imposed for a period of time ranging from the remainder of the semester in which the violation occurred to the remainder of the student's matriculation at the College. Restrictions may be imposed in conjunction with probation and may include:

- a. Community Service Hours – Students may be required to complete work at a designated location for a specified number of hours.
- b. Educational Programs – Students may be required to attend programs on special topics related to the offense. This does not include academic courses for credit.
- c. Restricted presence on campus – Students may be restricted on campus except to attend classes or complete coursework.
- d. Special Projects – Students may be required to write papers and/or present programs on topics related to the offense.
- e. Substance Abuse Assessment – Students may be required to submit to an assessment for substance abuse. Periodic drug testing, not to exceed two random tests per semester for a minimum of three semesters, may be required.
- f. Restitution – Students may be required to reimburse the College or other persons, groups, or organizations for damages incurred as a result of a violation of the Student Code of Conduct.
- g. Confiscation – The College reserves the right to confiscate goods used or possessed in violation of the Student Code of Conduct.
- h. Fines – Students may be required to pay an additional Student Conduct fine in relation to violations related to Alcohol and Other Drugs.
  - 1) 1<sup>st</sup> violation for possession, consumption, or use of alcoholic beverages
    - a) \$100 fine.
    - b) Participation in Alcohol and Other Drug education program within 30 days (cost of program included in fine).
    - c) Student Conduct probation for remainder of semester and one subsequent semester.
    - d) Notification of parents or legal guardians, when a student is under the age of twenty-one
    - e) When a student distributes alcohol or facilitates the use of alcohol by other, the student may lose the ability to participating in the Residence Life program and may face suspension or expulsion from the College.
    - f) Based on the totality of circumstances and severity of the violation, the Student Conduct Officer may impose additional sanctions generally relegated to subsequent violations.
  - 2) 1<sup>st</sup> violation for illegal use, or possession of marijuana or drug paraphernalia
    - a) \$100 fine.
    - b) Participation in Alcohol and Other Drug education program within 30 days (cost of program included in fine).
    - c) Student Conduct probation for remainder of semester and three subsequent semesters.
    - d) Notification of parents or legal guardians, when a student is under the age of twenty-one
    - e) If a student distributes marijuana or facilitates the use of it by others, the student shall lose the ability to participate in the Residence Life program and may face suspension or expulsion from the College.
    - f) f a student possesses any amount of any drug or controlled substance other than marijuana that would constitute a violation of the Georgia Controlled Substance Act or that was otherwise unlawfully obtained or possessed, the student shall lose the ability to participate in the Residence Life program and may face suspension or expulsion from the College.
    - g) Based on the totality of circumstances and severity of the violation, the Student Conduct Officer may impose additional sanctions generally relegated to subsequent violations.
  - 3) Subsequent violations
    - a) \$200 fine.
    - b) Shall include at least one of the following:



- c) Participation in Alcohol and Other Drug education program
  - d) Referral to and evaluation by Counseling Services
  - e) Additional Student Conduct probation
  - f) Community Service hours
  - g) Suspension from the College
  - h) Expulsion from the College
3. **Loss of Student Office/Leadership Position**  
Students in elected/appointed positions may lose the position as a result of a violation of the Student Code of Conduct.
  4. **Forced Withdrawal**  
Students may be withdrawn from the academic course(s) within which the violation of the Student Code of Conduct occurred without receiving academic credit for the course(s) or refund.
  5. **Change of Grade**  
Students found in violation of the Student Code of Conduct may receive a change in grade for the course, test, paper, or work in which an academic irregularity occurred.
  6. **Removal from the Residence Life Program**  
Students found in violation of the Student Code of Conduct may be removed from the Residence Life Program with no refund of fees. Additionally, these students will be responsible for payment of any remaining costs associated with the housing contract. Removal from the Residence Life program does not equal suspension or expulsion from the College.
  7. **Temporary Suspension from a Course**  
Students may receive a temporary suspension from a particular course, not to exceed two class meetings. Students are still responsible for any material covered during the temporary suspension.
  8. **Interim Suspension**
    - a. At any time following the submission of a written complaint, the Student Conduct Officer may suspend a student for an interim period prior to resolution of the student conduct proceeding if the Student Conduct Officer believes that the information that supports the allegations of misconduct is reliable and determines that the continued presence of the student on the College campus poses a threat to any individual, property, or College function.
    - b. The decision to suspend a student for an interim period shall be communicated in writing to the student and shall become effective immediately upon sending the notice.
    - c. The interim suspension shall remain in effect until a final decision has been made on the pending charges or until the Student Conduct Officer determines that the reasons for imposing the interim suspension no longer exist.
    - d. A student who is suspended for an interim period will be provided an opportunity to respond to the allegations of misconduct no later than five College business days following the effective date of the interim suspension.
    - e. The student will be granted a hearing opportunity, if warranted, as soon as possible following such response but no later than five College business days.
  9. **Suspension**  
A decision of suspension terminates the student's status as an enrolled student for a specific period of time and prohibits the student from attending classes. A suspended student may not participate in College sponsored activities or be present on campus without specific authorization from the Student Conduct Officer. The Student Conduct Officer may further impose a summary suspension in cases where a suspended student chooses to violate the terms of his/her suspension. Suspended students may not receive academic credit of any kind from another institution if earned during their period of suspension from the College. Students may not receive a refund of fees.
  10. **Expulsion**  
A decision of expulsion constitutes a permanent severance of the student's relationship with the College. An expelled student may not enter any part of the campus without specific authorization from the Student Conduct Officer. Students shall not receive a refund of fees. Students shall receive the grade of "F" in any classes that he or she is enrolled.
  11. **Revocation of Admission and/or Degree**  
Admission to or a degree awarded from the College may be revoked for fraud, misrepresentation, or other violation of College standards in obtaining the degree, or for other serious violations committed by a student prior to graduation.

## 12. **Withholding Degree**

The College may withhold awarding a degree otherwise earned until the completion of the process set forth in this Student Code, including the completion of all sanctions imposed, if any.

A student responsible for any type of violation of the Student Code of Conduct will not be permitted to avoid sanction by withdrawing from a class or the College.

Other than expulsion or revocation or withholding of a degree, sanctions shall not be made part of the student's permanent academic record, but shall become part of the student's conduct record.

Students expelled or suspended for any behavioral reason will be entered into the University System of Georgia's Student Disciplinary Actions Reporting System (SDARS). This information is subject to review by other institutions within the University System.

Students who are suspended or expelled from the College for any length of time should be aware of this action may have impact on the following:

1. Tuition, Residence Hall costs and fee (suspension does not forgive financial obligations)
2. Student Financial Aid including HOPE scholarship
3. Athletic participation and eligibility
4. Health Insurance
5. Participation in the Residence Life program
6. Meal Plans
7. Use of College resources and access to College facilities
8. Immigration status for international students
9. Veterans and dependents of veterans
10. Internships, co-ops, and study abroad
11. Class Withdrawal

This is not an exhaustive list.

### **ADMINISTRATIVE WITHDRAWALS**

Students may be administratively withdrawn from classes and/or the College, after consultation with appropriate college personnel, when it is determined that because of physical, mental, emotional, or psychological health conditions, the student:

1. poses a significant danger or threat of physical harm to the student or to the person or property of others, or
2. the student interferes 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, or
3. the student is unable to meet institutional requirements for continued enrollment as defined in this Student Code of Conduct or other publications of the College.

Students may make a request in writing for an appropriate hearing prior to the final decision concerning continued enrollment.

### **APPEAL POLICY**

Students adjudicated under the Student Code of Conduct have the right to appeal decisions of the Student Conduct Officer and Student Conduct Board panel, and the Vice President of Student Affairs provided specific relevant grounds for appeal are cited. In cases of sexual harassment/assault only, either party (the complainant or the accused student) may appeal a decision on those same grounds (see 2b below).

### **Appeal Procedures Not Involving Suspension/Expulsion**

Steps for filing an appeal in cases not involving suspension/expulsion are outlined below:

Written notification of the decision to appeal and the grounds for the appeal (see 2b below) must be received by the Student Conduct Officer within two College business days after the original decision is communicated to the adjudicated student. The Student Conduct Officer will convene an Appeals Panel comprised of Student Conduct Board members who were not involved with the original hearing. Appeal proceedings will begin within five College business days of the receipt of the written notification from the student. The Student Conduct Officer will be responsible for notifying the adjudicated student of the outcome of the appeal within two College business days of the conclusion of the appeal proceedings. This is the final appeal at the institutional level.

### **Appeal Procedures For Suspension/Expulsion**

Steps for filing an appeal in cases involving suspension/expulsion are outlined below:

1. Students who are appealing suspension or expulsion and feel that further action is warranted following a decision may appeal to the Vice President of Student Affairs of the College. The appeal must be submitted to the Student Conduct Officer in writing within two College business days after the finding and sanction are communicated to the adjudicated student. The Student Conduct Officer is responsible for submitting the student's written appeal, along with other appropriate documentation to the Vice President of Student Affairs. At the discretion of the Student Conduct Officer, an extension of no more than one College business day may be granted after notification of suspension or expulsion has been communicated to the student. Students appealing decisions involving suspension or expulsion may have their movements on campus restricted to academic endeavors or other restrictions deemed appropriate during the period of appeal. Otherwise, no sanction will be enforced until a final decision is reached.
2. With the Vice President of Student Affairs' approval, the Student Conduct Officer will convene an Appeals Panel to review the case. No panel member will be from the adjudicated student's school or department of academic major. A different panel may be appointed for each case.

After reviewing the case, the panel will prepare a written recommendation for the Vice President of Student Affairs' consideration. The Vice President of Student Affairs will review the recommendations submitted by the panel and render a decision. He/she will communicate his or her decision to the student within ten College business days after an appeal is filed with the Student Conduct Officer. This is the final appeal at the institutional level. Therefore, the sanction imposed will be in effect immediately. However, the President may, at his or her discretion, review any student conduct case and take such action, as he or she deems appropriate.

#### **a. Purpose of the Appeals Panel**

The purpose of an appeal is to review the procedures and findings of the body of original jurisdiction and to determine if there is a basis for error in a student conduct hearing.

#### **b. Grounds**

A student may appeal a student conduct decision on the following grounds:

- 1) A violation of due process.
- 2) Evidence of prejudicial treatment by the original hearing body.
- 3) Evidence becomes available during the review process that was not previously available during the original hearing.
- 4) Mercy appeal for review of an imposed sanction considered too harsh/lenient.

#### **c. Procedure**

The Appeals Panel:

- 1) Will review all material related to the case including;
  - a) the record made before the original hearing body convened;
  - b) all pertinent documents, including hearing minutes, witness statements, and incident reports;
  - c) prior violations and sanctions against the student.
- 2) May, at its discretion, hear oral argument from either party or their representatives.

#### **d. Findings**

The Appeals Panel may:

- 1) Affirm the original decision and deny the appeal.

- 2) Affirm the findings of guilt and modify the sanction. The Appeals Panel may, at its discretion, change, increase or reduce the sanction imposed. If the sanction is modified, the Appeals Panel must state in writing the justification for such modification.
- 3) Find evidence of prejudice on the part of the original hearing body and refer the case for rehearing before another hearing body.
- 4) Refer the case to the original hearing body for reconsideration of specific points deemed important by the Appeals Panel.
- 5) Reverse the finding of guilt and affirm the appeal.

#### **REGENTS' APPEAL**

Any student aggrieved by a final decision of the Vice President of Student Affairs or the College President may apply to the Board of Regents, without prejudice to his or her position, for a review of the decision, as provided in the Policies of the Board. Visit the Bylaws of the Board of Regents of the University System of Georgia at: <http://www.usg.edu/regents/bylaws/#VIII> .

#### **RECORDS MANAGEMENT**

Student conduct records, except those pertaining to suspension or expulsion, will be maintained for a minimum of five years after the student's date of graduation or last date of attendance. Records involving suspension or expulsion will be retained permanently.

#### **INTERPRETATION AND REVISION**

Any question of interpretation or application of the Student Code shall be referred to the Student Conduct Officer or his or her designee for final determination, unless otherwise determined by the President.

The Student Code shall be reviewed at least every 3 years under the direction of the Vice President of Student Affairs. Any revisions shall be subject to the approval of the President.

*This Student Code of Conduct was adapted with the permission of Edward N. Stoner II and John Wesley Lowery from "A Twenty First Century Model Student Conduct Code."*

*Revised 3-29-13*

**SECTION VI**

**POLICIES  
RELATED  
TO  
STUDENTS**

## UNIVERSITY SYSTEM OF GEORGIA POLICY

### REGENTS' STATEMENT ON DISRUPTIVE BEHAVIOR

Any student, faculty member, administrator, or employee, acting individually or in concert with others, who clearly obstructs or disrupts, or attempts to obstruct or disrupt any teaching, research, administrative, disciplinary, or public service activity, or any other activity authorized to be discharged or held at any USG institution is considered by the Board to have committed an act of gross irresponsibility and shall be subject to disciplinary procedures, possibly resulting in dismissal or termination of employment (BoR Minutes, 1968-69, pp. 166-168; 1970-71, p. 98). Board of Regents Policy Manual, [http://www.usg.edu/policymanual/section12/policy/12.2\\_disruptive\\_behavior/](http://www.usg.edu/policymanual/section12/policy/12.2_disruptive_behavior/)

## MIDDLE GEORGIA STATE COLLEGE POLICIES

### ACADEMIC FREEDOM AND STUDENT RIGHTS

#### Introduction

Middle Georgia State College faculty members are entitled to full academic freedom as set forth by the American Association of University Professors (AAUP) in the *1940 Statement of Principles on Academic Freedom and Tenure with 1970 Interpretive Comments* as modified in 1989 and 1990, which may be found at [http://www.higher-ed.org/resources/AAUP\\_1940stat.htm](http://www.higher-ed.org/resources/AAUP_1940stat.htm)

In their interactions with students in the classroom and in other instructional venues, faculty members are expected to maintain at all times the highest standards of academic professionalism and are not to use their courses for purposes of political or ideological indoctrination. In the words of the *1940 Statement*, "Teachers are entitled to freedom in the classroom in discussing their subject, but they should be careful not to introduce into their teaching controversial matter which has no relation to their subject. . . . When they speak or write as citizens, they should be free from institutional censorship or discipline, but their special position in the community imposes special obligations. As scholars and educational officers, they should remember that the public may judge their profession and their institution by their utterances. Hence they should at all times be accurate, should exercise appropriate restraint, should show respect for the opinions of others, and should make every effort to indicate that they are not speaking for the institutions." The *1970 Interpretive Comments* add that the "intent" of the statement on classroom discussion "is not to discourage what is 'controversial.' Controversy is at the heart of the free academic inquiry, which the entire statement is designed to foster. The passage serves to underscore the need for teachers to avoid persistently intruding material which has no relation to their subject." Faculty members are also to make every effort to assure unimpeded intellectual diversity in their classes, and they should avoid the appearance that students who disagree with their views on matters of opinion will in any way be penalized or put at a disadvantage.

#### Filing a Grievance

Any student who believes that individual academic rights have been violated may seek redress by following the established procedure for filing a grievance. It is important that both students and faculty have a common understanding of the procedure for resolving such grievances. The following procedure is not applicable to cases involving discrimination, sexual harassment, or violation of stated grading policy. In those instances, established procedures as outlined in the *Middle Georgia State College Student Handbook* should be followed.

#### **Procedure:**

It is the responsibility of the student to bring his/her concerns or grievances for resolution. The process should be initiated as soon as possible but ideally within twenty (20) business days.

Grievances against a faculty member should be resolved at the lowest level possible. When a student has a grievance, s/he should follow the steps in the procedure below in the stated order. Attempts to circumvent the procedure will be redirected to the appropriate level of resolution. For example, the president, vice

president, or school dean will refer any grievance to the faculty member, chair, or associate dean as the first level of resolution.

Just as a student may file a written appeal of a decision to the next level, a faculty member may also appeal a decision, in writing, to the next level of review. In a timely manner, the faculty member will receive copies of any written documents produced during the grievance resolution (at any level) and will be given the opportunity to respond to each document. The faculty member will be informed at any point at which written documents concerning the grievance are placed into his/her personnel file and will be allowed to respond in writing.

### **Step 1**

Whenever a student has a grievance against a faculty member, he or she should first talk with the faculty member and attempt to reach a solution.

### **Step 2**

If the student has attempted to resolve the grievance with the faculty member and fails to reach a resolution, he or she may bring the grievance in writing by way of e-mail or certified mail to the next level of supervision (the chair, associate dean, or dean). Upon receipt of a written grievance, the chair, associate dean, or dean will investigate. If no resolution is reached, this process may be continued through each level of supervision in the school or division.

### **Step 3**

If the issue is not resolved at the level of dean of the School, the student may direct the grievance, in writing, by way of e-mail or certified mail, to the Vice President for Academic Affairs. At this time the VPAA shall consult with the Chair of the Executive Committee, who shall then initiate (under the guidelines in 5.02 of the Faculty Handbook) the process for Provision of Hearing Committee. The purpose of the Hearing Committee is to make certain that due process is followed and that the rights of the faculty member are in balance with the rights of the student. The function of the Hearing Committee also guarantees that the College has followed its own procedures in disciplining faculty members.

### **Step 4**

If the issue is not resolved at the level of the Vice President for Academic Affairs, the student may direct the grievance, in writing, by way of e-mail or certified mail, to the president of the college. The president's decision is final as far as institutional grievance procedures are concerned.

If, however, the student is uncomfortable in addressing the grievance with the faculty member or the faculty member's chair or associate dean because of the highly sensitive nature of the grievance, he or she may initially bring the grievance in writing to the dean of the School, as appropriate.

Any disciplinary action will be administered according to due process through the Office of Academic Affairs in accordance with the provisions in the Middle Georgia State College *Statutes and Bylaws*, the University System of Georgia *Academic Affairs Handbook*, and the *Policy Manual of the Board of Regents*.

## **ALCOHOL & DRUG-FREE CAMPUS POLICY**

### ***Middle Georgia State College is an Alcohol and Other Drugs-Free Campus***

Middle Georgia State College recognizes and supports local, state, and federal laws and policies of the Board of Regents, with respect to the sale, use, distribution, and possession of alcoholic beverages and illegal drugs, as well as the Drug-Free Postsecondary Education Act of 1990 with respect to the manufacture, distribution, sale, possession, or use of marijuana, controlled substances, or dangerous drugs on college campuses and elsewhere.

### **Standards of Conduct**

- State of Georgia Statutes declare that it is unlawful for any person less than 21 years of age to possess or consume alcoholic beverages.
- It is unlawful to sell, give, serve, or permit to be served alcoholic beverages to a person less than 21 years of age. Furthermore, servers can be held civilly liable for damage caused by underage drinkers

- to whom they provided alcoholic beverages.
- It is unlawful to be under the influence of, use, possess, distribute, sell, offer, or agree to sell, or represent to sell narcotics, hallucinogens, dangerous drugs, or controlled substances, except as where permitted by prescription or law.
- To receive federal student aid, a student must not have a drug conviction for an offense that occurred while they were receiving federal student aid (such as grants, loans, or work-study).

### **Alcohol Policy**

Middle Georgia State College expressly prohibits the use, possession, sale or distribution of alcoholic beverages on campus by any campus constituency. Student activity funds or state funds may not be used for the purchase of alcoholic beverages. Middle Georgia State College is committed to recognizing, upholding and enforcing the laws of the State of Georgia. Violation of those state laws, incorporated into the Middle Georgia State College Alcohol and Drug-Free Campus Policy, will not be condoned on the campus or at any activity held off campus by any constituency. Exceptions to the policy of no alcohol on campus may from time to time be permitted at the discretion of the President of Middle Georgia State College.

### **Drug Policy**

Middle Georgia State College prohibits the possession, use, or distribution of drugs and alcohol by students and employees on the Middle Georgia State College campus or as any part of Middle Georgia State College's activities, whether on or off campus. Middle Georgia State College is committed to recognizing, upholding and enforcing the laws of the State of Georgia. Violation of those state laws, incorporated into the Middle Georgia State College Alcohol and Drug-Free Campus Policy, will not be condoned on the campus or at any activity held off campus by any constituency.

### **Student Organization Responsibility for Drug Abuse**

Official Code of Georgia Annotated Section 20-3-90 et seq., provides that any student organization functioning at any university system institution which knowingly permits or authorizes the sale, distribution, serving, possession, consumption, or use of marijuana, a controlled substance, or a dangerous drug when such sale, distribution, serving, possession, consumption, or use is not in compliance with the laws of this state shall have its recognition as a student organization withdrawn, shall be expelled from campus for a minimum of a calendar year from the year of determination of guilt. The organization shall also be prohibited from the use of all property and facilities of the university system institution with which it is affiliated. These disciplinary actions are subject to administrative review and hearing procedures as are provided in the code.

### **Travel Policy**

Students should be aware that they are responsible for abiding by the Drug-Free Campus Policy and that they may be held liable, both civilly and criminally, in the case that they are found in violation. When students travel, they should know that their point of destination is considered an extension of the campus. Violations occurring off campus will be treated the same as if the violations occurred on campus.

All students participating in extra-curricular travel are required to complete the necessary travel forms prior to departure and return them to the Office of Student Life. These forms are available in the Office of Student Life.

### **Risks Associated with the Alcohol Abuse and Illicit Drug Use**

The inappropriate or excessive use of alcohol and other drugs are associated with a variety of personal health risks, and risks to others. Alcohol consumption causes a number of marked changes in behavior. Even low doses significantly impair the judgment and coordination required to drive a car safely, increasing the likelihood that the driver will be involved in an accident. Moderate doses of alcohol may increase the incidence of a variety of aggressive acts, including murder, rape, armed robbery, vandalism, spouse and child abuse, and drunk driving. High doses of alcohol often cause marked impairment in higher mental function, severely altering a person's ability to learn and remember information and make judgments. Heavy use may cause chronic depression and suicide and is also greatly associated with the abuse of other drugs. Very high doses cause respiratory depression and death. If combined with other depressants of the central nervous system, much lower doses of alcohol will produce the effects described. The use of even small amounts of alcohol by a pregnant woman can damage her fetus.



Long-term heavy alcohol use can cause digestive disorders, cirrhosis of the liver, circulatory system disorders, and impairment of the central nervous system, all of which can lead to dependence, particularly in person with one or more parents or grandparents who were problem drinkers. At least 15-20 percent of heavy users will eventually become problem drinkers or alcoholics if they continue drinking. Sudden cessation of alcohol intake by alcoholics is likely to produce withdrawal symptoms, including severe anxiety, tremors, hallucinations, or convulsions, which can be life threatening.

Use of Illicit Drugs interferes with the brain’s ability to take in, sort and synthesize information. They distort perception, which can lead users to harm themselves or others. Drug use also affects sensation and impairs memory. Illicit drugs all have some health-threatening qualities, some more than others. Examples are lung damage for marijuana, central nervous system disorders for cocaine, heroin, and hallucinogens, and liver damage from inhalants. Dependence and addiction are constant threats to users. HIV is widely spread among intravenous drug users. Regular abuse of these substances generally exposes users to criminal elements who may influence users to become involved in criminal activities in addition to their already illegal drug use.

**Information on Alcohol and Drugs and Treatment Referral**

Middle Georgia State College has no drug and alcohol treatment or rehabilitation programs. A Behavioral Health Provider list with options for addiction treatment is available from the Counseling Center (478) 471-2985 on the Macon Campus and (478) 934-3092 on the Cochran Campus. Programs listed as representative referral sources should not be interpreted as an endorsement by the College.

**Suspension from Public Institution for Convicted Drug Offenders**

Georgia law (see O.C.G.A. §20-1-23) mandates that any student of a public educational institution who is convicted of any felony offense involving the manufacture, distribution, sale, possession, or use of marijuana, a controlled substance, or a dangerous drug, shall, as of the date of conviction, be suspended from the public institution in which such person is enrolled. The suspension shall be effective as of the date of conviction for the remainder of the term. A convicted student would forfeit any right to any academic credit otherwise earned or earnable for such term. The only exception allowed is in cases where the institution has taken student conduct action for the same offense prior to conviction.

**Student Conduct Sanctions for Alcohol/Drug Offenses**

Sanctions that may be imposed by Middle Georgia State College for violators of this Policy include the following or any combination thereof: Reprimand; Restrictions; Probation; Suspension; Forced withdrawal or expulsion; Referral; Monetary fine

**Legal Sanctions – Alcohol Offenses**

Common Alcohol Offenses	Typical Penalty – First Offense
Possession of or attempt to purchase alcohol by a person under 21 years of age	\$300 fine, up to three years probation, 20 hours of community service, up to 6 months in jail
DUI	1 <sup>st</sup> offense: \$750 - \$1,000 fine, 40 hours community service, jail 10 days to 12 months (all except 24 hours of jail time may be suspended or probated) Over age 21: driver’s license suspended for one year, may get limited driving permit (go to work and school) after DUI school in 120 days Under age 21: license revoked 6-12 months depending on blood alcohol level, no limited driving permit issued
Using a false driver’s license, ID, or allowing someone to use your driver’s license or ID	\$100 - \$200 fine, 12 months probation, up to 12 months in jail
Providing alcohol to a person under age 21	\$1,000 fine, 12 months probation, up to 12 months in jail

**Legal Sanctions – Illicit Drug Offenses**

Common Drug Offenses	Typical Penalty – First Offense
Purchase/Possession of controlled substance	Felony: \$1,000 fine, 2 to 15 years in jail
Trafficking controlled substance (not marijuana)	Felony: \$100,000 to \$1 million fine, 5 to 15 years in jail
Possession of 1 ounce or less marijuana	Misdemeanor: Fine up to \$1,000; 12 months jail
Possession of more than 1 ounce marijuana	Felony: 1 – 10 years jail
Trafficking marijuana	Felony: Fines from \$100,000 to \$1,000,000; 5 to 15 years jail or probation
Trafficking marijuana to minor	Felony: Fine up to \$250,000; 2 to 20 years in jail

**Eligibility For Federal Financial Aid**

Higher Education Act Amendment (October 1998) Section 484

Section 484, *Student Eligibility*, is amended to authorize the suspension of a student’s federal loan eligibility if he or she has been convicted of a drug-related offense. The section states that a student who has been convicted of any offense under any federal or state law involving the possession or sale of a controlled substance shall not be eligible to receive any grant, loan, or work assistance under this title during the period beginning on the date of such conviction and ending after the interval specified in the following table:

Student Ineligibility for Grants, Loans, or Work Assistance	
For possession of a controlled substance, ineligibility period is: First Conviction      1 year Second Conviction    2 years Third Conviction      Indefinite	For sale of a controlled substance, ineligibility period is: First Conviction      2 years Second Conviction    Indefinite

**ASSESSMENT & CARE TEAM (ACT)**

**Why is the Assessment & Care Team Necessary?**

Middle Georgia State College has in place appropriate crisis and emergency response procedures. However, in an era of increasing concern regarding the prevention of campus violence, the Chancellor of the University System of Georgia has directed that each institution develop a plan and select a committee to address potential behavioral concerns. In response, the College has established an Assessment & Care Team (ACT). The Team will serve as an additional measure for campus safety by actively addressing behavioral concerns that have the potential to negatively impact the safety and/or well being of the campus environment. The Team is a complement to, not a replacement for, the College's existing crisis and emergency response procedures. It will operate in cooperation with existing campus and community resources while exercising due diligence to protect the campus community and the individual.

It is critical to understand that even with the best intentions, situations may arise that are unforeseen by any member of the campus community.

**What is Behavior of Concern?**

Behaviors of concern could be defined as those that the reasonable person would consider to be: disturbing, bizarre, out-of-the-ordinary, out-of-character, inappropriate, disruptive and that may potentially impede the individual's ability or the ability of others to function successfully or safely.

Behavior of Concern includes but is not limited to:

- Suicidal or self-injurious thoughts, words, or actions
- Unusual anxiety, depression, paranoia, elation
- Unusual desire for isolation,
- Dramatic change in appearance, behavior, circumstances
- Use of drugs and/ or alcohol
- Difficulty managing anger
- Lack of civility, respect for others

- Acting out and/or disruptive behavior
- Behavioral violations of the Student Code of Conduct
- Verbal or written indications of violent fantasy, intentions, past
- Participation in gang-related activity on campus
- Recent contact with law enforcement
- Mental health history related to dangerous behavior
- Unusual interest in police, military, terrorist activities and materials, previous incidents of violence
- Fascination with weaponry

**What to Report and How to Report**

It is the responsibility of every member of the College community to provide a proper response to a situation in which an individual or group of individuals is exhibiting behaviors that are considered to be:

1. **a life threatening emergency;**
2. **a non-life threatening emergency;** or
3. **behavior of concern.**
  - a. A Life Threatening Emergency - should immediately be reported to law enforcement and/or medical personnel by dialing “911.” Also call the appropriate campus police station. Police officers will escort medical personnel to the location.

For the safety of the campus community, consider any threat, explicit or implied, a statement of intent.

- b. Non-Life Threatening Emergency - should be reported to the appropriate campus police station and the dispatcher advised of the situation.

Department of Public Safety (Campus Police)  
 Cochran Campus: (478) 934-3002  
 Eastman Campus: (478) 374-6403  
 Dublin Campus: (478) 274-7751  
 Macon Campus: (478) 471-2414  
 Warner Robins Campus: (478) 731-9901

- c. Behavior of Concern - should be reported to the Assessment & Care Team by contacting the Office of Student Affairs or by contacting (phone/e-mail) a Team member. Any behavioral concerns that have the potential to negatively impact the safety and/or well being of the campus environment should be reported.  
 Office of Student Affairs – Macon 478-757-7383

***Assessment & Care Team Members***

Michael Stewart  
 Assistant Vice President of Student Affairs  
 478-757-7383  
[michael.stewart@mga.edu](mailto:michael.stewart@mga.edu)

Brian Harrell  
 Director of Residence Life  
 478-934-3027  
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Predita Howard  
 Licensed Professional Counselor  
 Coordinator of Counseling Services  
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Haley Reed  
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Ruth Hagemann  
 Licensed Professional Counselor  
 478-471-2985  
[ruth.hagemann@mga.edu](mailto:ruth.hagemann@mga.edu)

Shawn Douglas  
 Chief of Police  
 478-471-2414  
[shawn.douglas@mga.edu](mailto:shawn.douglas@mga.edu)

Faculty and/or staff members may be called to serve on the team based on specific circumstances, not limited to field of study, campus location, or knowledge of the individual being assessed.

#### **CAMPUS INCIDENT REPORT POLICY AND CRIME STATISTICS**

Students, faculty, staff, and campus visitors are subject to all Federal, State and local criminal laws in addition to campus policies. Any person engaged in criminal activity on a campus of Middle Georgia State College is subject to discipline, arrest and prosecution. Responsibility for law enforcement rests with Middle Georgia State College Police Department, which resides within the Department of Public Safety. The Middle Georgia State College Police reserve the right to request assistance from other agencies when deemed necessary by the Chief of Police.

Campus police are employed and authorized to investigate criminal activity and to make arrests. Any report of crime on campus made to College authorities will be investigated in accordance with applicable policies and procedures. To report an emergency, dial 911 or 9-911 by campus phone.

After reporting the emergency to emergency personnel, call the Middle Georgia State College Department of Public Safety:

Macon Campus – (478) 471-2414

Cochran Campus – (478) 934-3002

Dublin Campus – (478) 274-7751

Eastman Campus – (478) 374-6403

Warner Robins Campus – (478) 731-9901

The Department of Public Safety will thoroughly investigate the complaint and forward it to any other departments that may need to address administrative sanctions.

If, for any reason, a report of criminal activity cannot be made in the manner described above, a written report should be delivered in person to the Department of Public Safety at the Macon, Cochran, Dublin or Eastman Campus.

At the Warner Robins Campus reports should be filed with Office of the Director, 100 University Boulevard, Warner Robins Campus, (478) 929-6700.

At the Robins Resident Center reports should be filed with military authorities as required under Air Force policy. For further information, contact the Office of the Director, Robins Resident Center, and telephone (478) 327-7307.

For a report on crime statistics for Middle Georgia State College, the Office of Postsecondary Education Criminal Offenses is available at <http://www.mga.edu/police>

#### **Student Safety and Crime Prevention**

Personal safety begins with the individual accepting responsibility for his or her own safety and demonstrating concern for the safety of others. To maintain a safe campus, students, faculty, and staff must participate in campus security by being attentive to their surroundings at all times.

- Report any suspicious persons or activity to college authorities immediately.
- Walk with others and remain in lighted areas at all times.
- Be mindful of the accessibility of the campus to those without authority or invitation.
- Secure belongings; never leave personal property unattended in public places.
- Lock automobile and secure valuables.

#### **Campus Safety Seminars**

In addition to the printed information distributed each year, the Office of Student Life and the Department of Public Safety schedule various seminars relating to personal safety and the security of property for members of the college community.

These seminars deal with sexual assault, self-defense, crime prevention, and other related topics. Notices announcing these seminars and encouraging student and employee participation will be posted throughout

the campus prior to the event. Any campus organizations or group interested in a special presentation should contact the Office of Student Affairs at (478) 757-7383.

### **Possession of Weapons on Campus Prohibited**

College policy prohibits possession of guns or any type of deadly weapon, except as permitted by Georgia law, on the campuses of Middle Georgia State College. Any person found in violation of the law regarding possession of such a weapon on campus without prior written permission from the Chief of Police is subject to student conduct action and/or referral to the appropriate law enforcement agency for criminal prosecution. Certified law enforcement officials acting under published police agency policies are the only exceptions. *Revised 1-16-2013.*

### **CHILDREN ON CAMPUS**

Under no circumstances should children be left unattended on any Middle Georgia State College campus.

### **CLASSROOM/CAMPUS VISITORS**

Bringing visitors, including children, to the classroom is strictly at the discretion of the professor. The student should discuss this matter with the professor prior to any type of classroom visitation. Similarly, unaccompanied children of student-parents are not allowed to visit in campus facilities.

### **CONSENSUAL RELATIONSHIPS**

#### **General Statement**

Recognizing that Middle Georgia State College administrators, faculty and staff members are professionals whose conduct must not jeopardize the trust and confidence of the students they serve or the general public which supports the institution, the College considers it inappropriate for administrators, faculty, staff and members of the college community to have amorous or sexual relations with individuals with whom teaching, evaluative, advocacy, counseling, advising or supervisory responsibilities exist. Furthermore, it is the responsibility of all administrators, faculty and staff members to avoid such relationships that result in conflicts of interests with students over whom they are in a position of authority by virtue of their teaching, research, committee assignments, or administrative assignments. In order to assure that the evaluation of students is conducted fairly and without any perception of favoritism or bias, administrators, faculty and staff members should make an earnest effort to avoid all appearance of sexual overtures and sexual relationships with such students, even when considered consensual. The significant power differential between administrators, faculty and staff members and students makes such consensual amorous or sexual relationships suspect. Failure to abide by this policy may prompt disciplinary action by the College.

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#### **Procedures**

1. Members of the College community who desire to complain of a violation of policy may initiate a complaint with the Director of Human Resources. Complaints must be filed within ten working days of the time at which the complainant becomes aware of the adverse effect of an alleged violation of this policy.
2. Faculty members accused in a complaint filed alleging a violation of this policy shall be subject to procedures and sanctions.
3. For purposes of this policy, administrators, faculty and staff members shall include all full- or part-time college personnel. Persons in positions to evaluate students referred to in this policy may include, but are not limited to, those engaged in supervising instruction, evaluating academic performance, or serving on committees for awards, prizes, or other similar distinctions; and also making decisions relative to scholarships, grants, and other forms of financial assistance.

### **COPYRIGHT**

The Higher Education Act of 1965, amended in August 2008 by the enactment of the Higher Education Opportunity Act (HEOA), requires all postsecondary institutions that participate in Title IV student aid programs to develop and implement written plans to effectively combat the unauthorized distribution of copyrighted material by users of the institution's network, without unduly interfering with educational and research use of the network. These regulations went into effect July 1, 2010. The College's policies prohibit illegal peer-to-peer file sharing and downloading. Visit MGA's copyright information web page at <http://www.mga.edu/technology/copyright>

### **DIPLOMA PRINTING**

Each student who completes an authorized program at Middle Georgia State College leading to a degree, or certificate, has paid the required graduation fee, is certified by the Office of the Registrar, and approved by the faculty as a graduate of that program, is entitled to one (1) diploma attesting to that accomplishment. The diploma is intended only as a symbolic recognition of academic achievement. The student's Middle Georgia State College transcript is, instead, the proper official document of record for the award.

### **Graduation Holds**

A student who has a graduation hold will not be certified for graduation by the Registrar and a diploma printed until the hold is satisfied. If the Office responsible for the hold concurs, and at the student's request, a letter may be prepared by the Office of the Registrar certifying that the student has completed the requirements of the program.

### **Duplicate or Additional Diplomas**

The Office of the Registrar does not have the staff resources to entertain requests for additional or duplicate diplomas. In cases where official documentation may be required to substantiate the student's graduation, the Middle Georgia State College transcript is the proper document for that purpose. Transcripts are furnished upon receipt of an official release authorization and a \$5.00 fee per transcript.

### **Diploma Receipt**

Diplomas will be mailed at an announced date each term. In cases where mailed diplomas are not received, the student has up to 90 days after graduation to identify the non-receipt to the Office of the Registrar. A replacement diploma will be furnished free of charge, but the student will be required to personally receipt the document.

### **Diploma Errors**

While every effort is made to ensure that diplomas are printed correctly, students should carefully review the document upon receipt and immediately identify any problems to the Office of the Registrar. Incorrect diplomas must be returned to the Registrar within 45 days before the issuance of the corrected document. A replacement diploma will be issued at no charge.

### **Lost Diploma**

There may be instances where a diploma issued for a previous graduation is destroyed or lost over time. Students desiring a replacement must make a request in writing to the Office of the Registrar with an explanation of the circumstances, and pay the current graduation fee again. Diplomas older than 5 years will not be replaced. Students should recognize that the replacement diploma most likely will not replicate their previous awarded document as the signature of the responsible officials may have changed, or perhaps even the name of the College. The diploma issued will be the same award document as given current graduates.

### **ELIGIBILITY FOR PARTICIPATION IN RECREATION & WELLNESS AND STUDENT LIFE ACTIVITIES**

Middle Georgia State College takes great pride in having students participate in collegiate activities of both noncompetitive and competitive nature. For this reason, any student seeking to participate in such activities (clubs, organizations, recreational/intramural tournaments, etc.) must comply with eligibility guidelines, including but not limited to:

1. Unless a student is a first-semester freshman or transfer student, the student must be currently matriculating with at least the minimums as listed below and have successfully matriculated the previous semester (excluding summer semester) with the same minimums:
  - a. Recreation & Wellness facility use and programming to exclude Intramurals and Club Sports: Registered in one (1) hour on campus class and paid R&W Fee for current semester
  - b. Student Life activities: Registered in at least three (3) hours for the current semester.
  - c. Intramurals activities: Registered in at least three (3) hours for the current semester.
  - d. Club Sports activities: Registered for at least six (6) hours during the current semester.
2. The student must be in good academic standing and have no holds on his/her record.
3. To be eligible to serve as an officer in any College-sponsored organization; to be a candidate in any College election; or to represent the College in any official capacity a student must have earned a minimum cumulative grade point average of 2.0 and must not be on disciplinary or scholastic probation. Additional requirements for participation in specific activities and/or organizations may apply.

4. The student must be eligible based on guidelines of the organization sponsoring the activity. Organizations can be the club, program, office, department, association, or any other entity that sponsors a program in which a student may participate.
5. The Vice President, Assistant Vice President, Director, or other designated staff member will review students representing Middle Georgia State College in such activities for eligibility and for fitness to represent the College.
6. Participation in activities (non-competitive and competitive) is not guaranteed.
7. All required forms must be completed ten (10) business days prior to date of travel or deadlines for competition entry and turned in to the appropriate office based on the sponsoring organization of the trip or event in order to allow for proper processing time.
8. Any student who is a member of a club sport, intramural team, or participates in any part of the Recreation & Wellness Program is subject to validation of hours, academic standing, and/or any other eligibility requirements set forth by the Department of Recreation & Wellness regarding Intramurals, Club Sports, or Program participation as seen fit by the Director of Recreation & Athletics or Intramural/Club Sports Coordinator.
9. All additional dues, fees, or other costs associated with programming of departments, programs, or clubs must be paid prior to participation by an individual.

#### **EMERGENCY CONTACT**

Macon Campus Department of Public Safety (478) 471-2414

Cochran Campus Department of Public Safety (478) 934-3002

Warner Robins Campus Administrative Office (478) 929-6700 (8:00 am – 5:30 pm)

Warner Robins Campus Department of Public Safety (478) 731-9901 (after 5:30 pm)

Eastman Campus Department of Public Safety (478) 374-6403

Dublin Campus Department of Public Safety (478) 274-7751

Middle Georgia State College has no centralized paging system to contact individuals while on campus. As a result, communicating with students on campus will be limited to emergencies only. All students should advise their families and employers of this limitation. With the exception of public record information, details regarding students and class schedules will not be released for any reason.

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#### **EXTERNAL PARTIES**

External Parties (local businesses and community service organizations) are permitted to solicit on campus provided the External Party is sponsored by a campus organization or as an authorized participant in an appropriate College sponsored activity.

#### **On Campus Participation by External Parties**

Any organized use of the campus by external parties must be approved by the College. Middle Georgia State College regularly hosts External Parties (local businesses/community service organizations) seeking to solicit to members of the campus community. An External Party desiring access to the campus for purposes of solicitation must either be the invited guest of a campus organization or must secure authorization to participate in the activities sponsored by the Office of Student Life, typically at the beginning of fall and spring semester. The primary purpose of these Student Life events is to provide students an opportunity to learn about Recognized Student Organizations (RSOs) and other campus resources. Any External Party wishing to participate in these Student Life events (i.e. Club Rush or Vendor Fair) must comply with the following procedures. All outside parties wishing to obtain use of fields or facilities must contact the following offices for requirements and reservations:

Macon: Office of Continuing Education at (478) 471-2770

Cochran: Office of Risk Management (478) 934-3034

Dublin: Office of Campus Director (478) 274-7808

Eastman: Office of Campus Director (478) 374-6700

Warner Robins: Office of Campus Director (478) 929-6700

#### **Procedures:**

The External Party will submit a written request for space (one table and two chairs) to the Director of Student Life. The Director of Student Life will review the request based on:

1. The presence of an established storefront in the Middle Georgia area.
2. The direct benefit to Middle Georgia State College students that the organization is willing to provide, i.e. giveaways, significant discounts, coupons, service, etc.
3. A positive history between the organization and Middle Georgia State College.

4. Requests made prior to each event, understanding that the organization shall not have standing reservations for space.
  5. A first-come, first-served and space-available basis.
- The Director of Student Life reserves the right to choose organizations that will offer participating students a diverse Club Rush experience.

### **Publication Distribution**

The Office of Student Life supports the concept that the college community serves as a safe arena for the free and open exchange of ideas. A request by an External Party for the distribution of a publication(s) is considered based on compliance with the following procedures.

#### **Procedures:**

The External Party will submit a written request to the Student Life Coordinator for campus distribution of a publication(s) provided:

1. The publication supports the mission and policies of the College.
2. The publication must be free to all members of the community.
3. The External Party must provide free-standing, professional-quality (not homemade) distribution racks appropriate for the publication.
4. The return of the distribution racks is not guaranteed.
5. The distribution racks will be located in the Student Life Center on the Macon Campus, in the Student Activity Center on the Cochran Campus, in the Student Activity Center on the Dublin Campus, in the Game room on the Eastman Campus and in the Thomas Hall Student Lounge on the Warner Robins Campus.
6. The specific location of the distribution racks is not guaranteed and will be at the discretion of the Student Life Coordinator.
7. The sponsoring organization must fill the distribution racks in a timely manner or the racks will be removed.

The opportunity for regular distribution of any publication by an External Party is made on a space-available basis and at the discretion of the Director of Student Life.

### **Advertisement**

Local businesses, agencies, and organizations may request placing advertisements on campus. These requests are made to and approved by the Office of Student Life on each campus and will be allowed on a "space available" basis. The Recreation & Wellness Program may also approve for club sports sponsors in agreement for advertising space at club event. Advertisements not approved by the Office of Student Life will be removed.

### **FAMILY EDUCATIONAL RIGHTS AND PRIVACY ACT (FERPA)**

Middle Georgia College complies with the provisions of the Family Educational Rights and Privacy Act of 1974 (FERPA). FERPA affords students certain rights with respect to their education records. They are:

1. The right to inspect and review the student's education records within 45 days of the day the College receives a request for access. Students should submit to the Office of the Registrar written requests that identify the record(s) they wish to inspect. The Registrar will make arrangements for access and notify the student of the time and place where the records may be inspected. If the records are not maintained by the Office of the Registrar, the Registrar shall advise the student of the correct official to whom the request should be addressed.
2. The right to request the amendment of the student's education records that the student believes are inaccurate or misleading, or in violation of their right to privacy. Students may ask the College to amend a record that they believe is inaccurate or misleading, or in violation of their privacy rights. They should write the College official responsible for the record, clearly identify the part of the record they want changed, and specify why it is inaccurate or misleading, or otherwise in violation of their right to privacy. If the College decides not to amend the record as requested by the student, the College will notify the student of the decision and advise the student of his or her right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the student when notified of the right to a hearing.

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



3. The right to consent to disclosures of personally identifiable information contained in the student's education records, except to the extent that FERPA authorizes disclosure without consent. One exception that permits disclosure without consent is disclosure to school officials with legitimate educational interests.

A school official is a person employed by the College in an administrative, supervisory, academic or research, or support staff position (including law enforcement unit personnel and health staff); a person or company with whom the College has contracted (such as an attorney, auditor, collection agent, or official of the National Student Loan Clearinghouse); a person serving on the Board of Trustees; or a student serving on an official committee, such as a disciplinary or grievance 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 education record in order to fulfill his or her professional responsibility. The College may disclose education records in certain other circumstances:

- a. to comply with a judicial order or a lawfully issued subpoena;
  - b. to appropriate parties in a health or safety emergency;
  - c. to officials of another school, upon request, in which a student seeks or intends to enroll;
  - d. in connection with a student's request for or receipt of financial aid, as necessary to determine the eligibility, amount, or conditions of the financial aid, or
  - e. to enforce the terms and conditions of the aid;
  - f. to certain officials of the U.S. Department of Education, the Comptroller General, to state and local educational authorities, in connection with certain state or federally supported education programs;
  - g. to accrediting organizations to carry out their functions;
  - h. to organizations conducting certain studies for or on behalf of the College;
  - i. the results of an institutional disciplinary proceeding against the alleged of a crime of violence may be released to the alleged victim of that crime with respect to that crime.
4. The right to file a complaint with the U.S. Department of Education concerning alleged failures by the College to comply with the requirements of FERPA. The name and address of the Office that administers FERPA is: Family Policy Compliance Office, U.S. Department of Education, 400 Maryland Avenue, SW., Washington, DC, 20202-5920.
  5. The College designates the following as public or "Directory Information": The student's name, USPS mailing addresses, telephone number, major field of study, degree sought, expected date of completion of degree requirements and graduation, degrees and awards received, dates of attendance, full or part time enrollment status, the previous educational agency or institution attended, and participation in officially recognized activities and other similar information.
  6. Students may restrict the release of "Directory Information", except to school officials with legitimate educational interests and others as indicated in point #3 above. To do so, a student must make the request in writing to the Office of the Registrar, Middle Georgia State College, 100 College Station Drive, Macon, GA 31206-5144. A form is available in the Registrar's Office for that purpose. Once filed, this request becomes a permanent part of the student's record until the student instructs the College, in writing, to have the request removed. For purposes of compliance with FERPA, the College considers all students independent.

### **FORMATION AND FUNCTIONING OF RECOGNIZED STUDENT ORGANIZATIONS (RSO)**

The Offices of Recreation & Wellness and Student Life will provide assistance to any student, staff, or faculty member who is interested in the formation of a new campus club or organization. Recognition of new student organizations is limited to specific times as designated by the Office of Recreation & Wellness or Student Life. For fall semester, recognition begins on the first day of the semester to the last business day in September. Likewise for spring, recognition begins on the first day of the semester to the last business day in February. A copy of the Middle Georgia State College Recognized Student Organization (RSO) Handbook is available online at: <http://www.mga.edu/student-life/>.

## **FREEDOM OF EXPRESSION POLICY**

No rights are more highly regarded at Middle Georgia College than the first amendment guarantees of freedom of speech, freedom of expression, and the right to assemble peaceably. The College remains firmly committed to affording every member of the campus community the opportunity to engage in peaceful and orderly protests and demonstrations, which do not disrupt the operation of the College. However, such opportunities must be provided on an equal basis and adhere to the basic principle of the College being neutral to the content of any public demonstration. In order to achieve this objective, while at the same time ensuring that the College fulfills its educational mission, the College has the responsibility to regulate the time, place, and manner of expression. Through such regulation, the College can assure equal opportunity for all persons, preserve order within the campus community property, and provide a secure environment to the individuals exercising freedom of expression.

The following provisions and regulations shall apply to faculty, staff, students, student organizations, and visitors:

**Speeches and Demonstrations:** The areas designated as “Free Expression Areas” for speeches and demonstrations and the contact offices for each campus are listed below. These areas are generally available for this purpose between 8:00 a.m. and 9:00 p.m., Monday through Friday. To best accommodate all interested users, use of these areas for speaking, demonstrating and other forms of expression must be scheduled at least 48 hours in advance. Should use of these areas on a given day for this purpose conflict with other scheduled events, the college reserves the right to direct users to another area deemed suitable by the College.

**Macon Campus:** The lawn between the Education Building and the Library. Contact Office of Student Affairs (478) 757-7383

**Cochran Campus:** The lawn area west of the tennis courts on the Cochran campus (defined by sidewalks on three sides and the tennis stands. Contact Office of Student Affairs (478) 934-3352

**Dublin Campus:** The grass area (inside the horseshoe shaped sidewalk) between the student center and the back parking lot. Contact Office of the Campus Director (478) 275-6768

**Eastman Campus:** The grassed area bounded by the static airplane display south, airport road right of way east, and parking areas to north and west. on the Eastman campus. Contact Office of the Campus Director (478) 374-6700

**Warner Robins Campus:** The grass section of the circular drive in front of Oak Hall. Contact Office of the Campus Director (478) 929-6700

### **Distribution of Written Material**

Non-commercial pamphlets, handbills, circulars, newspapers, magazines and other written materials may be distributed on a person-to-person basis in open areas outside of buildings and other closed structures on the campuses. No stand, table or booth shall be used in distribution of such materials except with advance approval from the Office of Student Life on the individual campuses. The College maintains a position of neutrality as to the content of any written material distributed on the campuses under this policy.

### **Marches**

Marches may take place on streets and sidewalks of the campuses. Plans for an event of this nature must be approved at least 48 hours in advance by the Office of Student Affairs.

### **Provisions**

Reasonable limitations may be placed on the time, place, and manner of speeches, demonstrations, distribution of written material, and marches in order to serve the interests of health and safety, prevent disruption of the educational process, and protect against the invasion of the rights of others. In order that persons exercising freedom of expression not interfere with the operation of the Campus or the rights of others, the following shall apply without exception to any form of expression and will be used to evaluate any plans requiring approval.

1. Events that may obstruct vehicular, pedestrian, or other traffic must be approved at least 48 hours in advance by the Office of Student Affairs.
2. Use of sound amplification on campus is regulated and must be approved at least 48 hours in advance by the Office of Student Affairs.
3. There must be no obstruction of entrances or exits to buildings.
4. There must be no interference with educational activities inside or outside the buildings.
5. There must be no impediment of passersby or other disruptions of normal activities.
6. There must be no interference with scheduled campus ceremonies, events, or activities.

7. Malicious or unwarranted 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 will be held financially responsible.
8. Persons or organizations responsible for a demonstration or other expressive event must remove all resulting structures, signs and litter from the area at the end of the event. If this is not accomplished, persons or organizations responsible for the event will be held financially responsible.
9. There must be compliance with all applicable state and federal laws and College policies, rules, and regulations.

**GENERAL INFORMATION – WHERE TO GO FOR HELP?**

**Question Related To...**

**Publication**

Academic Affairs- <a href="#">Final Course Grade Appeal Form</a>	Academic Catalog
Academic Affairs- <a href="#">General Student Petition</a>	<a href="#">Academic Affairs Forms Webpage</a>
Academic Affairs- <a href="#">Student Petition for Course Substitution</a>	<a href="#">Academic Affairs Forms Webpage</a>
Academic Affairs- <a href="#">WF Grade Received Appeal Form</a>	Academic Catalog
Academic Freedom and Student Rights	<a href="#">Student Handbook</a>
Admissions	<a href="#">Admissions Webpage</a>
<a href="#">Assessment &amp; Care Team</a>	<a href="#">Student Handbook,</a>
Business Office- <a href="#">Appeal Form</a>	<a href="#">Controller’s Webpage</a>
Conflict Resolution	<a href="#">Conflict Resolution Webpage</a>
Consensual Relationships	<a href="#">Student Handbook,</a>
Customer Service	<a href="#">Customer Service Feedback Form</a>
Disability Services- Academic Accommodation	<a href="#">Disability Services Policies and Procedures</a>
Disability Services- Access	<a href="#">Guide for Students with Disabilities,</a>
Family Educational Rights and Privacy Act (FERPA)	<a href="#">Registrar Webpage</a>
Financial Aid- <a href="#">Dependency Petition Form</a>	<a href="#">Financial Aid Forms Webpage</a>
Financial Aid- <a href="#">Max Time Frame Appeal Form</a>	<a href="#">Financial Aid Forms Webpage</a>
Financial Aid- <a href="#">Satisfactory Academic Progress</a>	<a href="#">Satisfactory Academic Progress Policy</a>
Financial Aid- <a href="#">Special Circumstances Appeal Form</a>	<a href="#">Financial Aid Forms Webpage</a>
Nondiscrimination	<a href="#">Student Handbook</a>
Parking	<a href="#">Parking Policy,</a>
Residence Life- General Concerns	<a href="#">Student Handbook,</a>
Residence Life- Application	<a href="#">Residence Life Webpage</a>
Residence Life- Contract Amendment	<a href="#">Residence Life Webpage</a>
Residence Life- Freshman Residency	<a href="#">Residence Life Webpage</a>
Residence Life- Maintenance Needs	<a href="#">Student Handbook,</a>
Harassment/Sexual Assault	<a href="#">Student Handbook,</a>
Student Conduct	<a href="#">Student Handbook,</a>
University System of Georgia Board of Regents	<a href="#">Bylaws of the Board of Regents</a>
Violations of the Law	<a href="#">Public Safety Webpage</a>

**GRIEVANCES/COMPLAINTS POLICIES AND PROCEDURES**

The Middle Georgia State College Student Code of Conduct reads, "Laws, statutes, and regulations at the national, state, and local levels grant public institutions the authority to establish standards reasonably relevant to the lawful missions, processes, and functions of the institution. Such standards are not intended to prohibit the exercise of a right guaranteed by the Constitution or a law of the United States to a member of the academic community." *Middle Georgia State College Student Code of Conduct, Introduction*, <http://www.mga.edu/student-affairs>

Middle Georgia State College committed to a policy of fair treatment of its students. A grievance or complaint is a situation in which a student feels that the treatment he/she has received is not consistent with the College's policies. Students are encouraged to initially seek an informal resolution of these matters directly with the faculty or individual(s) involved when possible. When an informal resolution is not possible, students should file a written complaint with the appropriate office. A written complaint should include all of the following: nature of the complaint; date and time of the incident; full names of all individuals involved; and the policy or procedure violated.

Realizing that students may have grievances/complaints regarding their experiences, either inside or outside of the classroom, Middle Georgia State College has developed and published the following policies that allow students to request review of issues of concern:

### **Academic Grievance**

In the informal grievance process, the student should first discuss any problem of an academic nature with the faculty member involved. If the grievance is not resolved at this level, the student should discuss the problem with the appropriate academic division chair. Should circumstances be such that the above steps are not appropriate or if the matter is not resolved within five days, the student should report the problem to the Vice President for Academic Affairs or his/her designee in writing or by e-mail at [vpaa@mga.edu](mailto:vpaa@mga.edu).

### **Non-Academic Grievance**

If the grievance is not of an academic nature, the student should first report the problem to the Vice President for Student Affairs or designee in writing or by e-mail at [vpsa@mga.edu](mailto:vpsa@mga.edu). If appropriate, the vice president of student affairs may refer the matter to the affirmative action officer or other College official.

### **Grievance Not Covered by Specific College Policy**

If the grievance involves a question of judgment or opinion not covered by College policies, the vice president of student affairs, the affirmative action officer, and other appropriate College official shall, after interviewing the student and all other parties involved, discuss the matter and make recommendations to the president to resolve the problem. There shall be no retaliatory action taken by any person against a student of the College as a result of the student seeking redress under any of these procedures or for participating in any investigation as a complainant or witness.

### **General Grievance/Complaint Procedure**

General complaints should be addressed to those parties directly involved. If a complaint is not resolved using these means, a formal complaint can be filed using the procedures of the Middle Georgia State College General Grievance/Complaint Policy (<http://www.mga.edu/faculty-staff/hotline-reporting.aspx>). The reporting system on this web site is confidential and easy to use. Global Compliance, a third-party provider specializing in this type of service, operates this system. Once a complaint is received from Global Compliance, a review is initiated at the College level within seven working days of its receipt. Complaints will be resolved in a timely manner and within a reasonable time frame in accordance with the nature of the complaint. Individuals who file complaints are advised when appropriate action has been taken.

### **Formal Grievance Hearing**

The purpose of a formal grievance hearing is to hear the complaint of a student who has exhausted all other normal channels, but who has not received satisfaction. The student may appeal in writing to the president. The president will appoint a Grievance Committee of at least three persons, including a chair. The committee will meet within five working days after receiving the complaint to discuss the merits of the complaint and shall notify the parties concerned within ten working days of either its decision or of the time and place of a hearing if one is to be granted.

Formal grievance hearings shall be conducted during normal working hours and a tape recording shall be made of the proceedings. The Grievance Committee decision shall be made and reported in writing to the president and the student within ten business days. The student may appeal the decision of the Grievance Committee to the president. Such appeal shall be in writing and shall be made within ten business days. The decision of the president shall be communicated to the student in writing within ten business days of receipt of the appeal. The president's decision shall be final.

## **GYMNASIUM USAGE**

The Wellness Center gymnasiums are available to current students, faculty, and staff with a valid Knight Card. Wellness program activities offered in the gymnasium include: free play basketball, volleyball, indoor soccer, rock climbing (in Cochran) and group fitness classes (in Macon). The gyms are available only when classes or other sponsored activities are not in progress.

Free Play hours are posted in the Wellness Center and Gym area and are subject to change without prior notice. Hours are also posted online at <http://www.mga.edu/wellness/>. Appropriate athletic attire must be worn at all times. No food is allowed in the gym unless approved by Recreation & Wellness professional staff. Lockers are available at the front desk of the Wellness Center as bags are not to be left sitting in the gym. Inappropriate behavior will result in loss of Gym privileges. For more information about recreational activities and a full list of rules at Middle Georgia State College, call the Wellness Center at (478) 757-3620 on the Macon Campus, (478) 934-3478 on the Cochran Campus or visit <http://www.mga.edu/wellness/>.

The College assumes no liability for accidents or injuries incurred during participation in recreational activities including club sports, intramurals, or other events hosted by Recreation & Wellness, Student Life, or Residence Life.

**Note:** Morris Gymnasium on the Cochran Campus is used exclusively by the men's and women's varsity basketball teams.

## **HARASSMENT POLICY**

### **Policy Statement**

Middle Georgia College is committed to maintaining an academic and work environment in which all individuals are treated with respect and dignity and can work freely together, both in and out of the classroom, to further education, service, and research. No member of its community, including faculty, staff or students, should be subjected to any form of harassment or retaliation based on race, color, religion, sex, national origin, age, disability, political affiliation or other ideology. Each person has the right to work in a professional atmosphere that promotes equal employment opportunities and prohibits discriminatory practices, including sexual harassment. Therefore, Middle Georgia College will not condone harassment described above or the sexual exploitation of individuals in the workplace, and expects that all relationships within the community to be business-like and free of harassment.

### **Definition**

Examples of harassing conduct include, but are not limited to, the following:

1. Epithets, slurs, negative stereotyping, intimidating, or hostile acts that relate to race, color, religion, sex, national origin, age, or disability; and
2. Written or graphic material that denigrates or shows hostility or aversion toward an individual or group because of race, color, religion, sex, national origin, age, or disability that is placed on walls, bulletin boards, or elsewhere on College premises, or circulated on the campus.

Sexual harassment constitutes discrimination and is illegal under federal and state law, and Board of Regents' policy. For the purposes of this policy, sexual harassment is defined in the Equal Employment Opportunity Commission Guidelines, as unwelcome sexual advancements, requests for sexual favors and other verbal or physical conduct of a sexual nature when, for example:

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

Sexual harassment may include a range of subtle and not so subtle behaviors and may involve individuals of the same or different gender. Depending on the circumstances, these behaviors may include, but not limited to: unwanted sexual advances or requests for sexual favors; sexual jokes and innuendoes; verbal abuse of a sexual nature; commentary about an individual's body, sexual prowess or sexual deficiencies; leering, whistling or touching; insulting or obscene comments or gestures; display in the workplace of sexually suggestive objects or pictures; and other physical, verbal or visual conduct of a sexual nature.

### **Responsibility as to the Harassment Policy**

All members of the Middle Georgia State College community must ensure that their personal behavior does not constitute harassment. This responsibility extends to all who do business with Middle Georgia State College and to all who visit any Middle Georgia State College facility or attend any Middle Georgia State College-sponsored activity.

Faculty, administrators, and supervisors have the responsibility to prevent and to eliminate harassment in their respective areas. A complaint alleging harassment made to a faculty member, administrator, or supervisor requires immediate steps to address the matter under the procedures outlined in this policy.

### **Retaliation Also Prohibited**

Middle Georgia College encourages the reporting of all perceived incidents of harassment. It is the policy of Middle Georgia College to investigate such reports. Middle Georgia College prohibits retaliation against any individual who reports harassment or participates in an investigation of such reports.

### **Individuals and Conduct Covered**

This policy applies to all faculty, staff and students whether related to conduct engaged in by fellow employees or someone not directly connected to Middle Georgia College (e.g., an outside vendor, consultant or customer). Conduct prohibited by this policy is unacceptable in the workplace and in any work-related setting outside the workplace, such as during business trips, business meetings and business-related social events.

### **Procedures-Submitting a Complaint**

1. Any faculty member, staff member, or student who believes that he or she is a victim of harassment should convey clearly his/her discomfort with the conduct to the alleged offender. (If the complainant has reason to fear reprisal from the alleged offender if step one is carried out, the complainant may move directly to the next step.)
2. If the conduct continues, the complainant should promptly report the matter to the appropriate College official designated to handle such complaints. The appropriate College official for the faculty and staff is their supervisor or department head, and for students, the Vice President for Student Affairs. The appropriate Title IX coordinators and the Section 504 coordinator will be immediately notified that the process to address grievances has been started in order to insure appropriate fairness and a process which meets federal guidelines for handling grievances and complaints. Before any proposed resolution or decision has been communicated to any party to the grievance, the coordinators will review the process and issue a determination of compliance with federal requirements and guidelines.
3. The initial discussion between the complainant and the appropriate College official will be kept confidential to the greatest extent possible and dissemination of any information relating to the case will be limited, in order that the privacy of all individuals involved is safeguarded as fully as possible. The College will take steps to protect the complainant from retaliatory action based upon the filing of the complaint. The foregoing notwithstanding, the appropriate College official will inquire into all reports of alleged harassment brought to his or her attention.
4. During the initial meeting with the appropriate College official, a written summary of the complaint will be made and should be signed by the complainant.
5. The appropriate College official will inform the alleged offender (respondent) of the allegation and of the identity of the complainant, will provide him or her with a written summary of the complaint, and will proceed as set forth in the following section.
6. If the complainant has reason to be uncomfortable reporting as directed by this policy, the complainant should report the offensive behavior to any administrator (not a subordinate of the alleged offender) with whom the complainant feels comfortable. The administrator then has the responsibility of helping the complainant with the procedure.

### **Resolution of a Complaint**

1. When a complaint is submitted, the appropriate College official will discuss the matter with the parties promptly, will notify the appropriate vice president of the charge, and will initiate whatever steps he or she deems appropriate to affect an informal resolution of the complaint acceptable to both parties. If an informal resolution is reached, it will be documented in writing, approved by the appropriate College official, signed by the complainant and the respondent.
2. If an informal resolution satisfactory to the parties is not reached within 15 workdays after an incident is reported, or if, in the opinion of the appropriate College official, an informal resolution

- is not possible, a full investigation will be instituted. The investigation may include interviewing witnesses identified by the parties and such other inquiries, as the appropriate College official may deem necessary. Within thirty workdays of the initiated investigation, a report of the investigation results, along with a recommendation with regard to a resolution of the complaint and/or disciplinary action, will be made to the Title IX and Section 504 coordinator: Director of Human Resources
3. The Affirmative Action/Equal Opportunity Officer will review the results of the investigation to determine if harassment occurred; and, if so, take or recommend appropriate disciplinary and/or other action. Individuals subjected to disciplinary action may exercise their appeal rights pursuant to the procedures set forth in the Faculty Handbook, the Employee Handbook or the Student Handbook as appropriate.

## **INFORMATION TECHNOLOGY (IT) RESOURCES APPROPRIATE USE POLICY**

### **Overview**

It is the policy of Middle Georgia State College to provide an environment that encourages the free exchange of ideas and sharing of information. Access to this environment and Middle Georgia State College's information technology (IT) resources is a privilege and must be treated with the highest standard of ethics.

Middle Georgia State College expects all users to use IT resources in a responsible manner, respecting the public trust through which these resources have been provided, the rights and privacy of others, the integrity of facilities and controls, state and Federal laws, and Middle Georgia State College policies and standards.

### **Purpose**

This policy outlines the standards for appropriate use of Middle Georgia State College IT resources, which include, but are not limited to, equipment, software, networks, data, and telephones whether owned, leased, or otherwise provided by Middle Georgia State College.

### **Scope**

This policy applies to all users of Middle Georgia State College IT resources including faculty, staff, students, guests, external organizations and individuals accessing network services, such as the Internet via Middle Georgia State College resources.

### **Policy**

- Use only those IT resources for which you have authorization
- Protect the access and integrity of IT resources
- Abide by applicable local, state, federal laws, college policies and respect the copyrights and intellectual property rights of others, including the legal use of copyrighted material
- Use IT resources only for their intended purpose
- Respect the privacy and personal rights of others
- Do no harm

### **Guidelines**

#### ***User Responsibilities***

Use of Middle Georgia State College IT resources is granted based on acceptance of the following specific responsibilities:

Use only those computing and IT resources for which you have authorization. For example, it is a violation:

- To use resources you have not been specifically authorized to use
- To use someone else's account and password or share your account and password with someone else
- To access files, data, or processes without authorization
- To purposely look for or exploit security flaws to gain system or data access

Protect the access and integrity of computing and IT resources. For example, it is a violation:

- To use excessive bandwidth
- To release a virus or a worm that damages or harms a system or Network
- To prevent others from accessing an authorized service
- To send email that may cause problems and disrupt service for other users
- To attempt to deliberately degrade performance or deny service
- To corrupt or misuse information
- To alter or destroy information without authorization

Abide by applicable local, state, federal laws, college policies and respect the copyrights and intellectual property rights of others, including the legal use of copyrighted material. For example, it is a violation:

- To download, use or distribute copyrighted materials, including pirated software or music or videos or games (aka: illegal peer-to-peer file sharing)
- To make more copies of licensed software than the license allows
- To operate and participate in pyramid schemes
- To upload, download, distribute or possess pornography
- To upload, download, distribute or possess child pornography

Use IT resources only for their intended purpose. For example, it is a violation:

- To use computing or network resources for advertising or other commercial purposes
- To distribute copyrighted materials without express permission of the copyright holder
- To send forged email
- To misuse Internet Relay Chat (IRC) software to allow users to hide their identity, or to interfere with other systems or users
- To send terrorist threats or "hoax messages"
- To send chain letters
- To intercept or monitor any network communications not intended for you
- To attempt to circumvent security mechanisms
- To use privileged access for other than official duties
- To use former privileges after graduation, transfer or termination, except as stipulated by MGA College

Respect the privacy and personal rights of others. For example, it is a violation:

- To use electronic resources for harassment or stalking other individuals
- To tap a phone line or run a network sniffer or vulnerability scanner without authorization
- To access or attempt to access other individual's password or data without explicit authorization
- To access or copy another user's electronic mail, data, programs, or other files without permission
- To disclose information about students in violation of Middle Georgia State College guidelines

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### **System and Network Administrator Responsibilities**

System Administrators and providers of Middle Georgia State College computing and IT resources have the additional responsibility of ensuring the confidentiality, integrity, and availability of the resources they are managing. Persons in these positions are granted significant trust to use their privileges appropriately for their intended purpose and only when required to maintain the system. Any private information seen in carrying out these duties must be treated in the strictest confidence, unless it relates to a violation or the security of the system.

### **Security Caveat**

Be aware that although computing and IT providers throughout Middle Georgia State College are charged with preserving the integrity and security of resources, security sometimes can be breached through actions beyond their control. Users are therefore urged to take appropriate precautions such as:

- Safeguarding their account and password
- Taking full advantage of file security mechanisms
- Backing up critical data on a regular basis
- Promptly reporting any misuse or violations of the policy
- Using virus scanning software with current updates
- Using personal firewall protection on personal computers
- Installing security patches in a timely manner

### **Violations**

Every user of Middle Georgia State College resources has an obligation to report suspected violations of the Appropriate Use Policy for Computing and IT Resources. Reports should be directed to the institution, unit, center, office, division, department, school, or administrative area responsible for the particular system involved.

### **Enforcement**

Failure to comply with the appropriate use of these resources threatens the atmosphere for the sharing of information, the free exchange of ideas, and the secure environment for creating and maintaining information property, and subjects one to discipline. Any user of any Middle Georgia State College system found using



IT resources for unethical and/or inappropriate practices has violated this policy and is subject to student conduct proceedings including suspension of system privileges, suspension/expulsion from the institution, termination of employment and/or legal action as may be appropriate.

Although all members of the university system have an expectation of privacy, if a user is suspected of violating this policy, his or her right to privacy may be superseded by Middle Georgia State College's requirement to protect the integrity of IT resources, the rights of all users and the property of the Middle Georgia State College. Middle Georgia State College thus, reserves the right to examine material stored on or transmitted through its resources if there is cause to believe that the standards for appropriate use are being violated by a user or a trespasser onto its systems or networks.

### **INTELLECTUAL PROPERTY**

The Board of Regents of the University System of Georgia has developed policies related to Intellectual Property. The Board of Regents of the University System of Georgia Policy Manual 6.3.1 states the following:

“The University System of Georgia is dedicated to teaching, research, and the extension of knowledge to the public. The personnel at its institutions recognize as two of their major objectives, the production of new knowledge and the dissemination of both old and new knowledge. Inherent in these objectives is the need to encourage the development of new and useful devices and processes, the publication of scholarly works, and the development of computer software. Such activities

1. contribute to the professional development of the faculty, staff, or students involved,
2. enhance the reputation of the institutions concerned,
3. provide additional educational opportunities for participating students, and
4. promote the general welfare of the public at large

Patentable inventions and materials often come about because of activities of University System faculty, staff, or students who have been aided wholly or in part through the use of resources of the University System. It becomes significant, therefore, to insure the utilization of such inventions for the public good and to expedite their development and marketing. The rights and privileges, as well as the incentive, of the inventor or creator must be preserved so that his or her abilities and those of other faculty, staff, or students of the colleges and universities of the University System may be further encouraged and stimulated.

The University System recognizes and encourages the publication of scholarly works as an integral part of the processes of teaching, research, and service. The Board of Regents acknowledges that faculty, staff, or students regularly prepare for publication, usually through individual effort and initiative, articles, pamphlets, books, and other scholarly works which may be subject to copyright and which may generate royalty income for the author. Publication may also result from work supported either partially or completely by the institution. With the advent of innovative techniques and procedures, the variety and number of materials which might be created in a university community have increased significantly, causing the ownership of such copyrightable materials to become increasingly complex.”

The following definitions are outlined in 6.3.2 of the BOR Policy Manual:

1. “‘Intellectual Property’ shall be deemed to refer to patentable materials, copyrighted materials, trademarks, software, and trade secrets, whether or not formal protection is sought.
2. ‘Patentable Materials’ shall be deemed to refer to items other than software which reasonably appear to qualify for protection under the patent laws of the United States or other protective statutes, including Novel Plant Varieties and Patentable Plants, whether or not patentable thereunder.
3. ‘Copyrighted Materials’ shall include the following: (1) books, journal articles, texts, glossaries, bibliographies, study guides, laboratory manuals, syllabi, tests, and proposals; (2) lectures, musical or dramatic compositions, unpublished scripts; (3) films, filmstrips, charts, transparencies, and other visual aids; (4) video and audio tapes or cassettes; (5) live video and audio broadcasts; (6) programmed instructional materials; (7) mask works; and (8) other materials or works other than software which qualify for protection under the copyright laws of the United States (See 17 U.S.C. 102 et seq.) or other protective statutes whether or not registered thereunder.
4. ‘Software’ shall include one or more computer programs existing in any form, or any associated operational procedures, manuals, or other documentation, whether or not protectable or protected by patent or copyright. The term ‘computer program’ shall mean a set of instructions, statements,

or related data that, in actual or modified form, is capable of causing a computer or computer system to perform specified functions.

5. 'Trademarks' shall include all trademarks, service marks, trade names, seals, symbols, designs, slogans, or logotypes developed by or associated with the University System or any of its institutions. (See 15 U.S.C. 1127.)
6. 'Trade Secrets' means information including, but not limited to, technical or nontechnical data, a formula, a pattern, a compilation, a program, a device, a method, a technique, a drawing, a process, financial data, financial plans, product plans, or a list of actual or potential customers or suppliers which (i) derives economic value, actual or potential, from not being generally known to, and not being readily ascertainable by proper means by, other persons who can obtain economic value from its disclosure or use; and (ii) is the subject of efforts that are reasonable under the circumstances to maintain its secrecy. (See O.C.G.A. 10-1-761.)
7. 'Patentable Plant' means an asexually reproduced distinct and new variety of plant. (See 35 U.S.C. 161.)
8. 'Mask Work' means a series of related images, however fixed or encoded: (i) having or representing the predetermined, three-dimensional pattern of metallic, insulating, or semi-conductor material present or removed from the layers of a semiconductor chip product; and (ii) in which series the relation of the images to one another is that each image has the pattern of the surface of one form of the semiconductor chip product. (See 17 U.S.C. 901.)
9. 'Novel Plant Variety' means a novel variety of sexually reproduced plant. (See 7 U.S.C. 2321 et seq.)"

BOR Policy Manual Section 6.3.3 addresses the "Determination of Rights and Equities in Intellectual Property". Middle Georgia State College has adopted the following policies in regards to the determination of rights and equities in intellectual property:

1. Sponsor-Supported Efforts

The grant or contract between the sponsor and the institution, under which Intellectual Property is produced, may contain specific provisions with respect to disposition of rights to these materials. The sponsor may choose to do one of the following:

- a. specify that the materials be placed in the public domain
- b. claim reproduction, license-free use, or other rights
- c. assign all rights to the institution. In those cases where royalty income is realized by the institution, the inventor or creator may appropriately share in the royalty income. The nature and extent of inventor or creator participation in royalty income, however, shall be subject to sponsor and institution agreements.

2. Institution-Assigned Efforts

Ownership of Intellectual Property developed as a result of assigned institutional effort shall reside with the institution; however, sharing of royalty income with the inventor or creator is authorized as an incentive to encourage further development of Intellectual Property. The nature and extent of inventor or creator participation in royalty income, however, shall be the decision of the institution.

3. Institution-Assisted Individual Effort

Ownership of Intellectual Property developed by faculty, staff, or students of the institution where the institution provides support of their efforts or use of institution resources in more than a purely incidental way (unless such resources are available without charge to the public) shall be shared by the inventor or creator and the institution. The nature and extent of inventor or creator participation in royalty income, however, shall be the decision of the institution.

4. Individual Effort

Ownership rights to Intellectual Property developed by faculty, staff, or students of the institution shall reside with the inventor or creator of such Intellectual Property provided that:

- a. there is no use, except in a purely incidental way, of institution resources in the creation of such Intellectual Property (unless such resources are available without charge to the public)
- b. the Intellectual Property is not prepared in accordance with the terms of an institution contract or grant
- c. the Intellectual Property is not developed by faculty, staff, or students as a specific institution assignment. The general obligation to produce scholarly and creative works does not constitute a specific assignment for this purpose. The nature and extent of the use of institution resources shall be subject to institution regulations and shall be determined by the institution.

5. Other Efforts

Ownership rights to Intellectual Property developed under any circumstances other than those listed in this policy shall be determined on an individual basis and approved by the President of Middle

Georgia State College or his or her designated representative. The nature and extent of inventor or creator participation in royalty income, however, shall be the decision of the institution.

### **INTRAMURAL ELIGIBILITY**

1. A valid Knight Card must be presented to be eligible to sign-up for an intramural sport. The valid student ID must also be presented each time a student participates in an intramural event. NO VALID MGA ID = NO PLAY. To obtain a valid student ID card, please visit the Game Room in the Student Life Center on the Macon Campus, Public Safety Office on Cochran Campus or the Student Recreation Center on the Warner Robins.
2. Students must be enrolled in 3 credit hours in the same semester session the sporting activity takes place to be eligible to participate in the intramural program.
3. Faculty and full-time staff are also eligible to participate in Middle Georgia State College intramural sports with a valid Knight Card.
4. A signed liability waiver form for each participant MUST be on file in the Intramural Office.
5. A participant is only allowed to play for one team per sport per season. After entering one contest with a team, a player may not switch teams during the season. However, a participant can play for a men's team and a co-ed team for the same sport in the same season. This applies for men's and women's sports. If a player's team forfeits the season, the player can only transfer to another team after the Intramural Coordinator has reviewed the matter.
6. A player must participate with his/her team in a minimum of one (1) regular season contest in order to be eligible for playoff competition. "Participate" means that the player's name appears on the game-sheet of the games won/lost.
7. Eligible players may create a team roster online at <http://www.IMLeagues.com>
8. Any eligible student may also register as a free agent online.
9. For more information, visit our website at: <http://www.mga.edu/wellness>

### **LOST AND FOUND**

Items found on campus are periodically turned in to the Department of Public Safety. The Public Safety staff will attempt to identify and contact the owner of all items of value. Contact will be made via the Middle Georgia State College student e-mail system. Lost and Found items can be claimed at the respective Department of Public Safety for the campus that the property is located. All items will be kept in the Department of Public Safety for thirty calendar days after receipt of item or contact of owner. Items not claimed after thirty days will be donated or destroyed, as appropriate. For more information on lost and found or to report a lost item, please visit the Public Safety website at <http://www.mga.edu/police>

### **NONDISCRIMINATION**

Middle Georgia State College is an Affirmative Action/Equal Educational and Employment Opportunity institution and no person shall, on the basis of race, color, sex, religion, national origin, handicap, political affiliation or other ideology, be excluded from employment or participation, be denied the benefits of, or be otherwise subjected to discrimination by any educational program, activity, or facility of the College. Middle Georgia State College is committed to complying with Title VI of the Civil Rights Act of 1964, Title IX of the Educational Amendments of 1972, Section 504 of the Rehabilitation Act of 1973, and the Americans with Disabilities Act of 1990.

The students, faculty, and administration of Middle Georgia State College are dedicated to creating and maintaining an environment which fosters the search for truth and a spirit of free inquiry. The requirement that students behave with respect and civility does not preempt freedom of expression, thoughtful discourse, and vigorous examination of beliefs, standards, and concepts.

### **Student Grievance Procedures**

If, during the course of enrollment in or employment by the institution, a student feels that he/she has been discriminated against or harassed in violation of the institution's nondiscrimination policy, the following action should be taken:

1. A conference should be immediately scheduled with the College's Coordinator for questions and issues concerning Section 504/Title II, for Title IX, and for the Age Act. The student will be advised at the conference of his/her rights with respect to the nature of the complaint. The College has designated the following as its Coordinator for questions and issues concerning Section 504/Title II, for Title IX, and for the Age Act:  
Title IX Coordinator

Middle Georgia State College  
Macon – Administration Building, Suite 229, (478) 471-2472

2. A determination will be made as to whether the complaint warrants a formal investigation, which requires the filing of an official complaint by the student. A record of the findings will be retained in the affirmative action office for future reference and the student apprised of the action taken. The procedure for resolving a student complaint of discrimination or harassment will follow the steps outlined in the Harassment Policy in the Student Handbook. While it is expected that students with complaints of an academic nature will file such complaints through the normal channels, any violation relative to affirmative action or harassment should be reported to the College's Coordinator for questions and issues concerning Section 504/Title II, for Title IX, and for the Age Act.

### **ORIENTATION PROGRAM**

Orientation is strongly encouraged for all new and transfer students attending Middle Georgia State College. Orientation is designed to provide essential information about academic programs and requirements, student organizations and activities, and the wide range of campus resources, both academic and non-academic, available to students. Most of all, orientation is intended to help new students connect with the campus community, to register for classes and to be well prepared for success.

Students may visit [www.mga.edu/orientation](http://www.mga.edu/orientation) to learn more about the orientation schedule and sign up for the session they wish to attend. For more information, please call the Orientation Office at (478) 471-2710 on the Macon Campus, (478) 934-3103 on the Cochran Campus, (478) 275-6643 on the Dublin Campus, (478) 374-6980 on the Eastman Campus, and (478) 329-4741 on the Warner Robins Campus.

### **PARKING REGULATIONS**

In the interest of safe and courteous operation of motor vehicles, the College strictly enforces its traffic regulations on all campuses. It is the student's responsibility to be familiar with these regulations, as he/she shall be held accountable for any infractions. In addition, violators can be issued a state traffic summons that will require appearance before a county's State Court System. The complete parking policy can be viewed at <http://www.mga.edu/police/parking.aspx>.

### **POSTING AND PUBLICITY**

All publicity and promotional material for on- and off-campus events and activities, including but not limited to, posters, notices, and banners must be approved by the following offices:

Macon Campus - Offices of Recreation & Wellness or Student Life

Cochran Campus – Office of Student Affairs

Dublin Campus – Office of Student Services

Eastman Campus – Office of Student Services

Warner Robins Campus - Office of Student Life

Material must carry the office's approved stamp before being posted. All publicity and promotional material should be presented to the appropriate office for approval at least two weeks in advance and must carry the name of the sponsoring organization or individual responsible for the event or activity, as well as the date(s), time(s), location(s), and contact information, either phone number or email address. Signs and flyers should not contain lewd or offensive words, symbols, or pictures. All approved materials must be posted in approved locations and removed after the event is over. A listing of approved locations is available. Any material posted in unapproved locations (i.e. glass doorways, painted or wooden surfaces), not bearing the approved stamp, or otherwise not in compliance with these regulations will be removed.

### **SEXUAL ASSAULT POLICY**

#### **Policy**

Sexual assault, whether committed by a stranger, friend, or acquaintance is a crime of violence. All sexual offenses, whether forcible or non-forcible, on the Middle Georgia State College campuses are forbidden. A student who sexually assaults another student is subject to both criminal and civil prosecution in a court of law and disciplinary action by Middle Georgia State College through the student conduct system. The report of a sexual assault made to the College, being a report of an alleged crime, will be reported to the proper law enforcement agency having jurisdiction for investigation and prosecution, if warranted.

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

1. Is forced or has reasonable fear that the victim or another will be injured if the victim does not submit to the act;
2. Is incapable of giving consent or is prevented from resisting due to physical or mental incapacity, which includes, but not limited to, the influence of alcohol or drugs; or
3. Suffers from a mental or physical disability.

Sexual misconduct is defined as the intentional touching of the victim's intimate parts whether directly or on the clothes covering the parts without or against the victim's consent.

### **Procedures**

1. If a sex offense occurs, the victim should promptly preserve all evidence as may be necessary to prove a criminal assault or other sex offense.
2. In the event of emergency, or if the arrest of the perpetrator is needed for the safety of the victim or others, a report should be made by the victim directly to one of the following Public Safety Offices:

Macon Campus: (478) 471-2414

Cochran Campus: (478) 934-3002

Dublin Campus: (478) 275-7751

Eastman Campus: (478) 374-6403

Warner Robins Campus: (478) 731-9901

Robins Residence Center: Robins Air Force Base Telephone: SECURITY - 911

Emergency at ALL locations: Dial 911

3. Make a written report of the offense and promptly file it with Middle Georgia State College at one of the following locations:

#### **Students:**

Macon Campus: Office of Student Affairs, SLC-112 (478)757-7383

Cochran Campus: Office of Student Affairs in Sanford Hall. (478) 934-3352

Dublin Campus: Office of the Campus Director (478) 275-6769

Eastman Campus: Office of the Campus Director (478)374-6402

Warner Robins Campus: Office of the Campus Director (478) 929-6700

Robins Resident Center: Reports should be filed with military authorities as required under Air Force policy. For further information, contact the Office of the Director, Robins Resident Center, (478) 327-7307

#### **Faculty, Staff, Continuing Education Participants, And Visitors:**

Macon Campus – Human Resources Suite 214 Campus Support Services SLC-112 (478)471-2010

Cochran Campus – Human Resources in Jackson Hall 107 (478) 934-3066

Dublin Campus – Office of the Campus Director (478) 275-6769

Eastman Campus – Office of the Campus Director (478)374-6402

Warner Robins Campus – Office of the Campus Director (478) 929-6700

Robins Resident Center - Reports should be filed with military authorities as required under Air Force policy. For further information, contact the Office of the Director, Robins Resident Center, telephone (478) 327-7307

### **Counseling/Medical Services**

1. The Middle Georgia State College Counseling Center is available to students during office hours at (478) 471-2985 or (478) 934-3092 or MGA Public Safety dispatch at (478) 934-3002.
2. Crisis Line of Macon & Bibb County Rape Crisis Team 24-hour emergency number is (478) 745-9292. Crisis Line for Bleckley, Dodge and Laurens County WINGS Rape Crisis Team 24-hour emergency number is (478)272-8000.
3. In the event a medical examination is required to preserve the evidence of rape or sexual assault, such examination would be necessary immediately after the crime, and prior to any change in the body of the victim by washing or elimination of fluids. There are no facilities for medical examination on the campus of Middle Georgia State College. It would be necessary for such examination to be arranged off campus, with the cooperation of the victim.

*Notwithstanding the provisions made for on-campus disciplinary proceedings as indicated below, the victim has the option to notify proper law enforcement authorities and the option to be assisted by campus authorities in notifying such authorities.*

### **On-Campus Student Conduct Actions**

Procedures for on-campus student conduct action in cases of alleged sexual offenses shall include a hearing as described in Section V of this Student Handbook, Student Code of Conduct.

At the hearing of an accusation of sexual assault:

1. The accuser and the accused are entitled to the same opportunities to have others present during a student conduct proceeding; and,
2. Both the accuser and the accused shall be informed of the outcome of any student conduct proceeding. Both may appeal the findings of a student conduct proceeding.

### **Middle Georgia State College Campus Sexual Assault Victims' Bill of Rights**

1. The right to have any and all sexual assaults against them treated with seriousness; the right, as victims, to be treated with dignity; and the right for campus organizations that assist such victims to be accorded recognition.
2. The right to have sexual assaults committed against them investigated and adjudicated by the duly constituted criminal and civil authorities of the governmental entity in which the crimes occurred; and the right to the full and prompt cooperation and assistance of campus personnel in notifying the proper authorities. The foregoing shall be in addition to any student conduct proceedings.
3. The right to be free from any kind of pressure from campus personnel that victims not report crimes committed against them to civil and criminal authorities or to campus law enforcement and disciplinary officials; or, report crimes as lesser offenses than the victims perceive them to be.
4. The right to be free from any kind of suggestion that campus sexual assault victims not report, or under-report, crimes because: victims are somehow 'responsible' for the commission of crimes against them;
  - a. victims were contributory negligent or assumed the risk of being assaulted; or,
  - b. by reporting crimes they would incur unwanted personal publicity.
5. The same right to legal assistance, or ability to have others present, in any student conduct proceeding that the institution permits to the accused; and the right to be notified of the outcome of such proceeding.
6. The right to full and prompt cooperation from campus personnel in obtaining, securing, and maintaining evidence as may be necessary to the proof of criminal sexual assault in subsequent legal proceedings.
7. The right to be made aware of, and assisted in exercising any options, as provided by State and Federal laws or regulations, with regard to mandatory testing of sexual assault suspects for communicable diseases and with regard to notification to victims of the results of such testing.
8. The right to counseling from any mental health services previously established by the institution, or by other victim-service entities, or by victims themselves.

### **Programs**

Campus seminars and printed material aimed at the prevention of sex offenses will be available to students each year. These programs are instituted to educate, and promote awareness of rape, acquaintance rape, or other sex offenses that are proscribed by law.

### **SOCIAL SECURITY NUMBER COLLECTION AND USAGE NOTIFICATION**

In compliance with section 3.10 of the Board of Regents Academic & Student Affairs Handbook, MGA collects and may use the social security number in performance of the College's duties and responsibilities for the following purposes: admissions/testing; record identification and verification; classification of accounts; billing and payments; data collection; reconciliation; tracking for outcome data and transition from one education level to the next; benefit processing; tax and scholarship reporting; financial aid processing; athletics recruiting; accreditation of programs; as a condition of employment and employment processing; and reporting to authorized agencies of the state and federal government. To protect identity, MGA will secure all social security numbers from unauthorized access and will assign student and employees a unique identification number and will never release social security numbers to unauthorized parties. The unique identification number is assigned after application used for all associated employment and educational purposes at MGA. All social security numbers are protected by the [Family Educational Rights and Privacy](#)

[Act \(FERPA\)](#). Students are encouraged to submit their social security numbers as part of their admissions process; however, it is the student's right to refuse. (*Approved Oct 2013 by Student Affairs Committee*)

### **SOLICITING AND SELLING**

Soliciting and selling for personal profit are not permitted on campus. Recognized Student Organizations proposing fund-raising projects must first seek approval from the Office of Student Life and comply with the fundraising policies and procedures outlined in the Recognized Student Organization Policies and Procedures Handbook found at <http://www.mga.edu/student-life/>

### **STUDENT E-MAIL**

Middle Georgia State College students are provided an e-mail account free of charge. The College considers this account an "official means of communication." Middle Georgia State College will use this e-mail account to communicate important College-related information. Students are encouraged to check their accounts often.

Students will access student email by clicking: <http://www.mga.edu/technology/email.aspx> Students will use their Middle Georgia State College student ID number and password to access their account. If the student is new to Middle Georgia State, or has never logged in to his/her e-mail account, the student should first activate their account and determine his/her e-mail address. To activate a student email account, the college has an online, step-by-step process that is user friendly located at <http://www.mga.edu/technology/email.aspx>

Students who have any difficulty with this process should contact the Technical Assistance Center (TAC) at (478) 471-2023. Student e-mail accounts will remain active for a period of three full academic semesters after the student's last semester of enrollment. For example, if a student is last enrolled summer semester, his/her student e-mail account will be deleted at the end of the following summer semester. **All college information will be sent to this e-mail.**

### **STUDENT MEDIA**

All student media shall be staffed with well-qualified, responsible student leaders and staff members who shall present the news in a balanced manner that follows the best practices of print and broadcast journalism. Student editors are selected by representatives of the Student Media Advisory Board, which shall advise editors on budget processes, production matters, staffing issues, legal questions, and any other topic that ensures the quality of student news and compliance with legal matters that protect the College from libel. The Student Media Handbook shall be reviewed and updated on an annual basis, which is done by the Board. *The Fall Line Review* (the campus literary magazine) and *The Statement* (the student newspaper), are staffed by student editors who are free to select the materials to be published without undue criticism or pressure; *The Fall Line Review* shall have a faculty advisor who works with the student editors and the Board, with the advisor typically a member of the English or Media, Culture, and the Arts Department. *The Statement* shall have a faculty advisor who works with the student editors and the Board, with the advisor typically a member of the Media, Culture, and the Arts Department. The KnightTVision, television training lab, is not, as such, an open forum; all materials to be aired and/or posted on the website are subject to the review of the Student Media Advisor and/or its faculty advisor.

### **TOBACCO FREE CAMPUS POLICY**

In alignment with USG policy 9.1.7 as of October 1, 2014, Middle Georgia State College prohibits the use of tobacco products on any property owned, leased, or controlled by MGA. All faculty, staff, students, visitors, vendors, contractors, and all others are prohibited from using any tobacco products i.e. cigarettes, cigars, smokeless tobacco, snuff, pipes, electronic cigarettes, hookahs, or other similar products while on MGA property.

The implementation of this policy is a shared responsibility, which means all students, faculty, and staff share in the responsibility to help keep the campus tobacco-free. Violation of this policy may result in corrective action under the Student Code of Conduct or campus human resource policies. Persons refusing to comply may be asked to leave campus. For further information on the MGA Tobacco Free Campus Policy or the University System of Georgia Tobacco and Smoke-Free Campus Policy go to <http://www.mga.edu/tobacco-free/policy.aspx>.

## **TUITION AND FEES**

All tuition and fees are due by the deadline published at the following: <http://www.mga.edu/bursar/tuition-and-fees.aspx>. Registration is not complete until all tuition and fees have been paid.

### **Tuition and Fees Payment Locations/Methods**

Tuition and fees payments may be made at the following physical locations but only with *cash, check or money order* (This applies to all payments submitted in person or via postal services. Payments via telephone are not accepted):

Macon Campus – The Bursar’s Office, located in the Student Life Center, room 230  
Macon Campus –The Payment Center, located in the Student Life Center, room 171  
Cochran Campus –The Bursar’s Office, located on the second floor in Grace Hall  
Dublin Campus –The Cashier, located in the main lobby on the  
Eastman Campus –The Administrative Office, located in the main building room 1005  
Warner Robins Campus–The Administrative Office, located in the Academic Services Building  
Robins Resident Center, located on Robins Air Force Base

Payment may also be made *online*—students must access ePayment using SWORDS Secure Login: To pay online, navigate to <http://www.mga.edu/banner> and click the SWORDS Secure Login button. After successful login:

- Select the Student tab
- Click the “Pay Now” link
- You are then redirected to the Middle Georgia State College ePayment window. If guidance is needed, click the “help” menu item for a listing of available topics or contact the Bursar’s Office at (478) 471-2705.

Online payment options available for tuition and fees are:

1. Credit Cards - a 2.90% convenience fee will be added for using a credit card. For example, a \$1,000 payment to MGA via credit card would result in a \$1,029.00 charge to your credit card. MasterCard, Discover, or American Express can be used.
2. HigherOne OneAccount - no convenience fee will be added when using your HigherOne OneAccount (also referred to as Easy Refund Card). Do NOT select “Enter new credit card information” when selecting the method of payment for your Middle Georgia State College Easy Refund debit MasterCard or you will incur a convenience fee. Follow this one-time ePayment setup to link your OneAccount to ePayment to pay without convenience fee.
  - On the ePayment window, click the [AccessMyKnightCard.com](http://AccessMyKnightCard.com) link and the HigherOne log in window opens.
  - Log in to your HigherOne OneAccount; then log out of HigherOne.
  - Return to BannerWeb where you will log in again and follow the steps to click “Pay Now.”
  - When the ePayment window opens, your “Select Method of Payment” options will now include “Use OneAccount” which can be used to pay without convenience fee.
3. E-check (electronic check) - no convenience fee will be added when paying by e-check, but you will need your bank routing number and your account number.

**Important Note:** Payments for miscellaneous fines or fees (library fines, parking fines, graduation applications, etc.) can still be made at our Macon, Cochran, Dublin, Eastman and Warner Robins campus payment locations with a credit card (Visa, MasterCard, Discover or American Express will be accepted and no convenience fee will be added), as well as with cash or a check. Cash, check or money order *only* will be accepted at the Robins Resident Center.

### **Tuition Rates:**

Guaranteed Tuition Plan – this tuition rate applied to those students who entered the College Spring 2009 (Expires Fall 2013).

Floating Rate – this rate applied to students who entered Middle Georgia State College or any University System of Georgia institution for the first time prior to Fall 2006 or after Spring 2009 and is subject to increase each fiscal year. This rate also applies to those students whose Guaranteed Tuition Plan rate has expired.



These rates apply to tuition only. Fees, such as the Technology Fee or the Student Activity Fee, are subject to increase from year to year. More information about the tuition rates can be found at: <http://www.mga.edu/bursar/tuition-and-fees.aspx>.

#### Guaranteed Tuition Plan Appeal

Middle Georgia State College students may appeal their fixed-for-four tuition rate classification by submitting a written letter of appeal to the Vice President for Fiscal Affairs. When considering appeals, the fixed-for-four tuition policy of the Board of Regents will be strictly adhered to except in circumstances of military deployment. Appeals, which include documented military deployment, may be approved for additional periods at the guaranteed rate. The Vice President for Fiscal Affairs is the final authority for the reviewing appeal. The student will be notified of the result of the appeal by the Bursar's Office.

#### **Fee Amounts**

The following fees may be assessed in addition to tuition:

1. Student Activities Fee - \$3 per credit hour up to \$45 per semester for all students except fully-online students.
2. Technology Fee - \$46 per semester for all students enrolled
3. Parking Fee - \$10 per semester for all students
4. Athletics Fee - \$55 per semester for all students except fully-online students.
5. Institution Fee - \$100 (one to four hours) \$200 per semester for (five or more) all students.
6. Recreation and Wellness Fee - \$140 per semester for all students enrolled taking any classes on the Macon Campus. \$40 per semester for students taking any classes on the Warner Robins Campus but not the Macon Campus.
7. Housing Application/Deposit Fee – \$150 see <http://www.mga.edu/residence-life>
8. Meal Plan – see <http://www.mga.edu/dining>
9. Applied Music Fee - \$225 for each applied music course with lessons of one hour per week
10. Orientation Fee - \$25 for all beginning and transfer students
11. Liability Insurance for Nursing and Health Sciences students - \$16 per year.
12. Health Insurance - International students and students enrolled in certain Nursing, Occupational Therapy Assistant and Respiratory Therapy courses will be required to show proof of acceptable coverage or purchase coverage from a contracted provider
13. Late Payment Fee - \$50 for registering or paying during the late registration period and after classes begin. More information on tuition and fees can be found on Middle Georgia State College's Web site at <http://www.mga.edu/bursar/tuition-and-fees.aspx>

#### **Refund Policy (Non-Financial Aid)**

A full refund will be given to students who officially withdraw prior to the first day of the semester. The refund amount for students completely withdrawing from the College after the first day of the semester will be based on a pro rata percentage determined by dividing the total number of calendar days in the semester the student has completed by the total number of calendar days in the semester. The total number of calendar days in the semester will include weekends. Scheduled breaks of five or more days and days that a student was on an approved leave of absence are excluded. No refunds will be issued once a student has completed 60% or more of a semester. However, a refund of all nonresident fees, matriculation fees, and other mandatory fees will be made in the event of the death of a student at any time during the academic session.

#### **USE OF LIKENESS FOR PROMOTIONAL PURPOSES**

Middle Georgia State College reserves the right to photograph and/or videotape students, faculty, staff and guests while on college property, during college-sponsored events/activities or during events/activities where they are representing Middle Georgia State College. These images and audio may be used by Middle Georgia State College for promotional purposes, including use in the college's advertisements, magazines, internal and external communication pieces, press releases, recruitment materials, website and social media pages, and other promotional materials. Those preferring not to be included may alert the photographer or communications representative at the event. *(Approved Oct 2013 by Student Affairs Committee)*

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