

# South Georgia State College



## 2014-2015 Student Handbook

# South Georgia State College Student Handbook

## VISION

South Georgia State College will be a student-centered institution that produces life-long learners well equipped to succeed in a diverse global society.

## MISSION

South Georgia State College, a state college of the University System of Georgia, is a multi-campus, student-centered institution offering high-quality associate and select baccalaureate degree programs. The institution provides innovative teaching and learning experiences, a rich array of student activities and athletic programs, access to unique ecological sites, and residential options to create a diverse, globally-focused, and supportive learning environment.

Current Mission was approved by the Board of Regents of the University System of Georgia May 8, 2012.

## ACCREDITATIONS

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

## SCHOOL OF NURSING

South Georgia State College's Associate Degree Nursing Program is fully approved by the Georgia Board of Nursing (237 Coliseum Drive; Macon, GA 31217-3858). South Georgia State College's School of Nursing ASN program is accredited by the Accreditation Commission for Education in Nursing (ACEN). The RN-BSN program is accredited by the Accreditation Commission for Education in Nursing (ACEN). The RN-BSN program is currently in accreditation candidacy by the ACEN for the RN-BSN program. 3343 Peachtree Road NE, Suite 850, Atlanta, GA; Phone: 404-975-5000

## ABOUT THIS HANDBOOK

This is the official student handbook of South Georgia State College. This on-line publication is your resource for student and academic support services, and college policies and procedures.

It is your responsibility to become aware of the handbook content. By enrolling at this institution, you agree to comply with all rules and regulations.

Some academic policies have been printed in this handbook. Students should consult the College Catalog <http://www.sgsc.edu/academics/college-catalog.cms> for questions concerning academic policies and regulations.

The College reserves the right to alter or change the regulations and policies stated in this handbook through clearly defined channels.

This handbook is prepared for the convenience of students, faculty and staff at SGSC and is not to be construed as an official publication of the Board of Regents of the University System of Georgia. In case of any divergence from or conflict with the Bylaws and Policies of the Board of Regents, the official Bylaws and Policies of the Board of Regents shall prevail.

This handbook is for informational purposes only.

## ACADEMIC INFORMATION

The primary source of information about academic rules and requirements for graduation is the SGSC Catalog. You may access through the following link:

[http://www.sgsc.edu/skins/userfiles/files/Academic%20Information%20Regulations%20and%20Rules 2014 Final August 20 2014.pdf](http://www.sgsc.edu/skins/userfiles/files/Academic%20Information%20Regulations%20and%20Rules%202014%20Final%20August%2020%202014.pdf)

Refer to that resource and confer regularly with your advisor. Each student is responsible for complying with the academic regulations stated in the catalog.

## APPEAL OF A GRADE

Students who think that they have been graded unfairly may appeal the grade at issue in writing within 30 days after the last day of the final examination period for the semester in which the grade was assigned. (The written appeal follows step 1 below and must be addressed to the Chair of the Division/Dean of School of Nursing, signed by the student, and delivered or postmarked within the 30-day limit.) Because the appeal of a grade is an in-house procedure, and not a court of law, no legal counsel or any other person may be present other than the persons specifically mentioned in each step below. Exceptions to this may be granted by the Vice President for Academic Affairs only for the following reasons: (1) a student with disabilities requiring

extraordinary assistance; or (2) a student whose first language is not English and whose English is not sufficiently fluent so as to allow him/her to represent himself/herself adequately. In these cases, the appointment will be left to the discretion of the Vice President for Academic Affairs. The steps in the process are as follows:

1. The student will discuss the grade with the instructor involved.\* This meeting should occur within three weeks of the last day of the final examination period for the semester in which the grade was assigned. The majority of grade disputes are resolved at this step.
2. In the rare cases that the disputes are not resolved in step 1, the student must file a written appeal to the Division Chair/Dean of School of Nursing within 30 days after the last day of the final examination period for the semester in which the grade was assigned. Within two weeks of receipt of the written appeal, the Division Chair/Dean will meet with the student and the instructor in an attempt to resolve the situation. A memorandum of record will be prepared that will include the substance of the conversation during the meeting.
3. If the difficulty remains unresolved, a divisional review board will be appointed by the Division Chair/Dean to hear the student's appeal. The review board will meet to hear the appeal no later than two weeks after step two above.
  - (1) There will be three members of this board, to be chaired by the Division Chair/Dean.
  - (2) The instructor involved will not be a member of this board.
  - (3) In small divisions, the membership of the board may come from outside the division.
  - (4) If the charge of unfair grading is made against a Division Chair/Dean, the review board will be appointed by the Vice President for Academic Affairs, who will serve as its chair.
  - (5) The review board shall hear statements from both the student and the instructor involved and will examine documents that are pertinent to the matter under review.\*\*
  - (6) A record will be kept of the review board's proceedings.
  - (7) The findings of the review board will be reported to the Vice President for Academic Affairs, along with a recommendation. The decision of the Vice President for Academic Affairs shall be submitted to the student in writing within seven days.
  - (8) If satisfaction is not achieved with the decision of the Vice President for Academic Affairs, the student may appeal the ruling to the President in writing within seven days of receipt of the decision of the Vice President for Academic Affairs.
4. The decision of the President regarding grades is final.

*\*In the unlikely event that the student cannot locate the instructor, the student should submit a written appeal directly to the Division Chair/Dean. The Division Chair/Dean will make a reasonable attempt to locate the instructor. If the instructor is still not available, the Division*

*Chair/Dean will send reliable notice to the instructor (e.g., via certified mail) notifying the instructor that the appeal will proceed on a specified date no sooner than ten days from the date of the notification. On the specified date, the Division Chair/Dean will meet with the student as specified in Step 2, with or without the instructor present.*

*\*\*If the instructor cannot be present before the review board, the student will present his or her case to the review board, and the board will make a recommendation to the VPAA.*

## TRANSCRIPTS

South Georgia State College will release an official transcript upon written request from the student to the Registrar's Office. All transcript requests must include the student's signature and should contain the student's social security number (or student ID), most recent dates of attendance, other names used while in attendance, and the name and address of the party to receive the transcript. There is a 24-hour processing time for all transcripts requested to be picked up. Transcripts requested to be mailed or faxed will be processed within 1-2 business days. South Georgia State College reserves the right to withhold copies of educational records of students who fail to meet their financial obligations to the College. To request a transcript, come by the Registrar's Office, or complete the [online form](#) and return the completed (signed) form to the Registrar's Office.

## INTELLECTUAL DIVERSITY AND ACADEMIC FREEDOM

The University System of Georgia and South Georgia State College subscribe to the American Council on Education's statement of Academic Rights and Responsibilities.

<http://www.sgsc.edu/skins/userfiles/files/AcademicFreedom1.pdf> This statement includes important provisions about intellectual diversity and academic freedom. In addition to links on the SGSC website, copies of this statement are available in the Office of the Vice President for Academic Affairs and the Office of the Vice President for Student Success. Failure on the part of faculty and staff to honor the commitment to intellectual diversity and academic freedom is a legitimate reason for a student to file a grievance. These excerpts from the American Council on Education's statement of Academic Rights and Responsibilities offer specific expectations of classroom behavior for faculty and students:

Colleges and universities should welcome intellectual pluralism and the free exchange of ideas. Such a commitment will inevitably encourage debate over complex and difficult issues about which individuals will disagree. Such discussions should be held in an environment characterized by openness, tolerance and civility.

Academic decisions including grades should be based solely on considerations that are intellectually relevant to the subject matter under consideration. Neither students nor faculty should be disadvantaged or evaluated on the basis of their political opinions.

Any member of the campus community who believes he or she has been treated unfairly on academic matters must have access to a clear institutional process by which his or her grievance can be addressed.

The validity of academic ideas, theories, arguments and views should be measured against the intellectual standards of relevant academic and professional disciplines. Application of these intellectual standards does not mean that all ideas have equal merit. The responsibility to judge the merits of competing academic ideas rests with colleges and universities and is determined by reference to the standards of the academic profession as established by the community of scholars at each institution.

#### ENTRY PROGRAMS AT AMERICUS AND VALDOSTA

South Georgia State College administers Entry Programs on the campuses of Georgia Southwestern State University in Americus, Valdosta State University in Valdosta, and the Armstrong Atlantic State University Liberty Center in Hinesville. Students enrolled in these programs apply to and, upon admission, are South Georgia State College students. Enrollment, advisement, fees, records, financial aid, and related matters are administered through South Georgia State College. SGSC students on these campuses pay tuition and related fees to SGSC and fees required by the host institutions that permit access to facilities and services and participation in most extracurricular activities. Entry Program students are subject to the code of conduct of the host campus.

SGSC Entry Program - Georgia Southwestern State University  
<http://www.sgc.edu/academics/degrees/GSW/admissions.html>

SGSC Entry Program – Valdosta State University  
[http://www.sgc.edu9/12/20129/12/2012/academics/degrees/valdosta\\_state\\_u/index.html](http://www.sgc.edu9/12/20129/12/2012/academics/degrees/valdosta_state_u/index.html)

#### FINANCIAL AID AND SCHOLARSHIPS

##### APPLYING FOR FEDERAL AID

Students interested in receiving assistance from any of the federal assistance programs must complete the Free Application for Federal Student Aid (FAFSA). In addition, students must complete the SGC Institutional Data Sheet for Financial Aid.

##### ELIGIBILITY AND DISBURSEMENT OF AID

To receive aid, a student must be in compliance with all applicable federal, state, and institutional policies and regulations, including Satisfactory Academic Progress. Before aid is disbursed, student eligibility is reviewed. A student must be eligible at the time of disbursement. The

Financial Aid Office reserves the right to adjust or cancel an award package at any time because of changes in eligibility or changes in program funding, or if such changes are necessary to meet federal, state, or institutional policies and regulations.

#### USING FINANCIAL AID TO PAY FEES

Any excess financial aid remaining on a student's account after all fees for tuition, fees, books, etc. are paid will be paid to the student approximately three weeks after the term begins.

#### WITHDRAWING FROM SCHOOL AND REPAYMENT OF FINANCIAL AID

A student who begins enrollment, receives financial aid to pay fees, and subsequently withdraws from all classes may be required to repay at least a portion of the aid received. Any student considering withdrawing from all classes is advised to consult with the Office of Financial Aid to determine if a repayment will be required.

#### AUDITS AND INSTITUTIONAL CREDIT HOURS

Students should be aware that audited hours will not count toward enrollment hours for financial aid purposes for either federal or state aid, including awards from the HOPE Program. Institutional Credits, with the exception of Learning Support English, Math, and Reading, will not count toward enrollment hours for federal aid.

#### APPLYING FOR THE HOPE SCHOLARSHIP

Students interested in applying for the HOPE Scholarship may complete either the FAFSA or the GSFAPPS Application. The FAFSA Application should be completed electronically at [www.fafsa.ed.gov](http://www.fafsa.ed.gov) each year. The GSFAPPS Application can be found at: [www.gacollege411.org](http://www.gacollege411.org).

Students completing the GSFAPPS Application will be considered for the HOPE Scholarship only; federal or other state aid will not be considered. In addition, all students applying for HOPE must also complete the SGSC Institutional Data Sheet for Financial Aid.

#### APPLICATION DEADLINE FOR HOPE AND OTHER STATE AID PROGRAMS

To receive awards listed below for a particular term, students must apply no later than the last day of that term or the day the student withdraws, whichever is first. The programs affected include:

HOPE Scholarship  
Law Enforcement Personnel Dependents Grant  
HOPE Grant  
Public Safety Memorial Grant

## ACCEL

Helping Educate Reservist Offspring Grant (HERO)

## GPA CHECKPOINTS FOR HOPE SCHOLARSHIP

All HOPE Scholarship recipients will have a grade point average review at the end of every spring term, at which time a minimum 3.0 GPA is required for continued eligibility. This requirement also applies to freshmen-level students. The only exception to the spring checkpoint is for first-year students who do not enroll full-time at least one term during the award year. A student meeting this exception will have a grade point average review at the end of the third term of enrollment. In addition to the spring checkpoint, all HOPE Scholarship recipients will have a grade point average review at the 30th, 60th, and 90th attempted hours, at which time a minimum 3.0 GPA is required for continued eligibility.

## STUDENT ELIGIBILITY REQUIREMENTS FOR FINANCIAL AID

To receive aid from the student aid programs a student must have financial need (except for some loan programs); have a high school diploma or a GED certificate; be enrolled as a regular student working toward a degree in an eligible program; be a U.S. citizen or eligible non-citizen; have a valid Social Security Number; be making satisfactory academic progress; sign a statement on the FAFSA certifying that he/she is not in default on a federal student loan and that he/she does not owe money back on a federal student grant; and register with Selective Service, if required.

## JOB PLACEMENT

South Georgia State College offers part-time employment for currently enrolled students through the Federal College Work Study Program. Federal College Work Study is a need-based program. To apply for a work study position, you must complete the Free Application for Federal Student Aid (FAFSA) as well as any other required documents pertaining to the federal application process. Please see the Office of Financial Aid for more information or call 912-260-4282.

## VETERANS AFFAIRS

The Department of Veterans Affairs offers a wide range of educational benefits to eligible recipients. For more information about these benefits, detailed eligibility criteria and general background material on VA programs, please visit the Department of Veterans Affairs website [www.gibill.va.gov](http://www.gibill.va.gov) or the VA Certifying Official's office located in Engram Hall. The VA Certifying Official verifies enrollment status and program compliance, and the Veterans Administration administers the benefits.

## FOUNDATION SCHOLARSHIPS

South Georgia State College (SGSC) is supported by two 501(c)(3) non-profit Foundations. Through the receipt of tax-deductible gifts, the Foundations enhance the quality of programs for SGSC by funding scholarships, new academic initiatives, faculty/staff development, athletic programs and other college priorities.

The SGSC Office of External Affairs serves as the liaison between the college and the Foundations and assists with the awarding of annual scholarships. For further details on the Foundations or other Foundation-sponsored programs, please contact the Office of External Affairs via email at [externalaffairs@sgsc.edu](mailto:externalaffairs@sgsc.edu) or by phone at 912-260-4274 (Douglas campus) or 912-449-7510 (Waycross campus).

## CAMPUS LIFE

### ORIENTATION

The best way for new students to learn about South Georgia State College is to participate in the New Student Orientation program. Student Orientation and Registration (SOAR) and Residential Orientation and Registration (ROAR) are two orientation programs available to SGSC students. Participants are given information about student activities, campus facilities, student services, and general college policies. In addition, they meet with advisors to schedule their first term's enrollment.

### RESIDENCE LIFE

The *Residence Hall Handbook* supplements information in the *South Georgia State College Catalog* and the *SGSC Student Handbook* to help make the most of your college experience. For more information, visit <http://www.sgsc.edu/skins/userfiles/files/residencehallhandbook.cms>

### FOOD SERVICES

South Georgia State College has an agreement with ABL to provide food services on the SGSC-Douglas campus, and Light Vending provides services for our vending machines. ABL works with groups planning events that feature food and beverages. Residential students are required to participate in a meal plan each term. Commuting students may purchase a commuter meal plan, with cash or by creating a food services account balance which is recorded on the ID card. The ID card is classified as a financial transaction card and is governed by Georgia law (see South Georgia State College Public Safety Information bulletin) and College regulations. Amounts can be added to the ID card's DBA Flex account using the Blackboard reverse ATM in the Clower Center, and the ID card may be used in the food services areas in the Dining Hall, the Tiger Depot and the Clower Center. Food services accounts are issued in conjunction with the SGSC ID, which is validated by the Cashier's Office. Food services hours are posted in the Dining Hall. For assistance

or more information, please contact the Cashier's Office at 912-260-4239 or ABL, located in the SGSC Dining Hall, at 912-720-4825, [abl.management@sgsc.edu](mailto:abl.management@sgsc.edu).

#### HIGHER ONE CARD

South Georgia State College now issues all refunds to students through Higher One Inc., a financial services company focused solely on higher education. Instead of receiving a standard check through the mail (which may take a week or longer), SGSC students will receive an Easy Refund card, which looks like a standard debit card. The Easy Refund card will give students more choices on how to receive their financial aid or other school refunds. Through the Easy Refund method, students will gain fast access to their funds, possibly the same day SGC releases them. All students must go to the College website, [www.sgsc.edu](http://www.sgsc.edu), and click on the Higher One link to confirm or update their current mailing address. Once the Easy Refund card arrives in the mail, it must be activated immediately, even if the student receiving the card does not expect a refund. It may be necessary to drop a class, a class may be cancelled, or students may receive scholarship or other assistance that they did not anticipate. Activation will expedite these future transactions. To learn more, visit [www.easyrefundcard.com](http://www.easyrefundcard.com).

#### IDENTIFICATION CARDS

Upon enrollment each student on campus is issued an SGSC ID card. Douglas campus student may obtain ID cards from the Office of Admissions located in Engram Hall. Waycross campus students may obtain ID cards from the Enrollment Services office located in the Dye Building. This ID card serves several important functions. It gives students access to materials in the library and serves as validation for printing from computer workstations. The card also provides access to the Douglas campus Wellness Center and other facilities and events on campus. In addition, it is used as a food services card and key access for the residence hall. Students are required to surrender the ID card to public safety staff or other campus officials upon request. Loss of the card should be reported immediately to the Cashier's Office. If a card is lost, a \$10 replacement fee is assessed. It is a violation of the Code of Conduct (see Table of Contents) to loan a card to someone else or to use anyone else's card. Unauthorized use of cards violates state financial transaction laws.

#### VEHICLE REGISTRATION

The staff members of SGSC's Public Safety Department are responsible for vehicle registration. Douglas campus students may register their vehicles at the Public Safety Office in Shannon Hall during the enrollment and registration process. Waycross Students may register their vehicles at the Cashier's window located in the Administration building. In order to receive a decal, you will need to present current vehicle registration, a valid driver's license, and a current class

schedule. For more information about campus parking and vehicle registration, call 912-260-4401.

## STUDENT EMAIL

Students will be assigned an e-mail account. This account will be used by instructors and the SGSC administration to inform students of important events. Students are expected to log into this account on a regular basis. SGSC email is an official medium of communication by the College. Failure to acknowledge or respond to an official notification via SGSC email will not prohibit the College from proceeding with appropriate actions. Account information may be obtained by logging into Self Service Banner. Submit a Tiger Trouble ticket if unable to access the student e-mail account.

## LIBRARY SERVICES

The William S. Smith Library and the Waycross campus Library, are the learning resources centers for South Georgia State College campuses, blending traditional and electronic library resources and services to support the educational programs of the College. The Library plays a crucial role in the student's college life whether it is used for research class work, independent study, or personal enjoyment. The Library's website at <http://www.sgsc.edu/current-students/douglas-campus-library.cms> provides 24/7 access to its resources and services. First among these resources is the online GILFind@SGC catalog (<http://gilfind.sgsc.edu/>), from which students can retrieve materials in print, media, and electronic formats, including direct links to over 35,000 e-Books and e-Videos. SGSC Students also have access to the University System of Georgia Universal Catalog (<http://gilfinduc.usg.edu/>) to search for materials not owned by the South Georgia State College libraries but held in other USG libraries. Through a process called GIL Express Request, SGSC students may self-request delivery of circulating books from any USG Library to SGSC's Smith Library or the Waycross campus Library. This process is in addition to the traditional library-mediated Interlibrary Loan service. Another gateway to library resources is through GALILEO. GALILEO is a thousands of periodicals and scholarly journals (over 2000 titles full-text), encyclopedias, audio files, images, videos, business directories, and government publications. Remote access to GALILEO, at <http://www.galileo.usg.edu/scholar/sga/subjects/>, is available to SGSC students with a password obtained through the MY GIL ACCOUNT feature in the online GILFind catalog at <http://gilfind.sgc.edu/vufind/MyResearch/Home>. Students also have access to one-on-one bibliographic instruction, information literacy instruction, and research assistance upon request. The library's website and its *GUIDE To Resources* (printed brochure and on website) provides more detailed information about resources, services, and policies of the Library. Comfortable accommodations are provided for use of the facility and physical collections with seating for collaborative and individual learning, study carrels, study tables, and small group study rooms. Networked computer workstations are located throughout

the facility. A microform reader-printer and photocopier equipment are also available. Hours will vary during exams, semester breaks, holidays, and the summer terms. Changes in scheduled library hours are posted at the Library and on the Library's website. The SGSC ID Card, which serves as the student's library card, is required to check out materials from the South Georgia State College libraries and other USG libraries. The ID Card barcode is the identification number for the "MY GIL ACCOUNT" through which students access SGSC's current GALILEO password, renew library materials, and request materials from the Universal Catalog for GIL Express delivery. The SGSC ID Card is also required for printing from any computer workstation located in South Georgia State College libraries and in the other campus computer labs. A Student ID Card will be validated with an initial credit of \$10 each semester.

## ACADEMIC SUPPORT CENTER

### Eligibility

Free peer tutoring is available to SGSC students currently enrolled in the course for which tutoring is requested.

### Location/Signing In and Out

Students visiting the Academic Support Center must sign in and sign out on the attendance computer every time they receive tutoring or utilize the center's resources. Please ask the Desk Assistant or an available staff member if assistance is needed.

### Hours of Operation

The Academic Support Center attempts to provide hours of operation that work around our students' academic schedules. For more information, visit <http://www.sgsc.edu/current-students/academicsupportcenter.cms>

## COUNSELING CENTER

South Georgia State College's Counseling Program is designed to help students excel toward their academic goals by providing short-term counseling services for personal problems, stress, adjustment to college, depression, and time management. Off campus referrals will be made for those students with needs outside of the realm of what short-term counseling can provide. Students may self-refer by completing a Counselor Referral form on the SGSC website (<http://www.sgsc.edu/current-students/counselingservicesinformation.cms>) or from the Counselor's Office. Students in need of counseling services may contact SGC's Counselor, Ms. Jessica Miller, 912-260-4438, [jessica.miller@sgsc.edu](mailto:jessica.miller@sgsc.edu).

## DISABILITY SERVICES

All students with a documented disability or students that suspect they have a disability are strongly encouraged to register with the Disability Services Office at the time of making application. Students must self-identify in order to pursue academic accommodations. System accommodations require approval from the Regents Center for Learning Disorders. Upon approval, students are responsible for requesting the Disability Services Coordinator's assistance in working with the faculty to devise reasonable classroom accommodations based on the recommendations from RCLD. Students with questions and/or needs relating to disability services may contact: Disability Services Coordinator, 912-260-4435, [annette.nation@sgsc.edu](mailto:annette.nation@sgsc.edu). For more information, visit: <http://www.sgsc.edu/current-students/disabilityservices.cms>.

## ADVISING CENTER

As a service to its students, the College has access to the Georgia Career Information System (GCIS). Students may access this program with the help of a staff person at the Advising Center or individually at the computer lab and Library (GCIS icon). GCIS is a computer program to receive information regarding possible career and academic program options. This program is of particular benefit to those students whose major is undecided and those seeking to transfer for four year degrees. For an appointment or further information, students should contact the Advising Center at (912) 449-7590.

## CAMPUS BOOKSTORE

Students may visit the Campus Bookstore to get their textbooks and other instructional supplies. This store also offers an assortment of caps, t-shirts, sweatshirts, and general school supplies.

## CAMPUS ALERT SYSTEM

Connect-ED® communication has been selected to deliver time-sensitive notifications to students and staff. This service provides campus leaders and security professionals the ability to reach students and staff members with information and updates during unforeseen events or emergencies, within minutes, through phone calls, e-mails and/or text messages, whether they are in their dorms, sitting in front of their computers, or on their way to class. Notifying students immediately is crucial in time-sensitive situations, such as a severe storm or campus closure. It is important for students to enter their contact information into the Connect-ED database. The more methods SGSC has to contact individuals, the better the odds are of spreading timely information and updates and keeping everyone safe. Contact information included in the Connect-ED service will only be used for campus notifications and will not be made available to any other service. To sign up for Connect-ED, visit <http://www.sgsc.edu/departments/emergency%20notification%20systems.cms>.

## STUDENT HEALTH INSURANCE AND HEALTH FEE

All students are encouraged to carry health and accident insurance. International students are required to secure insurance through the University System of Georgia's Student Health Insurance Program, or show proof of comparable coverage. For more information, visit the SGSC link at <https://www.uhcsr.com/sgsc>. Also, campus residents are assessed a \$35 health fee each term.

## STUDENT GOVERNMENT ASSOCIATION

The South Georgia State College Student Government Association establishes and maintains communication between students and the College's administration and faculty. It cultivates and preserves the ideals of responsible citizenship on campus and helps to create an atmosphere of learning. Each student is encouraged to address requests, questions, complaints, or suggestions to Student Government representatives, appropriate faculty members, or administrators. All officially enrolled South Georgia State College students may attend Student Government Association meetings. The SGA is also the student organization on campus which helps to plan student activity programming. (Please see Appendix A for the South Georgia State College Student Government Association Constitution.)

## STUDENT CLUBS AND ORGANIZATIONS

SGSC's student clubs and organizations exist to assist students in their personal and professional development. These groups have been recognized by the Office of Campus Life at SGSC and are eligible for funding through the Student Fees Committee. Additional organizations may be created to reflect students' emerging interests.

**ACADEMIC QUIZ BOWL TEAM:** SGSC's Academic Quiz Bowl team competes with other academic quiz teams throughout the region and nationally.

**ART CLUB:** Dedicated to supporting students who are interested in the visual arts. Activities include regular meetings to discuss individual works of students and faculty and displaying these works around campus. Various art styles are created and discussed in a festive and communal environment.

**BAPTIST COLLEGIATE MINISTRY:** This group (formerly called the BSU) promotes Christian fellowship, growth, and service.

**BROTHERS AND SISTERS IN CHRIST:** Students of Christian faith meet and fellowship together.

**CULTURAL EXCHANGE CLUB:** This group is comprised of students from diverse cultural, geographic, and linguistic backgrounds working together to foster diversity throughout the

surrounding region. The club is a platform for sharing friendship and knowledge among individuals from all countries looking toward increasing awareness and sensitivity. CEC promotes a global perspective and advocates the need to break down barriers that hinder cross-cultural interaction and growth.

**ENVIRONMENTAL AWARENESS CLUB:** This group promotes the study and preservation of the natural environment and the conservation of natural resources.

**GAY-STRAIGHT ALLIANCE:** This club promotes unity and offers a safe and non-judgmental environment for all students, faculty, and staff to gather, regardless of gender or sexual orientation.

**GEORGIA ASSOCIATION OF NURSING STUDENTS (GANS):** GANS is an organization dedicated to advancing the nursing profession and its contributions to society. It is also designed to emphasize the importance of a student's becoming a member of a professional nursing organization upon graduation.

**SATILLA COLLEGIATE MARKSMANSHIP CLUB:** Organization promotes marksmanship as a personal discipline, including physical and mental conditioning.

**MESA CLUB:** This organization promotes Mathematics, Engineering, and Science Achievement.

**OUTDOOR ADVENTURE CLUB:** Students take various trips allowing them to explore areas of interest in southeast Georgia.

**PALMETTO Annual Staff:** This group produces the college annual.

**PEGASUS:** Pegasus is South Georgia State College's literary magazine.

**PEP CLUB:** This organization promotes school spirit at campus wide events and athletic functions.

**PHI THETA KAPPA:** This international honor society for students in two-year colleges is composed of students who have achieved high academic standing and who are committed to advancing the ideals of scholarship, leadership, fellowship, and service.

**PINC:** This student organization broadens student's creative horizons through designing crafts ranging from jewelry, clothing and other accessories for charity.

**PSYCHOLOGY CLUB:** This club is open to students interested in developing a richer experience of the world of psychology through meetings, readings, social events, films, and invited speakers. Club members will explore careers in the field, college transfer options, and emerging areas of research. An additional group,

PSI CHI: This is an honors group for those interested in psychology.

RESIDENCE PROGRAMMING BOARD: This organization promotes student activities and the quality of the campus residential experience.

SAAB (STUDENT AFRICAN AMERICAN BROTHERHOOD)/B2B: This organization was organized to provide educational and cultural activities for its members and others which include, but is not limited to, providing tutorial assistance, monitoring career planning and counseling, sponsoring cultural and social activities, promoting personal development opportunities and other student development initiatives.

SGSC BOOK CLUB: This organization focuses on expanding students' literary interests and knowledge by providing a venue for group book discussions and other activities in an open-minded, stimulating environment.

SGSC DANCE CLUB: This organization is open to students who are interested in teaching and learn new dance moves.

SGSC DEBATE SOCIETY: This organization fosters the essential democratic values of free and open discussion through debates concerning local, national, and international current events and other subjects of interest to club members.

SGSC DEMOCRATS: This organization is open to students who are interested in advancing the interests of the Democratic Party.

SGSC REPUBLICANS: This organization is open to students who are interested in advancing the interests of the Republican Party.

SOUTH GEORGIAN: The South Georgian is the College's student newspaper.

SPAGE: The Student Professional Association of Georgia Educators (SPAGE) was organized by the PAGE Foundation in 1987. Its members are college students who are in teacher preparation programs throughout the state.

STUDENT GOVERNMENT ASSOCIATION: This organization is the voice for South Georgia State College students. SGA provides a standing means of communication among students, faculty and staff.

STUDENT ORGANIZATION FOR MULTICULTURAL UNITY: SOMU, founded in 1972, is an organization designed to promote fellowship among students through academic and social activities. This organization provides avenues for students to contribute to the College and community. SOMU strives to help its members become socially responsible, build character and develop leadership skills.

**SOUTH GEORGIA STATE COLLEGE THEATRE CLUB:** This club is designed for students interested in all aspects of theater production and performance.

**TIGER SENATORS:** As student ambassadors for SGSC, these student leaders welcome new students to campus and work to enrich campus life.

Funds are allocated each year for the development of new student clubs and organizations. Suggestions for additional organizations are welcome.

#### PROCEDURE FOR STUDENT ORGANIZATION RECOGNITION

An organization seeking recognition must submit the following information:

1. Name of proposed organization.
2. Purpose (including explanation of why the organization is desirable on campus)
3. Qualifications of membership
4. Fees, dues and other consideration for membership
5. Time and manner of elections
6. Signatures of at least ten (10) students interested in membership.
7. Faculty or staff advisor
8. Explanation of any extra campus affiliation
9. Time and location of meetings
10. Name(s) of student(s) who will serve as spokesperson(s) for the organization during recognition procedures.

#### PROCEDURE FOR FORMING A NEW STUDENT ORGANIZATION

Clubs and organizations on the South Georgia State College campus reflect the student body's varied interests. The College views participation in extracurricular activities as an important component of overall educational growth and development. Students desiring to form a new club/organization are to take the following steps:

Discuss plans with Director of Campus Life in order to clarify the procedure. Obtain necessary forms from the Office of Campus Life.

Secure at least ten (10) currently enrolled South Georgia State College students interested in becoming active organization members.

Appoint a temporary chairperson and secretary to conduct and record proceedings of initial meetings.

Write and ratify a tentative constitution. Guidelines are available in the Campus Life Office.

Select a faculty or staff advisor. The advisor must be a full-time college employee unless approved by the Director of Campus Life.

Submit a tentative constitution and Application for New Student Organizations to the Campus Life Office. The Coordinator of Student Engagement will review the constitution. If there is doubt, the Coordinator of Student Engagement will forward the document to Director of Campus Life. The Director of Campus Life will contact the ad hoc Constitution Review Committee and arrange a meeting between the committee and temporary club chairperson. The Constitution Review Committee shall consist of the Director of Campus Life as chairperson, the President of the Student Government Association and two members of the faculty as appointed by the college President from a list of five names submitted by the Director of Campus Life. A presentation of oral and documentary evidence may be requested. A recording and transcript of the hearing shall be made and preserved for use in appeals and reviews. Recognition shall be granted only to those organizations whose purpose and proposed activities are clearly related to the educational goals and mission of the college. Recognition shall be denied if the evidence presented shows that the proposed organization has substantial likelihood of interfering with any of the following: The regular and orderly operation of the college. The requirements of appropriate discipline within the campus activities. The academic pursuits of teaching, learning, and other campus activities. The laws of public policies of the State of Georgia and the United States. The statues and regulations of the college and policies of the Board of Regents. If the Director of Campus or the committee disapproves recognition, the organization may appeal the decision to the Vice President of Student Success, who shall review the same and affirm, reverse, or modify the decision. Should the Director of Campus Life or the Constitution Review Committee not approve the constitution due to irregularities, it will be sent back to the organization's temporary chairperson for further work.

#### GOOD STANDING

For an organization to remain in good standing it may not discriminate on the basis of race, color, religion, sex, national origin, age, mental status, or physical disability in the administration and operation of all its activities/programs and must adhere to the following:

A. The secretary must keep minutes of each meeting and distribute a copy to the advisor. It is also encouraged, but not required, to distribute the minutes to the organizational membership and to the Office of Campus Life.

B. The treasurer of the organization is responsible for keeping accurate records of all receipts and expenditures. The organization must adhere to the proper college fiscal procedures.

C. Organization activities must be cleared and approved by the Office of Campus Life and the Office of Advancement. Forms should be submitted at least five working days prior to the scheduled event. Events must be approved before promotion.

D. Organization presidents/advisors must both complete and sign the Fall Report Form and End of the Year Report Form required by the Office of Campus Life. These must be completed by the deadlines established in order to assure consideration for activity monies.

Student organizations in good standing with the college have the following rights:

A. To use the phrase —South Georgia State College when referring to its chapter or club.

B. To use college facilities and equipment subject to the Board of Regents' Policies and to college regulations governing the use of facilities and equipment and to reasonable scheduling and clearance of particular facilities.

C. To be eligible to receive student activity monies subject to the Board of Regents' policies and to College regulations governing allocations of student activity fees.

#### CLUB INFORMATION REQUIRED BY STUDENT LIFE

Clubs must submit a list of officers to the Office of Campus Life within seven (7) days after each election. A copy of the student organization and bylaws and all subsequent amendments thereto must be kept on file in the Office.

Advisors and presidents must submit a Fall Semester Report and End of the Year Report at the appropriate times if they want to be considered for student activity fee allocation. Other forms required by college policy and procedure (Scheduling Facilities Form, Request for Absence, Vehicle Usage Form, Requisition Form, Request for Fund Raising Form) must be routed through the Office. Advisors may pick up blank copies of the forms at the Office of Campus Life.

#### ELIGIBILITY FOR MEMBERSHIP/OFFICER STATUS

Active membership in student organizations shall be confined to regularly enrolled students enrolled in three or more term hours. A student must maintain a 2.00 cumulative grade point average or higher to be eligible to serve as an officer of a student organization (although some clubs and organizations may have higher standards).

#### FISCAL RESPONSIBILITY

Use of allocated student activity monies must conform to the purposes and practices approved by South Georgia State College. Organizations shall carry on business transactions and contractual relations with punctual and timely discharge of valid obligations and prudent use of

funds. All organization monies will be placed on deposit in the Office of the Vice President of Business Affairs.

#### FUNDRAISING FOR STUDENT ORGANIZATIONS

Student groups may supplement monies received through student activities fees with approved fundraisers. All student fundraising activities on campus, must be approved in advance by the Vice President for Student Success and the Vice President for Fiscal Affairs. The Vice President for Student Success determines if the fundraising function is in accord with the approved activities of the organization and the College. The Vice President for Fiscal Affairs will ensure that the fundraising function does not present unfair competition to the College Bookstore, Food Services, or local businesses. All money raised by clubs or organizations must be accounted for and expended in the same manner as other student activities money. Forms for fundraising requests may be obtained online, through club advisors or from the Director of Student Life. Please contact the Cashier's Office about setting up an account to deposit the funds raised.

#### PROCEDURES FOR SCHEDULING CAMPUS ACTIVITIES

Any student organization planning a campus activity, meeting, rehearsal, or performance will observe the following procedures:

- A. Approval for the activity must be obtained from the organization's advisor and the Office of Campus Life. No event is to be scheduled during final exams.
- B. Campus facilities, including space needed for meetings, must be reserved through the External Affairs (912-260-4269). If refreshments are required, contact ABL Management at 912-720-4825.
- C. Events should be scheduled at least two weeks in advance.
- D. Chaperones and security must be provided for each activity, with a two-week prior notice. College rules/regulations governing students, staff, and guests are applicable to all activities.
- E. After-hours access to campus buildings for meetings, rehearsals, and other events requires the presence of an advisor or another faculty or staff member.
- F. The sponsoring organization and the individuals in attendance will be held accountable for the conduct of all those attending the event. Failure to follow the above procedures can result in postponement or cancellation of the event. Any activity which, in the judgment of the advisor and/or administration, does not adhere to South Georgia College standards is subject to immediate termination.

## DISTRIBUTION OF STUDENT ACTIVITY FUNDS

Student activity funds will be distributed on the basis of how directly the activity or organization benefits the student body as a whole, the number of students participating in an activity/organization, and the availability of funds. Funds will not be allocated for scholarships or non-student groups or individuals except when paid for a service.

Organizations requesting funds must be officially recognized by the College and be in good standing. The clubs must have completed the required up-date forms throughout the year and the Request for Student Activity Funds Form by the designated date during spring term.

The Vice President of Student Support will then review the requests. The Vice President of Student Support will bring the requests to the Student Activity Fee Budget Committee (SAFBC). According to University System of Georgia policy, at least 50% of the membership of the SAFC will consist of currently enrolled students. The SAFBC will review all requests for student activity fee funds and make funding recommendations to the President's Cabinet for review and approval.

After approval, the student activity budget will then be sent to the Board of Regents' for final approval. Any organization's student activity allotment may be revised any time throughout the year depending upon campus enrollment or other extenuating circumstances.

## CAMPUS DISPLAYS

Displays, including but not limited to posters, notices, or banners, which litter the campus or damage the property of the College or of other persons, that are obscene, or which materially interfere with the regular and orderly operation of the College, are prohibited.

## POSTING POLICY

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 Director of Campus Life. Publicity also must carry the Office of Campus Life approval stamp before being posted. All publicity and promotional material must carry the name of the sponsoring organization or individual responsible for the event or activity. Signs and flyers should not contain lewd or offensive words, symbols, or pictures.

All approved materials must be posted in approved locations only. These approved locations include designated bulletin boards and/or tack strips, and campus kiosks. No signs or flyers are to be posted on the building exterior. Signs and flyers should not impair the safety of traffic or pedestrians.

The use of chalk to promote or publicize an event must be approved by the Director of Student Life. If approved, designated locations will be assigned.

All material should be submitted in a size no larger than 11 x 17 . In certain situations, exceptions will be made to this regulation. Approval to post items larger than 11 x 17 should be obtained before said items are created or printed.

Materials should be removed immediately after the advertised event has occurred.

Any material posted in unapproved locations, not bearing the Office of Campus Life stamp or otherwise not in compliance with these regulations will be removed. South Georgia State College's input as to the relocation and timing of posting advertisements may be required in certain circumstances. SGSC reserves the right to remove, or to request the removal of, any signs/posters/advertisements and the student organization/individual may be restricted from further postings.

#### PROPERTY DAMAGE

Unauthorized or malicious damage to the property of the College or other persons or entities resulting from organization activities is prohibited and the student organization shall be responsible for all damages.

#### DISORDERLY CONDUCT

Organization or club activities which encourage or precipitate riots or other disturbances which materially interfere with the regular and orderly operation of the College are prohibited.

#### LAW VIOLATIONS

No organization shall commit, encourage, condone, or contribute to violations of College statutes and regulations, the policies of the Board of Regents, or laws of Georgia or the United States. The possession or consumption of alcoholic beverages or illegal substances on college property or at events sponsored or supervised by the College (including off-campus College student organization functions) is prohibited.

#### PARADES, STUDENT RALLIES, AND GATHERINGS

Parades, student rallies, and other gatherings must be limited to the specific times and areas designated by College officials and published notices for such activities. Outside parades, student rallies, and other gatherings which interfere with pedestrians or vehicular traffic on campus must be cleared with the Vice President of Student Support before they may be undertaken, as well as with the proper civil authorities if held off campus. Use of facilities, equipment, and other College

property shall be subject to reasonable scheduling of the College to promote fair sharing of their use.

## REVIEW AND ENFORCEMENT OF REGULATIONS

The Dean of Students shall periodically review the activities of all student organizations to determine if they are acting in compliance with college regulations. Charges of violations of college regulations may be brought up against any recognized organization and shall be heard by the Dean of Students or at his/her discretion, by the ad hoc Constitution Review Committee. The Dean of Students or the Committee may request the presentation of oral and documentary evidence at the hearing prepared.

The Dean of Students or the Committee may recommend to the President anyone or any combination of the following penalties upon an organization after consideration of the evidence presented at the hearing:

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

The President will then approve or disapprove the recommendation. Any organization may appeal the imposition of any penalty to the President of the College, who shall review the action and affirm, reverse, or modify the same. The appeal and review shall be in such form as the President may require. The President may use the services of an existing or ad hoc committee in deciding the issues involved. The President's decision may result in, but is not limited to, the following:

Probation - Notice to the organization that any further major irregularities may result in suspension or withdrawal. The probationary period is for one full year from time of notice; or

Suspension - Forced withdrawal from the College for a specified period, though not less than for one semester. The organization is not eligible for any rights given for recognized status during time of suspension; or

Withdrawal - Forced closing of the club/organization.

Final Review Powers of the College President

Upon notice, the President of the College may review the recognition of any student organization or any decision on disciplinary charges against any student organization and make whatever final disposition of the matter he/she deems necessary for the best interests of the College.

## STUDENT PUBLICATIONS

Student organization publications shall not contain material which is obscene or defamatory (defined by the Code of Georgia, section 26-2101) or which may create substantial likelihood of material interference with the regular and orderly operation of the College. Student organization publications shall abide by the guidelines and policies established by the Student Services Committee.

Student publications will take various forms and be initiated based upon student interest. These publications may include, but are not limited to a college newspaper, an annual, and a literary magazine. Such publications' advisors are appointed by the President of the College upon recommendation by Dean of Students. Student editors or other principal staff members will be appointed by the President of the College upon recommendation of the advisor and Dean of Students.

Financed in part by the student activity fee, these publications will serve the following roles:

1. Serve as an information exchange instrument for members of the college community.
2. Provide students an opportunity to express their opinions on matters of importance to them.
3. Serve to supplement other public relations activities of the College through their distribution in high schools, offices, or other community outlets.
4. Provide a means of recognizing the literary talents of students and faculty.
6. Provide an opportunity for students interested in journalism to gain practical experience in the field.

Student publications shall not contain material which is obscene or defamatory (defined by the Code of Georgia #26-2101), or which may create a substantial likelihood of material interference with the regular and orderly operation of the College. No student publication or portion thereof shall be printed without the assistance of the publication's faculty advisor, who may request the assistance of the Student Services Committee in rendering a decision.

An individual may appeal the decision of the faculty advisor to the President of the College, who shall review the action and affirm, reverse, or modify the same. The President may utilize the services of the Student Services Committee or an ad hoc committee and make whatever final disposition of the matter she/he deems necessary for the best interests of the College.

Presently the only active student publications are the South Georgian, the campus student newspaper and Pegasus, the campus literary magazine. Persons interested in writing copy, doing photography, or drawing cartoons should contact the advisor or the Office of Campus Life. All students, alumni, faculty, and staff are encouraged to read and contribute information to the South Georgia and Pegasus.

#### INTRAMURALS

Team sports vary from term to term. Offerings include volleyball, flag football, basketball and softball. Students will utilize IMLeagues for intramural registration. Students are not allowed to solicit sponsorship for intramural activities off campus. For additional information concerning intramural rules, please contact the Student Activities Coordinator in Douglas Campus, 260-4417 or Waycross Campus, 449-7599.

#### ATHLETICS

South Georgia State College is an active participant in intercollegiate sports and a member of the Georgia and National Junior College Athletic Associations. All South Georgia State College regular season athletic events are free to currently enrolled SGSC students. You may refer to the Athletic Handbook for more information:

[www.sgc.edu/athletics/StudentAthleteHandbook.pdf](http://www.sgc.edu/athletics/StudentAthleteHandbook.pdf).

#### STUDENT ACTIVITIES

Student activity programs have been developed to provide co-curricular training in leadership and development of special skills, and to provide social and cultural activities for the college. The programs are currently financed through an activity fee paid each term by students taking four or more hours on campus.

#### SOCIAL FUNCTIONS

Social functions, such as dances, are coordinated through the Student Government Association, but any club or organization may sponsor any such activity. Coordination of the activity must be made through the Student Services Office.

#### SPECIAL EVENTS

Several times each term special events or activities are scheduled by the SGA & Office of Campus Life. These activities may include concerts, trips, multicultural activities, speakers, films, club days, food specials, or recreational activities. Activities are offered at times where both residential and commuter students have opportunities for participation.

## CAMPUS RECREATION

The Student Government Association sponsors events throughout the term for student co-curricular enjoyment. These activities utilize student activity fees and are often free to the student. Events include such activities as concerts, trips, family activities, and intramurals. The College swimming pool is used both for recreation and physical education programs for regularly enrolled students. Specific rules governing conduct at the swimming pool and a swimming schedule are posted in the vicinity of the pool. Contact the Athletic Department at 912-260-4216 for more information on reserving the facility. Tennis courts are located on the east side of campus, and students may play golf on the community golf course at a discounted rate.

## STATEMENT OF STUDENTS' RIGHTS AND RESPONSIBILITIES

The College seeks to create an orderly climate that promotes academic integrity, intellectual freedom, and individual thought and expression consistent with the rights of others. It is the obligation of the College to promote an educational environment by protecting the rights of all members of the college community and by prohibiting acts which interfere with the rights of others. Membership in the college community confers certain rights and imposes certain responsibilities. Students are expected to understand and exercise their rights, meet their responsibilities, and respect the rights of others. The College is expected to enforce these responsibilities and to afford these rights to students. The College will help students create a climate that promotes their development while not denying this opportunity to others. Upon their request, students have the right through their Student Government Association to be heard in matters that affect their rights and responsibilities. Students have the right to take stands on issues, to examine and discuss questions of interest, and to support legal causes by orderly means which do not disrupt college operations or interfere with the rights of others. Student publications and communications enjoy the rights inherent in the concept of freedom of expression. Individual students and organizations have the right to publish and distribute material on the campus provided that the materials are identified by the name of the student or organization. All publications shall be subject to the canons of responsible journalism, including the avoidance of defamation, indecency, obscenity, undocumented allegations, and harassment. All student organizations registered with the Office of Campus Life may meet on college premises if they make reservations in accordance with the established rules and regulations for room and space reservation. Students and/or student groups may not make reservations in their names for outside groups or organizations to use college space. Only student organizations registered with the Office of Campus Life have the right to invite persons of their choosing as speakers on college premises. The President of the College or the authorized representative may cancel a speaker's reservation where there is a clear and present danger to the orderly operation of the College. Such cancellation shall be communicated to the sponsoring organization at the earliest

opportunity. Students shall have the right to have their academic and disciplinary records kept confidential subject to existing law. Students have the right to due process when accused of any violations of college regulations or rules of conduct. This right shall include the following:

- right to a notice in writing of charges.
- right to admit the alleged violation, waive a hearing, and accept the College's action.
- right to admit the alleged violation but request a hearing.
- right to deny the alleged violation and request a hearing.
- right to a fair hearing.
- right to appear in person at a hearing or not to appear .
- right to call witnesses and present evidence on their behalf.
- right upon request to a list of witnesses who will appear against them.
- right to confront and cross-examine witnesses and/or accusers who are present.
- right to request a copy of any available records or tape recording of a hearing if the offenses involve possible suspension or expulsion.
- right to appeal beyond the point of origin to the administrative officer, the Discipline Committee, then to the President of the College.

## CODE OF CONDUCT

### South Georgia State College Student Conduct Code

#### Article I: DEFINITIONS

1. The term College means South Georgia State College.
2. The term “student” includes all persons taking courses at the College, either full-time or part-time, pursuing undergraduate studies. Persons who withdraw after allegedly violating the Student Code, 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, although not enrolled in this institution. This Student Code does apply at all locations of the College, including the campus in Americus, Valdosta, Hinesville, and Waycross.
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 Vice President for Student Success, or designee.
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 “organization” means any number of persons who have complied with the formal requirements for College recognition/registration.
8. The term “Student Conduct Board” means any person or persons authorized by the Vice President for Student Success, or designee, to determine whether a student has violated the Student Code and to recommend sanctions that may be imposed when a rules violation has been committed.
9. The term “Assistant Dean of Students” means a College official authorized on a case-by-case basis by the Vice President for Student Success, or designee, to impose sanctions upon any student(s) found to have violated the Student Code. The Vice President for Student Success, or designee, may authorize an Assistant Dean of Students to serve simultaneously as an Assistant Dean of Students and the sole member or one of the members of the Student Conduct Board. The Vice President for Student Success, or designee, may authorize the same Assistant Dean of Students to impose sanctions in all cases.
10. The term “Discipline Committee” means any person or persons authorized by the Vice President for Student Success, or designee, to consider an appeal from a Student Conduct Board’s determination as to whether a student has violated the Student Code or from the sanctions imposed by the Assistant Dean of Students.
11. The term “shall” is used in the imperative sense.
12. The term “may” is used in the permissive sense.
13. The Vice President for Student Success, or designee, is that person designated by the College President to be responsible for the administration of the Student Code.
14. The term “policy” means the written regulations of the College as found in, but not limited to, the Student Code, Residence Life Handbook, the College web page and computer acceptable-use policy, and College 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 any behavior specifically prohibited by a faculty member in the course syllabus or class discussion.

16. Definition of Plagiarism - South Georgia State College follows the Modern Language Association's definition of "plagiarism": Derived from the Latin word *plagiarius* ("kidnapper"), plagiarism refers to a form of cheating that has been defined as "the false assumption of authorship: the wrongful act of taking the product of another person's mind, and presenting it as one's own" (Alexander Lindey, *Plagiarism and Originality* [New York: Harper, 1952 2). Plagiarism involves two kinds of wrongdoing. Using another person's ideas, information, or expressions without acknowledging that person's work constitutes intellectual theft. Passing off another person's ideas, information, or expressions as your own to get a better grade or gain some other advantage constitutes fraud. Plagiarism is sometimes a moral and ethical offence rather than a legal one since some instances of plagiarism fall outside the scope of copyright infringement, legal offence. Plagiarism is almost always seen as a shameful act, and plagiarists are usually regarded with pity and scorn. They are pitied because they have demonstrated their inability to develop and express their own thoughts. They are scorned because of their dishonesty and their willingness to deceive others for personal gain. (Gibaldi 66) The act and practice of plagiarism is not only sometimes criminally prosecutable and always dishonest and shameful, but it is also intellectually lazy and deprives the plagiarist of an education. Examples of plagiarism include:

- Any quotation, rewording, paraphrase, or summary of another person's words, thoughts, ideas, opinions, or theories without appropriate acknowledgement.\*
- The presentation in any form of another's artistic, literary, scientific, or other creative work as one's own.
- Allowing someone else to write one's paper; copying, buying, or stealing either in part or in its entirety one's paper from another source such as a book, an article, or the Internet.
- Appropriate acknowledgement includes, but is not limited to, quotation marks around quoted material and citation appropriate to the discipline. See the APA and MLA guidelines in the Hodges' Harbrace Handbook (Glenn and Gray 552-650), available in the campus bookstore. The APA and MLA guidelines are also available in the online version of this document. Faculty members reserve the right to add to these rules at their discretion. Any addition to the rules will be plainly stated in said faculty member's syllabus. Ignorance of these rules does not constitute innocence and is not an excuse for plagiarism.

17. The term “Complainant” means any person who submits a charge alleging that a student violated this Student Code. In instances when a sexual assault has been reported, the

18. The term “Accused Student” means any student accused of violating this Student Code.

19. The term “notification” means that a reasonable attempt to communicate with a student via the College’s student email system any matter between the College and the student. Student email is considered an official means of communication by the College. When appropriate, an official notification method may include a physical mailing to the student’s home/permanent address, residence hall address, or a telephone call from a College official.

#### Article II: STUDENT CODE AUTHORITY

1. The Assistant Dean of Students shall determine the composition of Student Conduct Boards and Discipline Committee and determine which Student Conduct Board, Assistant Dean of Students and Discipline Committee shall be authorized to hear each matter.

2. The Vice President for Student Success, or designee, shall develop policies for the administration of the student conduct system and procedural rules for the conduct of Student Conduct Board Hearings that are not inconsistent with provisions of the Student Code.

3. Decisions made by a Student Conduct Board and/or Assistant Dean of Students shall be final, pending the normal appeal process.

#### Article III: PROSCRIBED CONDUCT

##### A. Jurisdiction of the College Student Code

##### B. Conduct Rules and Regulations

Any student found to have committed or to have attempted to commit the following misconduct is subject to the disciplinary sanctions outlined in Article IV:

Acts of dishonesty, including but not limited to the following:

- Cheating, plagiarism, or other forms of academic dishonesty.
- Furnishing false information to any College official, faculty member, or office.
- Forgery, alteration, or misuse of any College document, record, or instrument of identification.

2. Disruption or obstruction of teaching, research, administration, disciplinary proceedings, other College activities, including its public service functions on or off campus, or of other authorized non-College activities when the conduct occurs on College premises.

3. Physical abuse, verbal abuse, threats, intimidation, harassment, coercion, and/or other conduct which threatens or endangers the health or safety of any person.
4. Attempted or actual theft of and/or damage to property of the College or property of a member of the College community or other personal or public property, on or off campus.
5. Hazing, defined as an act which endangers the mental or physical health or safety of a student, 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 in, a group or organization. The express or implied consent of the victim will not be a defense. Apathy or acquiescence in the presence of hazing are not neutral acts; they are violations of this rule.
6. Failure to comply with directions of College officials or law enforcement officers acting in performance of their duties and/or failure to identify oneself to these persons when requested to do so.
7. Unauthorized possession, duplication or use of keys to any College premises or unauthorized entry to or use of College premises.
8. Violation of any College policy, rule, or regulation published in hard copy or available electronically on the College website.
9. Violation of any federal, state or local law.
10. Use, possession, manufacturing, or distribution of marijuana, heroin, narcotics, or other controlled substances except as expressly permitted by law.
11. Use, possession, manufacturing, or distribution of alcoholic beverages (except as expressly permitted by College regulations), or public intoxication. Alcoholic beverages may not, in any circumstance, be used by, possessed by or distributed to any person under twenty-one (21) years of age.
12. Illegal or unauthorized possession of firearms, explosives, other weapons, or dangerous chemicals on College premises or use of any such item, even if legally possessed, in a manner that harms, threatens or causes fear to others.
13. Participating in an on-campus or off-campus demonstration, riot or activity that disrupts the normal operations of the College and/or infringes on the rights of other members of the College community; leading or inciting others to disrupt scheduled and/or normal activities within any campus building or area.
14. Obstruction of the free flow of pedestrian or vehicular traffic on College premises or at College sponsored or supervised functions.

15. Conduct that is disorderly, lewd, or indecent; breach of peace; or aiding, abetting, or procuring another person to breach the peace on College premises or at functions sponsored by, or participated in by, the College or members of the academic community. Disorderly Conduct includes but is not limited to: Any unauthorized use of electronic or other devices to make an audio or video record of any person while on College premises without his/her prior knowledge, or without his/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.

16. Heft or other abuse of computer facilities and resources, including but not limited to:

- Unauthorized entry into a file, to use, read, or change the contents, or for any other purpose.
- Unauthorized transfer of a file.
- Use of another individual's identification and/or password.
- Use of computing facilities and resources to interfere with the work of another student, faculty member or College Official.
- Use of computing facilities and resources to send obscene or abusive messages.
- Use of computing facilities and resources to interfere with the normal operation of the College computing system.
- Use of computing facilities and resources in violation of copyright laws.
- Any violation of the [College] [University] Computer Use Policy.

17. Abuse of the Student Conduct System, including but not limited to:

- Failure to obey the notice from a Student Conduct Board or College official to appear for a meeting or hearing as part of the Student Conduct System.
- Falsification, distortion, or misrepresentation of information before a Student Conduct Board.
- Disruption or interference with the orderly conduct of a Student Conduct Board proceeding.
- Institution of a student conduct code proceeding in bad faith.
- Attempting to discourage an individual's proper participating in, or use of, the student conduct system.
- Attempting to influence the impartiality of a member of a Student Conduct Board prior to, and/or during the course of, the Student Conduct Board proceeding.
- Harassment (verbal or physical) and/or intimidation of a member of a Student Conduct Board prior to, during, and/or after a student conduct code proceeding.
- Failure to comply with the sanction(s) imposed under the Student Code.

- Influencing or attempting to influence another person to commit an abuse of the student conduct code system.

18. Students are required to engage in responsible social conduct that reflects credit upon the College community and to model good citizenship in any community.

#### C. Violation of Law and College Discipline

1. If a violation of law which also would be a violation of this Student Code is alleged, proceedings under this Student Code may go forward against an Accused Student who has been subjected to criminal prosecution at the discretion of the Assistant Dean of Students.

2. When a student is charged by federal, state, or local authorities with a violation of law, the College will not request or agree to special consideration for that individual because of his or her status as a student. If the alleged offense is also being processed under the Student Code, the College may advise off-campus authorities of the existence of the Student Code and of how such matters are typically handled within the College community. The College will attempt to cooperate with law enforcement and other agencies in the enforcement of criminal law on campus and in the conditions imposed by criminal courts for the rehabilitation of student violators (provided that the conditions do not conflict with campus rules or sanctions). Individual students and other members of the College community, acting in their personal capacities, remain free to interact with governmental representatives as they deem appropriate. Should the seriousness of the criminal charges warrant, the Assistant Dean of Students may impose an interim suspension of the student(s) involved until the matter is resolved with the State's Criminal Court System.

#### Article IV: STUDENT CONDUCT CODE PROCEDURES

##### A. Charges and Student Conduct Board Hearings

1. Any member of the College community may file charges against a student for violations of the Student Code. An incident report shall be prepared in writing and directed to the Assistant Dean of Students. Any incident report should be submitted to the Conduct Administrator after the event takes place, preferably within ten business days.

2. The Assistant Dean of Students may conduct an investigation to determine if the charges have merit and/or if they can be disposed of administratively by mutual consent of the parties involved and/or mutual consent of the alleged student and the Hearing Officer on a basis acceptable by the Assistant Dean of Students. Such disposition shall be final and there shall be no subsequent proceedings. If the charges are not admitted and/or cannot be disposed of by mutual consent, the Assistant Dean of Students may later serve in the same matter as the Student Conduct Board

or a member thereof. If the student admits violating institutional rules, but sanctions are not agreed to, subsequent process, including a hearing if necessary, shall be limited to determining the appropriate sanction(s).

3. All charges shall be presented to the Accused Student in written form. Written notification will be through the Tigermail (the student email system) and, if appropriate, via the permanent address on file with the College. A time shall be set for a Student Conduct Board Hearing, not less than five nor more than fifteen calendar days after the student has been notified. Maximum time limits for scheduling of Student Conduct Board Hearings may be extended at the discretion of the Assistant Dean of Students.

4. Student Conduct Board Hearings shall be conducted by a Student Conduct Board according to the following guidelines except as provided by article IV (A)(7) below:

- Student Conduct Board Hearings normally shall be conducted in private.
- The Complainant, Accused Student and their advisors, if any, shall be allowed to attend the entire portion of the Student Conduct Board Hearing at which information is received (excluding deliberations). Admission of any other person to the Student Conduct Board Hearing shall be at the discretion of the Student Conduct Board and/or its Assistant Dean of Students.
- In Student Conduct Board Hearings involving more than one Accused Student, the Assistant Dean of Students, in his or her discretion, may permit the Student Conduct Board Hearings concerning each student to be conducted either separately or jointly.
- The Complainant and the Accused Student have the right to be assisted by an advisor they choose, at their own expense. The advisor must be a member of the College community and may not be an attorney. The Complainant and/or the Accused Student is responsible for presenting his or her own information and, therefore, advisors are not permitted to speak or to participate directly in any Student Conduct Board Hearing before a Student Conduct Board. A student should select as an advisor a person whose schedule allows attendance at the scheduled date and time for the Student Conduct Board Hearing because delays will not normally be allowed due to the scheduling conflicts of an advisor.
- The Complainant, the Accused Student and the Student Conduct Board may arrange for witnesses to present pertinent information to the Student Conduct Board. The College will try to arrange the attendance of possible witnesses who are members of the College community, if reasonably possible, and who are identified by the Complainant and/or Accused Student at least two weekdays prior to the Student Conduct Board Hearing. Witnesses will provide information to and answer questions from the Student Conduct Board. Questions may be suggested by the Accused

Student and/or Complainant to be answered by each other or by other witnesses. This will be conducted by the Student Conduct Board with such questions directed to the chairperson, rather than to the witness directly. This method is used to preserve the educational tone of the hearing and to avoid creation of an adversarial environment. Questions of whether potential information will be received shall be resolved in the discretion of the chairperson of the Student Conduct Board.

- Pertinent records, exhibits, and written statements (including Student Impact Statements) may be accepted as information for consideration by a Student Conduct Board at the discretion of the chairperson.
- All procedural questions are subject to the final decision of the chairperson of the Student Conduct Board.
- After the portion of the Student Conduct Board Hearing concludes in which all pertinent information has been received, the Student Conduct Board shall determine (by majority vote if the Student Conduct Board consists of more than one person) whether the Accused Student has violated each section of the Student Code which the student is charged with violating. The Student Conduct Board's determination shall be made on the basis of whether it is more likely than not that the Accused Student violated the Student Code.
- Formal rules of process, procedure, and/or technical rules of evidence, such as are applied in criminal or civil court, are not used in Student Code proceedings.

5. A single verbatim record may be used, such as a tape recording, of all Student Conduct Board Hearings before a Student Conduct Board (not including deliberations). Deliberations shall not be recorded. The record shall be the property of the College. The use of a single verbatim record shall be at the discretion of the Dean of Students.

6. If an Accused Student, with notice, does not appear before a Student Conduct Board Hearing, the information in support of the charges shall be presented and considered even if the Accused Student is not present.

7. The Student Conduct Board may accommodate concerns for the personal safety, well-being, and/or fears of confrontation of the Complainant, Accused Student, and/or other witness during the hearing 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 Vice President for Student Success, or designee, to be appropriate.

## B. Sanctions

1. The following sanctions may be imposed upon any student found to have violated the Student Code:

- **Warning:** A notice in writing to the student that the student is violating or has violated institutional regulations.
- **Probation:** A written reprimand for violation of specified regulations. Probation is for a designated period of time and includes the probability of more severe disciplinary sanctions if the student is found to violate any institutional regulation(s) during the probationary period.
  - **Loss of Privileges:** Denial of specified privileges for a designated period of time.
  - **Fines:** Monetary fines may be imposed.
  - **Restitution:** Compensation for loss, damage, or injury. This may take the form of appropriate service and/or monetary or material replacement.
  - **Discretionary Sanctions:** Work assignments, essays, service to the College, or other related discretionary assignments.
  - **Residence Hall Suspension:** Separation of the student from the residence halls for a definite period of time, after which the student is eligible to return. Conditions for readmission may be specified.
  - **Residence Hall Expulsion:** Permanent separation of the student from the residence halls.
  - **College Suspension:** Separation of the student from the College for a definite period of time, after which the student is eligible to return. Conditions for readmission may be specified.
  - **College Expulsion:** Permanent separation of the student from the College.
  - **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.
  - **Withholding Degree:** The College may withhold awarding a degree otherwise earned until the completion of the process set forth in this Student Conduct Code, including the completion of all sanctions imposed, if any.

2. More than one of the sanctions listed above may be imposed for any single violation.

3.(a) Other than College expulsion or revocation or withholding of a degree, disciplinary sanctions shall not be made part of the student's permanent academic record, but shall become part of the student's disciplinary record. Upon graduation, the student's disciplinary record may be expunged of disciplinary actions other than residence hall expulsion, College suspension, College

expulsion, or revocation or withholding of a degree, upon application to the Assistant Dean of Students. Cases involving the imposition of sanctions other than residence hall expulsion, College suspension, College expulsion or revocation or withholding of a degree shall be expunged from the student's confidential record five years after graduation or date of last attendance. (b) In situations involving both an Accused Student(s) (or group or organization) and a student(s) claiming to be the victim of another student's conduct, the records of the process and of the sanctions imposed, if any, shall be considered to be the education records of both the Accused Student(s) and the student(s) claiming to be the victim because the educational career and chances of success in the academic community of each may be impacted.

4. The following sanctions may be imposed upon groups or organizations:

- Those sanctions listed above in article IV(B)(l)(a)–(e).
- Loss of selected rights and privileges for a specified period of time.
- Deactivation. Loss of all privileges, including College recognition, for a specified period of time.

5. In each case in which a Student Conduct Board determines that a student and/or group or organization has violated the Student Code, the sanction(s) shall be determined and imposed by the Assistant Dean of Students. In cases in which persons other than, or in addition to, the Assistant Dean of Students have been authorized to serve as the Student Conduct Board, the recommendation of the Student Conduct Board shall be considered by the Assistant Dean of Students in determining and imposing sanctions. The Assistant Dean of Students is not limited to sanctions recommended by members of the Student Conduct Board. Following the Student Conduct Board Hearing, the Student Conduct Board and the Assistant Dean of Students shall advise the Accused Student, group and/or organization (and a complaining student who believes s/he was the victim of another student's conduct) in writing of its determination and of the sanction(s) imposed, if any.

#### C. Interim Suspension

1. Interim suspension may be imposed only: (a) to ensure the safety and well-being of members of the College community or preservation of College property; (b) to ensure the student's own physical or emotional safety and well-being; or (c) if the student poses an ongoing threat of disruption of, or interference with, the normal operations of the College.

2. During the interim suspension, a student shall be denied access to the residence halls and/or to the campus (including classes) and/or all other College activities or privileges for which the student might otherwise be eligible, as the Vice President for Student Success, or designee, or the Dean of Students may determine to be appropriate.

3. The interim suspension does not replace the regular process, which shall proceed on the normal schedule, up to and through a Student Conduct Board Hearing, if required.

#### D. Appeals

1. A decision reached by the Student Conduct Board may be appealed by the Accused Student(s) to a discipline committee within five (5) school days of the decision. Such appeals shall be in writing and shall be delivered to the Assistant Dean of Students or his or her designee.

2. Except as required to explain the basis of new information, an appeal shall be limited to a review of the verbatim record of the Student Conduct Board Hearing and/or supporting documents for one or more of the following purposes:

- To determine whether the Student Conduct Board Hearing was conducted fairly in light of the charges and information presented, and in conformity with prescribed procedures giving the complaining party a reasonable opportunity to prepare and to present information that the Student Code was violated, and giving the Accused Student a reasonable opportunity to prepare and to present a response to those allegations. Deviations from designated procedures will not be a basis for sustaining an appeal unless significant prejudice results.
- To determine whether the decision reached regarding the Accused Student was based on substantial information, that is, whether there were facts in the case that, if believed by the fact finder, were sufficient to establish that a violation of the Student Code occurred.
- To determine whether the sanction(s) imposed were appropriate for the violation of the Student Code which the student was found to have committed.
- To consider new information, sufficient to alter a decision, or other relevant facts not brought out in the original hearing, because such information and/or facts were not known to the person appealing at the time of the original Student Conduct Board Hearing.

3. If an appeal is upheld by the Discipline Committee, the matter shall be returned to the original Student Conduct Board and Assistant Dean of Students for re-opening of Student Conduct Board Hearing to allow reconsideration of the original determination and/or sanction(s). If an appeal is not upheld, the matter shall be considered final and binding upon all involved.

#### Article V: INTERPRETATION AND REVISION

A. Any question of interpretation or application of the Student Code shall be referred to the Vice President for Student Success or his or her designee for final determination.

B. The Student Code shall be reviewed every year under the direction of the Assistant Dean of Students.

SGSC Code of Conduct is adapted from:

Student Conduct Practice, The Complete Guide for Student Affairs Professionals  
Edited by James M. Lancaster and Diane M. Waryold  
First Edition, 2008  
Appendix 4A, pp. 57-70  
Approved by USG Legal Affairs June 2010.

## COLLEGE POLICIES AND PROCEDURES

### STUDENT USE OF TECHNOLOGY RESOURCES POLICIES

SGSC Acceptable Use Policy- [http://www.sgsc.edu/skins/userfiles/files/appropriate\\_use\\_policy.pdf](http://www.sgsc.edu/skins/userfiles/files/appropriate_use_policy.pdf)

### NOTICE TO STUDENTS REGARDING FERPA

### FAMILY EDUCATIONAL RIGHTS AND PRIVACY ACT OF 1974

South Georgia State College informs students of the Family Educational Rights and Privacy Act of 1974. This act, as amended, stipulates that any student, regardless of age, who is or has been in attendance at an institution of postsecondary education, has the right to inspect and review his or her educational records within a reasonable period of time (not to exceed 45 days) after making a request for such review. In addition, this act was designed to protect the privacy of educational records and to provide guidelines for the correction of inaccurate or misleading data through informal and formal hearings. Students also have the right to file complaints with The Family Educational Rights and Privacy Act Office (FERPA) concerning alleged failures by the institution to comply with the act. South Georgia State College is in full compliance with the provisions of that legislation.

### DIRECTORY INFORMATION

Although student records are considered confidential under this act, an exception is provided for directory information. Directory information, which may be released to the public at large, includes the following:

- Student name.
- City/county of residence.
- Dates of attendance.
- Grade level.
- Most recent previous school attended.

- Field of study.
- Degrees and Awards/Honors received.
- Participation in officially recognized sports and activities.
- Weight and height of athletes.
- Date and place of birth.

Further FERPA information is available through the Registrar's Office in Engram Hall and at this Department of Education website: <http://www.ed.gov/policy/gen/guid/fpco/ferpa/index.html>.

#### DISCLOSURE OF EDUCATION RECORDS

South Georgia State College will disclose information from a student's record only with the written consent of the student, except:

- To College officials who have a legitimate educational interest in the educational records. A College official is a) A person employed by the College in an administrative, supervisory, academic, research, or support staff position; b) the Chancellor of the University System of Georgia and his staff; or c) a person employed by or under contract to South Georgia State College to perform a special task, such as an attorney or auditor. A College official has a legitimate educational interest if the official is a) performing a task that is specified in his or her position description or by contract agreement; b) performing a task related to a student's education; c) performing a task related to the discipline of a student; d) providing a service or benefit relating to the student or the student's family, such as health care, counseling, job placement, or financial aid.
- To certain officials of the U.S. Department of Education, the Comptroller General, and state and local education authorities, in connection with certain state or federally supported education programs.
- To comply with student's application for or receipt of financial aid, as necessary to determine the eligibility, amount, or conditions of the financial aid, or to enforce the terms and conditions of the aid.
- To comply with state law requiring disclosure that was adopted before November 19, 1974.
- To organizations conducting certain studies on behalf of SGSC.
- To accrediting organizations to carry out their functions.
- To parents of an eligible student who claim the student as a dependent for income tax purposes.
- To comply with a judicial order or lawfully issued subpoena.
- To appropriate parties during a health or safety emergency.

## CORRECTION OF EDUCATION RECORDS

Students have the right to ask to have records corrected that they believe are inaccurate, misleading, or in violation of their privacy rights. The procedures for the correction of education records are as follows:

- A student must ask the appropriate record custodian to amend a record. In doing so, the student should identify in writing the part of the record to be changed and specify what is inaccurate, misleading, or in violation of his or her privacy or other rights.
- South Georgia State College may comply with the request or decide based on the evidence not to comply. If it decides not to comply, South Georgia State College will notify the student of the decision and advise the student of the right to a hearing to challenge the information believed inaccurate, misleading, or in violation of the student's rights.
- Upon written request, South Georgia State College will arrange for a hearing and notify the student, in reasonable advance, of the date, place, and time of the hearing.
- The hearing will be conducted by a hearing officer who is a disinterested party; however, the hearing officer may be an official of the College. The student shall be afforded a full and fair opportunity to present evidence relevant to the issues raised in the original request to amend the student's education records. The student may be assisted by one or more individuals, including an attorney.
- South Georgia State College will prepare a written decision based solely on the evidence presented and the reasons for the decision.
- If South Georgia State College decides that the challenged information is not inaccurate, misleading, or in violation of the student's rights, it will notify the student of the right to place in the record a statement commenting on the decision.
- The statement will be maintained as part of the student's education records as long as the contested portion is maintained. If South Georgia discloses the contested portion of the record, it must also disclose the statement.
- If South Georgia State College decides that the information is inaccurate, misleading, or in violation of the student's right of privacy, it will amend the record and notify the student, in writing, that the record has been amended.

## PROCEDURE FOR WRITTEN STUDENT COMPLAINTS

Within the framework of Student Rights and Responsibilities, South Georgia State College students are encouraged to communicate responsibly on matters of concern. The policies and procedures for written student complaints may be found at this link: <http://www.sgsc.edu/current-students/student-handbook.cms>. Students may submit a written complaint utilizing the online portal found at this link: <http://www.sgsc.edu/current-students/complaint-non-academic.cms>.

## ALTERNATIVE DISPUTE RESOLUTION

SGSC subscribes to the University System of Georgia's initiative on Alternative Dispute Resolution (ADR). Also known as "mediation," ADR aims to resolve disputes between two persons without a formal grievance procedure or legal action. The goal of such a resolution is to satisfy the needs of both parties in a non-threatening manner in an atmosphere where both sides are expressed and possible solutions to the dispute are developed by the disputants themselves. To arrive at a win-win solution that will satisfy both parties, a certified mediator facilitates the expressions of concern, identifies issues for negotiation, and helps the parties work toward an agreement that can satisfy their needs. This process works very well for most disputes that do not involve criminal activity or academic grades. Further, the positions of the disputants are of minimal concern. Therefore, disputes between student and faculty member, faculty and staff, student and student, and faculty/staff and administration can be reasonably settled through mediation. For information on Alternative Dispute Resolution (mediation), please contact Academic Affairs at 912-260-4201. Refer to this Handbook for the grade appeal process.

## STATEMENT ON EQUAL EMPLOYMENT & EDUCATIONAL OPPORTUNITY

South Georgia State College, in compliance with federal law, implements affirmative action/equal opportunity to all employees, students and applicants for employment, admissions, financial aid, and education services without regard to race, color, gender, sexual orientation, religion, creed, national origin, age, veteran status or disability. This policy is consistent with the requirements and objectives of Executive Order 11246, as amended, Vietnam Era Veterans' Readjustment Act of 1974, as amended (#38 USC 2012), Section 503 of the Rehabilitation Act of 1973, as amended, and their implementing regulations.

## SEXUAL HARASSMENT

Consistent with federal law and University System of Georgia policy, sexual harassment of employees or students in the University System is prohibited and shall subject the offender to dismissal or other sanctions. Copies of the Sexual Harassment Policy are available in the Student Success Office and the Office of Human Resources. Procedures for handling complaints of sexual harassment:

### A. Informal Process

Conduct that is perceived as sexual harassment by the offended party may result from a lack of awareness of the offended person's sensitivities or from an attitude of general indifference toward the sensitivities of others. If lack of awareness or insensitivity is a factor, the simplest solutions to sexual harassment may be for the offended party to advise the other party that, while he/she might not be aware of this, the offended party finds the other party's conduct

(touching, language, graphics, etc.) to be offensive (intimidating, hostile, etc.) and is asking that the other party refrain from this conduct. A repetition of this or similar offensive conduct is a basis for complaint, even where no conditions regarding employment or academic standing have been implied or expressed.

## B. Filing of a Complaint

1. A complainant, who is employed by SGSC, wishing to make a formal complaint and have it pursued should file it in writing with the Director of Human Resources. The Director of Human Resources will consult with the appropriate administrative officer(s): (Vice President for Academic Affairs, Vice President for Student Success, Vice President for Fiscal Affairs, Vice President for Operations, and/or Vice President for External Affairs) to determine the method by which an investigation will be conducted. If the complaint is against the Director of Human Resources, it should be filed in writing with the Vice President for Operations (for Staff), Vice President for Academic Affairs (for Faculty), or the Vice President for Student Success (for Students).

2. Sexual harassment between students, neither of whom is employed by South Georgia State College, should be treated as a disciplinary matter. If such conduct violates College regulations for students, the information should be reported to the Dean of Students.

3. To be considered for review, formal complaints of sexual harassment must be filed within 60 calendar days of the last alleged incident of harassment.

4. The purpose of the investigation is to establish whether there is a reasonable basis for believing that the alleged violation of this policy has occurred. In conducting the investigation, the appropriate administrator may interview the complainant, the accused, and other persons believed to have pertinent factual knowledge. At all times, the administrator conducting the investigations will take steps to ensure confidentiality.

5. The investigation will afford the accused a full opportunity to respond to the allegations. 6. Appropriate administrative officers will act on the findings.

## STUDENT EQUITY CONCERNS

All student grievances concerning discrimination based on race, color, gender, sexual orientation, religion, creed, national origin, age, veteran status or disability shall be directed to the Affirmative Action Officer of the College, who is the Director of Human Resources.

Affirmative Action Officer, South Georgia State College  
100 W. College Park Drive, Douglas, Georgia 31533-5098  
912-260-4377

Upon receipt of a grievance, the Affirmative Action Officer will discuss the grievance with the aggrieved party. Following this conference, the Affirmative Action Officer, aggrieved party and the respondent to the grievance will meet in an effort to negotiate an agreement between the two parties. Should this negotiation fail, the President of the College will appoint an ad hoc committee comprised of three faculty members and two students to investigate the situation and recommend a resolution of the grievance to the President. The decision of the President is final insofar as the institution is concerned. Appeals beyond the local institution may be filed according to the Board of Regents' Policy Manual. The Vice President for Student Success will provide complete information concerning appeals beyond the local institution.

#### ALCOHOL AND DRUG PREVENTION PROGRAM

South Georgia State College's alcohol and drug prevention program is designed to promote personal health and success in college. The College conducts a biennial review to ensure compliance with the Drug-Free Schools and Communities Act. For more information, see [www.edc.org/hec/dfsca](http://www.edc.org/hec/dfsca). Consistent with federal and state laws, South Georgia State College is a drug-free workplace. Students receive alcohol and drug information through campus publications and during college orientation programs and campus activities. Related issues are actively explored through courses including health, psychology, sociology, nursing, and criminal justice. Alcohol and drug counseling referrals are offered through the Office of Student Success. Information regarding local, state, or federal laws related to alcohol and drug violations and penalties is published in the South Georgia State College Public Safety Information booklet. This booklet contains Student's Right to Know/Annual Security Report. Printed copies are available in Shannon Hall, and the booklet is online at:

[http://www.sgc.edu/president/departments/public\\_safety/pdf/PublicSafetySecurityReport.pdf](http://www.sgc.edu/president/departments/public_safety/pdf/PublicSafetySecurityReport.pdf)

#### DISABILITY SERVICES GRIEVANCE PROCEDURE

Students who feel that a decision by an Office of Disability Services (ODS) staff member or faculty member does not fully comply with federal disability legislation should follow the appropriate procedure as outlined below:

Students should first meet with the ODS Coordinator and attempt to resolve the problem informally. It is anticipated that most questions will be resolved in this way. However, situations unresolved at the ODS Coordinator's level may be appealed to the Director of Student Life (DSL). The Coordinator of the ODS will assist the student in making an appointment with the (DSL) and will forward materials relevant to the complaint to the DSL. If the student is not satisfied with the decision of the DSL, the DSL will assist the student in appealing to the Dean of Students (DOS). The DOS will meet with the student in an attempt to resolve the complaint. If the student is not

satisfied with the decision of the DOS, the DOS will assist the student in appealing to the Vice President of Student Success (VPSS). The VPSS will meet with the student in an attempt to resolve the complaint. If the student is not satisfied with the decision of the VPSS, the VPSS will assist the student in appealing to the Vice President of Academic Affairs (VPAA) and will forward all relevant materials to the VPAA with copies to the ADA Compliance Officer. The VPAA will meet with the student and attempt to resolve the appeal. If the VPAA and the student are not successful, the student will be referred to the ADA Compliance Office, the President and ultimately to the Board of Regents.

#### RISK MANAGEMENT/ASSUMPTION OF RISK

Students should actively seek information about any risks involved in all of the student activities and college-related events on campus and off campus. Students must sign a release form stating that they are aware of the risks involved and that they carry sufficient insurance for their protection. Waiver and Release forms are available on the website or in the Office of Campus Life.

#### STUDENT VOTING PRIVILEGES

Students are encouraged to vote in all federal, state, and local elections. Consistent with University System policy, a student whose class schedule will otherwise prevent him or her from voting will be permitted an excused absence for the interval reasonably required for voting. It is noted that opportunities for early voting will reduce much of the need for such absences.

FREE SPEECH AREA - A free speech area has been designated by the College to maximize the opportunity for free discussion and expression while minimizing the potential for disruption of classroom and College activities, and interference with the ability of students to obtain an education. Information about and permission to schedule use of the Free Speech Area, located in the green space by the cafeteria but can be relocated to meet the needs of the College, may be obtained through the Office of Campus Life in Powell Hall. Requesting individuals or organizations must complete a request form prior to the proposed event at this link: [http://www.sgc.edu/student\\_life/pdf/FreeSpeechPolicy.pdf](http://www.sgc.edu/student_life/pdf/FreeSpeechPolicy.pdf)

#### CAMPUS SOLICITATION

If a non-profit organization receives permission to contact students, space will be provided in designated areas. Outside organizations, including religious, political, and civic organizations are welcome within these restrictions. Such solicitations must be approved by the Vice President for Student Success. Individuals or off-campus organizations may not solicit students in the residence halls, classrooms, or library.

## CAMPUS VISITORS

The South Georgia State College campus, buildings, and facilities are designated for the use of the students, faculty, and staff of the College. Guests of students, faculty, and staff are welcome on the campus and are subject to all campus regulations while visiting the College. Loiterers or visitors whose conduct is in any way detrimental to the safety of students, faculty, and staff and/or operation of the College shall be asked to leave. Also, individuals who refuse to identify themselves to a College faculty or staff member, including public safety officers, shall be asked to leave the campus. Persons who refuse to respond to this request and/or who return to the campus after having been instructed to leave shall be in violation of state law and shall be subject to arrest.

## CHILDREN ON CAMPUS

Children of currently-enrolled students are allowed on campus only with the direct supervision of that parent. Children will not be allowed to roam the campus or be left unattended by their parent(s) at any time in any location.

Students who are parents of unattended children found on campus will be removed from their class to take possession of the children, and may be asked to remove the children from campus if other arrangements cannot be made.

Children may not be present in an academic class or lab. Children are to follow the same rules of reasonable behavior that apply to Waycross College students, and faculty and staff members may request that a child be removed from campus at any time if the child's presence disrupts the learning environment of other students.

## SMOKING POLICY –

The University System of Georgia Board of Regents approved March 19, 2014 to make all institutions owned by USG tobacco free. South Georgia State College effectively became a tobacco free campus on August 1, 2014.

The policy applies to all locations as well as employees, students, contractors, subcontractors, and visitors. Plus, all events hosted by SGSC, or on one of our locations, shall be tobacco and smoke free, according to the policy. It is also applicable 24 hours a day, seven days a week.

More information on the USG adopted policy is available at this link: [http://www.usg.edu/policymanual/section9/policy/C503/#p9.1.7 tobacco and smoke free campus policy](http://www.usg.edu/policymanual/section9/policy/C503/#p9.1.7_tobacco_and_smoke_free_campus_policy).

## Appendix A

### South Georgia State College Student Government Association Constitution

#### Preamble

We, the students of South Georgia State College, desiring a democratic, efficient, and responsible Student Government; uphold the belief in the dignity and worth of each individual; working to cultivate and preserve the ideals of responsible citizenship among the student body; desires of the student body by providing the students with every opportunity to have a beneficial college experience; and operating with the administration and faculty in working for the betterment of this College, do hereby establish this Constitution.

#### Article I – STUDENT BODY MEMBERSHIP

##### Section 1: Composition

The student body shall be composed of students officially enrolled in South Georgia State College and paying South Georgia State College student activity fees.

##### Section 2: Privileges

Any of the above recognized students shall be entitled to vote in student elections and make nominations for said election on the campus in which they take a majority of their credit hours. Only students officially enrolled in South Georgia State College may run for office.

##### Section 3: Name of Organization

The elected officers and representatives of the student body shall be known as the South Georgia State College Student Government Association, hereafter referred to as the SGA.

#### Article II - AUTHORITIES AND POWERS

##### Section 1: Authority

Paragraph A: The SGA, chosen through popular elections by the student body of South Georgia State College, shall serve as the official agent of the student body of South Georgia State College; shall protect students' rights; shall serve as a liaison between students, administrators, and organized governing bodies of the University; shall foster an environment of civic responsibility; and shall advocate on behalf of the students' academic, social, and cultural welfare.

Paragraph B: It is established under the authority of the Statutes of South Georgia State College. The duties and functions of this organization are such as are herein conferred upon it.

## Section 2: Function

Paragraph A: The SGA shall work subject to the policies and purposes of the Board of Regents of the University System of Georgia, of South Georgia State College, and of the student body whom they represent.

Paragraph B: The SGA shall recommend to the Student Services Committee recognition of student clubs and organizations.

Paragraph C: The SGA shall establish rules regulating the SGA elections and recommend these rules to the Student Services Committee

Paragraph D: The SGA shall make recommendations to the Student Services Committee concerning any considered changes in college rules governing student conduct.

Paragraph E: The SGA shall be the sole authority authorized to make recommendations concerning allocation of Student Activity monies to the Student Services Committee.

Paragraph F: The Vice President of Student Success or designee of the Vice President of Student Success shall assist the SGA in planning and undertaking all activities involving the expenditure of Student Activity monies.

Paragraph G: The SGA shall solicit, receive, and discuss matters of interest and concern to the students, either as individuals or as organizations, and will present the interest and concerns as policy proposals to the appropriate South Georgia State College Administrative office, and/or to the President of South Georgia State College.

Paragraph H: The SGA may require financial reports from organizations receiving appropriations from Student Activity monies and shall monitor the expenditure of all Student Activity monies.

## Section 3: Administrative Structure

Paragraph A: The placement of the SGA in the administrative structure of South Georgia State College shall be as follows:

President  
Vice President of Student Success  
Student Services Committee  
Student Body (SGA)

Paragraph B: The SGA Advisor shall be appointed by the President of South Georgia State College after consultation with the SGA.

#### Section 4: Ultimate Authority

The President of South Georgia State College shall have ultimate authority in decisions made by the SGA.

### Article III – ORGANIZATION

#### Section 1: Multi-Campus Structure

Chapters of the Student Government Association must exist on the Douglas and Waycross campuses of the College, and may be formed on other campuses if events warrant. Each Chapter will have parallel committees structures and membership. Each chapter may pursue separate activities and initiatives, but attention is always to be paid to opportunities for collaboration, co-sponsorship, and teamwork.

#### Section 2: Membership

The SGA shall be composed of five (5) officers (President, Vice President, Secretary, Treasurer, and Parliamentarian), and a minimum of five (5) representatives and a maximum of twenty (20) representatives on each campus. One representative must represent the residential community on the campus. In order to allow for adequate student representation in the SGA, as the size of the student body increases, there shall be one representative for each two hundred fifty (250) students. The number of representatives to be elected each year will be based on the official fall student body count for the College.

### Article IV - QUALIFICATIONS

#### Section 1: Qualifications for President, Vice President, Parliamentarian, Secretary, and Treasurer of SGA

Paragraph A: To be eligible for President, Vice President, Parliamentarian, Secretary, or Treasurer of the SGA, a candidate must have a cumulative academic average of 2.5 for work attempted while at South Georgia State College and must maintain a cumulative average of 2.25 during his/her tenure of office.

Paragraph B: The candidate must have accumulated at least 12 academic hours at South Georgia State College by the time he/she takes office and have been enrolled for at least one semester.

Paragraph C: The candidate must be currently enrolled at South Georgia State College during the semester in which the election is held and must have been enrolled at South Georgia State College the preceding semester.

Paragraph D: The candidate must have a minimum of six (6) semester credit hours each semester at South Georgia State College throughout the term of office with the exception of the summer

and/or graduation semester. Faculty, staff, and administrative staff are not eligible for membership of SGA.

Paragraph E: The candidate must have at least one faculty or staff recommendation.

Paragraph F: The candidate must not be on or have been on conduct probation, academic probation, or special action as specified by the judicial system. Appeal of this qualification can be granted by the Dean of students.

Paragraph G: The candidate must have attended at least four meetings or twenty-five percent (whichever is less).

## Section 2: Qualifications for Representative of the SGA

Paragraph A: A candidate must be enrolled at South Georgia State College during the semester in which the election is held.

Paragraph B: To be eligible as a representative of the SGA, a candidate must have a cumulative academic average of 2.00 and must maintain that average during his/her tenure of office. Appeal of this qualification can be granted by the Dean of students.

Paragraph C: Each candidate must be enrolled in at least six (6) hours per semester, with the exemption of summer and/or graduation semester.

Paragraph D: The candidate must have at least one faculty or staff recommendation.

Paragraph E: The candidate must not be on or have been on conduct probation, academic probation, or special action as specified by the judicial system. Appeal of this qualification can be granted by the Dean of students.

## Section 3: Term of Office

The term of each officer and each representative elected Spring semester shall begin on the last SGA meeting of Spring semester, at which time the terms of the preceding officers and representatives will expire. All newly elected officers and representatives elect shall serve ex-officio on the SGA from the point that the election is certified until the final day of the semester.

## Section 4: Assumption of Office

All newly elected officers and representatives elect shall serve ex-officio on the SGA from the point that the election is certified until the final day of the semester. The first scheduled meeting following elections shall be a joint meeting of the Current officers and representatives and newly elected officers and representatives. At the conclusion of this joint meeting, newly elected senators and officers will be sworn into their new office upon taking an Oath of Office,

administered by The Vice President of Student Success or designee of the Vice President of Student Success the Oath is as follows:

I, \_\_\_\_\_, do solemnly swear to persevere in my duties as a representative for the students of South Georgia State College, to work for a better student government and to maintain the dignity of the office during my term. I do solemnly swear to execute my office faithfully and honestly and to respect and preserve the Constitution on which our Student Government is founded.

#### Section 5: Removal from Office

Paragraph A: Any officer or representative of the SGA may be removed from office through impeachment and trial. Impeachment shall only occur by a two thirds majority vote of the officers and representatives of the SGA on charges of malfeasance (bad conduct, dereliction of duties, corruption, etc.), misfeasance (breach of policy, improper performance, injurious exercise of authority, etc.), and/or nonfeasance (disregard and/or failure of duty, inattention, etc.) of office. Any SGA Officer or SGA Representative may bring these charges. The President of South Georgia State College and the accused shall be given a minimum of five working days notice of the date of the impeachment meeting and the impeachment accusations. The President of South Georgia State College, or his/her designee, and the accused shall be given the opportunity to be present during the impeachment meeting. If impeached, the accused shall enjoy the right to a speedy and public trial by the South Georgia State College Dispute Resolution Committee. The Chairperson of the Dispute Resolution Committee shall preside over the trial. The President of South Georgia State College shall appoint nine South Georgia State College students to serve on the Committee during the trial. The nine students, two faculty, and one staff on the Committee shall serve as the Jury. The accused shall be informed of the nature and cause of the accusation; to be confronted with the witnesses against him/her; to have compulsory process for obtaining witnesses in his/her favor, and to have Assistance of Counsel for his/her defense if the accused so chooses. If the accused is convicted of the charges by 9 of 12 members in a secret ballot vote of the Dispute Resolution Committee's jury, he/she shall retain the right to appeal the decision in writing through judicial appeal, within five (5) working days, to the President of South Georgia State College. If the President upholds jury's decision, the accused shall retain the Right to appeal the final decision, within twenty (20) working days, to the Board of Regents as a right of judicial appeal. If the Board of Regents upholds the President's decision, the student shall be removed from office and forfeit all salary and benefits. If no appeal is made by the accused to the President of South Georgia State College within five (5) working days of the jury's decision, the student shall be removed from the office.

Paragraph B: If any SGA Officer or SGA Representative loses his/her required grade-point average, while in office, he/she shall have one semester to raise his/her grades before he/she must forfeit his/her position. The student shall retain the right of judicial appeal as in paragraph A.

Paragraph C: An elected or appointed official who wishes to resign shall submit a resignation in writing to the Vice President, who shall inform the SGA at the next regularly scheduled meeting.

Paragraph D: All students who qualify as candidates for representative may apply for a vacant seat. The SGA President will fill vacancies by appointment. Appointees must meet the qualifications set forth for the respective office by the Constitution and must be approved by at least 51% of the officers and representatives of the SGA.

Paragraph E: The President of SGA may not be the president of any other student club.

Paragraph F: If it so happens that a vacancy occurs within the entire student government, the advisor may select students to represent the SGA as interim for given year until the next election.

## Article V - DUTIES AND RESPONSIBILITIES

### Section 1 - The President of the SGA shall:

- Assist in the planning and implementation of the SGA leadership retreat.
- Represent the student body in student affairs and in student relations with various constituencies of the College.
- Attend SGA meetings and SGA retreat
- Chair all meetings of the SGA.
- Represent South Georgia State College on the University System's Student Advisory Council (SAC).
- Appoint and remove committee members from any committee with two-thirds approval of the officers and representatives of the SGA.
- Fill vacancies by appointment for any unfilled or unexpired terms of officers or representatives. Appointees must meet the qualifications set forth for the respective office by the Constitution and must be approved by at least 25% of the officers and representatives of the SGA.
- Vote only in case of a tie in SGA proceedings.
- Work with the Vice President of Student Success or designee of the Vice President of Student Success to coordinate SGA-sponsored activities and to assist with other campus-wide activities involving students.
- Serve as an ex officio member of all SGA committees.
- May serve on the South Georgia State College Student Services Committee in accordance to South Georgia State College Statutes.
- Be present during the counting of ballots for representatives.
- Serve as the student representative to the South Georgia State College Foundation Board of Trustees.
- Create, with SGA approval, ad hoc committees to address issues inappropriate for the student government to act as a whole.
- Is encouraged to attend and represent the SGA at conferences, conventions and faculty or alumni meetings.

Section 2: The Vice President shall:

- Assume the duties and powers of the President in the absence of the President or upon the request of the President.
- Attend SGA meetings and SGA retreat.
- Assume the office of President in the event the office should become vacant.
- Serve as a member of a South Georgia State College committee as assigned by the SGA President.
- Coordinate the responsibilities of all SGA committees including appointing the chairperson of each committee and overseeing the functions of all said committees.
- Undertake responsibilities and duties as may be assigned by the SGA President.
- May serve on the South Georgia State College Student Services Committee in accordance to South Georgia State College Statutes.
- Be present during the counting of ballots for representatives.
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Section 3: The Parliamentarian shall:

- Keep parliamentary order at all SGA meetings according to Robert's Rules of Order.
- Attend SGA meetings and SGA retreat.
- Be chairperson of publicity for all SGA and other student activity functions.
- Undertake responsibilities and duties as may be assigned by the SGA President.
- May serve on the South Georgia State College Student Services Committee in accordance to South Georgia State College Statutes.
- Be present during the counting of ballots for representatives.
- Ensure members of SGA are upholding Constitutional requirements.

Section 4: The Secretary shall:

- Attend SGA meetings and SGA retreat.
- Record the minutes of all SGA meetings and provide copies to members, the SGA Advisor, and the Vice President of Student Services or designee of the Vice President of Student Success five working days before the next regularly scheduled meeting.
- Handle all correspondence for the SGA.
- Perform such other duties as may be assigned by the SGA President.
- May serve on the South Georgia State College Student Services Committee in accordance to South Georgia State College Statutes.
- Be present during the counting of ballots for representatives.
- Distribute the minutes as designated by SGA President.

Section 5: The Treasurer shall:

- Attend SGA meetings and SGA retreat.

- May have access to all financial books and records concerning student activities monies and budgets.
- Submit monthly financial statement of the SGA budget to the SGA.
- May serve on the South Georgia State College Student Services Committee in accordance to South Georgia State College Statutes.
- Be present during the counting of ballots for SGA representatives.
- Be knowledgeable of student fee usage policies and ensure organization is meeting the standards of Generally Accepted Accounting Practices.

Section 6: Representatives shall:

- Represent the student body in matters affecting student interest.
- Attend SGA meetings and SGA retreat.
- Serve on SGA committees.
- Assist in the promotion of SGA sponsored and other campus-wide activities.
- Perform such other duties as may be assigned by the SGA President.
- Be present during the counting of ballots (or tallying of votes) for officers.

## ARTICLE VI - MEETINGS

Section 1: The SGA shall meet at least twice a month (September through April, and at least once in December and May) at an established time and place, and at such other times as deemed necessary by the President of the SGA.

Section 2: Roberts Rules of Order as revised shall be the final authority on the parliamentary procedure observed at all meetings of the SGA when not in conflict with the provisions of this Constitution.

Section 3: All officers and representatives of the SGA shall be required to attend all meetings. Any member absent for more than two regularly scheduled meetings in one semester without an excuse satisfactory to the other officers and representatives shall be subject to removal from office by impeachment and trial under the terms of Article IV, Section 5, Paragraph A and the forfeiture of any monetary compensation and benefits.

Section 4: A quorum for SGA meetings shall consist of 51% of the active officers and representatives. No official business shall be transacted without a quorum.

Section 5: All motions pertaining to regular business shall be passed by a simple majority of officers and representatives present and voting.

Section 6: The meetings of the SGA shall be open to all members of the College community. In compliance with the requirements of the Americans with Disabilities Act (ADA), the College does not discriminate against a person with a disability. No student will be denied access to any

program, service, or to any administrator or faculty person because of the person's physical disability.

#### ARTICLE VII - COMMITTEES

Section 1: The SGA shall be divided into various committees to assist in carrying out its functions. Committees to be established will be determined at the initial regular meeting of the SGA each fall. Committee membership shall be appointed by the SGA President with the approval of at least 51% of the SGA. No committee shall have more than six members. A Night Student Committee will be formed each fall.

Section 2: The President of the SGA, with the approval of the other officers and representatives, will recommend to the Vice President of Student Success or designee of the Vice President of Student Success, students to the following College standing or ad hoc committees:

- Discipline Committee (3)
- Library Committee (2)

#### ARTICLE VIII - ELECTIONS

Section 1: Elections for all SGA Executive Officers and SGA Representatives (President, Vice President, Parliamentarian, Treasurer, Secretary and Representatives) shall be held during the first or the second week in March. Voting shall be held consecutively on the first Tuesday and Wednesday of March or the second Tuesday and Wednesday of March if the first is unavailable. If voting is unable to be held the before mentioned specified days the SGA shall determine the best available date for voting to be held.

Section 2: During the first full week of class each Spring semester, the Vice President of Student Success or designee of the Vice President of Student Success shall announce the procedures and deadline for filing an application for office, the date of the candidates forum, the date of the election, and campaign guidelines.

Section 3: Candidates for SGA Executive Offices and SGA Representatives must file an application with the Vice President of Student Success or designee of the Vice President of Student Success by the second Thursday in February.

Section 4: The Vice President of Student Success or designee of the Vice President of Student Success shall certify that each candidate has filed a complete application and has met the criteria for eligibility. The Vice President of Student Success or designee of the Vice President of Student Success shall also notify each candidate that he or she has met the requirements, and is eligible to participate in the candidates' forum and to begin campaign activities.

Section 5: A candidates' forum shall be held on the third Thursday in February. Each candidate for officer or representative who has been certified by the Vice President of Student Success or designee of the Vice President of Student Success shall be allowed four (4) minutes to address the student body

Section 6: Campaign spending shall be limited to no more than \$100.00. Candidates must submit a list of expenditures to the Vice President of Student Success or designee of the Vice President of Student Success at the completion of the election. The candidate will be responsible for all expenses incurred during the election.

Section 7: Campaigning may begin the day after applications are due to the Vice President of Student Success or designee of the Vice President of Student Success. All publicity must be posted according to campus policy. No campaigning may be done within fifty feet of a public polling area. A candidate is responsible for any and all literature on his or her behalf. A candidate may not put his or her literature over, remove, nor deface another candidate. All publicity must be removed within twenty-four hours after the closing of the polls.

Section 8: Elections shall be conducted by the Vice President of Student Success or designee of the Vice President of Student Success and the SGA officers. No candidate for office may serve as an election official.

Section 9: The votes shall be counted by the Vice President of Student Success or designee of the Vice President of Student Success, the SGA Advisor, and the SGA officers. Each candidate may be present during the counting of ballots.

Section 10: In elections where there are only two candidates, the winning candidate shall be the one receiving the most votes. Should there be more than two candidates running for office, the winning candidate must receive a simple majority of the votes cast. Should no candidate receive a majority of the votes (or if there is a tie), a runoff election shall be scheduled, as soon as possible, between the top two candidates.

Section 11: Candidates' names will be placed on the ballot in order by date and time of submission.

Section 12: Ballots will be retained by the Vice President of Student Success or designee of the Vice President of Student Success for a minimum of one year following the election dates.

Section 13: Any candidate or member of the student body wishing to contest the election will have two working days after the official announcement of the election results to submit a letter specifying charges to the President of South Georgia State College, who shall render a decision as to the validity of the contesting action.

## ARTICLE IX - AMENDMENTS

### Section 1: Proposal and Ratification of Amendments

Paragraph A: An amendment to this Constitution shall first be proposed by presenting a clear statement of the amendment with signatures of fifty (50) qualified voters to the SGA Secretary.

A qualified voter shall be defined as any student officially enrolled in South Georgia State College and paying South Georgia State College student activity fees or any student paying South Georgia State College student activity fees.

Paragraph B: The proposed amendment must be introduced at a regular meeting of the SGA and recommended for consideration by two-thirds vote of the officers and representatives of the SGA. If approved for consideration, copies of the proposed amendment will be posted on bulletin boards and available for student body review.

Paragraph C: The proposed amendment must receive a two-thirds majority vote of approval by the officers and representatives of the SGA in order to be submitted for ratification by the student body. Then, it must be ratified by a simple majority vote of the South Georgia State College student body. Finally, it must have the approval of the President of South Georgia State College before it will become part of this SGA Constitution.

#### ARTICLE X – RATIFICATION

The Constitution will become official upon a majority of the votes cast by the students of South Georgia State College and the approval of the President of South Georgia State College.

#### Article XI – CONSTITUTIONAL SUPREMACY

Upon ratification, this Constitution and its associated codes shall supersede all previous governing documents, which shall be deemed null and void.

Amended November 2012, Approved March 2013.