

# **SOUTH GEORGIA COLLEGE**

# **STUDENT HANDBOOK**

**2005 – 2007**

**100 West College Park Drive, Douglas, GA 31533**  
**www.sga.edu**

**University System of Georgia**  
**www.usg.edu**

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**The College reserves the right to alter the contents of this publication. When changes are necessary, reasonable efforts will be made to notify students. Prior to new editions, official changes to this handbook shall be recorded in the Office of the Vice President for Student Affairs and posted in a conspicuous place in Powell Hall and/or the affected service areas. Updates and editorial changes may be reflected in subsequent printings. The official version of this Student Handbook is the one that appears online and can be accessed through the college homepage listed above.**

**South Georgia College is accredited by the Commission on Colleges, Southern Association of Colleges and Schools, (1866 Southern Lane, Decatur, Georgia 30033-4097, telephone 404-679-4500, Web site: [www.sacssoc.org](http://www.sacssoc.org)) to award Certificates and Associates Degrees. Inquiries to the Commission should relate only to the accreditation status of the institution, not to general admission information.**

*Welcome to SGC! Your Student Government Association joins the faculty and staff in welcoming you to South Georgia College. We encourage you to become actively involved in a wide range of academic and extracurricular opportunities that can be fun and helpful now and in the future.*

## **SOUTH GEORGIA COLLEGE STUDENT HANDBOOK**

**2005- 2007**

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## **SOURCES OF ASSISTANCE AT SOUTH GEORGIA COLLEGE**

**President ..... Dr. Torri Lilly, 2<sup>nd</sup> Floor, Thrash Hall, 389-4220**  
**Vice President for Academic Affairs ..... Dr. Randy Braswell, 2<sup>nd</sup> Floor, Thrash Hall, 389-4231**  
**Vice President for Business Affairs .....Ms. Wanda E. Lloyd, 1<sup>st</sup> Floor, Thrash Hall, 389-4227**  
**Vice President for Student Affairs .....Dr. Jim Cottingham, 213 Powell Hall, 389-4244**  
**Director of Strategic Planning & Research .....Ms. Valerie Webster, Richey Hall, 389-4202**  
**Executive Director of College Relations ..... Ms. Elaine Puri, Richey Hall, 389-5402**  
**Personnel Director/Affirmative Action .....Ms. Donna Ross, Thrash Hall, 389-4249**  
**College Bookstore / Cubbie Hole ..... Ms. Daphne French, College Union, 389-4237**  
**Lillies Café .....Ms. Tammie Ellis, College Union, 384-3266**  
**Director of Information/Instructional Technology, CIO Mr. Wes Brown, 2<sup>nd</sup> Floor Union, 389-4217**  
**Director of Continuing Education .....Ms. Lisa Walker, Richey, 389-4214**  
**Director of Admissions ..... Ms. Amy Prodan, 1<sup>st</sup> Floor, College Union, 389-4263**  
**Director of Financial Aid.....Mr. Robin Fowler, 2<sup>nd</sup> Floor, College Union, 389-4285**  
**Registrar / Records Office..... Ms. Krista Smith, 2<sup>nd</sup> Floor, College Union, 389-4200**  
**Interim Director of Physical Plant .....Mr. Jimmy Call, Tanner Hall, 389-4281**  
**Director of Public Safety ..... Mr. Ollie Harkleroad, Tanner Hall, 389-4370**  
**Director of Student Support Services..... Ms. Angela Nuga, 101 Powell Hall, 389-4276**  
**Library Director..... Ms. Jacqueline Vickers, William S. Smith Library, 389-4233**  
**Aquatics Director and Interim Athletic Director .....Mr. Chris Royer, Wellness Center, 389-4299**  
**Resident Manager of Floyd Hall..... Mr. Jeff Timothy, Floyd Hall, 389-4330**  
**Resident Manager of Shannon Hall .....Ms. Jody Carver, Shannon Hall, 389-4242**  
**Director of Student Activities ..... Ms. Sue Miller, 212 Powell Hall, 389-4621**  
**Campus Housing, Student Activities, Testing ..... Ms. Diane Blum, 213 Powell Hall, 389-4244**

### **Academic Division Chairpersons**

**Business & Social Sciences .....Dr. Rick Reiman, 102 Collins Hall, 389-4280**  
**Humanities & Learning Support.....Dr. Carl McDonald, 105 Davis Hall, 389-4294**  
**Natural Sciences, Mathematics, & P.E. ....Dr. Charles Johnson, 128 Stubbs Hall, 389-4207**  
**Nursing..... Ms. Melissa Peacock, Nursing Building, 389-4203**

**For a complete staff directory, please visit: <http://www.sga.edu/Personnel/directory.html>**

## **THE MISSION OF SOUTH GEORGIA COLLEGE**

South Georgia College traces its roots to 1906 when the Eleventh District Agricultural and Mechanical School was established by an Act of the Georgia General Assembly. In 1927 the institution became the first state-supported junior college in Georgia and four years later emerged as one of the original units of Georgia's system of public higher education. Today, the campus life of every institution in the University System of Georgia is characterized by:

- a supportive campus climate, necessary services, and leadership and development opportunities, all to educate the whole person and meet the needs of students, faculty, and staff;
- cultural, ethnic, racial, and gender diversity in the faculty, staff and student body, supported by practices and programs that embody the ideals of an open, democratic, and global society;
- technology to advance educational purposes, including instructional technology, student support services, and distance education;
- collaborative relationships with other System institutions, State agencies, local schools and technical institutes, and business and industry, sharing physical, human, information, and other resources to expand and enhance programs and services available to the citizens of Georgia.

South Georgia College shares with the other two-year colleges of the University System of Georgia the following core characteristics or purposes:

- a commitment to excellence and responsiveness within a scope of influence defined by the needs of a local area and by particularly outstanding programs or distinctive characteristics that have a magnet effect throughout the region or state;
- a commitment to a teaching/learning environment, both inside and outside the classroom, that sustains instructional excellence, functions to provide University System access for a diverse student body, and promotes high levels of student learning;
- a high quality general education program that supports a variety of well-chosen associate programs and prepares students for transfer to baccalaureate programs, learning support programs designed to insure access and opportunity for a diverse student body, and a limited number of certificate or other career programs to complement neighboring technical institute programs;
- a commitment to public service, continuing education, technical assistance, and economic development activities that address the needs, improve the quality of life, and raise the educational level within the college's scope of influence;
- a commitment to scholarship and creative work to enhance instructional effectiveness and meet local needs.

South Georgia College considers its primary scope of influence to be the southeastern region of Georgia that surrounds the campus in Douglas. The College collaborates with Waycross College to offer an innovative associate degree registered nursing program that serves much of southeast Georgia. In addition, South Georgia College utilizes the Georgia coast to offer life-long learning opportunities that attract senior citizens from throughout the United States. The College's residential facilities enable the institution to draw students from other regions of Georgia and neighboring states.

South Georgia College serves a wide array of students, from the recent high school graduate to the working parent or grandparent who commutes to campus to enroll in a course or two. Given its diverse student body, the College curriculum includes a developmental education component to strengthen those basic academic skills necessary for success in the institution's transfer and career programs. The College also provides its students with a range of student activities, intercollegiate athletic opportunities, and cultural events to facilitate a well-balanced college experience.

At its core, South Georgia College is a teaching institution. Excellent classroom instruction and personalized academic advising are its faculty's hallmarks. All faculty and staff are expected to be life-long learners and active participants in the institution's process of continuous planning, assessment, and improvement.

The College offers Associate of Arts and Associate of Science degree programs that prepare students for transfer in a multitude of baccalaureate program majors. The institution also offers Associate of Applied Science degrees and certificates designed to prepare individuals for careers in several areas of business and computer information systems. Through its Associate of Science in Nursing degree program the College prepares individuals to become registered nurses and thereby meet regional health care needs.

As a contributing member of its community, South Georgia College offers area citizens conferences, seminars, and short courses to develop specific competencies and provide information on special interest topics. The institution and its faculty and staff also work to support regional economic development efforts in cooperation with other community-minded organizations.

A dynamic institution constantly planning, assessing, and responding to change, South Georgia College enthusiastically embraces new technology, innovative methods, and collaborative efforts to advance the missions of the University System of Georgia.

# INTRODUCTION TO SOUTH GEORGIA COLLEGE

South Georgia College is a co-educational, residential, two-year unit of the University System of Georgia. The College is located in Douglas, Georgia, the county seat of Coffee County. The City of Douglas, a warm and friendly community of 14,000 citizens, is situated in the south-central portion of Georgia, which boasts a moderate climate favorable for year-round outdoor activities.

Founded in 1906 as the Eleventh District A & M School, South Georgia College has a rich and colorful heritage. South Georgia College is recognized as the oldest two-year unit in Georgia's University System.

Douglas citizen Benajah Peterson donated the original 300 acres of land for the College. Other Coffee Countians raised \$52,000 for building construction and offered free utilities for the first ten years of the school's operation.

For two decades the Eleventh District A & M School set the pace for the growing number of high schools in the area. In 1927 the Georgia legislature passed a bill elevating South Georgia College and some of the other A & M Schools to Junior College status.

From the original three buildings constructed in 1907-08, South Georgia has developed into a thriving center for learning, with 26 buildings located on the 220-acre campus. Peterson, Davis, and Powell Halls have been completely renovated.

South Georgia College is accredited by the Commission on Colleges, Southern Association of Colleges and Schools, (1866 Southern Lane, Decatur, Georgia 30033-4097, telephone 404-679-4500, Web site: [www.sacssoc.org](http://www.sacssoc.org)) to award Certificates and Associates Degrees. Inquiries to the Commission should relate only to the accreditation status of the institution, not to general admission information.



A Proud Past, A Promising Future

## **STUDENT AFFAIRS**

The College's student development efforts are designed to complement the overall educational experience. Student activities include campus organizations, Student Government Association, campus publications, dramatic performances, concerts, student publications, Honors Day, intramurals, recreational activities and other activities and events initiated by the students. These activities are primarily paid for with student fees and are usually free to currently enrolled students. Participation by individuals who are not currently enrolled may require special permission. A student desiring permission to bring a guest to specified student events may be required to register that person at a posted location and pay a predetermined fee by 4:00 p.m. on the day of the event.

The appropriation of student activities fees is recommended by the Student Fees Committee. At least half of the members appointed to this Committee are students and the others are members of the College faculty and staff. The Committee holds hearings and recommends the Student Activities Budget to the College President. This budget is compiled by the President for approval by the Board of Regents.

Student activities must be approved by the Vice President for Student Affairs or his designee and placed on the campus calendar. No student activity shall be scheduled during the week of final exams. Please telephone 389-4621 to discuss event planning or for additional information about student organizations.

### **Identification Cards**

Students should be sure to obtain an SGC ID card upon enrollment. Student ID cards are issued in the College Union. This ID card serves as a Library Card. It gives students access to materials in the library, and is the ticket for validation for printing from computer workstations. The card also is used by SGC students to access the meal plan. 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 \$10.00 replacement fee is assessed. It is a violation of the Code of Conduct to loan a card to someone else or to use any one else's card. Unauthorized use of cards also violates state financial transaction laws.

### **COLLEGE UNION**

The Irby Dell Engram College Union houses Admissions, Food Services, the Information and Instructional Technology, Bookstore, Financial Aid Office, and Registrar's Office. Cashiering functions are available there during registration periods.

### **POST OFFICE**

The College receives incoming mail each weekday. All students living on campus will be assigned a mailbox. The mailing address for South Georgia College is 100 West College Park Drive, Douglas, Georgia 31533-5098.

All items to be mailed off campus must be delivered to the Post Office by 2:30 p.m. daily. Students having a post office box are requested to leave a forwarding address with the Cashier when no longer attending South Georgia College.

## **FOOD SERVICES**

South Georgia College has an agreement with Lillie's Tiger Café to provide food services on the College campus. Outside vendors may not deliver food on campus for resale, or produce food items for sale to students, faculty, staff, or guests. Lillie's cooperates with groups desiring food and/or beverages for special events. Commuting students, residential students, and college staff members can pay for food services either with cash or by creating a food services account balance. The card is classified as a financial transaction card and is governed by Georgia law (see *South Georgia College Public Safety Information* bulletin) and college regulations. Amounts can be added in \$25.00 increments and may be used in the food services areas in the Union. Food services accounts are issued in conjunction with the college ID which is validated by the Cashier's Office in Thrash Hall. Students living on campus are required to participate in a meal plan each term. Commuting students and staff members may establish accounts as outlined above. Food service hours are posted in the College Union. For assistance or more information, please contact the Cashier's Office at 389-4284, the Student Affairs Office at 389-4244, or Lillie's Tiger Café at 384-3266.

## **COLLEGE BOOKSTORE**

The College Bookstore is open during posted hours Monday through Friday. To accommodate student needs, special hours are kept during registration and late registration periods. Summer Semester hours may vary. The Bookstore strives to provide the latest conveniences and essentials for scholastic and campus life. In addition to required textbooks, the store provides a complete book service, offering books recommended by the faculty, along with other reading materials. The store makes available to South Georgia College students a magazine subscription service. On many magazines, students receive special rates. The Bookstore aims to promote the overall educational atmosphere of the College community.

## **STUDENT HEALTH INSURANCE**

South Georgia College urges all students to carry sickness and accident insurance, and international students are required to do so. The Voluntary Student Insurance Program Premiums cost about \$900 per year, or can be purchased by the semester. More information can be found at [www.studentinsurance.com](http://www.studentinsurance.com) or through the Student Affairs Office.

## **HEALTH FEE FOR CAMPUS RESIDENTS**

Each student residing on campus is charged \$35.00 per semester for a health fee. This fee provides access to the clinic for up to two (2) visits per semester to the CRMC Walk-In Clinic, located at 205 Shirley Avenue. This fee will cover evaluation and treatment services provided by Coffee Regional Medical Center's Walk-In Clinic providers, usually a physician assistant or nurse practitioner. The fee does not cover emergency room visits, prescriptions, hospital costs, or other medical expenses. Residents must provide appropriate South Georgia College identification.

## **COUNSELING AND CAREER SERVICES**

South Georgia College offers a range of counseling options for students. Particular emphasis is placed on academic advising, career information, and activities designed to promote scholastic success in appropriate fields of study. The Student Affairs Office features career information in various formats. Upon request, the search for appropriate career options can be facilitated by the use of personality and vocational inventories. Additional services and resources are provided by Student Support Services, the Academic Divisions, and the William S. Smith Library. Individual classes and student organizations periodically plan events and attend conferences and conventions that seek to connect students with affiliated professions. Designated College staff members make referrals to mental health personnel in the area.

In addition to career awareness efforts that take place during various classes and academic advisement, the Student Affairs Office and the Office of Continuing Education offer these testing opportunities for students and prospective students: SAT, ACT, Independent Study, and interest assessments. Sessions to interpret results are available. Students seeking additional information about counseling and career services at South Georgia College should contact their advisors or the Student Affairs Office in Powell Hall.

### **College and Employment Web Sites**

An abundance of helpful information can be accessed through the World Wide Web. Several recommended addresses containing information on the University System of Georgia, South Georgia College, financial assistance for post-secondary education, and careers are listed below.

South Georgia College Web Page. This site offers course schedules, orientation announcements, registration schedules, student and staff information, and other interesting news from Georgia's oldest publicly supported two-year college. ([www.sga.edu](http://www.sga.edu) )

GALILEO: Georgia Library Learning Online. This connects you with Georgia's statewide electronic library, including databases, Georgia library catalogs, etc. This can be accessed through the Library link on the SGC Homepage.

The University System of Georgia: An interactive Guide. This site offers links to the 35 colleges and universities of the University System of Georgia. ([www.usg.edu](http://www.usg.edu) )

Georgia Student Finance Commission. This site features links to information on Georgia's HOPE Scholarship program and other sources of financial assistance for post-secondary education. (<http://www.gsfc.org> )

Occupational Outlook Handbook. An outgrowth of the widely used career resource, this site offers helpful information on job outlooks, salaries, & preparation requirements. (<http://www.bls.gov/oco> )

## **JOB PLACEMENT**

South Georgia College offers limited assistance for students seeking part-time and full-time work. Some jobs are available on the South Georgia College campus in offices, labs, the library, physical plant, and residence halls. Application may be made through the Financial Aid Office, the Personnel Office, or the work locations. Upon request the Financial Aid Office will post job announcements for employers. Although the College presently offers no formal placement services for alumni, individual members of the faculty and staff play an active role in helping former students secure educational and employment opportunities. Information is available through the Vice President for Student Affairs.

## **BULLETIN BOARDS / LOST AND FOUND**

Announcements, bulletins, fliers, and other printed notices should be placed only on the bulletin boards located throughout the campus. Nothing should be tacked, glued, stapled, or attached to buildings, doors, windowsills, or walls. Official notices related to Student Affairs are conspicuously posted in Powell Hall or the affected service area. The Student Affairs Office must approve notices from off campus prior to posting. Fliers must be removed after each event.

Lost or found items should be reported to the nearest administrative office or the Public Safety Office in Tanner Hall, 389-4370.

## **CAMPUS VISITORS**

The South Georgia 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. Other visitors are welcome at South Georgia College and shall be accorded the hospitality of the "Friendly College."

Loiterers or visitors whose conduct is in any way detrimental to the life and work of the College, or individuals who refuse to identify themselves to a College faculty or staff member, or security officer, shall be asked to leave the campus. Persons who refuse to respond to this request, or who return to the campus after having been instructed not to do so, shall be in violation of state law, and shall be subject to arrest.

## **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. Forms are available in the Office of the Vice President for Student Affairs.

## **STUDENT VOTING PRIVILEGES**

Students are encouraged to vote in all federal, state, and local elections. 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.

## **CAMPUS HOUSING POLICIES**

Campus housing exists to advance the educational mission of the College. The staff seeks to provide a well maintained and well managed living and learning environment.

**Residence Requirements.** All students are required to live on campus unless they:

1. are 21 years of age or older,
2. have earned at least 30 semester credit hours,
3. are married, or
4. are living with parents.

Private rooms are assigned on a space-available basis. Fees will be adjusted if a student requests a private room, but is assigned a double room.

**Eligibility to remain in Campus Housing:** Campus housing is primarily an extension of the College's educational function, and students must make acceptable progress toward degree completion each term. Failure to satisfactorily complete the specified number of semester hours each term will render the resident ineligible for campus housing the following term of enrollment. Exceptions must be approved by the Vice President for Student Affairs.

**Housing Exemption Procedure:** Requests for exceptions to this residency requirement must be presented in writing to the Vice President for Student Affairs. Any student found in violation of this policy must pay housing costs for the semester in which they are found to be in violation.

**Off-Campus Housing:** Students living off campus arrange for their own housing. The College assumes no responsibility for off-campus housing. Students and their parents must determine whether off-campus housing is suitable. It is the student's responsibility to notify the Office of the Director of Admissions, Record, and Research of the correct off-campus address at registration. Subsequent changes of address must be reported.

Other Housing Policies are contained in the *Residence Hall Handbook* and posted in conspicuous places in the residence halls.

## **CONTINUING EDUCATION**

SGC students and other members of the campus community may enroll in the Division of Continuing Education's classes in computers, professional development, and other areas of special interest. Contact 389-4213 for more information.

## **MINORITY ADVISING PROGRAM**

South Georgia College seeks to promote programs and activities that facilitate the success of minority students attending South Georgia College. Minority Advising Program information is available through the Student Affairs Office at 389-4244 and Student Support Services at 389-4318.

## STUDENT CLUBS AND ORGANIZATIONS

Clubs and organizations exist to aid students in their personal and professional development. These groups have been recognized by the Student Government Association and have received funding through the Student Activities Budget Committee. Additional organizations may be created to reflect the emerging interests of the student body.

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

**BCM:** The Baptist Collegiate Ministry (formerly BSU) promotes Christian fellowship, growth, and service.

**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 towards increasing awareness and sensitivity. CDC promotes a global perspective and advocates the need to break down barriers that hinder cross-cultural interaction and growth.

**DANCE CLUB:** This club is composed of students and staff who are interested in learning about and performing various forms of dance.

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

**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 is an organization that encourages students to become more knowledgeable about nursing 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.

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

**PHI THETA KAPPA:** Phi Theta Kappa, the 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.

**RESIDENCE HALL ASSOCIATION:** This organization promotes student activities and quality of life issues among campus residents.

**SGC DEMOCRATS:** This organization is open to students who are interested in advancing the interests for the Democratic Party.

**SGC 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.

**STUDENTS FOR SOCIAL AWARENESS:** This club is made up of students who want to make a difference in the world around them.

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

**TIGER SENATORS:** As student ambassadors for SGC, these student leaders welcome new students to the 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.

### **Requirements for Student Organizations**

Each organization will submit a report each term to the Student Government Association. If by such report an organization is deemed to have fallen below the requirements of its charter or is not, in the opinion of the SGA, fulfilling its purpose in the best interests of the student body, the Student Government Association may call before it the officers and any other representatives to review its activities. The Student Government may then recommend corrective measures to the organization. If such measures are not undertaken, the Student Government may revoke the organization's charter. Any organization denied a charter or denied the renewal of its charter may appeal to the Vice President for Student Affairs.

### **Organizing New Clubs & Organizations**

Clubs and organizations on the South Georgia College campus reflect the student body's varied interests. The College views participating in extracurricular activities as an important component of overall educational growth and development.

Organizing a new club or organization on the South Georgia College campus requires 10 or more students who have similar interests and want to start a new club. An on-campus faculty or staff advisor will be required before the club can be approved. The Vice President for Student Affairs will assist with the appointment of a faculty or staff advisor. Campus space will be provided for organizational meetings. If the interest is sustained, club by-laws must be written and submitted to the Student Government for approval. Funding requests for subsequent years are to be submitted each Spring to the Student Fees Committee.

## **FUND RAISING FOR STUDENT ORGANIZATIONS**

Student groups may supplement monies received through student activities fees with approved fund raisers. All student fund raising activities on campus, except those of the South Georgia College Foundation, must be approved in advance by the Vice President for Student Affairs and the Vice President for Business Affairs. The Vice President for Student Affairs determines if the fund raising function is in accord with the approved activities of the organization and the College. The Vice President for Business Affairs will ensure that the fund raising function does not present unfair competition to the College Bookstore, Food Services, or local businesses. All money raised by clubs or organizations must be expended in the same manner as other student activities money. Forms for fund raising requests may be obtained through club advisors or from the Vice President for Student Affairs.

## **PROCEDURES FOR SCHEDULING CAMPUS ACTIVITIES**

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

1. Approval for the activity must be obtained from the organization's advisor and the Student Affairs Office. No event is to be scheduled during final exams.
2. Campus facilities, including space needed for meetings, must be reserved through the Office of Continuing Education and Public Service (389-4213).
3. Events should be scheduled at least one week in advance.
4. Chaperons and security must be provided for each activity; two weeks prior notification is desirable. College rules and regulations governing students, staff, and guests are applicable to all activities.
5. After hours access to campus buildings for meetings, rehearsals, and other events requires the presence of an advisor or another faculty or staff member.
6. 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.

## **SUGGESTIONS FOR STUDENT ACTIVITIES?**

Please relate your thoughts and suggestions for improving campus life to any member of the faculty or staff, an SGA member, or the Director of Student Activities. Most student activities are paid for with funds generated by the Student Activities Fees, which are allocated each year by the Student Fees Committee. Consistent with University System policy, students make up a majority of the members of the Student Fees Committee.

## **ATHLETICS**

South Georgia College is an active participant in intercollegiate sports and is a member of the Georgia Junior College Athletic Association and the National Junior College Athletic Association. Nicknamed "The Tigers," South Georgia's teams carry the College colors of navy blue and gold into such competitive fields as men's baseball and soccer, and women's fast pitch softball and soccer. Athletics are funded primarily by student athletic fees. All South Georgia College regular season athletic events are free to currently enrolled SGC students.

### **INTRAMURALS & CAMPUS RECREATION**

South Georgia College's intramural programs are designed specifically for students. The strength of this program depends on student leadership and participation. Team sports vary from term to term, with offerings including volleyball, tag football, basketball, and softball. Students are not allowed to solicit sponsorship for intramural activities off campus. For additional information concerning intramural rules, please contact the Wellness Center at 389-4389.

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 Facilities Office at 389-4213 for more information on reserving the facility. Students can play golf on the community golf course at a discounted rate.

### **STUDENT GOVERNMENT ASSOCIATION**

Students play an important part in the policy and decision-making process at South Georgia College. The Student Government Association seeks to provide a standing means of communication among students and the faculty and staff. Each student is encouraged to address requests, questions, complaints, or suggestions to Student Government representatives, or appropriate faculty members, or administrators.

All officially enrolled South Georgia College students are members of the Student Government Association. The SGA is led by elected or appointed officers and representatives of various organizations. The governing body consists of the President, Vice President, Secretary, and Representatives. Special student committees will be appointed to carry out the various functions of student government. Students are encouraged to volunteer skills and ideas to these functions.

Students make important contributions to the total governance of the College by serving with faculty and staff members on policy-making committees. In making appointments to these committees, the President of the College seeks guidance from the SGA. Students serving on committees have voting power and are encouraged to participate fully in all aspects of the Committees' functions. Students serve on committees including the Academic Council, Discipline Committee, Library Committee, Student Affairs Committee, and Student Fees Committee. Student leaders participate in the University System of Georgia's Student Advisory Council. Copies of the SGA Constitution are available in the SGA Office and the Student Affairs Office.

## PROCEDURE FOR WRITTEN STUDENT COMPLAINTS

South Georgia College encourages its students to speak out responsibly on matters of concern to them. A written complaint about any area of the College's operations should be filed with the Vice President for Student Affairs. That office, in turn, will direct the complaint to the appropriate office on campus for review and resolution. If the complaint involves the Office of Student Affairs, students should address their concerns in writing to the President of South Georgia College who will undertake the review and resolution of the problem.

Written complaints should state the nature of the student concern as well as the resolution sought. All complaints must be signed and dated by the person(s) making the complaint.

## PUBLICATIONS

Campus publications at South Georgia College include *The South Georgian*, *Pegasus*, *Semaphore*, and various newsletters.

*The South Georgian* is produced by the students. The newspaper records campus activities and provides a medium of self-expression for both students and faculty members. Students interested in serving on *The South Georgian* are encouraged to join the staff. Notices of meetings will be distributed across the campus during the beginning of the fall semester. Experience gained on the newspaper will be most beneficial for journalism majors and those interested in writing careers. The *South Georgian* is produced by the students and is distributed free of charge to all students, faculty and staff.

*Pegasus*, a literary magazine, is produced jointly by students and the faculty of the Division of Humanities and Learning Support. The literary magazine accepts contributions from students and faculty for review and is distributed free of charge to all students and faculty. Students interested in serving on the staff of the literary magazine are encouraged to contact the literary magazine sponsor.

*Tiger Talk* is published for SGC alumni and friends. It contains items about alumni and news of SGC for alumni. *Tiger Talk* is prepared by the Office of College Relations and is available in Richey Hall.

The *Semaphore* is a monthly newsletter distributed via e-mail free of charge to faculty and staff members. Paper copies are also available upon request. The *Semaphore* is prepared by the Office of College Relations and contains a calendar of events, campus news, and items of interest to College personnel.

The Board of Regents of the University System of Georgia has provided that the individual institutions must prescribe the regulations of student publications. The statement of the Board may be found in the *Policy Manual* of the Board of Regents and the South Georgia College *Faculty Handbook*.

After studying the role and scope of student publications, the faculty has provided that the Student Affairs Committee shall oversee the operations of the student newspaper. The faculty advisor shall authorize expenditures of monies as requested by

the editor. These expenditure requests must conform to College policy. The Student Affairs Committee will provide for limited review in order to ensure that subject matter not be published which would expose the institution to liability. It is expected that editorial policy will follow the canons of responsible journalism, such as the avoidance of libel, indecency, undocumented allegations, attacks on personal integrity, and the techniques of harassment or innuendo. Contact the Student Affairs Office for more information.

## **PUBLIC SAFETY AND VEHICLE REGISTRATION**

The staff members of SGC's Public Safety Department are responsible for vehicle registration, traffic control, safety promotion, and law enforcement on the campus. A comprehensive listing of parking and traffic regulations and other services provided by the department are described in the current edition of the South Georgia College *Public Safety Information* booklet and on the website. In addition to listing fines and penalties, this booklet provides safety tips and publishes the Student's Right to Know/Annual Security Report that includes reportable crime statistics and other information related to the college's compliance with the Drug-Free Schools and Communities Act.

Vehicles may be registered in Tanner Hall. For more information, phone 389-4370. For emergencies or after normal office hours phone 389-4444. Please note that calls made to these numbers often roll over to the campus radio communications network, and may be heard by a wider audience.

## **ALCOHOL AND DRUG PREVENTION PROGRAM**

South Georgia 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 <http://www.edc.org/hec/dfsca/>

Consistent with federal and state laws South Georgia 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 classes including health, psychology, sociology, nursing, and criminal justice. Alcohol and drug counseling and referrals are offered through the Student Affairs Office.

The Student Affairs Committee is charged with advising the Vice President for Student Affairs on ways that the college can improve its services to the campus community while ensuring compliance with the Drug-Free Schools and Communities Act. Information regarding local, state, or federal laws related to alcohol and drug violations and penalties is published in the South Georgia College *Public Safety Information* booklet. This booklet contains Student's Right to Know/Annual Security Report. Printed copies are available, and the booklet is online at [www.sga.edu](http://www.sga.edu).

## SMOKING POLICY

Smoking is prohibited in all campus buildings. Campus buildings have designated smoking areas 25 feet from the back and front entrances.

## DIRECTORY INFORMATION

South Georgia College informs students of provisions of the Family Educational Rights and Privacy Act of 1974 (the Buckley Amendment) on page 41 of the *SGC Catalog*. Directory information which may be released to the public at large includes student name, address, telephone number, dates of attendance, class, previous institutions attended, major field of study, awards, honors, degrees conferred, past and present participation in officially recognized sports and activities, physical factors (height, weight of athletes), and date and place of birth. Further FERPA information is available through the Registrar's Office in the College Union and at this Department of Education website: <http://www.ed.gov/policy/gen/guid/fpco/ferpa/index.html>

## THE WILLIAM S. SMITH LIBRARY

The William S. Smith Library, as the learning resources center for South Georgia College, blends 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 class work, independent study, or personal enjoyment.

The Library's website at <http://library.sga.edu> provides 24 x 7 access to its resources and services. First among these resources is the online catalog B GIL@SGC B for collection holdings in print, media, and electronic formats. GIL@SGC additionally provides direct links to over 27,000 NetLibrary e-books. Through GIL Express *Express*, the automated universal borrowing system, SGC students may now directly request delivery of books from any University System Library to the SGC Library. This is in addition to the traditional library-mediated Interlibrary Loan service. The statewide library initiative GALILEO consists of over 100 databases, indexing thousands of periodicals and scholarly journals (with over 2000 titles full-text), encyclopedias, business directories, and government publications. Remote access to GALILEO from off-campus, <http://www.galileo.usg.edu>, is available for SGC students with a password obtained through the MY GIL ACCOUNT feature in the GIS@SGC online catalog. The *LIBRARY GUIDE* (printed brochure and on website) provides more detailed information about resources, services, and policies of the Library.

Comfortable surroundings are provided for use of the collections and electronic resources with individual carrels, tables, and group study rooms. There are 22 networked computer workstations located throughout the library as well as a Computer Lab which has 14 student-use networked computer workstations with printer workstation. Microform reader-printer and photocopier equipment is available.

Hours will vary during exams, semester breaks, holidays, and the summer terms. Changes in scheduled hours for the Library and for its Computer Lab are posted at the Library and on the Library's website.

The SGC ID Card serves as the student's library card. It is required to check out materials from the Smith Library and other University System libraries. The ID Card barcode is the identification number for your "MY GIL ACCOUNT" the GIL@SGC function through which students get access to the quarterly GALILEO password, renew library materials, and request materials from the Universal Catalog for GIL *Express* delivery. The SGC ID Card is also required for printing from any computer workstation located in the Library and in the other campus computer labs. A Student ID Card will be validated with an initial credit of \$10.00 each semester.

Students should be sure to obtain their ID Card after registering and cashiering for their classes. ID Cards are issued in the Union.

### **STUDENT HONORS AND AWARDS**

An honors program is held each Spring to recognize students who are excelling in academic, athletic, and other co-curricular activities. Students enrolled at any time within the academic year are eligible for awards. The Student Government Association sponsors the awards ceremony.

The number and categories of awards must be approved by the Student Affairs Committee. Any new requests to add or delete an award are normally submitted to the Student Affairs Committee by February 1 of each year. When a category is approved, only one award will normally be given in that category. The honors and awards approved by the Student Affairs Committee are listed below:

A. **ACADEMIC RECOGNITION DAY REPRESENTATIVE.** South Georgia College selects one outstanding student to join other students from each institution in the University System of Georgia. These outstanding students bring recognition to individual student achievement throughout the System. The representative will be a Georgia resident who has attained a GPA of 4.0 on 45 or more hours at South Georgia College.

B. **AWARDS FOR HIGHEST SCHOLASTIC AVERAGES.** These awards recognize the full-time students with the highest academic averages in the Freshman and Sophomore classes. These averages are based on all College credit work completed at South Georgia College. Awards will be given to the students with the five highest averages in Freshman class and the five highest averages in the Sophomore class. In case of a tie, duplicate awards will be given. Students eligible for the Freshman award are those who have completed up to 30 SGC hours, and the Sophomore award is for those who have completed 31 or more hours. No student shall receive either award more than once. All college credit attempted will be included for determining the student's class standing. Only credit completed at South Georgia College will be used to determine the award recipients. The final 50 percent of credit must have been completed at South Georgia College. A minimum grade point average of 3.5 will be required to earn this award.

- C. **STUDENT ACTIVITIES SERVICE AWARD.** The Student Affairs staff presents this award to the individual who has shown outstanding leadership in Student Activities.
- D. **THE E. R. BRADLEY AWARD FOR EXCELLENCE IN THE SOCIAL SCIENCES** is awarded by the Social Sciences faculty to the student who demonstrates exemplary achievement in the social sciences.
- E. **THE LIBBO BELGER AWARD FOR EXCELLENCE IN BUSINESS** is awarded by the Business and Social Sciences faculty to the student who has performed with highest distinction as a business major.
- F. **THE CRIMINAL JUSTICE AWARD** is awarded by the faculty of the Business and Social Sciences Division to the student who has performed with highest distinction as a criminal justice major.
- G. **THE FOREIGN LANGUAGE AWARD** is presented by the Humanities and Learning Support Division to the student who has excelled in foreign language.
- H. **HUMANITIES AWARD.** This award is selected by the Humanities and Learning Support Division to recognize superior performance in Humanities.
- I. **THE THEATRE AWARD** is presented to the student who has made outstanding contributions to campus theatre productions
- J. **THE J. D. SPOONER SCIENCE AWARD** is given to the student who has performed with highest distinction in the greatest number of science disciplines.
- K. **THE GENERAL CHEMISTRY AWARD** is given to the student who has performed with highest distinction in the general chemistry course sequence.
- L. **THE OUTSTANDING ORGANIC CHEMISTRY AWARD** is given to the student who has performed with highest distinction in the organic chemistry course sequence.
- M. **THE MATHEMATICS AWARD** is given to the student who has performed with highest distinction in mathematics courses at South Georgia College.
- N. **THE VERA B. DOERING NURSING AWARD** is given to an outstanding sophomore who excels in both academics and the clinical area, is active in campus and community life, and demonstrates conduct that reflects well on the profession of nursing.
- O. **THE LIBBA BURCH AWARD FOR EXCELLENCE IN NURSING** is given to a freshman student who is active in either the South Georgia College or Waycross College chapter of the Georgia Association of Nursing Students, excels in academics and the clinical area, is active in community life, and demonstrates conduct that reflects well on the nursing profession.
- P. **MVP AWARDS** are presented to the most valuable players in baseball, softball, and men's and women's soccer. These awards are determined by the coaching staff.
- Q. **STUDENT SUPPORT SERVICES AWARD.** This award recognizes an outstanding participant of this program.
- R. **ALL USA AWARDS.** One or more students may be recognized by this Phi Theta Kappa/USA Today recognition program.

S. **BEST ALL-AROUND AWARDS.** Each year awards are given to the Best All-Around Man and the Best All-Around Woman in the South Georgia College student body. Members of the faculty submit nominations for Best All-Around to the Student Affairs Committee for Best All-Around. The Student Affairs Committee meets early in the Spring Semester to consider the points earned by the students during the previous Fall Semester. These points are earned from academic standings and from participation in extracurricular activities. The Student Affairs Committee will determine the eligibility of the top three women and the top three men. Those names will then be submitted to the student body to elect by popular vote the Best All-Around Man and Woman. A candidate for Best All-Around Man or Best All-Around Woman is automatically disqualified if placed on conduct probation within the current year. Should such disqualification occur after the election, the award is presented to the next ranking student. Point System for Best All-Around: Students with a GPA of 3.0 or higher earn points for Best All-Around throughout the year from academic, athletic, and co-curricular sources. The Student Affairs Committee asks finalists to refrain from campaigning for this award. The published criteria for Best All-Around are available in the Office of the Vice President for Student Affairs.

T. **WHO'S WHO AMONG STUDENTS IN AMERICAN JUNIOR COLLEGES.** The Student Affairs Committee, which is composed of students and faculty, receives faculty nominations and selects a small percentage of the Sophomore Class to appear in the book Who's Who Among Students in American Junior Colleges. For Who's Who, a sophomore is defined as a student who has completed at least 27 semester hours at South Georgia College. A grade point average of 2.5 or higher is required, as is participation in at least one extracurricular activity. The selection is made on the basis of the student's scholarship, leadership, and contributions to educational and extracurricular activities, general citizenship, and promise of future usefulness. Students are eligible to receive this award once during their enrollment at the college.

Please note that some of these awards may not be given annually.

### **INVOLUNTARY WITHDRAWAL**

A student may be administratively withdrawn from the College when the Vice President for Student Affairs and the Vice President for Academic Affairs, in consultation with the student and/or his parents, or a licensed physician, determine that the student suffers from a physical, mental, emotional, or psychological health condition which: (a) poses a significant danger or threat of physical harm to the student or to the person or property of others; (b) causes the student to interfere with the rights of other members of the College community or its personnel; (c) causes the student to be unable to meet institutional admission requirements or continued enrollment, as defined in the student conduct code and other publications of the College. Except in emergency situations, a student shall upon request be accorded an appropriate hearing prior to final decision concerning continued enrollment at the College.

### **ALTERNATIVE DISPUTE RESOLUTION**

South Georgia College subscribes to the University System of Georgia's initiative on Alternative Dispute Resolution. Anyone seeking information on

alternative methods of settling disputes should contact the Chairperson of the Humanities and Learning Support Division at 389-4294.

## **STATEMENT OF STUDENTS' RIGHTS & RESPONSIBILITIES**

South Georgia College strives to create an environment that advances teaching, learning, and service to society. Essential to such purposes is an orderly climate of academic integrity, intellectual freedom, and individual thought and expression consistent with the rights of others. To the end that such a climate may be established and maintained, the College as an institution, and each member of the college community, have reciprocal rights and responsibilities. It is the obligation of the College as an institution to ensure orderly operation, to protect the rights of all members of the college community, to prohibit acts which materially and substantially interfere with the rights of others, and to institute disciplinary action where conduct adversely affects pursuit of the College's educational aims.

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. Unfamiliarity with rules and policies does not excuse students from carrying out these responsibilities. 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 Vice President for Student Affairs may meet on college premises provided that 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 campus Student Affairs Office 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:

1. right to a notice in writing of any charges.
2. right to admit the alleged violation, waive a hearing and accept the College's action.
3. right to admit the alleged violation but request a hearing.
4. right to deny the alleged violation and request a hearing.
5. right to a fair hearing.
6. right to appear in person at a hearing or not to appear with assurance the failure to appear shall not be construed as indicative of guilt.
7. right to call witnesses and present evidence on their behalf.
8. right upon request to a list of witnesses who will appear against them.
9. right to confront and cross-examine witnesses and/or accusers.
10. right to request a copy of any available records or tape recording of a hearing if the offenses involve possible suspension or expulsion.
11. 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**

The following is a statement of the regulations and responsibilities of students both as individuals and as groups at South Georgia College. The following Code of Conduct (Code) reflects the Statement of Student Rights and Responsibilities. The filing of an application for admission shall be regarded as evidence of the applicant's intention to abide by the standards and regulations of South Georgia College. Students forfeit their right to remain enrolled if they fail to comply with such standards and regulations. The South Georgia College Code of Conduct is designed to achieve the goals outlined in the Statement of Students' Rights and Responsibilities and the Mission of the College. The code is intended to be a framework for student behavior. Central to the Code of Conduct is the expectation that members of the college community will strive to respect the individuality and dignity of others.

The Code of Conduct applies to all students, and it is each student's responsibility to become familiar with it. Penalties vary depending on the circumstances of each offense.

1. **Violations of Law:** Students found in violation of the South Georgia College Code of Conduct will be subject to disciplinary action by the College without regard to whether the offense is in violation of local, state, and federal law. Any student convicted of a felony charge in the court will normally be suspended from the College unless extenuating circumstances are involved as verified by recommendations from the judge, a probation officer, or other persons whom the College chooses to consult.

The College does not assume any responsibility for students arrested by local, state, or federal law enforcement officers. The Vice President for Student Affairs will notify the student's parents if requested by students or law enforcement officers or if he determines that this is in the best interest of the College and/or the students.

2. **Littering:** Any student who disposes of bottles, cans, cigarette butts, or any other form of litter on the campus or in any area of the buildings other than waste baskets, garbage cans, or other designated receptacles is in violation of this Code. Students in violation are subject to fines and other disciplinary action.

3. **Alcoholic Beverages:** No student may possess, manufacture, distribute, sell, or consume any alcoholic beverage on the College campus, or while participating in a College sponsored trip or activity. Being under the influence of alcohol while on campus or on a College sponsored trip is a violation of this code. Information regarding local, state, or federal laws related to alcohol and drug violations and penalties is published in the South Georgia College *Public Safety Information* booklet.

4. **Drugs:** The College prohibits the use or distribution, possession, manufacture, sale, without authorized medical supervision or prescription, of narcotics, barbiturates, amphetamines, LSD, or other hallucinogens, or any other controlled substances classified as illegal or dangerous by Federal and/or State statutes and regulations. Any student found guilty of the violation of this section of the Code of Conduct on or off campus may be expelled from South Georgia College and may be subject to criminal prosecution. Consistent with Section 406.03 of the Board of Regents' Policy Manual, Adisciplinary sanctions for students convicted of a felony offense involving illegal drugs shall include the forfeiture of academic credit and the temporary or permanent suspension or expulsion from the institution. Information regarding local, state, or federal laws related to alcohol and drug violations and penalties is available in the Office of the Vice President for Student Affairs or the Public Safety Department.

5. **Tobacco Usage:** Tobacco usage is not allowed in classroom buildings, the library, the auditorium, the gym, the residence halls, the College Union or in other areas where prohibiting signs are displayed.

6. **Excessive Noise:** Any student who is excessively loud and noisy violates the right of others to live and study in an atmosphere conducive to learning. Such behavior is a violation of this Code. Wind instruments, drums, electric guitars, and other noise producing devices may not be played in the residence halls or elsewhere on the campus where students will be disturbed. Vehicles, amplifiers, radios, electronic games, televisions, compact discs, tape players, etc., must not be operated at noise levels that will disturb others.

7. **Dishonesty:** A. Lying, cheating, plagiarism, fraud, deliberate deception, falsifying a document, and other forms of dishonesty are violations of the South Georgia College Code of Conduct. Some violations may be so severe that they result in expulsion from college and/or legal action. B. When cheating, plagiarism, or any form of academic dishonesty occurs in the classroom or some other instructional setting, the penalty shall be imposed by the instructor. The student's course of appeal is to the Division Chairperson, Vice President for Academic Affairs, and President,

respectively. In lieu of personal/divisional action, or in addition to such action, the instructor may prefer charges with the Discipline Committee. Referral to the Discipline Committee is at the discretion of the faculty member but is not the preferred course of action unless other students or the institution would be adversely affected otherwise.

8. **Financial Responsibility:** The College will not act as a collection agency for non-College interests. The College will notify the student of the civil action that may be taken. A student who has a delinquent fees balance at the College may not register, graduate, or receive a transcript until the account has been cleared. Students shall not obligate the College for unauthorized purchases or services. The student may be held personally responsible for such financial obligations. Students shall also be subject to appropriate disciplinary action.

9. **Theft:** The taking or improper finding and keeping of any articles which are another's property and are kept without permission of the owner, subjects the student to a charge of theft under the Code. This includes, but is not limited to, college property and private property. In addition to other penalties assessed, any student found guilty of theft will pay for the restoration or replacement of the property, whichever the College determines.

10. **Property Damage:** Any student who destroys College property shall be held responsible for payment of damages and will be subject to other consequences. College staff shall assess the amount of damage. When individual responsibility of damages cannot be ascertained, groups of individuals may be jointly assessed.

11. **Unauthorized Presence in any College Building or Campus Area:** Any student entering a building on the College campus that is locked or otherwise designated as being closed, or remaining in a building or area of the campus after closing time, or after being asked to leave by a member of the college faculty or staff is in violation of this Code, and will be subject to prosecution for trespassing and other consequences. Any student found in a residence hall room other than one's own during the absence of the student assigned to the room shall be in violation of this Code and subject to a disciplinary action. The unauthorized presence of a male in the women's residence area or a female in the men's residence area is grounds for suspension from the College. This applies to all those involved. Violations may result in denying access to residence halls for at least one semester.

12. **Contempt of the Judicial Process:** (a) Any student who fails to appear at a disciplinary meeting or hearing after having been properly notified to do so is in violation of the Code of Conduct. The college official or committee before whom the student failed to appear shall assign a penalty, and shall have the option of re-scheduling the hearing or meeting. (b) Any student who disrupts, attempts to disrupt, or in any way prevents the orderly function of any disciplinary hearing or meeting is in contempt of the Code of Conduct and will be assigned a penalty by official involved. The student shall be afforded a hearing to justify the actions before the official or committee. At this time the official or committee may or may not remove, reduce, or increase the penalty.

13. **Withholding Proper Identification:** Any student who refuses to offer requested identification, or refuses to yield the ID card, or who offers false identification to a College Public Safety Officer or other staff member is in violation of this Code. The student is subject to arrest by Public Safety Officers, and other consequences.

14. **Gambling:** No form of gambling is permitted in College housing, on the College campus, or while a student is participating in a College sponsored trip or activity.

15. **Hazing:** No hazing is permitted which tends to cause physical or mental suffering and which tends to subject a student to indignities of any sort.

16. **Disruptive Behavior:** Individual or group conduct of a nature that interrupts or interferes with educational activities, infringes upon the rights and privileges of others, results in the destruction of property, is flagrantly disrespectful of College administrators, faculty, or staff, exhibits inappropriate public displays of affection, or is otherwise prejudicial to the maintenance of order, is considered a violation of this Code. Fighting or other hostile actions are violations of this Code, and may result in immediate suspension. University System policy stipulates that any student, faculty member, administrator, or employer, acting individually or in concert with others, who clearly obstruct or disrupts, or attempts to obstruct or disrupt any teaching, research, administration, disciplinary or public service activity, or any other authorized activity held on the South Georgia College campus, is considered to have committed an act of gross irresponsibility, and shall be subject to disciplinary procedures including dismissal and/or termination of employment. The Vice President for Student Affairs and the President reserve the right, when action on the part of a student is of such extreme nature as to endanger the welfare or safety of the student or any other member of the College community or is of an extremely hostile nature, to suspend the student immediately, and to require the student to leave the campus. Any student who strikes a member of the faculty, staff, or administration shall be immediately suspended.

17. **Residence Hall Violations:** Enforcement of residence hall regulation rests with the residence hall staff and then the Vice President for Student Affairs. Rules for on-campus residents and guests are published in the *Residence Hall Handbook* and posted in the housing facilities.

18. **Indecent/Offensive Behavior:** Any student who behaves in a lewd, indecent, or offensive manner, including the use of profanity or inappropriate public displays of affection, is subject to dismissal, removal from the campus, and/or fines and other consequences.

19. **Firearms and Missile Projecting Devices:** In accordance with state law, the possession or use of pyrotechnical materials, such as firearms, explosives, dangerous chemicals, fire crackers, etc., is prohibited on the campus. Missile projecting devices such as BB guns, pellet guns, slingshots, bows and arrows, knives, etc., are not allowed on campus. Exceptions must be approved by the Office of Public Safety for approved instructional activities. Guns and other weapons are prohibited on campus.

20. **Animals:** Students shall not bring any animals into College buildings except those needed to help handicapped persons or those required for research or class demonstrations. Exceptions to this policy must be authorized in writing.
21. **Misuse of the College Name:** Students are prohibited from unauthorized use of the College's name, seal, logo, mascot or any other words or symbols that inappropriately imply affiliation with the College.
22. **Computer Usage:** Students violating SGC's Computer and Network Usage Policy are subject to loss of computer and network access privileges, disciplinary action, dismissal from the College, and legal action. The policy can be accessed via the SGC Homepage.
23. **Failure to Comply:** Failure to comply with one or more provisions of college disciplinary action is a violation of this Code.
24. **Inciting Violations by others:** It is a violation of the Code of Conduct to behave in ways that encourage or incite others to violate provisions of the Code. For example, encouraging others to fight or display disruptive or illegal behavior is a violation of the Code.

Any student who violates more than one of these Conduct provisions may be subjected to more severe penalties.

### **COLLEGE DISCIPLINARY ACTIONS**

The Vice President for Student Affairs (VPSA) is the administrative officer responsible for student discipline. Student disciplinary matters are evaluated within the framework of the Students' Rights and Responsibilities described above. Allegations of misconduct that are not resolved at the point of origin are reported to the VPSA, who then initiates a review. This review is designed to offer affected parties opportunities to thoroughly respond to charges. Based on the findings, the VPSA determines the resolution of the case, and if appropriate, imposes disciplinary consequences. Any appeal of this decision must be submitted in writing to the VPSA within 24 hours of this ruling. Appeals are referred to the Discipline Committee, the designated agency to conduct hearings of student disciplinary cases. Further appeals must be submitted to the President of the College within 24 hours of ruling. Appeals beyond the institutional level are directed to the Board of Regents of the University System of Georgia pursuant to the By-laws of the Board of Regents.

The Vice President for Student Affairs is responsible for implementing College Disciplinary Policies. Action taken by the VPSA or other appropriate College officials or committees may include any of the actions or penalties listed below. For further information, the student may contact the Office of the Vice President for Student Affairs.

1. **Reprimand:** A student may be given a verbal or written reprimand when a violation occurs that is the student's first offense and the student is deemed to be honest and cooperative during the disposition of the case. The reprimand is in

effect for a set period of time. At least the remainder of the semester in progress. Further violations result in a penalty, conduct probation, or suspension.

2. **Conduct Probation:** A student may be placed on conduct probation when a major violation occurs involving a violation of law, the Code of Conduct, or the Residence Hall Regulations. This probation will be in effect for not less than the remainder of the semester in progress and the two following semesters. Any violation of conduct probation may result in immediate suspension.

3. **Conduct Suspension:** A student may be dismissed from the College because of a major violation or repeated violation of the Code of Conduct. Suspension may be for a specified or indefinite length of time but may not be for less than one semester. Barring mitigating circumstances, a student found violating the Code of Conduct three times within a semester or five times within an academic year will be suspended from the College. A penalty of conduct suspension automatically results in exclusion from the campus during the period of suspension. During this time, the suspended student may visit the campus only with the written permission of the Vice President for Student Affairs. Following official notification of suspension, students must vacate the campus. Students suspended for disciplinary reasons prior to mid-term will receive "Ws" in their course work. If the suspension occurs after mid-term, students will receive a WF in each course taken that semester, unless they have completed all requirements for a given course prior to the act of suspension. In that case the grade assigned by the instructor will be assigned. Any violation of the stipulations of suspension will result in an automatic one-semester extension of the suspension period. The Vice President for Student Affairs will so notify the suspended student following a review of the evidence of violation of suspension.

4. **Expulsion:** A student may receive a permanent suspension from the College because of major or repeated violations of the Code of Conduct. Suspensions or expulsions are normally shown on a student's permanent record.

5. **Special Action:** Special action applies to any action taken as the result of the discipline process. The action and agreement are in writing and may be for a specified period of time.

6. **Residential Restriction or Removal:** A student in violation of this Code may be removed from the residence hall or reassigned to a different location.

### **DISCIPLINE PROCEDURE**

Consistent with the Rights and Responsibilities described above, a student may agree to accept discipline administered by the Vice President for Student Affairs in keeping with the standards set forth by the South Georgia College Code of Conduct, or appeal to the Discipline Committee. The Discipline Committee will consist of up to 4 faculty and 3 students. A majority of these members must be present to hold a hearing. The Vice President for Student Affairs will administer the penalties determined by the Committee.

Any appeal of Discipline Committee action must be in writing and presented to the Vice President for Student Affairs within 24 hours of Committee action.

The student may be withheld from class, residence hall or participation in activities during the appeal process at the discretion of the Vice President for Student Affairs.

Any questions concerning the appeal process should be directed to Office of the Vice President for Student Affairs.

The procedure used in appeals to the College Discipline Committee is informal, and the burden of proof is on the student making the appeal. The student may present evidence and witnesses to support the case. The student may bring a non-participating advisor to the hearing. Attorneys will not be permitted to attend meetings of the Discipline Committee.

The Discipline Committee will not be bound by formal rules of legal evidence and will admit any relevant evidence that is deemed by the Chairperson and the Committee to be of value in determining the issues involved. The findings of the facts and the decision of the Discipline Committee will be based solely on the hearing record.

Decisions of the College Discipline Committee may be appealed to the President of the College. Such appeals must be initiated in writing within 3 days of the Discipline Committee's decision. The President's decision shall be final at the institutional level. Appeals beyond the institution must follow the procedure outlined in the Board of Regents' Policy Manual.

## **ACADEMIC AFFAIRS**

The primary source of information about academic rules and requirements for graduation is the *SGC Catalog*. Refer to that resource and confer regularly with your advisor. Each student is responsible for complying with the academic regulations stated in the catalog.

### **General Authority**

#### **Institutional Responsibilities**

Admission, discipline, promotion, graduation, and formulation of all rules and regulations pertaining to students of institutions of the University System are matters to be handled by the institutions within the framework of regulations of the Board of Regents. Students violating rules and regulations of an institution may be punished, suspended, excluded, or expelled as may be determined by the institution. (By-laws, Article VI, Section B-1).

## **CLASS PLACEMENT**

Prior to registration each semester, entering freshmen who have not met the SAT/ACT exemption levels may be required to take placement tests in English, Mathematics, and Reading. Class designation will be determined by the scores made on these tests. Students required to take the tests are placed according to their scores in each of the three areas and must enroll in all required courses.

## **APPEAL OF A GRADE**

Students who think that they have been graded unfairly must 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 steps in the process are as follows:

1. The student will discuss the grade with the instructor involved.
2. The Division Chair will meet with the student and the instructor in an attempt to resolve the difficulty. A "memorandum for 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 to hear the student's appeal.
  - a. There will be three members of this board, to be chaired by the Division Chair.
  - b. The instructor involved will not be a member of this board.
  - c. In small divisions, the membership of the board may come from outside the division.
  - d. If the charge of unfair grading is made against a Division Chair, the review board will be appointed by the Vice President for Academic Affairs, who will serve as its chair.
  - e. 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.
  - f. A memorandum for record will be kept of the review board's proceedings.
  - g. The memorandum of record of the review board will be reported to the Vice President for Academic Affairs, along with a recommendation. The Vice President for Academic Affairs shall submit a decision to the student in writing within seven days.
4. 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.

5. The decision of the President regarding grades is final. The majority of complaints about grades should be resolved no later than step two in the above procedure.

### **ATTENDANCE POLICY**

Each division establishes attendance policies, which are included in the syllabus for each course. Work missed due to absence may be made up in the case of absences with legitimate excuses. The legitimacy of excuses will be judged by the instructor involved. If the instructor does not accept a student's excuse, the appeal procedure will be the same as the grade review procedure. The Student Affairs Office notifies the faculty of scheduled extracurricular activities that may result in student absences.

### **WITHDRAWAL FROM ONE OR MORE CLASSES**

Students should exercise caution when dropping or withdrawing from classes. Since the responsibility for withdrawing from a course rests with the student, meeting with an academic advisor prior to mid-term and following the approved procedure is vitally important. Please refer to page 58 of the *SGC General Catalog* for information on withdrawing from a course.

### **WITHDRAWAL FROM THE COLLEGE**

Students who decide to withdraw from South Georgia College before completing a semester must report to the Registrar's Office and complete a Withdrawal Form. By signing this form, students indicate that they understand the following:

After the drop/add period, there is no refund for partial reduction of hours.

1. Withdrawal after mid-term results in a grade of WF. To appeal for a Hardship Withdrawal, students must see their advisor for the proper form and procedure.
2. Withdrawal may affect students' eligibility for financial aid for the current semester and in the future.
3. All financial obligations to the College (including Library and Housing) must be met before students may register for another term.
4. All financial obligations to the College (including Library and Housing) must be met before the College will release students' academic records.

The Registrar's Office will notify instructors, the Financial Aid Office, and the Vice President for Business Affairs of the student's withdrawal.

### **REFUND POLICY**

Students who formally withdraw from the College with a clear record and within specified time limits may receive partial refunds of tuition, athletic, activity, technology, out-of-state fees, dorm room costs, and unused balances on the meal plan. There is no refund for partial reduction in hours beyond the drop-add period. Upon withdrawal from College, prorated portions of unused meal plan balances are refundable upon request. Parking fees are non-refundable. If a student is suspended, no fees will be refunded. All fees are refunded in case of death of the student.

The refund amount for students withdrawing from the institution shall be based on a pro rata percentage determined by dividing the number of calendar days in the semester that the student completed by the total number of calendar days in the semester. The total calendar days in a semester includes weekends, but excludes scheduled breaks of five or more days and days that a student was on an approved leave of absence. The unearned portion shall be refunded up to the point in time that the amount earned equals 60%.

Students that withdraw from the institution when the calculated percentage of completion is greater than 60% are not entitled to a refund of any portion of the institutional charges. After 60% of the term is over no refund is awarded. A tabulation of refunds is available from the Director of Business Services, phone 389-4372.

### **PROCEDURE TO INSPECT EDUCATION RECORDS**

Students may inspect and review their education records upon request to the appropriate record custodian.

Students should submit to the record custodian, or an appropriate staff person, a written request that identifies as precisely as possible the record or records they wish to inspect.

The record custodian or appropriate staff person will make arrangements for access as promptly as possible and will notify the student of the time and place where records may be inspected. Access must be given in forty-five days or less from the receipt of the request.

When a record contains information about more than one student, the student may inspect and review only the records that relate to him or her.

### **RIGHT OF SOUTH GEORGIA COLLEGE TO REFUSE ACCESS**

South Georgia College reserves the right to refuse to permit a student to inspect the following records:

1. The financial records of the student's parents.
2. Letters and statements of recommendation for which the student has waived his or her right of access, or which were placed in the file before January 1, 1975.
3. Records connected with an application to attend South Georgia College if that application was denied.
4. Those records that are excluded from the FERPA definition of education records.

### **TYPES, LOCATIONS, AND CUSTODIANS OF EDUCATION RECORDS**

The following is a list of the types of records that South Georgia College maintains, their locations, and their custodians.

<u>Type</u>	<u>Location</u>	<u>Custodian</u>
Admission Records	Office of Admissions	Director

Permanent Academic Records	Registrar's Office	Registrar
Financial Records	Office of the Vice President for Business Affairs	VP for Business Affairs
Placement Records	Division of Humanities and Learning Support	Chairperson
Disciplinary Records	Office of the Vice President for Student Affairs	VP for Student Affairs

### **ISSUANCE OF TRANSCRIPTS**

There is a \$10.00 fee for each transcript issued on demand, including all transcripts to be faxed. Transcripts issued within the normal two to three day turnaround time are free of charge to the student. South Georgia College reserves the right to withhold copies of educational records of students who fail to meet their financial obligations to the College.

### **DISCLOSURE OF EDUCATION RECORDS**

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

1. 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 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.
2. 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.
3. 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.
4. If required by state law requiring disclosure that was adopted before November 19, 1974.
5. To organizations conducting certain studies on behalf of SGC.
6. To accrediting organizations to carry out their functions.
7. To parents of an eligible student who claim the student as a dependent for income tax purposes.
8. To comply with a judicial order or lawfully issued subpoena.
9. 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:

1. 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.
2. South Georgia College may comply with the request or decide not to comply. If it decides not to comply, South Georgia 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.
3. Upon written request, South Georgia College will arrange for a hearing, and notify the student, in reasonable advance, of the date, place, and time of the hearing.
4. 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.
5. South Georgia College will prepare a written decision based solely on the evidence presented and the reasons for the decision.
6. If South Georgia 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 challenged information and/or a statement setting forth reasons for disagreeing with the decision.
7. 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.
8. If South Georgia 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.

## **BUSINESS AFFAIRS**

Business services for the college include financial transactions, the bookstore, code enforcement, contracts, purchasing, payroll, personnel issues for students and staff, identification cards, plant operations, public safety, food services, and postal services. The Business Office is in Thrash Hall.

## **STATEMENT ON EQUAL EMPLOYMENT & EDUCATIONAL OPPORTUNITY**

South Georgia 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, creed, color, sex, national origin, religion, 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 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 Affairs Office and the Office of the Personnel Director.

#### **Procedures for handling complaints of sexual harassment:**

Faculty, Staff & Students

##### **A. Informal Processes**

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 wishing to make a formal complaint and have it pursued should file it in writing with the Affirmative Action Officer who will consult with the appropriate administrative officer (Vice President for Academic Affairs, Vice President for Student Affairs, or Vice President for Business Affairs) to determine the method by which an investigation will be conducted. If the complaint is against the Affirmative Action Officer, it should be filed in writing with the Vice President for Business Affairs (for Staff), Vice President for Academic Affairs (for Faculty), or the Vice President for Student Affairs (for Students). Sexual harassment between students, neither of whom is employed by South Georgia College, should be treated as disciplinary matters which, if such conduct violates College regulations for students, should be reported to the Vice President for Student Affairs.
2. To be considered for review, formal complaints of sexual harassment must be filed within 60 calendar days of the last alleged incident of harassment.

3. 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 insure confidentiality.
4. The investigation will afford the accused a full opportunity to respond to the allegations.

### **STUDENT EQUITY CONCERNS**

All student grievances concerning discrimination based on race, color, sex, religion, creed, national origin, veteran status, age or disability shall be directed to the Affirmative Action Officer of the College.

Affirmative Action Officer  
South Georgia College  
100 W. College Park Drive  
Douglas, Georgia 31533-5098  
(912) 389-4234

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 Affairs will provide complete information concerning appeals beyond the local institution.

Applicants for admission with validated learning disabilities and/or physical disabilities that should be considered in the admissions process are required to provide the institution with appropriate information and documentation at the time their applications are submitted. Questions and requests for information regarding learning disabilities should be directed to the Office of the Vice President for Academic Affairs. The telephone number is (912) 389-4231. Questions and requests for information regarding physical disabilities should be directed to the Office of the Vice President for Student Affairs. The telephone number is (912) 389-4244.

Any time persons believe that they have been denied reasonable access to facilities, employment, programs or services at South Georgia College, they should contact:

Vice President for Business Affairs/ADA Coordinator

### **COLLECTION OF DELINQUENT ACCOUNTS**

When a student fails to meet any financial obligation to the College on a timely basis, a notice shall be sent to the student that the obligation is overdue and must be taken care of within seven days. If the obligation is not paid within seven days, the institution may cancel the student's registration for the semester. The case may be referred to the Small Claims Court for collection.

South Georgia College withholds copies of educational records and transcripts from students who owe the institution money. Students will not be allowed to re-register until delinquent accounts are paid.

#### **Check Cashing**

1. Checks for the amount of items purchased will be accepted as payment for books, supplies, and fees.
2. Personal checks of up to \$25 per week written by currently enrolled students may be cashed in the Bookstore and Cashier's Office. The maker of the check must present a current ID card.
3. No second or third party checks will be cashed, unless they are from the student's parent or grandparent. The \$25.00 per week limit will also apply in this case.
4. No checks will be cashed the last two weeks of each semester.
5. If a check is returned, a severe penalty will be charged to the maker.
  - a. Cancellation of registration, as well as legal action, may result if a returned check is not paid within 10 days of the date of the notice that is mailed to the maker of the check.
  - b. Unless the returned check is paid within 10 days, the maker will lose check-cashing privileges for one semester.
  - c. Two returned checks in one semester, or one "account closed" check, will result in the immediate suspension of check cashing privileges.
  - d. Students may request reinstatement of check cashing privileges by securing a letter from the bank stating that it was a bank error rather than the maker's error.

### **STUDENT SUPPORT SERVICES**

TRIO Student Support Services strives to enhance academic success by providing varied services to eligible students. These services include academic tutoring; academic, personal, career, and financial aid assistance; cultural events; pre-registration; and advisement concerning transfers to four-year colleges. This program is open to qualifying students who apply for participation in the program. You may request an informative brochure on this program by calling or stopping by Powell Hall.

## **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. Other documents, such as tax returns, may also need to be submitted.

### **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 Office of Financial Aid reserves the right to adjust or cancel your award package at any time due to changes in your eligibility or to 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**

A student's financial aid awards are not automatically applied to a student's fees. Once the student has registered for classes, the student must contact the Cashier's Office in Thrash Hall at 912-389-4284 to have financial aid awards applied to the student's account, even if the amount of the student's aid package is sufficient to cover all fees. This procedure is known locally as "cashiering," although it may also be referred to as "confirming a schedule" or "accepting fees." A student who does not cashier by the fee payment deadline may have his schedule dropped for non-payment.

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 who 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, the HOPE Application, or the E-HOPE Application, an electronic application available on the Internet. Copies of the FAFSA Application and the HOPE Application are available in the Office of Financial Aid. The E-HOPE Application can be found at [www.gsfc.org/hope](http://www.gsfc.org/hope).

Students completing either the HOPE Application or the E-HOPE 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 SGC Institutional Data Sheet for Financial Aid.

### **Application Deadline for HOPE and Other State Aid Programs**

Beginning Fall 2005, 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
Governor's Scholarship	

### **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 30<sup>th</sup>, 60<sup>th</sup>, and 90<sup>th</sup> 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.

## **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 call Financial Aid at 389-4285, or visit the VA Homepage B <http://www.gibill.va.gov>.

## **South Georgia College Foundation Scholarships**

The nonprofit South Georgia College Foundation grants more than 100 academic and athletic scholarships to students attending SGC. Money for the awards comes entirely from private donors, including individuals, corporations, civic clubs and other community organizations. Awards typically require a GPA of 3.0 or higher and may require a specified SAT score. Awards criteria may also consider athletics, veteran status/relationship, alumni relationships, namesakes, hometown, and place of work.

Applications for Foundation scholarships are available in the Financial Aid office. The Scholarship Program is administered by the Office of College Relations in Richey Hall, call 389-4502.

## **Campus Solicitation**

If a non-profit organization receives permission to contact students, space will be provided in the College Union or other 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 Affairs. Individuals or off-campus organizations may not solicit students in the residence halls, classrooms, or library.

## **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, which is currently adjacent to the College Union but can be relocated to meet the needs of the College, can be obtained through Student Affairs.

## **Suggestions?**

Share your thoughts about this publication or other issues affecting campus life with any Student Government Association officer or contact the Student Affairs Office at 389-4244.



**A Proud Past, A Promising Future**