

**SOUTH GEORGIA COLLEGE STUDENT HANDBOOK**  
**2009 - 2011**  
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# **SOUTH GEORGIA COLLEGE**

# **STUDENT HANDBOOK**

**2009 – 2011**

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

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

**This handbook is published for the convenience of students and staff by the Student Government Association and the Student Affairs Office. It is not to be construed as an official publication of the Board of Regents of the University System of Georgia, and it is not a contract between the College and its students. In the case of any divergence from or conflict with the By-laws or Policies of the Board of Regents, the official By-laws and Policies of the Board of Regents shall prevail.**

**The College 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, posted in a conspicuous place in Powell Hall and/or the affected service areas, and posted on the SGC website. 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 of the Southern Association of Colleges and Schools to award associate degrees. Contact the Commission on Colleges at 1866 Southern Lane, Decatur, Georgia 30033-4097 or call 404-679-4500 for questions about the accreditation of South Georgia College.**

***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 to you and others now and in the future.***

August 2009 Printing

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# SOURCES OF ASSISTANCE AT SOUTH GEORGIA COLLEGE

President ..... Dr. Virginia Carson, Thrash Hall, 260-4394

Vice President for Academic Affairs ..... Dr. Carl McDonald, Thrash Hall, 260-4201

Vice President for Business Affairs ..... Ms. Wanda E. Lloyd, Thrash Hall, 260-4241

Vice President for Student Success ..... Mr. Wes Brown, Richey Hall, 260-4312

Director of Admissions, Records and Research ... Dr. Randy Braswell, Engram Hall, 260-4406

Director of Entry Programs and Planning ..... Ms. Valerie Webster, Valdosta, 229-293-6247

Director of Financial Aid..... Ms. Becky Rumker, Engram Hall, 260-4287

Director of Information ..... Ms. Lena Helmbrecht, Richey Hall, 260-4314

Director of Human Resources/Affirmative Action .....Mr. Keith Newell, Thrash Hall, 260-4377

Director of Residence Life .....Mr. Andrew Johnson, Richey Hall, 260-4429

Director of Student Life ..... Ms. Sue Miller, Richey Hall, 260-4427

Director of Community/Foundation Relations.....Ms. Walda Kight, Alumni House, 260-4274

Director of Facilities and Campus Safety .....Mr. Jim Folds, Tanner Hall, 260-4387

Director of Plant Operations ..... Mr. Wayne Quinn, Tanner Hall, 260-4392

College Bookstore ..... Ms. Daphne French, Engram Hall, 260-4231

ABL Food Services ..... Mr. Eddie Toole, Engram Hall & Center Court Café, 260-4525

Chief of Public Safety ..... Mr. Ollie Harkleroad, Shannon Hall, 260-4401

Library Director..... Ms. Jacqueline Vickers, William S. Smith Library, 260-4324

Director of Student Support Services ..... Ms. Angela Nuga, Powell Hall, 260-4435

Athletic Director and Coach .....Mr. Rob Brunel, Wellness Center, 260-4221

Asst. Director of Facilities/Asst. Coach ..... Mr. Jeff Timothy, Wellness Center, 260-4414

Student Activities Coordinator ..... Mr. Josey Cameron, Clower Center, 260-4415

Housing Enrollment and Retention..... Ms. Diane Blum, Engram Hall, 260-4431

Coordinator of the SGC Entry Program at Americus ..... Ms. Christy Barry, 229-931-5141

## ACADEMIC DIVISION CHAIRS

Business & Social Sciences .....Dr. Rick Reiman, Collins Hall, 260-4248

Humanities & Learning Support ..... Dr. Barbara Frizzell, Davis Hall, 260-4297

Natural Sciences, Mathematics, & P.E. .... Dr. Charles Johnson, Stubbs Hall, 260-4338

Nursing .....Ms. Melissa Peacock, Nursing Building, 260-4358

For a complete staff directory, please visit: [http://www.sgc.edu/discover/web\\_directory.html](http://www.sgc.edu/discover/web_directory.html)

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

## **Vision**

To lead in providing a student-centered environment that produces life-long learners who will succeed in a global society and to serve as an economic development catalyst for the region.

## **Mission**

South Georgia College is a two-year residential institution that serves the educational, social, and economic development of the region by providing accessible, high quality student-centered education. Through close collaboration with faculty and staff, students are engaged in educational opportunities that empower them for success in a sustainable global society. South Georgia College prepares students to think critically, communicate proficiently, and act responsibly as civic-minded, environmentally conscious citizens.

Approved by the Board of Regents of the University System of Georgia, October 10, 2007.

## **SGC HISTORY**

For over 100 years, South Georgia College has been a pillar of the Douglas-Coffee County community. The Georgia General Assembly established South Georgia College in 1906 as the Eleventh District Agricultural and Mechanical School. The A & M schools were residential secondary schools that gave rise to several of Georgia's colleges and universities.

In 1927, the Georgia Legislature passed a bill that made SGC the first state-supported two-year college. In 1932, the College joined 25 other institutions to become original members of the University System of Georgia under the governance of the Board of Regents. South Georgia College assumed its present name in 1936.

The Douglas campus now encompasses 190 acres and is occupied by over 20 buildings. The original three buildings – Powell Hall, Peterson Hall and Davis Hall – were built in 1907-1908 and remain a centerpiece of the campus. Peterson Hall is one of the most recognizable buildings in Douglas, comparable to the Courthouse in terms of prominent architecture.

South Georgia College has a proud academic and athletic heritage. The College has assembled a top-notch faculty that includes Fulbright Scholars and a number of published authors.

Over the last three years, South Georgia College's enrollment has grown steadily. SGC is the only USG two-year college with residence halls. Tiger Village student suites, along with entry programs at Valdosta State University and Georgia Southwestern State University, have brought SGC's enrollment up to 1,756 total students in the spring semester of 2009, an increase of 20 percent since fall of 2006.

South Georgia College's athletic program has won over a dozen state titles in baseball, basketball, golf, soccer and softball. Currently, the SGC Athletic Department competes interscholastically in baseball, softball, cross country, and men's and women's soccer.

As the oldest publicly-supported two-year college in the state, South Georgia College is steeped in history. At the same time, the College's administration has shown a willingness to embrace modern technology to prepare students for careers in the global marketplace.

As exciting as the past has been, South Georgia College's best days lie ahead.

## **STUDENT AFFAIRS**

The College's student development efforts are designed to complement the overall educational experience. Student activities include student 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 sponsored primarily with student fees and are usually offered without admission costs for currently enrolled students. Participation by those 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 and other mandatory 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 collects reports from clubs and other budget units, evaluates their contributions to the mission of the college, and then recommends to the College President budgets for Student Activities, Athletics, Technology, and other mandatory student fees. These budgets are considered by the President and submitted for consideration by the Board of Regents.

Student activities must be approved by the Student Life staff and placed on the campus calendar. No student activity shall be scheduled during the week of final exams. Please telephone 260-4415 or 260-4427 to discuss event planning or for additional information about student organizations.

**COLLEGE UNION** - The Irby Dell Engram College Union houses Enrollment Services, Financial Aid, Registrar, Bookstore, Food Services, and the College Post Office.

**POST OFFICE** - The College Post Office is located on the first floor of the Engram College Union and receives incoming mail each weekday. Mailboxes are assigned to all students living on campus. 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 SGC Post Office when no longer attending South Georgia College.

**FOOD SERVICES** - South Georgia College has an agreement with ABL to provide food services on the SGC campus. Outside vendors may not deliver food on campus for resale, or produce food items for sale to students, faculty, staff, or guests. ABL works with groups planning events that feature food and beverages for events. Commuting students, residential students, and college staff members may pay for food services either with cash or by creating a food services account balance which is recorded on the ID card. The ID card is classified as a financial transaction card and is governed by Georgia law (see *South Georgia 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 and the Clower Center. Food services accounts are issued in conjunction with the SGC ID which is validated by the Cashier's Office. 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 and the Clower Center. For assistance or more information, please contact the Cashier's Office at 260-4239, Housing Enrollment and Retention at 260-4431, or ABL at 260-4525.

**STUDENT EMAIL ACCOUNTS** - Once you've registered for classes, you will be assigned a student e-mail account. This account will be used by your instructors and the SGC administration to keep you informed of important events. You are expected to log into this account on a regular basis. Your account information can be obtained by logging into Self Service Banner. If you are unable to access your student e-mail account, please submit a Tiger Trouble ticket. The Trouble ticket form can be found by clicking on the Student Email link on the SGC Home page, then scrolling to the bottom of the subsequent page (<http://www.sgc.edu/forms/IIT/tigermail.html>).

**IDENTIFICATION CARDS** - Upon enrollment each student on campus is issued an SGC ID card. This ID card serves several important functions. It gives students access to materials in the library and serves as validation for printing from computer workstations. The card also provides access to the Wellness Center and other facilities and events on campus. It is used to as a food services card and key access for the residence hall. Students are required to surrender the ID card to public safety staff or other campus officials upon request. Loss of the card should be reported immediately to the Cashier's Office. If a card is lost, a \$10.00 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 violates state financial transaction laws.

**COLLEGE BOOKSTORE** - The College Bookstore is open during posted hours each weekday. To accommodate student needs, the bookstore opens for additional hours during the beginning of each term. Summer Semester hours may vary. The Bookstore strives to promote the overall educational atmosphere of the College community. In addition to required textbooks, the store provides a complete book service, offering books recommended by the faculty, along with other reading materials. The Bookstore carries an attractive assortment of gifts, caps, t-shirts, sweat shirts, and general school supplies. Books and other supplies can also be ordered through the SGC On-line Bookstore at: [www.sgcbookstore.com/](http://www.sgcbookstore.com/).

**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 Shannon Hall, 260-4405.

**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 for less than half that amount. More information can be found at <https://www.pearceandpearce.com/PearceSite/Schools/GA/SGC/> or through Housing Enrollment and Retention in the Union, 260-4431.

**HEALTH FEE FOR CAMPUS RESIDENTS** - Each student residing on campus is charged a health fee of \$35.00 per semester. This fee provides for up to two (2) visits per semester to the Coffee Regional Medical Center Walk-In Clinic. The clinic is located at 205 Shirley Avenue in Douglas, about a mile from campus. 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 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 courses and academic advisement, the Student Affairs Office offers these testing opportunities for students and prospective students: SAT, ACT, Independent Study, proctored exams, 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.

**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 Human Resources 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.

**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.sgc.edu](http://www.sgc.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: This site features 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>)
- GAcollge411: This site offers a comprehensive array of resources for exploring careers and colleges and for financing higher education. ([www.GAcollge411.org](http://www.GAcollge411.org))

**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.

**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.

**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 to leave shall be in violation of state law and shall be subject to arrest.

**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 the Office of Student Affairs in Powell Hall. Requesting individuals or organizations must complete a request form prior to the proposed event.

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

## RESIDENCE LIFE

**CAMPUS HOUSING POLICIES** - The SGC Residence Life Program is dedicated to enhancing the educational mission of the College by providing a safe, attractive, and supportive living and learning environment for students.

**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.

**Housing Contract.** The housing contract describes important provisions of the agreement between residents and the College. Consistent with the housing contract, housing and meal fees are not refunded for students who withdraw or are withdrawn during the contract period. Suites, semi-suites, and conventional residence hall rooms are assigned on a space-available basis. Fees will be adjusted if a student is assigned to a living arrangement that differs from the request.

**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. Residents are normally required to enroll in 12 or more semester hours to live on campus. Requests for exceptions should be directed to the Residence Life Coordinator.

**Housing Exemption Procedure:** Requests for exceptions to this residency requirement must be presented in writing to the Housing Enrollment and Retention Coordinator. Students 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 Registrar's Office 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.

## **STUDENT CLUBS AND ORGANIZATIONS AT SOUTH GEORGIA COLLEGE**

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

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

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

**CAMPUS ACTIVITIES BOARD:** This group of SGC students assists the Student Activities Coordinator in planning and promoting campus activities and entertainment.

**CHORUS:** The SGC Choral group rehearses regularly and presents musical programs.

**CULTURAL EXCHANGE CLUB:** This group is comprised of students from diverse cultural, geographic, and linguistic backgrounds working together to foster diversity throughout the surrounding region. The club is a platform for sharing friendship and knowledge among individuals from all countries looking toward increasing awareness and sensitivity. CEC promotes a global perspective and advocates the need to break down barriers that hinder cross-cultural interaction and growth.

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

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

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

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

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

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

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

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

**RESIDENCE HALL ASSOCIATION:** This organization promotes student activities and quality of the campus residential experience.

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

**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.

**SPAGE:** The Student Professional Association of Georgia Educators is designed for students who are majoring in education.

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

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

**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 determination 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 participation 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 Director of Student Life 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 April 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 accounted for and expended in the same manner as other student activities money. Forms for fund raising requests may be obtained through club advisors or from the Director of Student Life.

**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 Continuing Education (260-4272).
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 express your thoughts and suggestions for improving campus life to any member of the faculty or staff, a Campus Activities Board member, or the Coordinator of Student Activities. Most student activities are paid 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, soccer, and cross country track and women's fast pitch softball, soccer and cross country track. Athletics are funded primarily by student athletic fees. All South Georgia College regular season athletic events are free to currently enrolled SGC students. Club sports are being added to reflect student interests.

**INTRAMURALS & CAMPUS RECREATION** - South Georgia College's intramural programs are designed specifically for students. The strength of this program is drawn from 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 Director of the Clower Center and Intramurals at 260-4415. 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 260-4272 for more information on reserving the facility. Tennis courts are located on the east side of campus, and students can play golf on the community golf course at a discounted rate.

**DOUGLAS GREENWAY TRAIL** - The southernmost portion of the Douglas Greenway Trail begins on the South Georgia College campus and continues through town, ending some 2 ½ miles to the north at Chester Avenue and the old Shop Pond wetlands area. SGC's portion of this project was achieved through partnerships with city, county, state, and federal agencies. The present project was completed in 2003. The trail essentially extends along the railway bed of the former Norfolk Southern Railroad, which was operated by a series of companies beginning in the early 1900s. SGC students, faculty, and staff join individuals of all ages who enjoy this linear park that is designed for non-motorized traffic.

## **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, 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 members and advisors.

Students serving on committees have voting power and are encouraged to participate fully in all aspects of the Committees. 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 Student Affairs Office.



## **GRIEVANCE PROCEDURES FOR STUDENTS PROCEDURE FOR WRITTEN STUDENT COMPLAINTS**

Within the framework of Student Rights and Responsibilities, South Georgia College students are encouraged to communicate responsibly on matters of concern. Students have several avenues for addressing grievances. 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.

Complaints or grievances that emerged within a classroom or related setting are resolved following the same steps described in the process for a Grade Appeal (see page 43 of this Handbook). The goal is the successful resolution of the issue. Students who are not comfortable addressing a complaint with a faculty member with whom he/she has a concern may address the issue with the faculty member's supervisor, the Vice President for Academic Affairs, or through the Alternative Dispute Resolution procedure described on page 28.

South Georgia College is committed to freedom of expression and intellectual diversity. Failure on the part of faculty and staff to honor this commitment is a legitimate reason for a student to file a grievance. For more information about matters related to Academic Freedom and Intellectual Diversity, please refer to the American Council of Education's statement of Academic Rights and Responsibilities. There is a link to this statement on the Academics section on the SGC website.

If the source of the complaint arose outside the classroom setting the grievance should be filed in writing with the office of the Vice President for Student Affairs. That office will direct the complaint to the appropriate office on campus for review and resolution. If the complaint involves the Vice President for Student Affairs, students should address their concerns to the President of South Georgia College who will undertake the review and resolution of the problem. Student employees should address their employment concerns to the Director of Human Resources. The Sexual Harassment Policy is described on page 52 of this *Student Handbook*.

## STUDENT HONORS AND AWARDS

An honors program is held each April 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 Affairs Committee coordinates the awards ceremony, which is sponsored by student fees.

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. South Georgia College honors and awards are:

**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.

**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 the 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.

**STUDENT ACTIVITIES SERVICE AWARD.** The Student Affairs staff presents this award to the individual who has shown outstanding leadership in Student Activities.

**THE E. R. BRADLEY AWARD FOR EXCELLENCE IN THE SOCIAL SCIENCES** is awarded by the Business and Social Sciences faculty to the student who demonstrates exemplary achievement in the social sciences.

**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.

**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.

**THE FOREIGN LANGUAGE AWARD** is presented by the Humanities and Learning Support Division to the student who has excelled in foreign language.

**HUMANITIES AWARD.** This award recipient is selected by the Humanities and Learning Support Division to recognize superior performance in Humanities.

**THE THEATRE AWARD** is presented to the student who has made outstanding contributions to campus theatre productions.

**THE J. D. SPOONER SCIENCE AWARD** is given to the student who has performed with highest distinction in the greatest number of science disciplines.

**THE GENERAL CHEMISTRY AWARD** is given to the student who has performed with highest distinction in the general chemistry course sequence.

**THE OUTSTANDING ORGANIC CHEMISTRY AWARD** is given to the student who has performed with highest distinction in the organic chemistry course sequence.

**THE MATHEMATICS AWARD** is given to the student who has performed with highest distinction in mathematics courses at South Georgia College.

**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.

**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.

**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.

**STUDENT SUPPORT SERVICES AWARD.** This award recognizes an outstanding participant of the Student Support Services program.

**ALL USA AWARDS.** One or more students may be recognized by this Phi Theta Kappa recognition program.

**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 criteria for Best All-Around are available in the Office of the Vice President for Student Affairs.

**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.

**PUBLICATIONS** - Campus publications at South Georgia College include *The South Georgian* and *Pegasus*.

*The South Georgian* is produced by the students. The newspaper records campus activities and provides a medium of self-expression for students, faculty, and staff. 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 academic year. 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.

*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.

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.

**SMOKING POLICY** - Smoking is prohibited in all campus buildings. Campus buildings have designated smoking areas 25 feet from the building entrances.

**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 during the enrollment and registration process. For more information about campus parking and vehicle registration, phone 260-4383. For emergencies or after normal office hours, phone 260-4444. 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 courses including health, psychology, sociology, nursing, and criminal justice. Alcohol and drug counseling 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 in Tanner Hall, and the booklet is online at [www.sgc.edu](http://www.sgc.edu).

**DIRECTORY INFORMATION** - South Georgia College informs students of provisions of the Family Educational Rights and Privacy Act of 1974 (the Buckley Amendment) on page 27 of the *SGC Catalog*. Directory information which may be released to the public at large includes student name, city/county of residence, 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>.

**MINORITY ADVISING PROGRAM** - The College seeks to promote programs and activities that facilitate the success of minority students.. MAP information is available through Student Affairs at 260-4430 and Student Support Services at 260-4436.

**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://www.sgc.edu/library/index.html> provides 24/7 access to its resources and services. First among these resources is the online catalog GIL@SGC for collection holdings in print, media, and electronic formats, including direct links to more than 27,000 NetLibrary e-books. Through GIL Express *Request*, the automated universal borrowing system, SGC students may directly request delivery of circulating 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 more than 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 GIL@SGC online catalog. One-on-one bibliographic instruction and research assistance are provided by the librarians upon request. 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. Twenty-two networked computer workstations are 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 are 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 the "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 and other designated sites.

**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 application assistance; cultural events; pre-registration; and advisement concerning transfers to other colleges and universities. This program is open to qualifying students who apply for participation in the program. Students may request an informative brochure on this program by calling or stopping by Powell Hall.

**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 260-4272 for more information.

**ALTERNATIVE DISPUTE RESOLUTION** - SGC subscribes to the University System of Georgia's initiative on Alternative Dispute Resolution (ADR). Also known as "mediation," ADR aims to resolve disputes between two persons without a formal grievance procedure or legal action. The goal of such a resolution is to satisfy the needs of both parties in a non-threatening manner in an atmosphere where both sides are expressed and possible solutions to the dispute are developed by the disputants themselves. To arrive at a win-win solution that will satisfy both parties, a certified mediator facilitates the expressions of concern, identifies issues for negotiation, and helps the parties work toward an agreement that can satisfy their needs. This process works very well for most disputes that do not involve criminal activity or academic grades. Further, the positions of the disputants are of minimal concern. Therefore, disputes between student and faculty member, faculty and staff, student and student, and faculty/staff and administration can be reasonably settled through mediation. For information on Alternative Dispute Resolution (mediation), please contact Academic Affairs at 260-4202. The grade appeal process is discussed in this Handbook on page 43.

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

South Georgia College strives to create an environment that advances teaching, learning, and service to society. The college seeks to create an orderly climate that promotes academic integrity, intellectual freedom, and individual thought and expression consistent with the rights of others. 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 to promote an educational environment by protecting the rights of all members of the college community and by prohibiting acts which interfere with the rights of others.

Membership in the college community confers certain rights and imposes certain responsibilities. Students are expected to understand and exercise their rights, meet their responsibilities, and respect the rights of others. The College is expected to enforce these responsibilities and to afford these rights to students. The College will help students create a climate that promotes their development while not denying this opportunity to others. Upon their request, students have the right through their Student Government Association to be heard in matters that affect their rights and responsibilities. Students have the right to take stands on issues, to examine and discuss questions of interest, and to support legal causes by orderly means which do not disrupt college operations or interfere with the rights of others. Student publications and communications enjoy the rights inherent in the concept of freedom of expression. Individual students and organizations have the right to publish and distribute material on the campus provided that the materials are identified by the name of the student or organization. All publications shall be subject to the canons of responsible journalism, including the avoidance of defamation, indecency, obscenity, undocumented allegations, and harassment.

All student organizations registered with the Student Life Office may meet on college premises if they make reservations in accordance with the established rules and regulations for room and space reservation. Students and/or student groups may not make reservations in their names for outside groups or organizations to use college space. Only student organizations registered with the campus Student Life 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 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 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 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 Student Life Staff 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 wastebaskets, 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:** The manufacture, distribution, possession, or use of alcoholic beverages, in any quantity, on campus and at all South Georgia College approved events off campus is prohibited. You cannot bring in, make, distribute, buy, sell, or be under the influence of alcoholic beverages while you are on campus including buildings, grounds, and vehicles. The consequences for violating this provision are describe below

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 is subject to expulsion from South Georgia College and may be subject to criminal prosecution. Consistent with Section 406 of the Board of Regents' Policy Manual, disciplinary 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 Student Life Office or the Public Safety Department.

5. **Tobacco Usage:** Tobacco usage is not allowed in any building on campus. Smoking is not permitted near the entrances to buildings.

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, document falsification, and other forms of dishonesty are violations of the Code of Conduct. Some violations may be so severe that they result in consequences that include 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. Some violations may result in additional disciplinary actions imposed by the college, including penalties and expulsion. The student's course of appeal for matters of academic dishonesty is to the Division Chair, Vice President for Academic Affairs, and President, respectively.

8. **Financial Responsibility:** 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. 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.

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 or suite other than one's own during the absence of the student assigned to the room or suite 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. Violation of this provision 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 the 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 remove, reduce, or increase the penalty.

**12. Student Identification Cards:** Lending, selling, borrowing, or otherwise transferring a student identification card is prohibited. The use of an identification card by anyone other than its original holder is prohibited. Students must present and/or surrender a student identification card when requested to by college officials, including public safety personnel acting in the performance of their duties. Withholding proper identification makes the student subject to consequences including arrest by Public Safety Officers.

**14. Gambling:** No form of gambling is permitted on the College campus, including College housing, and it is prohibited during College-sponsored trips and activities.

15. **Hazing:** No hazing is permitted. This includes those behaviors which tend to cause physical or mental suffering and which tend 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, staff, students, or guests; 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 employee acting individually or in concert with others, who clearly obstructs 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. Fighting is prohibited and is grounds for suspension.

17. **Residence Hall Violations:** Enforcement of residence hall regulation rests with the residence hall staff and then the Director of Student Life, who reports to 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, Missile Projecting Devices, and Weapons:** In accordance with state and federal law, the possession or use of pyrotechnical materials, such as firearms, explosives, dangerous chemicals, fire crackers, etc., is prohibited on the campus. BB guns, pellet guns, airsoft guns, slingshots, bows and arrows, weapons, and items designed to look like weapons, 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 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 the unauthorized use of the College's name, seal, logo, mascot or any other words or symbols that inappropriately imply affiliation with the College. Inappropriate transmission through all forms of communication is prohibited. This includes YouTube, Facebook, MySpace, text messaging, and other forms of communication.

**22. Computer Usage:** Students violating South Georgia College'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.

**25. Inappropriate Communications:** Communications via various forms of technology must adhere to the standards that have been established by the courts for the more traditional forms of spoken and written communications. This includes expressions transmitted through video, the Internet, phones, text messages, Facebook, MySpace, YouTube and other communication devices and programs.

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

## **COLLEGE DISCIPLINARY ACTIONS AND DUE PROCESS**

The Vice President for Student Affairs or his/her designee is the administrative officer responsible for student discipline and for ensuring that students are afforded appropriate due process. 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 Director of Student Life, who then initiates a review. This review is designed to offer affected parties opportunities to respond thoroughly to charges. Based on the findings, the staff determines the resolution of the case, and if appropriate, imposes disciplinary consequences. Any appeal of this decision must be submitted in writing to the Director of Student Life within three days of this ruling. Appeals are referred to the Discipline Committee, the designated agency to conduct hearings of student disciplinary cases. Any appeal of the Discipline Committee ruling must be submitted in writing to the President of the College within 24 hours of the Discipline Committee 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 Student Life staff is responsible for implementing College Disciplinary Policies. Action taken by the Director of Student Life 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 Student Affairs Office.

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 penalties, 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. 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. When the violation occurs before mid-term, the disciplinary officer will determine whether the suspended student receives "Ws" or "WFs" in the course work. Suspension following mid-term results in a grade of WF in each course taken that semester, unless all requirements for a given course were met 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 normally appear 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 one or more provisions of the Code of Conduct may be removed from the residence hall for a specified period or reassigned to a different location.

7. **Alcohol Violation:** All students found in violation, through the SGC Discipline process, of Alcohol Related Misconduct will receive:

1st Offense: 20 hours of service and the completion of alcohol education experiences and training.

2nd Offense: 30 hours of service and the completion of alcohol education experiences training.

3rd Offense: 40 hours of service, residence hall suspension, the completion of alcohol education experiences training, and possible suspension from college.

These are minimum sanctions. The findings of fact, any particular circumstances, and prior record of the student will be factors considered when determining any further sanctions.

A fine of \$10 is assessed for each hour of campus or community service. The total fine is reduced by \$10.00 for each hour of service completed by the specified date. Written permission is required for the service to be continued to a subsequent term. Those who are disruptive, cause a disturbance, display impaired functioning, or are considered to pose a threat to themselves or others are reported to campus police or other authorities who may impose discipline in addition to that mandated by the College. Consequences imposed by the college may be in addition to those imposed by law enforcement agencies. Consequences for underage drinking and other violations of law include citations, arrest, incarceration, fines, and other penalties. Additional 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. Due process provisions are described below in the section on College Disciplinary Actions.

**PARENTAL NOTIFICATION** - The Family Educational Rights and Privacy Act (FERPA) have given colleges the option to notify parents or guardians about specific types of information from a student's discipline record. The Vice President for Student Affairs or his/her designee has the authority to notify the parents or guardians of any student under the age of 21 who violates the Code of Conduct policies on alcohol or other drugs.

**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.



## **STUDENT DISCIPLINE**

### **DISCIPLINE PROCEDURE**

Consistent with the Rights and Responsibilities described above, a student may agree to accept discipline administered by the Director of Student Life or the Vice President for Student Affairs in keeping with the standards set forth by the South Georgia College Code of Conduct, or the student may 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 Director of Student Life will administer the penalties determined by the Committee. Any appeal of Discipline Committee action must be in writing and presented to the Director of Student Life 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 Director of Student Life or the Vice President for Student Affairs.

Any questions concerning the appeal process should be directed to the Director of Student Life. 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 Chair 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 three 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*, found at [www.sgc.edu](http://www.sgc.edu). Refer to that resource and confer regularly with your advisor. Each student is responsible for complying with the academic regulations stated in the catalog.

**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.

### **INTELLECTUAL DIVERSITY AND ACADEMIC FREEDOM**

The University System of Georgia and South Georgia College subscribe to the American Council on Education's statement of Academic Rights and Responsibilities. This statement includes important provisions about intellectual diversity and academic freedom. In addition to links on the SGC website, copies of this statement are available in the Office of the Vice President for Academic Affairs and the Office of the Vice President for Student Affairs. Failure on the part of faculty and staff to honor the commitment to intellectual diversity and academic freedom is a legitimate reason for a student to file a grievance.

These excerpts from the American Council on Education's statement of Academic Rights and Responsibilities offer specific expectations of classroom behavior for faculty and students:

- Colleges and universities should welcome intellectual pluralism and the free exchange of ideas. Such a commitment will inevitably encourage debate over complex and difficult issues about which individuals will disagree. Such discussions should be held in an environment characterized by openness, tolerance and civility.
- Academic decisions including grades should be based solely on considerations that are intellectually relevant to the subject matter under consideration. Neither students nor faculty should be disadvantaged or evaluated on the basis of their political opinions.

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

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

**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 written appeal follows step 1 below and must be addressed to the Division Chair, signed by the student, and delivered or postmarked within the 30-day limit.) Because the appeal of a grade is an in-house procedure, and not a court of law, no legal counsel or any other person may be present other than the persons specifically mentioned in each step below. Exceptions to this may be granted by the Vice President for Academic Affairs only for the following reasons: (1) a student with disabilities requiring extraordinary assistance; or (2) a student whose first language is not English and whose English is not sufficiently fluent so as to allow him/her to represent himself/herself adequately. In these cases, the appointment will be left to the discretion of the Vice President for Academic Affairs. The steps in the process are as follows:

1. The student will discuss the grade with the instructor involved\*. This meeting should occur within three weeks of the last day of the final examination period for the semester in which the grade was assigned. The majority of grade disputes are resolved at this step.

2. In the rare cases that the disputes are not resolved in step 1, the student must file a written appeal to the Division Chair within 30 days after the last day of the final examination period for the semester in which the grade was assigned. Within two weeks of receipt of the written appeal, the Division Chair will meet with the student and the instructor in an attempt to resolve the difficulty. A memorandum of record will be prepared that will include the substance of the conversation during the meeting.

3. If the difficulty remains unresolved, a divisional review board will be appointed by the Division Chair to hear the student's appeal. The review board will meet to hear the appeal no later than two weeks after step two above.

- (1) There will be three members of this board, to be chaired by the Division Chair.
  - (2) The instructor involved will not be a member of this board.
  - (3) In small divisions, the membership of the board may come from outside the division.
  - (4) If the charge of unfair grading is made against a Division Chair, the review board will be appointed by the Vice President for Academic Affairs, who will serve as its chair.
  - (5) The review board shall hear statements from both the student and the instructor involved and will examine documents that are pertinent to the matter under review. \*\*
  - (6) A record will be kept of the review board's proceedings.
  - (7) The findings of the review board will be reported to the Vice President for Academic Affairs, along with a recommendation. The decision of the Vice President for Academic Affairs shall be submitted to the student in writing within seven days.
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.

**\*In the unlikely event that the student cannot locate the instructor, the student should submit a written appeal directly to the Division Chair. The Division Chair will make a reasonable attempt to locate the instructor. If the instructor is still not available, the Division Chair will send reliable notice to the instructor (e.g., via certified mail) notifying the instructor that the appeal will proceed on a specified date no sooner than ten days from the sending of the notification. On the specified date, the division chair will meet with the student as specified in Step 2, with or without the instructor present.**

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

**Definition of Plagiarism** - South Georgia College follows the Modern Language Association's definition of "plagiarism": Derived from the Latin word *plagiarius* ("kidnapper"), *plagiarism* refers to a form of cheating that has been defined as "the false assumption of authorship: the wrongful act of taking the product of another person's mind, and presenting it as one's own" (Alexander Lindey, *Plagiarism and Originality* [New York: Harper, 1952 2]). Plagiarism involves two kinds of wrongdoing. Using another person's ideas, information, or expressions without acknowledging that person's work constitutes intellectual theft. Passing off another person's ideas, information, or expressions as your own to get a better grade or gain some other advantage constitutes fraud. Plagiarism is sometimes a moral and ethical offence rather than a legal one since some instances of plagiarism fall outside the scope of copyright infringement, legal offence.

Plagiarism is almost always seen as a shameful act, and plagiarists are usually regarded with pity and scorn. They are pitied because they have demonstrated their inability to develop and express their own thoughts. They are scorned because of their dishonesty and their willingness to deceive others for personal gain. (Gibaldi 66)

The act and practice of plagiarism is not only sometimes criminally prosecutable and always dishonest and shameful but it is also intellectually lazy and deprives the plagiarist of an education. Examples of plagiarism include:

1. Any quotation, rewording, paraphrase, or summary of another person's words, thoughts, ideas, opinions, or theories without appropriate acknowledgement.\*
2. The presentation in any form of another's artistic, literary, scientific, or other creative work as one's own.
3. Allowing someone else to write one's paper; copying, buying, or stealing either in part or in its entirety one's paper from another source such as a book, an article, or the Internet.

\*Appropriate acknowledgement includes, but is not limited to, quotation marks around quoted material and citation appropriate to the discipline. See the APA and MLA guidelines in the *Hodges' Harbrace Handbook* (Glenn and Gray 552-650), available in the campus bookstore. The APA and MLA guidelines are also available in the online version of this document.

Faculty members reserve the right to add to these rules at their discretion. Any addition to the rules will be plainly stated in said faculty member's syllabus. Ignorance of these rules does not constitute innocence and is not an excuse for plagiarism.

**Penalties for Plagiarism:** For each act of plagiarism, the penalty shall be imposed by the instructor. Some violations may result in additional disciplinary actions imposed by the college, including expulsion.

Gibaldi, Joseph. *MLA Handbook for Writers of Research Papers*. 6th ed. New York: MLA, 2003. 66.

Glenn, Cheryl and Loretta Gray. *Hodges' Harbrace Handbook*. 16th ed. Boston: Thomas Wadsworth, 2007. 552-650.



**ATTENDANCE POLICY** - Each academic division establishes attendance policies, which are included in the syllabus for each course. Work missed because of 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. The Athletic Director informs the faculty of the dates that athletes are to be excused from class.

**WITHDRAWAL FROM ONE OR MORE CLASSES** - Students should exercise caution when dropping or withdrawing from classes. Because 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 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. Consistent with the contract, residence hall costs and meal plan fees are not refundable. There is no refund for partial reduction in hours beyond the drop-add period. 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 who 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. **These refunds do not apply to campus housing.** Consistent with the housing contract, housing and meal fees are not refunded for students who withdraw or are withdrawn during the contract period.

**PROCEDURE TO INSPECT EDUCATION RECORDS** - Students may inspect and review their education records upon request to the Registrar or other record custodian (see list below).

Students should submit to the Registrar, or an appropriate staff person, a written request that identifies as precisely as possible the record(s) 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 fewer 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 Enrollment	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	Division Chair
Disciplinary Records	Office of the Vice President for Student Affairs	Director of Student Life

**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. To comply with 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 based on the evidence 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, color, gender, religion, creed, national origin, sexual orientation, 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 Human Resources. **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, the Director of Human Resources, 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.
5. Appropriate administrative officers will act on the findings.

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

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

Upon receipt of a grievance, the Affirmative Action Officer will discuss the grievance with the aggrieved party. Following this conference, the Affirmative Action Officer, aggrieved party, and the respondent to the grievance will meet in an effort to negotiate an agreement between the two parties. Should this negotiation fail, the President of the College will appoint an ad hoc committee comprised of three faculty members and two students to investigate the situation and recommend a resolution of the grievance to the President. The decision of the President is final insofar as the institution is concerned. Appeals beyond the local institution may be filed according to the Board of Regents' Policy Manual. The Vice President for Student 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) 260-4204. 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) 260-4429. 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  
South Georgia College  
100 West College Park Drive, Douglas, Georgia 31533  
(912) 260-4236**

**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 handled 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 a collection agency. The cost of collection is the responsibility of the student. 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.

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

## **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.

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

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

**Withdrawing from School and Repayment of Financial Aid**

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

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

**Applying for the HOPE Scholarship** - Students interested in applying for the HOPE Scholarship may complete either the FAFSA or the GSFAPPS Application. The FAFSA Application should be completed electronically at [www.fafsa.ed.gov](http://www.fafsa.ed.gov) each year. The GSFAPPS Application can be found at [www.georgiacollege411.org](http://www.georgiacollege411.org).

Students completing the GSFAPPS Application will be considered for the HOPE Scholarship only; federal or other state aid will not be considered.

In addition, all students applying for HOPE must also complete the SGC Institutional Data Sheet for Financial Aid.

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

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

HOPE Scholarship    Law Enforcement Personnel Dependents Grant

HOPE Grant            Public Safety Memorial Grant

Accel                    Helping Educate Reservist Offspring Grant (HERO)

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

In addition to the Spring checkpoint, all HOPE Scholarship recipients will have a grade point average review at the 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 contact the Registrar in the College Union at 260-4407, or visit the VA Homepage @ [www.gibill.va.gov](http://www.gibill.va.gov). The SGC Certifying Official verifies enrollment status and program compliance, and the Veterans Administration administers the benefits.

**CUSTOMER SERVICE** - South Georgia College is committed to providing optimal customer service. Questions or comments about campus services, or suggestions for improving services provided by the college may be addressed to SGC's Customer Service Office at 260-4316 or by visiting <http://www.sgc.edu/customer/>.

**SGC FOUNDATION & FOUNDATION SCHOLARSHIPS** - The South Georgia College Foundation was organized in 1971 by area business professionals to assist the College in attaining its goal of becoming the best two-year college in the state. Since its inception, the Foundation's primary focus has been providing scholarship assistance to academically talented graduates of area high schools. Though student scholarships are the number one fundraising priority of the Foundation, the entire college community reaps the benefits of its work. The Foundation further supports the College through helping finance and secure various types of capital projects as well as cultural and educational activities, athletic program support, student recruitment and staff development programs. At South Georgia College, our motto is "*A Degree of Difference.*" Over the past 35 years, the SGC Foundation has helped to make this difference in the lives of hundreds of deserving students. For information about the Foundation and scholarship opportunities, please contact the Director of Community & Foundation Relations at 912-260-4274 or visit <http://www.sgc.edu/prospective/scholarships.html>.

### **ENTRY PROGRAMS AT AMERICUS AND VALDOSTA**

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

## SGC Student Handbook Appendix

### The South Georgia College Quality Enhancement Plan (QEP) A Summary of "Critical Thinking through the WRITE Plan: Writing and Reasoning to Improve Thinking Effectiveness"

#### I. What is a Quality Enhancement Plan, and What Does It Have to Do with You as a Student at South Georgia College?

A Quality Enhancement Plan (QEP) is a component of the Southern Association of Colleges and Schools Commission on Colleges accrediting agency that affirms South Georgia College's commitment to student learning as the heart of the institution's mission. A QEP describes a carefully designed course of action that addresses a well-defined and focused topic related to enhancing student learning.

#### II. What is the Purpose of the SGC QEP, and How Will Students Benefit from It?

For the purposes of the South Georgia College QEP on improving critical thinking through writing, student learning is defined as measurable improvement in knowledge, skills, and competencies in critical thinking. After considerable review of pertinent literature, including researching various definitions of critical thinking and its components, SGC faculty approved the following definition of critical thinking:

*Critical thinking is the process of drawing conclusions and solving problems through evaluating, analyzing, making inferences, and using deductive and inductive reasoning.*

The five student learning outcomes to be focused on and assessed through implementation of the QEP are

- Students will demonstrate the ability to analyze.
- Students will demonstrate the ability to evaluate.
- Students will demonstrate the ability to infer.
- Students will demonstrate the ability to reason deductively.
- Students will demonstrate the ability to reason inductively.

The above critical thinking skills are defined as follows:

**Analysis**--the ability to dissect arguments, statements, problems, and points of view

**Evaluation**--the ability to decide on the strength of an argument and the validity of a given statement.

**Inference**--the ability to hypothesize and develop conclusions based upon facts, reasons, observations, and evidence.

**Deduction**--the ability to use generalizations in order to draw conclusions in a specific situation.

**Induction**--the ability to draw conclusions from an array of evidence.

Each of the five critical thinking outcomes is linked to the QEP rubric, an assessment tool that instructors will explain to students and that is used to evaluate student assignments related to the development of specific critical thinking skills. The QEP rubric is the last page of this appendix.

You will benefit from the QEP through exposure to and practice with high level critical thinking skills, the kinds of skills that will make you a better reader and listener, a better interpreter of what you read and hear, and a more persuasive supporter of arguments and points of view. The thinking skills you develop will have a positive effect on your college work, your future employment, and your involvement in civic affairs.

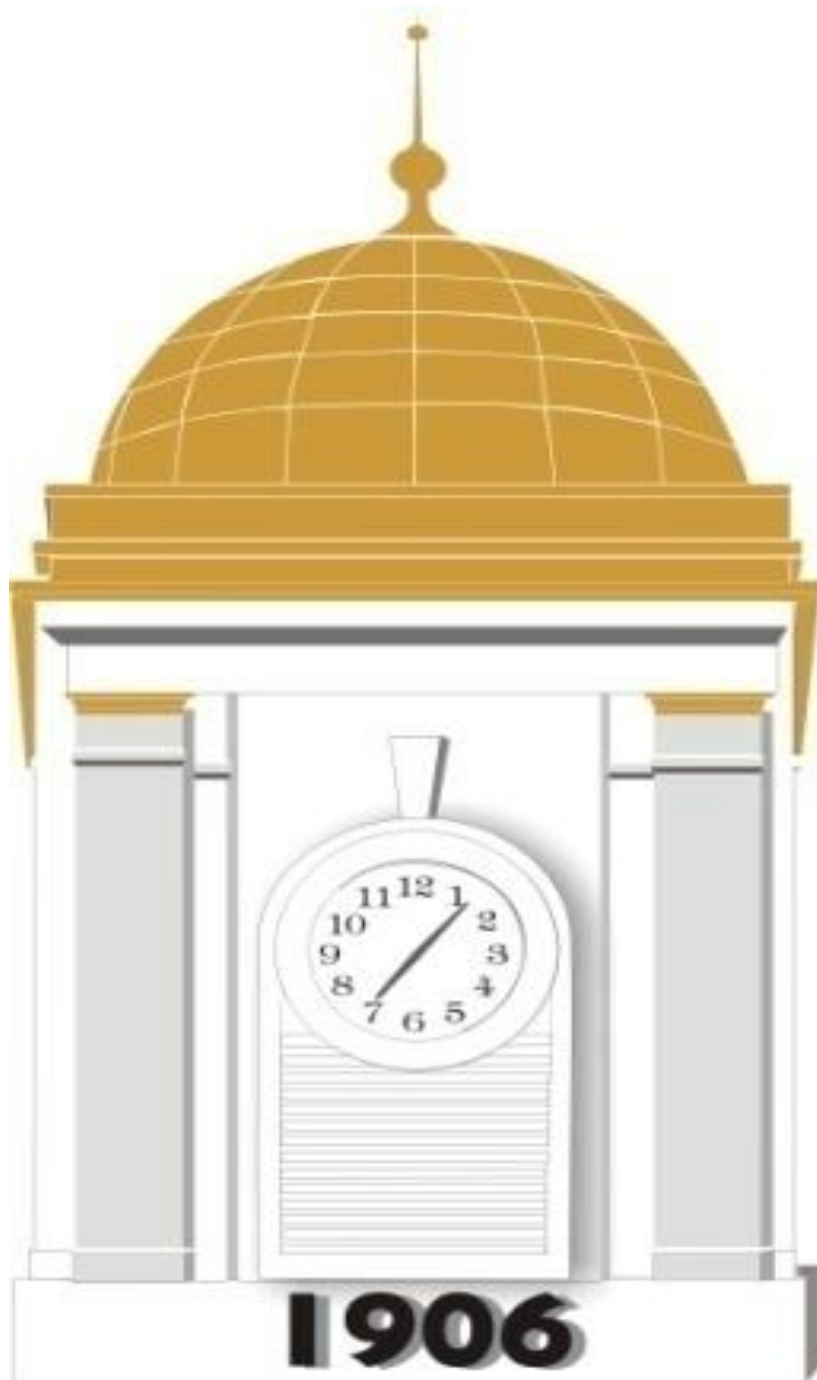
Here are some terms related to assessment of student learning that you may hear or read about during your time at SGC:

## Assessment Terms\*

- Analytic rubric. A rubric for making a series of judgments, each assessing a characteristic of the product being evaluated.
- Assessment. The collection and use of evidence to monitor and improve a product or process.
- Assessment plan. An explicit identification of who, what, when, where, and how often each outcome will be assessed.
- Benchmark. A criterion for assessing results compared to an empirically developed standard.
- Close the loop. Professionals discuss assessment results, reach conclusions about their meaning, determine implications for change, and implement them.
- Competency. An alternative name for a learning goal or outcome.
- Course-level assessment. Conducting assessment within a specific course to monitor and improve learning in this course.
- Developmental portfolio. A portfolio designed to show student progress by comparing products from early and late stages of the student's academic career.
- Direct measure. Students demonstrate that they have achieved a learning outcome.
- Embedded assessment. Assessment activities occur in courses. Students generally are graded on this work, and some or all of it is also used to assess program learning outcomes.
- Formative assessment. How well an assessment procedure provides information that is useful for improving what is being assessed.
- Goals. General statements about knowledge, skills, attitudes, and values expected in graduates.
- Indirect measure. Students (or others) report opinions.
- Learning outcome. A clear, concise statement that describes how students can demonstrate their mastery of a program goal.
- Likert scale. A survey format that asks respondents to indicate their degree of agreement. Responses generally range from "strongly disagree" to "strongly agree."
- Objective. An alternative name for a learning goal or outcome.
- Portfolio. Compilations of student work. Students are often required to reflect on their achievement of learning outcomes and how the presented evidence supports their conclusions.
- Random sample. A sample selected in such a way that each member of the population is equally likely to be included.
- Rubric. An explicit scheme for classifying products or behaviors into categories that are steps along a continuum.
- Standardized test. A test that is administered to all test takers under identical conditions.
- Survey. A questionnaire that collects information about beliefs, experiences, or attitudes.

\*Terms and definitions are from Mary J. Allen, *Assessing General Education Programs*. San Francisco: Anker Publishing, 2006, pp. 226-235

The Critical Thinking Rubric and related QEP information are posted at:  
<http://www.sgc.edu/QEP/>



### **COMMENTS AND SUGGESTIONS**

Please share your thoughts about this publication or other issues affecting campus life with any Student Government representative or contact the Student Affairs Office at 260-4431.



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