
GHC

GEORGIA HIGHLANDS COLLEGE

University System of Georgia

Annual Security Report **2024**

Contains crime statistics from GHC's Floyd, Heritage Hall, Cartersville, Marietta, and Paulding
Campuses for years 2021, 2022, 2023

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Message from the Office of the President



2024 Annual Security Report

Dear Georgia Highlands College,

I would like to extend a welcome to everyone as we begin the 2024-2025 academic year. Thank you for taking the time to read the Annual Security Report. This publication provides information about campus safety measures as well as statistics on crimes committed in and around our college community.

While we continue to grow and change with each new year, the safety and security of all members of our community is our highest priority. A truly secure environment requires the cooperation of everyone. As you engage in opportunities to learn, work, and grow on our various locations, please be respectful of everyone's personal space, property, and opinions. And if you see or hear something that contradicts a secure environment, notify someone immediately.



President Mike Hobbs

Awareness is critical to safety. Be aware of your surroundings, be aware of how to report suspicious activity, and be aware of all of the resources available at GHC to keep you safe.

Thank you for helping us to maintain a caring, safe, and secure community.

Sincerely,

A handwritten signature in black ink that reads "Mike Hobbs". The signature is written in a cursive, slightly stylized font.

Mike Hobbs, Ph.D.
President



Dear Georgia Highlands College Community



Whether you have lived and worked at GHC for many years, or you are new to our community, we hope that you take the time to read our Annual Security and Fire Safety Report. This document will assist you in attaining the knowledge necessary to develop and maintain a sense of situational awareness. Our goal is to educate you and the rest of the community by sharing information on crime and safety.

Our students, faculty, and staff come from across the United States and many different countries around the world. Expectations on crime and safety can vary widely; by reading this report you will gain a better understanding of our community. Overall, our campus is located in a safe area, but we need your support and active participation to suppress crime effectively. The men and women of the Campus Safety Department ask that you help us in our mission by assisting with the following:

1. Lock vehicles and offices when not occupied
2. Secure valuables when they will be out of your sight
3. Call in suspicious behavior as soon as possible

Campus Safety Mainline 706-295-6347

For local police call 911 if calling from a college or cell phone

4. When going out at night, travel with friends - there is safety in numbers.
5. Many doors on campus are protected by access readers. They should not be held open for strangers. Don't let people into offices or other protected locations, unless you know them.
6. Get to know the Campus Safety personnel and don't hesitate to approach our officers with suggestions, questions or concerns.

Thank you for your support and assistance. If we build a collective sense of stewardship for each other and this great College, together we can make a difference.

Sincerely,

David Horace

Chief of Police

MISSION STATEMENT

The mission of Georgia Highlands College Campus Safety Department is to serve and enrich the college community's quality of life by promoting and maintaining a safe and secure environment.

VALUES

INTEGRITY: The Georgia Highlands College community's trust and confidence in the Campus Safety Department is earned by the integrity of its Campus Safety officers. All GHC officers are expected to conduct themselves in a manner that is fair and ethical, and which exhibits a sense of duty and honor for the position entrusted to them.

JUSTICE: The administration of law and order is based upon the concept of justice for all and the preservation of constitutional rights. The fulfillment of that ideal requires a commitment by Campus Safety officers to protect citizens and to strive to ensure that citizens will be treated with respect, dignity and fairness.

SERVICE: As members of the campus law enforcement profession, GHC Campus Safety recognizes the importance of serving the college community's needs. As such, all GHC Campus Safety employees are duty bound in their commitment to provide excellent services.

TRUST: The Georgia Highlands College community has entrusted the Campus Safety Department to exercise its authority with discretion, good judgment, respect and a commitment to honesty, justice and diversity. Each member of GHC strives to build upon the trust and confidence of the students, staff, faculty and general public.

VISION

The vision of the Georgia Highlands College Campus Safety Department is to become a recognized leader in higher education law enforcement by providing the college community with quality campus safety services.

GOALS

In an effort to transform this vision into reality, the Georgia Highlands College Campus Safety Department has set the following goals:

To determine, develop and deploy services and specialized community-based programs.

To recruit, select, train and retain competent, committed and ethical Campus Safety officers.

To utilize department resources in an effective and efficient manner.

ANNUAL SECURITY REPORT – 2024

Georgia Highlands College's Campus Safety Department is responsible for preparing and distributing the Annual Security Report to comply with the Jeanne Clery Disclosure of Campus Security Policy and Crime Statistics Act (Clery Act). The report is published every year by Oct. 1 and contains three years of selected campus crime statistics and certain campus security policy statements in accordance with the Clery Act.

The Georgia Highlands College Campus Safety Department composes the Annual Security Report and statistical information with input from various sources such as local law enforcement agencies, Physical Plant, the Division of Student Affairs and campus officials.

Designated campus officials or campus security authorities include, but are not limited to, directors, deans, department heads, designated Human Resource Department liaison, judicial affairs and advisors to student's/student organizations.

PURPOSE OF ANNUAL SECURITY REPORT

Enacted in 1990, The Student Right to Know and the Campus Security Act was designed to assist students in making decisions which affect their personal safety and to ensure institutions of higher education provide students, prospective students, staff and faculty the information they need to avoid becoming victims of campus crime.

The Higher Education Act of 1998 and the subsequent amendment of the implementing regulations (34 C.F.R.668.46) significantly expanded institutions' obligations under the act. The act was also renamed the Jeanne Clery Disclosure of Campus Security Policy and Crime Statistics Act (hereafter the Clery Act). The Clery Act requires colleges and universities to:

Publish an annual report every year by Oct.1 that contains three years of selected campus crime statistics and certain campus security policy statements.

Disclose crime statistics for the campus, public areas immediately adjacent to or running through the campus, and certain non-campus facilities. The statistics must be gathered from campus safety or security, local law enforcement and other college officials who have significant responsibility for student and campus activities.

DISCLOSURE OF ANNUAL REPORT NOTIFICATION

Each year, an email notification is sent to all current students, faculty and staff providing the website to access this report. Upon request, prospective students and employees may obtain a paper copy of the report, which will be available at the Georgia Highlands College Campus Safety Department located at 3175 Cedartown Highway, Rome, GA 30161, or through the GHC website by visiting the following URL

<https://sites.highlands.edu/campuspolice/crime-statistics/>.

ENFORCEMENT AUTHORITY

The Georgia Highlands College Campus Safety Department is a fully certified, state police agency. All officers employed by the College are equivalent to the police or law enforcement officers employed in your hometown. College police officers are authorized to make arrests for violations of state law and local ordinances, obtain and execute search warrants, and enforce traffic laws.

The jurisdiction of the GHC Police, as defined by Georgia law, is public or private property under control of the Board of Regents plus 500 yards. Officers may operate beyond the 500 yards if they are in pursuit of an individual; assistance is requested from a surrounding agency with whom the University has a mutual aid agreement and; or on any campus under the control of the Board of Regents.

GHC's Campus Safety Department has a strong working relationship with the following agencies:

- **Bartow County Sheriff's Office** (Cartersville Campus)
- **Floyd County Police Department, Floyd County Sheriff's Office, and the City of Rome Police Department** (Floyd Campus & Heritage Hall)
- **City of Marietta Police Department** (Marietta Campus)
- **City of Dallas Police Department** (Paulding Campus)

Each of the above agencies augments the Campus Safety Department within their jurisdiction during mutual investigations, arrests, and prosecutions.

Campus police are fully qualified to adequately and independently investigate incidents and crimes occurring within our Clery Geography across all five campuses. Mutual aid agreements do not specifically provide for the investigation of particular crimes by local law enforcement. In the event a homicide investigation is needed, the Georgia Bureau of Investigations

Official Code of Georgia Annotated

O.C.G.A. 20-3-72 (2020)

20-3-72. Arrest powers of campus policemen and security personnel

The campus policemen and other security personnel of the university system who are regular employees of the system shall have the power to make arrests for offenses committed upon any property under the jurisdiction of the board of regents and for offenses committed upon any public or private property within 500 yards of any property under the jurisdiction of the board.

INCIDENT REPORTING AND RESPONSE

Any on-campus emergency, criminal offense or suspected criminal activity should be reported immediately to the Campus Safety emergency number by dialing 706.295.6347, from any phone. Upon receipt of the call, Georgia Highlands College Campus Safety communications center personnel can supply information or dispatch officers as necessary. For non-emergencies, dial 706.295.6347.

Georgia Highlands College Campus Safety will respond as quickly and safely as possible to any request for assistance, whether it is an emergency or not. Response time is based on current activity and severity of the call. Crimes in progress, alarms, traffic accidents with injuries and medical assists have a higher priority than other types of calls.

Members of the Campus Safety Department remain vigilant in their efforts to be visible and accessible to the College community per the following patrol modes: 1) vehicular, 2) golf-cart and 3) foot patrol, which provide immediate and personable public contact. For off-campus offenses, we encourage prompt reporting to the proper local law enforcement agency.

We cannot overemphasize the importance of prompt and accurate reporting of an incident or accident. For example, if a crime is not reported promptly, evidence can be destroyed or the potential to apprehend a suspect is lost. Consequently, this will inhibit the ability to determine the facts and develop an accurate report, and information could be missed that is essential for further investigation. If you witness a crime or emergency, promptly report it to GHC Campus Safety and be prepared to answer questions as accurately as you can. The subsequent investigation can only be as thorough as the information received. If you are the victim of a crime or you have seen or received information of criminal activity or other emergency, please contact Georgia Highlands College Campus Safety immediately.

CRIME LOG

The Georgia Highlands College Campus Safety Department generates the Daily Crime Log daily from reports made to them through their central dispatch office, from Campus Security Authorities, and local law enforcement agencies. Entries are made and updated within 2 business days. The log records, in the order received, the nature, date, time, general location, and disposition (if known) of reported crimes. Crime logs are publicly available for inspection on the College's website, and in person at the Campus Safety Office locations during regular business

hours. The Public Crime Log entries are archived from the website monthly, with the most current 60 days publicly available, and retained electronically for seven years. Archived copies will be available for public inspection within two business days of a request.

CONFIDENTIAL REPORTING OF CRIMES

Georgia Highlands College does not currently have a policy regarding voluntary, confidential reporting of crimes by complainants or witnesses for inclusion in crime statistics.

OTHER CONSIDERATIONS

There will be no retaliatory action against any individual with respect to the implementation of any provision of the Clery Act. The office of the Campus Dean can assist the victim with issues including, but not limited to, class schedule changes or withdrawal procedures.

REPORTING CRIMINAL OFFENSES TO CAMPUS SECURITY AUTHORITIES

Faculty, staff, and students are encouraged to report any criminal offenses within the campus environment directly to the Georgia Highlands College Campus Safety Department. For off-campus offenses, we encourage prompt reporting to the proper local law enforcement agency. As an option, you may also report criminal offenses to designated campus officials (including but not limited to) directors, deans, department heads, Human Resources, advisors to student's/student organizations, athletic coaches or to local law enforcement agencies.

Four crime reporting requirements have been added to Since 2015 report:

Domestic Violence (42 USC 13925(a)(6)): felony or misdemeanor crimes of violence committed by a current or former spouse of the victim, by a person with whom the victim shares a child in common, by a person who is cohabitating with or has cohabitated with the victim as a spouse, by a person similarly situated to a spouse of the victim under the domestic or family violence laws of the jurisdiction receiving grant monies, or by any other person against an adult or youth victim who is protected from that person's acts under the domestic or family violence laws of the jurisdiction.

Dating Violence (42 USC 13925 (a)(8)): violence committed by a person (A) who is or has been in a social relationship of a romantic or intimate nature with the victim and (B) where the existence of such relationship shall be determined based on a consideration of the following factors (i) the length of the relationship (ii) the type of the relationship (iii) the frequency of interaction between the persons involved in the relationship.

Sexual Assault (42 USC 13925 (a) (23)): any conduct proscribed by chapter 109A of title 18, whether or not the conduct occurs in the special maritime and territorial jurisdiction of the United States or in a Federal prison and includes both assaults committed by offenders who are strangers to the victim and assaults committed by offenders who are known or related by blood or marriage to the victim.

Stalking (42 USC 13925 (a)(24)): engaging in a course of conduct directed at a specific person that would cause a reasonable person to (A) fear for his or her safety or the safety of others; or (B) suffer substantial emotional distress.

HATE CRIMES

The Clery Report requires the reporting of hate crimes:

Hate Crime (UCR 2008 Definition): A criminal offense committed against a person, property or society which is motivated, in whole or in part, by the offender's bias against a race, religion, disability, sexual orientation, or ethnicity/national origin also known as a bias crime. (Bias is a preformed negative opinion or attitude toward a group of persons based on their race, gender, religion, disability, sexual orientation or ethnicity/national origin.)

The burden of proof for administrative hearing regarding domestic violence is “preponderance of evidence”, not proof beyond a reasonable doubt.

CRIMINAL ACTIVITY OFF-CAMPUS

The Georgia Highlands College Campus Safety Department, as well as campus officials, will assist students with notification to the proper law enforcement authorities. It is our goal to provide assistance wherever the report is made to make sure we include the crime in our annual security report.

When a GHC student is involved in an off-campus offense, the Georgia Highlands College Campus Safety Department may assist with the investigation in cooperation with local, state or federal law enforcement agencies.

TIMELY WARNING POLICY

Georgia Highlands College issues Timely Warnings to alert the campus community of Clery crimes occurring on campus or in other Clery Geography considered by the College to represent an ongoing threat to students and/or employees. Timely Warnings are issued without delay, as soon as pertinent information is available.

The Campus Police evaluates reports made to them, other Campus Security Authorities (CSA's), and local law enforcement to determine if a warning must be disseminated. Timely Warnings are issued by the Campus Police Department with determination made by department personnel that receive the report of the incident.

Timely Warnings are issued via GHC Notify, college email, phone calls, text messages and/or electronic warnings pushed to College computers. Timely Warnings will not include the names and other identifying information of complainants.

PROCEDURE

When a determination has been made that a timely warning should be issued, the GHC campus safety and public relations departments will work collaboratively to inform the campus community of the incident by taking one or more appropriate steps to ensure timely notification:

Invoke GHC Notify email, text and voice message system. Student are automatically enrolled in the GHC Notify system. Employees must enroll in the GHC Notify system from within the GHC Employee Intranet at the following URL <https://intranet.highlands.edu/ghcnotify/>

- College wide email of the timely warning notice
- Post the warning at <https://www.highlands.edu/>
- Such warning(s) may include, but are not limited to, the following information:
- Type of crime

- Date, time and location of the incident
- Suspect description
- Public safety reminder(s)

COLLEGE EMERGENCY NOTIFICATION POLICY

Georgia Highlands College's emergency preparedness, response and evacuation protocols are published online and accessible at <https://www.highlands.edu/campus-safety/>. The protocols require authorized GHC officials to immediately notify the campus community upon the confirmation of a significant emergency or dangerous situation occurring on or near the campus involving an immediate threat to the health or safety of students or employees unless issuing a notification will compromise efforts to contain the emergency. All students and employees are highly encouraged to read and review these protocols regularly.

Emergency response and evacuation procedures are reviewed annually. The Emergency Management Plan designates the GHC Campus Safety Department as the initial contact for reporting all emergency situations and for response to and resolution of all emergencies. Upon receiving the report of an emergency, The Institution will, without delay, and taking into account the safety of the community, determine the content of the notification and initiate the notification system, unless issuing a notification will, in the professional judgment of responsible authorities, compromise efforts to assist a victim or to contain, respond to, or otherwise mitigate the emergency. Emergency messages will include information detailing what has occurred and directions to the community regarding what to do next. The GHC Notify system will be activated to provide an emergency notification to registered users through voice, email and text message. The emergency notification process does not replace but may work with the timely warning requirement. Instead, the emergency notification addresses a much wider range of threats such as gas leaks, fires, weather (tornado/hurricane), bomb threats, contagious viruses, etc.

PROCEDURE

When a determination has been made that an emergency notification should be issued, Georgia Highlands College Relations department will inform the campus community by taking one or more appropriate steps to ensure timely notification:

Invoke GHC Notify email, text and voice message system. Students are automatically enrolled in the GHC Notify system. Employees must enroll in the GHC Notify system from within the GHC Employee Intranet at the following URL <https://intranet.highlands.edu/ghcnotify/>

Issue a campus-wide email of the emergency notification

All decisions concerning the discontinuation of college functions, cancellation of classes or cessation of operations rest with the president or his/her designee. After consulting with the emergency management team, the president shall be responsible for declaring a major institutional emergency. Should it be deemed necessary to warn the college community of an impending threat or emergency, the college emergency notification systems will be activated.

The college emergency notification systems may consist of the following:

- Text messaging
- Voice messaging
- Email
- Television and radio media
- Departmental phone listing
- Status reports will be updated and posted continuously on the following:
- College emergency information line (706.802.5000)
- College website <https://www.highlands.edu/>

GHC NOTIFY

Providing a safe and secure environment for our students, faculty and staff is a top priority at GHC. In light of the tragic situations in recent years at other colleges, the college has partnered with Blackboard Connect to create GHC Notify, which will contact members of the campus community through voice and text and email messages in the event of an emergency.

GHC Notify provides GHC with a communication tool to keep students, faculty and staff informed during threatening situations and weather-related closings. Student are automatically enrolled in GHC Notify. In order for GHC Employees to receive voice and text messages, you must provide your telephone and/or cell phone number to the college by logging into the GHC Employee Intranet Portal and visiting the URL

<https://intranet.highlands.edu/ghcnotify/>.

GHC Notify will be activated when the college determines a serious threat exists and the college community must take immediate action to remain safe and secure. The system will also be used to announce an unscheduled college and / or campus closing or cancellation of classes due to severe weather.

GHC Notify will call each phone number that you provide regardless of whether or not the call is answered. Text messages will only be sent once.

There is no cost to sign up for this notification service. However, when the system sends a voice or text message to your personal phone, you are responsible for any charges from your phone service provider associated with receiving voice or text messages.

In addition to GHC Notify, the college will continue to use its well-established communications methods including:

- Georgia Highlands College website
- College / campus broadcast emails
- Local media

EMERGENCY RESPONSE AND EVACUATION PROCEDURES

In some emergency situations, such as severe weather, utility failures, etc., an evacuation of the campus may be ordered by the president or his/her designee. A campus evacuation or closure is

an organized withdrawal from campus facilities where the time of return is determined by the circumstances of the emergency or event. When such action is warranted, you will be appropriately advised by the college emergency notification systems (GHC Notify).

When notified to evacuate the campus because of inclement weather, immediately proceed with procedures for securing offices and instructional areas to protect equipment and critical documents.

A building evacuation is most commonly initiated by the building's fire alarm system. When the building fire alarm sounds:

- Evacuate the building immediately, calmly and quickly.
- Carry all personal items, i.e. books, purses, etc. as you may not be allowed back in the building.
- Walk to the nearest exit/stairwell. Close doors behind you.

- Do not use elevators.
- Proceed to designated and posted area outside the building moving as far away from the building as possible. Do not stand on porch areas.
- Keep streets, fire lanes, hydrant areas and walkways clear for emergency vehicles and personnel.
- Do not re-enter building until cleared by authorized personnel.
- Assist with the evacuation of individuals with special needs.

Crisis Drill Procedure

From time to time crisis drills will be held in all administrative and academic buildings to simulate disasters such as a fire within a structure. Please read and use the following procedure when you hear the alarm. Legal requirement: State of Georgia Code (Title 25) requires all educational facilities to hold periodic crisis drills.

I. Purpose: To inform the faculty and staff of proper and safe procedures for evacuation of buildings, to prevent or minimize injury to people and college property and to familiarize the fire department and their agencies with facilities and equipment. A notification by e-mail will notify the campus being tested before the drill occurs.

II. General Instructions:

A. In case of a crisis remember the following:

1. **R-** Rescue. Immediate lifesaving if possible.
2. **A-** Alarm. Call Campus Safety (706-295-6347) and engage the alarm.
3. **C-** Confine. Close doors and windows.
4. **E-** Extinguish the fire and/or evacuate the building.

B. Evasive actions for personal safety

1. Learn the floor plan and crisis evacuation routes for the building.
2. Inform students of crisis drill procedure and evacuation routes at the beginning of each semester. Provide suggested crisis drill procedure on your syllabus.
3. Have class roll or other means available to account for students after their evacuation.

III. Specific Instructions:

A. Instructors or others in charge of a classroom should turn off lights and unplug electrical equipment, close the classroom door, leave the building with classroom roll or other method to make head count.

B. All personnel must evacuate the building according to the fire evacuation plan posted in classrooms and near each exit and assemble at designated areas.

C. Instructors will report an “all clear” or the names of those missing to the evacuation coordinates or designee(s).

D. The evacuation coordinates will report “all clear” or the names of those missing to the campus safety.

E. Authorized persons will search for any missing persons. Georgia Highlands College Emergency Management Plan 35 Revised 03/09/2023 Emergency Assembly locations for buildings: (All areas have signs posted) The designated location for Cartersville will be the A parking area away from incoming emergency vehicles. The designated location for Heritage Hall will be the rear parking area away from incoming emergency vehicles. Floyd Campus will be the North Parking Lot or the Paris Lake walkway. Paulding Instructional Site will be in the student parking lot. Marietta Instructional Site will be to the right of the rear parking lot.

LOCKDOWN OR SHELTER IN PLACE; SEVERE WEATHER

Lock your room or secure it by barricading the doors and windows with whatever may be at hand. If you cannot lock your door, use furniture, bookcases or other items to block the door and provide cover. Building lockdowns will be handled by Campus Safety (706-295-6347) and/or Plant Operations (706-295-6350). Campus deans and department heads with master keys may assist instructors in locking doors.

- Take cover from windows or openings behind furniture or walls.
- Turn off lights and seek cover.
- Admit no one until officially notified by law enforcement. Do not leave the secure area. Do not admit anyone after the initial warning, as they may be the threat.

Tornado

The National Weather Service has issued two types of tornado alerts:

TORNADO WATCH: Means that weather conditions are such that a tornado may develop.

TORNADO WARNING: Means that a tornado has been sighted and protective measures should be taken immediately.

The notification of a weather watch or warning will be received by Campus Safety by a tone encoded message from the nearest National Weather Services office through a weather warning receiver or by monitoring local radio/television during threatening weather or by Code Red weather alerts.

In the event of a tornado warning, Campus Safety will issue a warning to everyone on campus through GHC Notify.

Severe Weather Preparation

- All personnel should know the symptoms of severe thunderstorms and tornadoes. Watches may be issued by email.
- Campus Safety and selected personnel are trained in the use of the warning and communication systems.
- All campus vehicles will continue to operate during tornado watches, but not during tornado warnings. Vehicles can be rolled by tornado winds.
- Shelter areas are designated by green signs with a tornado symbol. In general, go to an interior room, away from windows.

Response

When Campus Safety has been alerted of a tornado watch by the warning receiver, or weather conditions indicate the possibility of a tornado, the weather radio, local radio or television station should be tuned in and monitored for updated weather information.

Continue normal activities. An email alert will be sent by Campus Safety.

When a tornado warning is received take emergency procedures at once.

If there is sufficient time, Campus Safety will:

- Issue warning through GHC Notify.
- Everyone on campus not in a designated area will immediately go to a pre-designated location indicated by signs for their area.
- Cover your head, face, and upper torso with anything that can help protect you from flying debris.

If there is insufficient time to take shelter:

- Go to an inside wall of the room away from windows, a corner being best.
- Cover your head.
- Squat on floor next to wall, in a corner or get under stable furniture or equipment.
- If out in the open, go to a ditch, ravine or indented area, lie face down and cover your head.

ALCOHOLIC BEVERAGES, ILLEGAL DRUGS, WEAPONS

As an institution interested in the intellectual, physical and psychological well-being of the campus community, GHC deems it important to curtail the abusive or illegal use of alcoholic beverages. All members of the College community and guests are required to comply with federal, state and local laws regarding the distribution, possession and consumption of alcoholic beverages.

Georgia Highlands College stresses individual responsibility regarding the use of alcohol. In support of the philosophy and purposes of Georgia Highlands College, the illegal sale, possession, distribution, and consumption of alcoholic beverages is prohibited on Georgia Highlands College campuses and at institutionally approved events off campus.

The unlawful manufacture, distribution, dispensation, possession or use of controlled substances is prohibited on the campuses of Georgia Highlands College and at institutionally approved events off campus. Georgia Highlands College additionally prohibits employees from working under the influence of alcohol or drugs. Failure to comply with these regulations and policies constitutes misconduct and will result in disciplinary actions or criminal charges.

Alcohol

The possession of alcohol by anyone under 21 years of age in a public place or a place open to the public is illegal pursuant to Georgia Code §3-3-23. Georgia Code §3-3-23 states the no person knowingly, directly or through another person, shall furnish, cause to be furnished, or

permit any person in such person's employ to furnish any alcoholic beverage to any person under 21 years of age, and no person under 21 years of age shall purchase, attempt to purchase, or knowingly possess any alcoholic beverage. Pursuant to Georgia code §3-3-21 and Georgia code §3-3-21.1, It is also a violation of law and student rules to possess, consume, or sell alcoholic beverages on any of the college's campuses except as authorized by the campus dean and in compliance with the Facilities Use Policy. Consequences could result in criminal charges or arrest and/or sanctions by the college. Georgia Highlands College is committed to promoting responsible decision-making regarding alcohol and drugs through educational programming, resources and referrals.

Educational programming: Drunk Goggles Program

The Drunk Goggles Program is conducted by the Campus police department during orientation and during club registration days. The officer conducting the program utilizes a table like set up with various goggles that simulate the effects of impairment from alcohol, and other substances such as marijuana. The officer conducting the program shares information about the dangers of impairment and encourages students to be responsible when consuming alcohol.

Illegal Drugs

Georgia code §16-13-30 prohibits the manufacture, sale, delivery, possession or use of a controlled substance without legal authorization. A controlled substance includes any drug, substance or immediate precursor covered under the Georgia Controlled Substances Act, including but not limited to opiates, barbiturates, amphetamines, marijuana and hallucinogens. The possession of drug paraphernalia is also prohibited under state law. Drug paraphernalia includes all equipment, products and material of any kind that are used to facilitate, or intended or designed to facilitate, violations of the Controlled Substances Act. Alleged violations of this policy may result in criminal charges and will also be adjudicated through the college's dean for disciplinary process.

Weapons Policy

From student handbook

<https://www.highlands.edu/campus-safety/campus-carry-information/>

X. Weapons

- Using or possessing a weapon on campus or at a college-sponsored activity, without authorization.

A weapon may mean any object or substance designed to inflict an injury or incapacitate another person. A weapon may be a firearm, a knife or any object or device designed for offense or defense; or other item considered as a weapon by local, state or federal statutes.

- O.C.G.A § 16-11.127.1 allows valid firearms license holders (aged 21 and over) to store weapons in a motor vehicle parked on campus if the weapon is kept in a locked compartment, locked container, or locked firearms rack within the vehicle.
- Effective July 1, 2017, HB 280 Amended O.C.G.A § 16-11.127.1 to allow for concealed carry for valid firearms license holders (aged 21 and over) the ability to carry handguns in some areas on college campuses. It is the responsibility of the holder of the valid firearms license to understand and comply with the established legal restrictions that prohibit possession of a firearm in specific college areas, rooms, offices, or buildings specified in the Amended Code.
- HB 792 Exception: Any person who is 18 years of age or older or currently enrolled in classes on the campus in question and carrying, possessing, or having under such person's control an electroshock weapon while in or on any building or real property owned by or leased to such public technical school, vocational school, college or university or other public institution of postsecondary education; provided, however, that, if such person makes use of such electroshock weapon, such use shall be in defense of self or others. The exemption under this paragraph shall apply only to such person in regard to such electroshock weapon. As used in this paragraph, the term 'electroshock weapon' means any commercially available device that is powered by electrical charging units and designed exclusively to be capable of incapacitating a person by electrical charge, including, but not limited to, a stun gun or Taser as defined in subsection (a) of Code Section 16-11-106.

SEXUAL ASSAULT

Victims of sexual assault or persons who have information regarding a sexual assault are strongly encouraged to report the incident to the Georgia Highlands College Campus Safety Department immediately. It is the policy of the department to assist law enforcement with conducting investigations of all sexual assault complaints with sensitivity, compassion, patience and respect for the victim. The victims of sexual assault are not required to file criminal charges or seek judicial actions through the college's disciplinary process. However, victims are encouraged to report the assault in order to provide the victim with physical and emotional assistance.

The Georgia Highlands College Campus Safety Department is available to all victims to provide information about personal safety, Georgia crime victims' rights and other information upon request. The office of the Campus Dean can assist the victim with issues including, but not limited to, class schedule changes and withdrawal procedures.

Definitions under Georgia State Law

Dating Violence

O.C.G.A. § 19-13A-1:

'Dating violence' means the occurrence of one or more of the following acts between persons through whom a current pregnancy has developed or who are currently, or within the last 12 months were, in a dating relationship:

- (A) Any felony; or
- (B) Commission of the offenses of simple battery, battery, simple assault, or stalking.

Domestic Violence

The State of Georgia does not have a Domestic Violence law, but defines Family Violence as:

O.C.G.A. § 19-13-1:

As used in this article, the term "family violence" means the occurrence of one or more of the following acts between past or present spouses, persons who are parents of the same

child, parents and children, stepparents and stepchildren, foster parents and foster children, or other persons living or formerly living in the same household:

(1) Any felony; or

(2) Commission of offenses of battery, simple battery, simple assault, assault, stalking, criminal damage to property, unlawful restraint, or criminal trespass.

The term "family violence" shall not be deemed to include reasonable discipline administered by a parent to a child in the form of corporal punishment, restraint, or detention.

Sexual Assault

Georgia does not have a Sexual Assault law, but instead has a Sexual Battery law as shown below.

O.C.G.A. § 16-6-22.1:

(a) For the purposes of this Code section, the term "intimate parts" means the primary genital area, anus, groin, inner thighs, or buttocks of a male or female and the breasts of a female.

(b) A person commits the offense of sexual battery when he or she intentionally makes physical contact with the intimate parts of the body of another person without the consent of that person.

(c) Except as otherwise provided in this Code section, a person convicted of the offense of sexual battery shall be punished as for a misdemeanor of a high and aggravated nature.

(d) A person convicted of the offense of sexual battery against any child under the age of 16 years shall be guilty of a felony and, upon conviction thereof, shall be punished by imprisonment for not less than one nor more than five years.

(e) Upon a second or subsequent conviction under subsection (b) of this Code section, a person shall be guilty of a felony and, upon conviction thereof, shall be imprisoned for not less than one nor more than five years and, in addition, shall be subject to the sentencing and punishment provisions of Code Section 17-10-6.2.

Rape

O.C.G.A. § 16-6-1:

(a) A person commits the offense of rape when he has carnal knowledge of:

- (1) A female forcibly and against her will; or
- (2) A female who is less than ten years of age.

Carnal knowledge in rape occurs when there is any penetration of the female sex organ by the male sex organ. The fact that the person allegedly raped is the wife of the defendant shall not be a defense to a charge of rape.

(b) A person convicted of the offense of rape shall be punished by death, by imprisonment for life without parole, by imprisonment for life, or by a split sentence that is a term of imprisonment for not less than 25 years and not exceeding life imprisonment, followed by probation for life. Any person convicted under this Code section shall, in addition, be subject to the sentencing and punishment provisions of Code Sections 17-10-6.1 and 17-10-7.

(c) When evidence relating to an allegation of rape is collected in the course of a medical examination of the person who is the victim of the alleged crime, the Georgia Crime Victims Emergency Fund, as provided for in Chapter 15 of Title 17, shall be responsible for the cost of the medical examination to the extent that expense is incurred for the limited purpose of collecting evidence.

Sodomy; Aggravated Sodomy; Medical Expenses

O.C.G.A. § 16-6-2:

(a)

(1) A person commits the offense of sodomy when he or she performs or submits to any sexual act involving the sex organs of one person and the mouth or anus of another.

(2) A person commits the offense of aggravated sodomy when he or she commits

sodomy with force and against the will of the other person or when he or she commits sodomy with a person who is less than ten years of age. The fact that the person allegedly sodomized is the spouse of a defendant shall not be a defense to a charge of aggravated sodomy.

(b)

(1) Except as provided in subsection (d) of this Code section, a person convicted of the offense of sodomy shall be punished by imprisonment for not less than one nor more than 20 years and shall be subject to the sentencing and punishment provisions of Code Section 17-10-6.2.

(2) A person convicted of the offense of aggravated sodomy shall be punished by imprisonment for life or by a split sentence that is a term of imprisonment for not less than 25 years and not exceeding life imprisonment, followed by probation for life. Any person convicted under this Code section of the offense of aggravated sodomy shall, in addition, be subject to the sentencing and punishment provisions of Code Sections 17-10-6.1 and 17-10-7.

(c) When evidence relating to an allegation of aggravated sodomy is collected in the course of a medical examination of the person who is the victim of the alleged crime, the Georgia Crime Victims Emergency Fund, as provided for in Chapter 15 of Title 17, shall be financially responsible for the cost of the medical examination to the extent that expense is incurred for the limited purpose of collecting evidence.

(d) If the victim is at least 13 but less than 16 years of age and the person convicted of sodomy is 18 years of age or younger and is no more than four years older than the victim, such person shall be guilty of a misdemeanor and shall not be subject to the sentencing and punishment provisions of Code Section 17-10-6.2.

Fondling

The State of Georgia does not have a definition for Fondling, however what the Clery Act defines

as fondling is included in the State definition of Sexual Battery provided above.

Incest

O.C.G.A. § 16-6-22:

(a) A person commits the offense of incest when such person engages in sexual intercourse or sodomy, as such term is defined in Code Section 16-6-2, with a person whom he or she knows he or she is related to either by blood or by marriage as follows:

- (1) Father and child or stepchild;
- (2) Mother and child or stepchild;
- (3) Siblings of the whole blood or of the half blood;
- (4) Grandparent and grandchild of the whole blood or of the half blood;
- (5) Aunt and niece or nephew of the whole blood or of the half blood; or
- (6) Uncle and niece or nephew of the whole blood or of the half blood.

(b) A person convicted of the offense of incest shall be punished by imprisonment for not less than ten nor more than 30 years; provided, however, that any person convicted of the offense of incest under this subsection with a child under the age of 14 years shall be punished by imprisonment for not less than 25 nor more than 50 years. Any person convicted under this Code section of the offense of incest shall, in addition, be subject to the sentencing and punishment provisions of Code Section 17-10-6.2.11

Statutory Rape

O.C.G.A. § 16-6-3:

(a) A person commits the offense of statutory rape when he or she engages in sexual intercourse with any person under the age of 16 years and not his or her spouse, provided that no conviction shall be had for this offense on the unsupported testimony of the victim.

(b) Except as provided in subsection (c) of this Code section, a person convicted of the offense of statutory rape shall be punished by imprisonment for not less than one nor more than 20 years; provided, however, that if the person so convicted is 21 years of age or older, such person shall be punished by imprisonment for not less than ten nor more than 20 years. Any person convicted under this subsection of the offense of statutory rape shall, in addition, be subject to the sentencing and punishment provisions of Code Section 17-10-6.2.

(c) If the victim is at least 14 but less than 16 years of age and the person convicted of statutory rape is 18 years of age or younger and is no more than four years older than the victim, such person shall be guilty of a misdemeanor.

(d)(1) As used in this subsection, the term "sexual felony" shall have the same meaning as set forth in paragraph (2) of subsection (j) of Code Section 16-5-21.

(2) Any person having been previously convicted of a sexual felony who is convicted of the felony offense of statutory rape when the individual convicted was 21 years of age or older, shall be punished by imprisonment for life or a split sentence that is a term of imprisonment followed by probation for life. As a condition of probation, the court shall impose the requirement of electronic monitoring as set forth in paragraph (14) of subsection (a) of Code Section 42-8-35

Stalking

O.C.G.A. § 16-5-90:

(a)

(1) A person commits the offense of stalking when he or she follows, places under surveillance, or contacts another person at or about a place or places without the consent of the other person for the purpose of harassing and intimidating the other person. For the purpose of this article, the terms "computer" and "computer network" shall have the same meanings as set out in Code Section 16-9-92; the term "contact" shall mean any communication including without being limited to communication in person, by telephone, by mail, by broadcast, by computer, by computer network, or by any other electronic device; and the place or places that contact by telephone, mail, broadcast, computer, computer network, or any other electronic device is deemed to occur shall be the place or places where such communication is received. For the

purpose of this article, the term "place or places" shall include any public or private property occupied by the victim other than the residence of the defendant. For the purposes of this article, the term "harassing and intimidating" means a knowing and willful course of conduct directed at a specific person which causes emotional distress by placing such person in reasonable fear for such person's safety or the safety of a member of his or her immediate family, by establishing a pattern of harassing and intimidating behavior, and which serves no legitimate purpose. This Code section shall not be construed to require that an overt threat of death or bodily injury has been made.

(2) A person commits the offense of stalking when such person, in violation of a bond to keep the peace posted pursuant to Code Section 17-6-110, standing order issued under Code Section 19-1-1, temporary restraining order, temporary protective order, permanent restraining order, permanent protective order, preliminary injunction, or permanent injunction or condition of pretrial release, condition of probation, or condition of parole in effect prohibiting the harassment or intimidation of another person, broadcasts or publishes, including electronic publication, the picture, name, address, or phone number of a person for whose benefit the bond, order, or condition was made and without such person's consent in such a manner that causes other persons to harass or intimidate such person and the person making the broadcast or publication knew or had reason to believe that such broadcast or publication would cause such person to be harassed or intimidated by others.

(b) Except as provided in subsection (c) of this Code section, a person who commits the offense of stalking is guilty of a misdemeanor.

(c) Upon the second conviction, and all subsequent convictions, for stalking, the defendant shall be guilty of a felony and shall be punished by imprisonment for not less than one year nor more than ten years.

(d) Before sentencing a defendant for any conviction of stalking under this Code section or aggravated stalking under Code Section 16-5-91, the sentencing judge may require psychological evaluation of the offender and shall consider the entire criminal record of the offender. At the time of sentencing, the judge is authorized to issue a permanent restraining order against the offender to protect the person stalked and the members of such person's immediate family, and the judge is authorized to require psychological treatment of the offender as a part of the sentence, or as a condition for suspension or stay of sentence, or for probation.

Consent

While Georgia does not define consent there is a published definition of “Without his consent” in:

O.C.G.A. § 16-1-3:

(19) “Without his consent” means that a person whose concurrence is required has not, with knowledge of the essential facts, voluntarily yielded to the proposal of the accused or of another.

STUDENT SEXUAL MISCONDUCT POLICY

Georgia Highlands College is committed to providing a safe and respectful environment. Georgia Highlands will not tolerate sexual harassment, sexual misconduct, sexual exploitation, sexual assault, domestic or dating violence, intimidation, retaliation, or stalking. GHC is committed to protecting a person reporting such conduct and providing a respondent with due process, as provided under Title IX, and to providing timely investigation and resolution on student sexual misconduct.

This policy and all other student conduct policies address the conduct of Georgia Highlands’ students. Other policies address any misconduct, including sexual misconduct, of faculty, staff (including student workers), and administrators. Please refer to this policy for specific Sexual Misconduct and reporting access. This policy covers all students, regardless of gender identity or sexual orientation, and regardless of the relationship or lack thereof between the victim and the respondent. This policy also applies to members of the college community (e.g. visitors, community members) who are affected by student misconduct.

This policy applies at all GHC locations and off-campus venues used for student programs and activities, as well as any off-campus location when the conduct adversely affects the institution or the institutional objectives. Students who experience any form o

f sexual misconduct discussed in this policy are encouraged to contact one of the people or offices listed in this policy – regardless of when or where the act occurred. These resources can help the student get the support needed. Different employees on campus have different standards for maintaining a victim’s confidentiality.

This policy will assist in making students aware of the various reporting and confidential disclosure options available to them so they can make informed choices about where to turn. Students may choose to talk to someone in one or more of the resources listed on the Student Support Services website as either Immediate Resources or Ongoing Resources.

TITLE IX

Title IX of the Education Amendments of 1972 (20 U.S.C. § 1681) provides that no person shall, on the basis of sex, be excluded from participation in, be denied benefits, or be subjected to discrimination under any education program or activity receiving federal financial assistance.

The following are examples of types of sex-based discrimination prohibited by Title IX:

Sexual harassment, including sexual assault, occurring in connection with any academic, athletic, extracurricular, or other university program, regardless of the location;

Discriminatory decision-making by a supervisor of an employee based on the employee’s sex;

Failure to provide equitable opportunity for participation in intercollegiate sports; or disproportionate awards of athletic scholarships.

Pursuant to Title IX and its regulations (34 C.F.R. Part 106), Georgia Highlands College’s Title IX Coordinator is the designated university official with primary responsibility for coordinating the university’s compliance with Title IX and other federal and state laws and regulations relating to sex-based discrimination.

Link: <https://sites.highlands.edu/human-resources/title-ix/>

Guidelines or suggestions to follow after a sexual assault:

- Go to a safe place as soon as you can.

- Contact the Georgia Highlands College Campus Safety Department at 706-295-6347 and/or 911.
- Get medical attention as soon as possible to make sure you are physically well and to collect important evidence in the event you may later wish to take legal action.
- Try to preserve all physical evidence. Do not wash, use the toilet, or change clothing if you can avoid it. If you do change clothes, put all clothing you were wearing at the time of the attack in a paper, not plastic, bag.
- Talk with a counselor who will maintain confidentiality, help explain your options, give you information and provide emotional support.
- Contact someone you trust to be with you and support you.

Contact the Title IX Coordinators:

Michelle Lockett

Cartersville Campus

5441 Ga-20

Cartersville, Georgia 30121

678-872-8037

Cory McElroy

Cartersville Campus

5441 Ga-20

Cartersville, Georgia 30121

678) 872-8128

MEDICAL TREATMENT

It is important to seek immediate and follow-up medical attention for several reasons: first, to assess and treat any physical injuries you may have sustained; second, to determine the risk of sexually transmitted diseases or pregnancy and take preventive measures; and third, to gather evidence that could aid criminal prosecution. Physical evidence should be collected immediately, ideally within the first few hours. It may be collected later than this, but the quality and quantity of the evidence may be diminished.

SEXUAL ASSAULT PREVENTION

The college Campus Safety Department can provide education, prevention and personal safety materials upon request.

Fight to Flight Program

The “Fight to Flight” program is conducted by the Georgia Highlands College Police Department and aims to instruct students and employees tactics of self-defense in the event of a sexual assault or an attack. The Police department utilizes the “Redman” suit to allow students of the class to demonstrate defensive tactics learned from the program. This program is conducted at minimum biannually, with a focus on conducting the program on all campuses during the month of April.

SEX OFFENDER REGISTRY

The Campus Sex Crimes Prevention Act is a federal law enacted on Oct. 28, 2000 that provides for the tracking of convicted, registered sex offenders enrolled as students at institutions of higher education, employed or volunteering on campus.

This act amends the Family Educational Rights and Privacy Act of 1974 to clarify that nothing in that act may be construed to prohibit an educational institution from disclosing information provided to the institution concerning registered sex offenders and requires the Secretary of Education to take appropriate steps to notify educational institutions that disclosure of this information is permitted.

The Georgia Highlands College Campus Safety Department receives notification of registered sex offenders from area law enforcement agencies. <https://gbi.georgia.gov/services/georgia-sex-offender-registry>

DISCIPLINARY ACTION – ALLEGED SEX OFFENSES

Georgia Highlands College campus dean will review information received regarding incidents involving sexual offenses for alleged violations of the Georgia Highlands College Student Handbook. For information on the definition of sexual misconduct or student rule violations, please see the Student Rules section

<https://sites.highlands.edu/human-resources/title-ix/student-sexual-misconduct-policy/>.

Accuser and accused are entitled to same opportunities to have others present during a disciplinary proceeding. Accuser and accused will be informed of the outcome of any institutional disciplinary proceeding alleging a sex offense.

VIOLENCE AGAINST WOMEN ACT

Violence against women takes many forms, including domestic violence, sexual assault, dating violence and stalking. These crimes impact millions of individuals and families in every community in our nation. In 1994, Congress passed the landmark Violence Against Women Act (VAWA), a comprehensive approach to addressing and ending violence against women. VAWA established grants to create and improve law enforcement and prosecution strategies at the state and local levels and provides a framework for collaboration between federal, state and local governments; direct service providers; law enforcement personnel; prosecutors and the courts. VAWA proves that it is possible to combat violence against women. Yet, there is more work to be done.

In 2012, the House of Representatives passed the Adams-Cantor (H.R. 4970) version, which failed to include provisions that help immigrant, Native women and LGBT communities. The vote was 222-205, with 23 Republicans voting against the bill and 6 Democrats voting for the bill.

The 113th Congress took up the Violence Against Women Act again in January of 2013. An inclusive VAWA that included provisions helping immigrant, Native American and LGBT victims of violence (S.

was approved in the Senate, and the House of Representatives approved that version of VAWA. The vote was 286-138. The YWCA supported S. 47.

The bill was signed into law by President Obama on March 7, 2013.

GHC supports anti-violence policies that protect victims, hold perpetrators accountable, and works to eradicate sexual assault and domestic violence, trafficking of women and girls, and dating violence.

Sexual Misconduct and VAWA Procedures

Disciplinary Proceedings

Georgia Highlands College (GHC) prohibits the crimes of dating violence, domestic violence, sexual assault, and stalking (collectively known as the Violence Against Women Act or VAWA Offenses). Complaints are processed consistent with Title IX of the Education Amendments of 1972 (Title IX), the Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act (Clery Act), the University System of Georgia (USG) Sexual Misconduct Policy, and institutional policy.

Disciplinary complaints may be made by any campus community member and should be directed to the Title IX Coordinators: Michelle Lockett or Cory McElroy. Complaints may be launched via the GHC Human Resources Title IX website (<https://sites.highlands.edu/human-resources/title-ix/>) through the Student Reporting link or the Faculty/Staff Reporting link. Both links can be found on the right-hand side of the Title IX website page. Additionally, complaints may be sent to Michelle Lockett at 5441 GA-20, Cartersville, GA 30121, (678) 872-8037 , or mlockett@highlands.edu; and may be sent to Cory McElroy at 3175 Cedartown Hwy, Rome, GA 30161, (678) 872-8128, or cmcelroy@highlands.edu. Complaints made to the Title IX Coordinators will not initiate a law enforcement investigation. However, involved parties have the option of involving law enforcement and campus authorities if they so desire.

In our proceedings any individual who is alleged to have experienced conduct that violates this Policy is considered a Complainant, and any individual who is alleged to have engaged in conduct that violates this Policy is considered a Respondent. A third-party individual who reports an allegation of conduct that may violate this Policy but who is not a party to the complaint is considered a Reporter.

Although a Title IX or non-Title IX sexual misconduct complaint does not initiate a law enforcement investigation, victims have the option to notify proper law enforcement authorities, including on-campus and local police; be assisted by campus authorities in notifying law enforcement authorities if the victim chooses; or to decline to notify such authorities. Furthermore, all parties have the option to pursue orders of protection, “no-contact” orders, restraining orders, or similar lawful orders issued by a criminal or civil court or the institution. If such protection is warranted and/or requested, the institution will uphold any “no-contact” orders to include potential disciplinary action for those who fail to abide by the order. In addition, campus authorities will uphold any restraining orders or similar lawful orders.

Notification of Resources

GHC will provide written notification to students and employees about existing counseling, health, mental health, victim advocacy, legal assistance, visa and immigration assistance, student financial aid, and other services available for victims, both within the institution and in the community if any are available.

Moreover, GHC will provide written notification to victims about options for, available assistance in, and how to request changes to academic, living, transportation, and working situations or protective measures if any are available. GHC will, if reasonable and available, make such accommodations or provide such protective measures if the victim requests them regardless of whether the victim chooses to report the crime to campus police or local law enforcement.

Finally, when a student or employee reports to the institution that the student or employee has been a victim of dating violence, domestic violence, sexual assault, or stalking, whether the offense occurred on or off campus, the institution will provide the student or employee a written explanation of the student’s or employee’s rights and options.

What to Expect

Upon notice of the alleged misconduct, the institution will assess whether a formal investigation, informal resolution, or dismissal would be appropriate. In making this determination, the institution will assess whether the allegation(s), if true, would rise to the level of prohibited conduct, whether an investigation is appropriate in light of the circumstances, whether the parties prefer an informal resolution, and whether any safety concerns exist for the campus community. The need to issue a broader warning to the community in compliance with the Clery Act shall be assessed in compliance with federal law.

The USG uses different types of proceedings when a student is accused and when an employee is accused. Additionally, federal regulations implementing Title IX require us to use certain procedures in “Title IX Sexual Misconduct” cases that aren’t required in “Non-Title IX Sexual Misconduct” cases. Both types of sexual misconduct include the VAWA Offenses as well as other forms of sex discrimination and sexual harassment.

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

“Non-Title IX Sexual Misconduct” matters are when the alleged misconduct occurs off-campus and or when the Complainant is not participating in or attempting to participate in the education program or activity of the institution occurring within the United States at the time of the filing, and when prohibited by other Board or institution conduct policies.

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

The Title IX Coordinators are responsible for determining which type of proceeding will be used or if a complaint is to be dismissed and will provide simultaneous written notice of their determination to the parties at their institutional e-mails. If the Title IX Coordinator dismisses a complaint the notice provided to the parties will include the reason and a right to appeal. If a complaint moves forward an investigator will be assigned and the notice will include their identity.

Prompt, Fair, and Impartial Proceedings

In all cases proceedings will afford a prompt, fair, and impartial process from the initial investigation to the final result for all parties. Proceedings will be conducted in a manner consistent with the institution's policies, and be transparent to the Complainant and Respondent.

The institution is responsible for proving cases by the preponderance of the evidence standard in both student and employee cases. This means that it is more likely than not that the accused committed a violation of policy.

Officials responsible for the resolution process receive annual training on issues related to dating violence, domestic violence, sexual assault, and stalking; how to conduct an investigation; and how to conduct a hearing that protects the safety of victims and promotes accountability.

Timeframes and Notice

Efforts will be made to complete the investigation and resolution within 120 business days. Temporary delays and limited extensions may be granted for good cause throughout the investigation and resolution process. The parties will be simultaneously informed in writing of any extension or delay and the applicable reason. The institution shall keep the parties informed of the status of the investigation. The Title IX Coordinator will provide parties with timely notice of meetings, at which the complainant, respondent or both may be present.

The institution provides simultaneous notification, in writing, to both the Complainant and Respondent of: The result of any institutional disciplinary proceeding that arises from an allegation of dating violence, domestic violence, sexual assault, or stalking; The institution's procedures for the Complainant and Respondent to appeal the result of the institutional disciplinary proceeding; Any change to the result; and When such results become final. Notice should be provided via institution email to the party's institution email.

Amnesty

Information reported by a student during the Sexual Misconduct process concerning the consumption of drugs or alcohol will not be used against the particular student in a disciplinary proceeding or voluntarily reported to law enforcement; however, students may be provided with resources on drug and alcohol counseling and/or education, as appropriate.

Advisor of Choice

Both the Complainant and the Respondent, as parties to the matter, shall have the opportunity to use an advisor (who may or may not be an attorney) of the party's choosing at the party's own expense.

In Title IX Sexual Misconduct cases the advisor may accompany the party to all meetings and may provide advice and counsel to their respective party throughout the Sexual Misconduct process, including providing questions, suggestions and guidance to the party, but may not actively participate in the process except to conduct cross-examination at the hearing. If a party chooses not to use an advisor during the investigation, the institution will provide an advisor for the purpose of conducting cross-examination on behalf of the relevant party.

In Non-Title IX Sexual Misconduct cases the advisor may accompany the party to all meetings and may provide advice and counsel to their respective party throughout the Sexual Misconduct process but may not actively participate in the process.

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

Interim Measures

Interim measures may be implemented at any point after the institution becomes aware of an allegation of Sexual Misconduct and should be designed to protect any student or other individual in the USG community.

Interim measures may include but are not limited to: Issuance of a “no contact” directive; Restrictions or bars to entering certain institution property; Changes to academic or employment arrangements, schedules, or supervision; Interim suspension; and other measures designed to promote the safety and well-being of the parties and the institution’s community. In the event that interim measures are used, any accommodations or protective measures provided to the victim will be kept confidential to the extent that maintaining such confidentiality would not impair the ability of the institution to provide the accommodations or protective measures.

Informal Resolution

Once an investigation has begun, if the Respondent admits responsibility, the process may proceed to the sanctioning phase or may be informally resolved, if appropriate. Student allegations of Title IX Sexual Misconduct against an employee may not be resolved informally.

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

Unbiased Proceedings

In all proceedings a conflict of interest or bias by the Title IX Coordinator, Conduct Officer, investigator(s), and or decision makers(s) is grounds for an appeal. In proceedings involving a student Respondent any party may challenge the participation of any institution official, panel member in the process on the grounds of personal bias by submitting a written statement to the institution’s designee setting forth the basis for the challenge.

Investigation

The parties shall be provided with a written notice containing the allegations, possible charges and sanctions as well as available support and interim measures. Upon receipt of the notice parties have at least 3 business days to respond in writing. The Respondent may admit or deny allegations and set forth a defense. The Complainant may respond and supplement their written notice. Throughout both parties may present witnesses and other inculpatory and exculpatory evidence.

An investigator shall conduct a thorough investigation and should retain written notes and/or obtain written or recorded statements from each interview.

The initial investigation report shall be provided to the Complainant, the Respondent, and a party's advisor (if applicable). This report should fairly summarize the relevant evidence gathered during the investigation and clearly indicate any resulting charges or alternatively, a determination of no charges. For purposes of this Policy, a charge is not a finding of responsibility.

The Complainant and the Respondent shall have at least 10 business days to review and respond in writing to the initial investigation report and directly related information gathered during the investigation. The investigator will review the Complainant's and the Respondent's written responses, if any, to determine whether further investigation or changes to the investigation report are necessary.

The final investigation report should be provided to the Complainant, the Respondent, and a party's advisor, if applicable, at least 10 calendar days prior to the Hearing. The final investigation report should also be provided to all Hearing Panel members for consideration during the adjudication process.

Hearing – Student Respondent

Where a matter is not resolved through informal resolution a hearing shall be set. Institutions may determine whether the live hearing is conducted by a single administrative decision maker (such as the Assistant Vice President of Academic Retention and Resources or their designee) or by a panel of faculty or staff. In no case shall a hearing to resolve a Sexual Misconduct allegation take place before the investigation report has been finalized. All directly related evidence shall be available at the hearing for the parties and their advisors to reference during the hearing. The institution will determine how the facts or evidence will be introduced.

Notice of the date, time, and location of the hearing as well as the selected hearing panel members shall be provided to the Complainant and the Respondent at least 10 business days prior to the hearing. Hearings shall be conducted in-person or via video conferencing technology. Formal judicial rules of evidence do not apply to the resolution process and the standard of evidence shall be a preponderance of the evidence.

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

In Title IX Hearings the parties shall have the right to confront any witness, including the other party, by having their advisor ask relevant questions directly to the witness. The Hearing Officer shall limit questions raised by the advisor when they are irrelevant to determining the veracity of the allegations against the Respondent(s). In any such event, the Hearing Officer shall err on the side of permitting all the raised questions and must document the reason for not permitting any particular questions to be raised.

In Non-Title IX Hearings the parties shall have the right to confront any witnesses, including the other party, by submitting written questions to the Hearing Officer for consideration. Advisors may actively assist in drafting questions. The Hearing Officer shall ask the questions as written and will limit questions only if they are irrelevant to determining the veracity of the allegations against the Respondent(s). In any such event, the Hearing Officer shall err on the side of asking all submitted questions and must document the reason for not asking any particular questions.

Following a hearing, the parties shall be simultaneously provided a written decision via institution email of the hearing outcome and any resulting sanctions or administrative actions. The decision must include the allegations, procedural steps taken through the investigation and resolution process, findings of facts supporting the determination(s), determination(s) regarding responsibility, and the evidence relied upon and rationale for any sanction or other administrative action. The institution shall also notify the parties of their right to appeal, as outlined below.

Hearing – Employee Respondent

Matters involving alleged Title IX Sexual Misconduct must be heard at a live-hearing. Institutions may determine whether the live hearing is conducted by a single administrative decision maker (such as the Chief Human Resources Officer, the Chief Academic Officer, or their designee) or by a panel. Formal civil rules of evidence do not apply to the resolution process and the standard of evidence shall be a preponderance of the evidence. The institution will determine how the facts or evidence will be introduced.

Notice of the date, time, and location of the hearing as well as the designated Hearing Officer shall be provided via email at least 10 business days prior to the hearing. Hearings shall be conducted in-person or via video conferencing technology. Each institution shall maintain documentation of the investigation and resolution process, which may include written findings of fact, transcripts, audio recordings, and/or video recordings. Any documentation shall be maintained for seven years.

The parties shall have the right to confront any witness, including the other party, by having their advisor ask relevant questions directly to the witness. The Hearing Officer shall limit questions raised by the advisor when they are irrelevant to determining the veracity of the allegations against the Respondent(s). In any such event, the Hearing Officer shall err on the side of permitting all the raised questions and must document the reason for not permitting any particular questions to be raised.

Following a hearing, the parties shall be simultaneously provided a written decision via email of the hearing outcome and any resulting disciplinary or administrative actions. The decision must include the allegations, procedural steps taken through the investigation and resolution process, findings of facts supporting the determination(s), determination(s) regarding responsibility, and the rationale for any disciplinary or other administrative action.

Possible Sanctions – Student Respondent

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

Possible Sanctions – Employee Respondent

When an employee is found responsible by our proceedings they may face: verbal warning, coaching, documentation of warning, unpaid suspension, demotion, and/or termination.

Appeals

An appeal must be submitted in writing and within five (5) business days of the date of notification of the findings of the Hearing Panel. If an appeal is submitted, the other Party shall receive notice of the appeal, including a copy of the submission. That Party may submit, in writing and within five (5) business days from the date of notification, a response to the appeal submission. A decision on an appeal may only be rendered once the filing deadline has passed, including the deadline for the other Party to respond to the appeal submission.

The Respondent and the Complainant shall have the right to appeal the outcome on any of the following grounds: (1) to consider new information, sufficient to alter the decision, or other relevant facts not brought out in the original hearing (or appeal), because such information was not known or knowable to the person appealing during the time of the hearing (or appeal); (2) to allege a procedural error within the hearing process that may have substantially impacted the fairness of the hearing (or appeal), including but not limited to whether any hearing questions were improperly excluded or whether the decision was tainted by a conflict of interest or bias by the Title IX Coordinator, Conduct Officer, investigator(s), decision makers(s); or (3) to allege that the finding was inconsistent with the weight of the information. The appeal must be made in writing, must set forth one or more of the bases outlined above, and must be submitted within five business days of the date of the final written decision. The appeal should be made to the institution's President or their designee (Appellate Officer).

The appeal shall be a review of the record only, and no new meeting with the Respondent or any Complainant is required. The Appellate Officer may affirm the original finding and sanction, affirm the original finding but issue a new sanction of greater or lesser severity, remand the case back to any lower decision maker to correct a procedural or factual defect, or reverse or dismiss the case if there was a procedural or factual defect that cannot be remedied by remand.

The Appellate Officer will render a decision no later than seven (7) business days after receiving all materials, barring exigent circumstances. The Appellate Officer's decision will be in writing and include a rationale. The institution will inform the Parties simultaneously and in writing of the outcome of the appeal. This shall be the final decision of the institution.

Further review, such as a Discretionary Review, if available, is governed under the policies and procedures of the Board of Regents of the University System of Georgia.

Appeals received after the designated deadlines above will not be considered unless the institution or Board of Regents has granted an extension prior to the deadline. If an appeal is not received by the deadline the last decision on the matter will become final, and notice shall be provided simultaneously and in writing to both Complainant and Respondent.

Retaliation

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

Additional Information

For additional information about disciplinary proceedings please contact the Title IX Coordinator

Any party to a sexual misconduct proceeding and their Advisor of Choice should review all applicable USG and institutional policies. USG policies are available at these links:

6.7 Sexual Misconduct Policy

<https://www.usg.edu/policymanual/section6/C2655>

4.6.5 Standards for Institutional Student Conduct Investigation and Disciplinary Proceedings

https://www.usg.edu/policymanual/section4/C332/#p4.6.5_standards_for_institutional_student_conduct_investigation

Human Resources Administrative Practice Manual, Prohibit Discrimination & Harassment

https://www.usg.edu/hr/assets/hr/hrap_manual/HRAP_Prohibit_Discrimination__Harassment_Employee_Relations.pdf

VAWA Offense Definitions

Sexual Assault: Rape—The penetration, no matter how slight, of the vagina or anus with any body part or object, or oral penetration by a sex organ of another person, without the consent of the victim.

Sexual Assault: Fondling—The touching of the private body parts of another person for the purpose of sexual gratification, without the consent of the victim, including instances where the victim is incapable of giving consent because of his/her age or because of his/her temporary or permanent mental incapacity.

Sexual Assault: Incest—Sexual intercourse between persons who are related to each other within the degrees wherein marriage is prohibited by law.

Sexual Assault: Statutory Rape—Sexual intercourse with a person who is under the statutory age of consent.

Dating violence: Violence committed by a person who is or has been in a social relationship of a romantic or intimate nature with the victim.

(i) The existence of such a relationship shall be determined based on the reporting party's statement and with consideration of the length of the relationship, the type of relationship, and the frequency of interaction between the persons involved in the relationship.

(ii) For the purposes of this definition—

(A) Dating violence includes, but is not limited to, sexual or physical abuse or the threat of such abuse.

(B) Dating violence does not include acts covered under the definition of domestic violence.

(iii) For the purposes of complying with the requirements of this section and § 668.41, any incident meeting this definition is considered a crime for the purposes of Clery Act reporting.

Domestic violence: (i) A felony or misdemeanor crime of violence committed—

(A) By a current or former spouse or intimate partner of the victim;

(B) By a person with whom the victim shares a child in common;

(C) By a person who is cohabitating with, or has cohabitated with, the victim as a spouse or intimate partner;

(D) By a person similarly situated to a spouse of the victim under the domestic or family violence laws of the jurisdiction in which the crime of violence occurred, or

(E) By any other person against an adult or youth victim who is protected from that person's acts under the domestic or family violence laws of the jurisdiction in which the crime of violence occurred.

(ii) For the purposes of complying with the requirements of this section and § 668.41, any incident meeting this definition is considered a crime for the purposes of Clery Act reporting.

Stalking: (i) Engaging in a course of conduct directed at a specific person that would cause a reasonable person to—

(A) Fear for the person's safety or the safety of others; or

(B) Suffer substantial emotional distress.

(ii) For the purposes of this definition—

(A) Course of conduct means two or more acts, including, but not limited to, acts in which the stalker directly, indirectly, or through third parties, by any action, method, device, or means, follows, monitors, observes, surveils, threatens, or communicates to or about a person, or interferes with a person's property.

(B) Reasonable person means a reasonable person under similar circumstances and with similar identities to the victim.

(C) Substantial emotional distress means significant mental suffering or anguish that may, but does not necessarily, require medical or other professional treatment or counseling.

(iii) For the purposes of complying with the requirements of this section and section 668.41, any incident meeting this definition is considered a crime for the purposes of Clery Act reporting.

Definition of Consent

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

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

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

Educational and Prevention Programming for Sexual Misconduct

Both students and employees must undergo training through Vector Solutions on sexual misconduct. Employees undergo such training annually as part of their compliance requirements.

RECORDS RETENTION

As required by the federal Clery Act, Georgia Highlands College retains for at least seven (7) years all records documenting reports of Clery crimes made to the Georgia Highlands College Campus Safety Department, other Campus Security Authorities, and local law enforcement. This will include the timely warning determination for each report, and if a timely warning was made a copy of that warning. Also retained are records of all crime prevention and educational programming offered, including but not limited to security procedures, alcohol and other drugs, and sexual violence, across the institution.

The Georgia Highlands College Campus Safety Department retains all entries made in the daily crime and fire log for at least seven (7) years. Copies of these archived entries will be made available for public inspection within two business days of a request.

For a period of seven (7) years, Georgia Highlands College will maintain records of: Each investigation conducted involving reported sexual misconduct, including any determination

regarding responsibility and any audio or audio-visual recording or transcript, any disciplinary sanctions imposed on the Respondent, and any remedies provided to the Complainant designed to restore or preserve equal access to College programs or activities; Any appeal and the result therefrom; Any informal resolution and the result therefrom; Any supportive measures or actions taken in response to a report or formal complaint under this policy and the rationale for the measure/response.

Immediate Resources

GHC Counselors

Andre Griggs M.Div, M.A., LPC, NCC	678-872-8533 Lead Counselor
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Student Support Services Department

Phone: 706-295-6336

Email: sss@highlands.edu

Site: <http://www.highlands.edu/site/student-support-services>

Hospital Emergency Room

Cartersville

Piedmont Hospital	960 Joe Frank Harris Pkwy SE Cartersville, Ga	470-490-1000
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Marietta

Wellstar Windy Hill Hospital	2540 Windy Hill Rd Marietta, Ga	770-644-1000
Wellstar Kennestone Hospital	677 Church Street Marietta, Ga	770-793-5000

Paulding

Wellstar Paulding Hospital	2518 Jimmy Lee Smith PKWY Hiram, Ga	470-644-7000
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Rome

Atrium Health Floyd Medical Center	304 Turner McCall BLVD Rome, Ga	706-509-5000
Redmond Hospital	501 Redmond RD Rome, Ga	706-368-8452

Community Resources

Rape Crisis Center	770-427-3390
YMCA of Northwest Georgia	770-427-2902
Sexual Assault Center of Northwest Georgia	866-655-8625
Douglas County Task Force	678-715-1196
West Georgia Rape Crisis Center	770-834-7273
Georgia Network to End Sexual Assault	http://gnesa.org

Police

Cartersville	770-382-2526
Floyd	706-235-7766
Rome	706-238-5111
Paulding	770-443-3010
Marietta	770-794-5300
Bartow	770-382-5050
Dallas	770-443-8100
GHC Campus Police	706-295-6347

Campus Safety

David Horace- Chief of Police	678-920-9685
Campus Safety	706-295-6347

Title IX Representatives

Michelle Lockett	678-872-8037
Corey McElroy	678-872-8128

Community Counselors

Cartersville

Zella M. Upshaw Ma, LPC	BMG Life Solutions for Life Challenges	911 North Tennessee Street Suite. 210	404-384-5482 bmglifesolutions@gmail.com
Michelle Allen LPC, NCC	The Potter's wheel Counseling	911 north Tennessee street suite 204	770-386-0776 Mallen@potterswheelcounseling.com

Marietta

Elaine Wilco, LPC	5755 North Point Parkway, suite 205, Alpharetta, Ga 30022	678-690-8941
Ms. Michael-Renee Godfrey, LPC	707 Whitlock Avenue, suite H-11 Marietta, Ga 30064	678-918-4076

Paulding

Lisa King Smith, LAPC	110 Evans Mill Road, #305 Dallas, GA 30157	404-620-4334
Christine J. Messa, LPC	44 Darbys Crossing, Suite 206, Drive Hiram, Ga 30141	678-562-1691

Rome

Sheri Grove, LPC, MAMFT	712 West Second Street Rome, Ga	678-988-1078
Highland Rivers Health Floyd	6 Mathis Drive Rome, Ga	706-233-9023

Ongoing Resources

Counseling, Advocacy, and Support on and off campus

Andre Griggs M. Div, M.A., LPC, NCC	678-872-8533	GHC Lead Counselor
Sexual Assault Center of Northwest Georgia	866-655-8625: 24-hour Crisis Hotline	Office: 706-292-9024
AAWCC Mentoring Program for Women	678-872-8419	Connie Watjen, GHC Coordinator
Brother 2 Brother	706-368-7629	John Hershey, GHC Coordinator
Sources of Strength	706-368-7618	Susan Claxton, GHC Advisor

Community Resources

Rape Crisis Center	770-427-3390 (24-hour crisis line)
YMCA of NW Georgia	770-427-2902 (Cherokee, Cobb, Paulding)
Sexual Assault center of NW Georgia (Rome)	866-655-8625 (Crisis line)
West Georgia Rape Crisis Center	770-834-7273 (Crisis Line) (Carrollton)
Georgia Network to end all Sexual Assault	https://gnesa.org (contains search tool for local rape crisis centers)

Tenured Faculty Dismissal Policy

The President of a University System of Georgia (USG) institution or his or her designee may at any time remove any faculty member or other employee of an institution for cause. Cause shall include willful or intentional violation of the Board of Regents' policies or the approved statutes or bylaws of an institution or as otherwise set forth in the Board of Regents' policies and the approved statutes or bylaws of an institution. Such removals for cause shall be governed by the following policies on Grounds for Removal and Procedures for Dismissal. Remedial actions taken as part of the post tenure review process shall not be governed by these policies on Grounds for Removal and Procedures for Dismissal, but rather shall be governed by the Board Policy on Post Tenure Review.

A tenured or non-tenured faculty member may be dismissed before the end of his or her contract term for any of the following reasons, provided that the institution has complied with procedural due process requirements:

1. Conviction or admission of guilt of a felony or of a crime involving moral turpitude during the period of employment or prior thereto if the conviction or admission of guilt was willfully concealed;
2. Professional incompetency and neglect of duty that are not identified as part of the post-tenure review process, or default of academic integrity in teaching, research, or scholarship;
3. Unlawful manufacture, distribution, sale, use, or possession of marijuana, a controlled substance, or other drugs as defined by applicable laws; teaching or working under the influence of alcohol or illegal or dangerous drugs, which interferes with the faculty member's performance of duties or responsibilities to the institution or his or her profession;
4. Conviction or admission of guilt in a court proceeding of any criminal drug offense;
5. Physical or mental incompetency as determined by law or by a medical board of three or more licensed physicians and reviewed by a committee of the faculty;
6. False swearing with respect to official documents or statements filed with or given to the institution;
7. Disruption of any teaching, research, administrative, disciplinary, public service, or other authorized activity;
8. Violation of Board of Regents' policies; and,
9. Other grounds for dismissal as may be specified in the institution statutes of the institution, which may supplement the Board of Regents' policies governing causes and procedures for dismissal.

Each institution should provide for standards governing faculty conduct, including sanctions short of dismissal and procedures for implementing such sanctions. In imposing sanctions, the burden of proof lies with the institution.

Procedure for Dismissal

These procedures shall apply only to the dismissal of a faculty member with tenure or a non-tenured faculty member before the end of the term specified in his or her contract.

These procedures are the minimum standards of due process and do not limit an institution from adopting its own additional standards or procedures consistent with the Board of Regents' policies and bylaws. Such additional standards or procedures shall be incorporated into the statutes of the institution.

Preliminary Procedures

The dismissal of a tenured faculty member or a non-tenured faculty member during his or her contract term should be preceded by:

1. Discussion between the faculty member and appropriate administrative officers looking toward a mutual settlement.
2. Informal inquiry by an appropriate faculty committee which may, upon failing to effect an adjustment, advise the President whether dismissal proceedings should be undertaken, though the advisory opinion shall not be binding upon the President.
3. A letter to the faculty member forewarning that he or she is about to be terminated for cause and informing him or her that a statement of charges will be forwarded to him or her upon request. The faculty member may request a formal hearing on the charges before a faculty committee. Failure to request charges or a hearing within a reasonable time shall constitute a waiver of the right to a hearing.
4. A statement of charges, if requested by the faculty member, framed with reasonable particularity by the President or his or her designee. Along with the charges, the faculty member shall be advised of the names of the witnesses to be used against him or her together with the nature of their expected testimony.

A dismissal shall be preceded by statement of charges or grounds for dismissal if requested by the faculty member, including a statement that the faculty member shall have the right to be heard by a faculty hearing committee, which shall consist of not

fewer than three or more than five impartial faculty members appointed by the executive committee (or its equivalent) of the highest legislative body of the faculty, from among the members of the entire faculty of the institution. Members of the hearing committee may serve concurrently on other committees of the faculty.

When the hearing committee is called into session, it shall elect a chair from among its membership. The hearing committee will meet as a body when it is called into session by the chair at the chair's discretion or upon the request of the President or the faculty member who is subject to dismissal. A minimum of three committee members is required for any vote or official action to be taken.

A hearing committee member should remove himself or herself from the case, either at the request of a party or on his or her own initiative, if he or she deems himself or herself disqualified for bias or interest. Each party shall have a maximum of two challenges without stated cause that shall be made in writing and filed with the chair of the hearing committee at least five days in advance of the date set for the hearing.

Additionally, the chair may decide whether a member of the committee should be disqualified for cause. If a committee member is removed, the replacement shall be made in the same manner as the original committee was selected. If the chair is removed, the committee shall elect a new chair after committee replacements have been appointed.

Dismissal Procedures

When a hearing is requested, the following hearing procedures shall apply:

1. Service of notice of the hearing with specific reasons or charges against the faculty member together with the names of the members of the hearing committee shall be provided to the charged faculty member in writing at least 20 days prior to the hearing. The faculty member may waive a hearing or respond to the charges in writing at least five days in advance of the date set for the hearing. If a faculty member waives a hearing, but denies the charges or asserts that the charges do not support a finding of adequate cause, the hearing committee shall

evaluate all available evidence and rest its recommendation upon the evidence in the record.

2. The hearing committee, in consultation with the President and the charged faculty member, may exercise its judgment as to whether the hearing should be public or private in accordance with applicable law.
3. During the proceedings the charged faculty member, the administration, and the hearing committee may each have advisory or counsel of his, her, or their choice.
4. At the request of either party or the chair of the hearing committee, a representative of a responsible education association shall be permitted to attend the hearing as an observer.
5. A tape recording or transcript of the proceedings shall be kept in accordance with institution policies and procedures and made available to the charged faculty member and the administration in the event an appeal is filed.
6. An oath or affirmation shall be administered to all witnesses by any person authorized by law to administer oaths in the State of Georgia.
7. The hearing committee may grant adjournments to enable either party to investigate evidence as to which a valid claim of surprise is made.
8. The charged faculty member and the administration shall be afforded a reasonable opportunity to obtain necessary witnesses and documentary or other evidence.
9. The charged faculty member and the administration will have the right to confront and cross-examine all witnesses. Where the witness cannot or will not appear but the committee determines that the interests of justice require the admission of his or her statement, the committee will identify the witness, disclose the statement, and, if possible, provide for interrogatories.
10. The hearing committee is not bound by strict rules of legal evidence and may admit any evidence that is of probative value in determining the issues involved. Every possible effort will be made to obtain the most reliable evidence available.

All questions relating to admissibility of evidence or other matters shall be decided by the chair or presiding officer of the committee.

11. The findings of fact and the decision of the hearing committee will be based solely on the hearing record.
12. Except for announcements concerning the time of the hearing and similar matters, public statements, and publicity about the case by either the charged faculty member or administrative officer should be avoided until the proceedings have been completed, including consideration by the Board of Regents in the event an appeal is filed.
13. The President and the charged faculty member shall be notified in writing of the decision and recommendation, if any, of the hearing committee. If the hearing committee concludes that adequate cause for dismissal has not been established by the evidence in the record, it will advise the President. If the President does not approve the committee's decision, he or she should state his or her reasons in writing to the committee for response before rendering his or her final decision. If the committee concludes that an academic penalty less than dismissal would be more appropriate than dismissal, it may so recommend with supporting reasons. The President may or may not follow the recommendations of the committee.
14. After complying with the foregoing procedures, the President shall send an official letter to the charged faculty member notifying him or her of the President's decision. Such letter shall be delivered to addressee only with receipt to show to whom and the address where delivered. The letter shall clearly state any charges that the President has found sustained and shall notify such person that he or she may apply for discretionary review as provided for in Board of Regents' Policy.
15. Upon dismissal by the President, the faculty member shall be suspended from employment without pay from the date of the final decision of the President. Should the faculty member be reinstated pursuant to an application for discretionary review under Board of Regents' Policy, he or she shall be compensated from the date of the suspension.

Access and Maintenance of Campus Facilities

Access

The dean, director or department head is responsible for determining access to facilities under their control. The Georgia Highlands College Campus Safety Department, upon request, will prepare a security survey of the facilities to determine security coverage and appropriate access control. It is unlawful for any person to trespass on the grounds of any state institution of higher education of this state or to damage or deface any of the buildings, statues, monuments, memorials, trees, shrubs, grasses or flowers on the grounds of any state institutions of higher education. The governing board of a state institution of higher education or its authorized representatives may refuse to allow persons having no legitimate business to enter on property under the board's control, and may remove any person from the property on his or her refusal to leave peaceably on request. Identification may be required of any person on the property.

Maintenance

The maintenance department at GHC maintains the buildings, grounds, utility systems and custodial services for the college campuses. They provide electricity, running water, waste disposal, landscape maintenance, building/office renovation, custodial services and emergency repairs. Faculty and staff are encouraged to report maintenance problems via Plant Operations work orders or by calling the Plant Operations office. Campus Safety personnel closely monitor any security-related maintenance problems after hours, and report their findings to the appropriate college official. If necessary, they will stand by until the problem is corrected. Campus safety personnel regularly monitor facilities, pathways, hallways, and stairwells to detect problems and potential safety concerns. The Georgia Highlands College Campus Safety Department routinely surveys campus lighting nightly and monitors those areas having defective fixtures and reports the deficiencies to the appropriate personnel for corrective action. Georgia Highlands College does not have residence facilities on campus currently.

Annual Security Report

Crimes and Offenses

CRIMES AND OFFENSES- ON CAMPUS	2021	2022	2023
A. Murder/ Non-Negligent Manslaughter	0	0	0
B. Negligent Manslaughter	0	0	0
C. Sex Offenses	0	0	0
➤ Rape	0	0	0
➤ Fondling	0	0	0
➤ Incest	0	0	0
➤ Statutory Rape	0	0	0
D. Robbery	0	0	0
E. Aggravated Assault	0	0	0
F. Burglary	0	0	0
G. Motor Vehicle Theft	0	0	0
H. Arson	0	0	0
I. Arrest: Drug Abuse Violations	0	0	0
J. Disciplinary referrals: Drug Abuse Violations	0	0	0
K. Arrest Weapons Carrying, Possession, etc.,	0	0	0
L. Disciplinary Referrals: Weapons	0	0	0
M. Arrest: Liquor Law Violations	0	0	0
N. Disciplinary Referrals: Liquor Law Violations	0	0	0

Crimes and Offences on Campus

GHC-Floyd Campus

CRIMES AND OFFENSES- ON CAMPUS	2021	2022	2023
A. Murder/ Non-Negligent Manslaughter	0	0	0
B. Negligent Manslaughter	0	0	0
C. Sex Offenses	0	0	0
➤ Rape	0	0	0
➤ Fondling	0	0	1
➤ Incest	0	0	0
➤ Statutory Rape	0	0	0
D. Robbery	0	0	0
E. Aggravated Assault	0	0	0
F. Burglary	0	0	0
G. Motor Vehicle Theft	0	0	0
H. Arson	0	0	0
I. Arrest: Drug Abuse Violations	0	0	0
J. Disciplinary referrals: Drug Abuse Violations	0	0	0
K. Arrest Weapons Carrying, Possession, etc.,	0	0	0
L. Disciplinary Referrals: Weapons	0	0	0
M. Arrest: Liquor Law Violations	0	0	0
N. Disciplinary Referrals: Liquor Law Violations	0	0	0

Crimes and Offenses on Campus

GHC- Cartersville

CRIMES AND OFFENSES- ON CAMPUS	2021	2022	2023
A. Murder/ Non-Negligent Manslaughter	0	0	0
B. Negligent Manslaughter	0	0	0
C. Sex Offenses	0	0	0
➤ Rape	0	0	0
➤ Fondling	0	1	0
➤ Incest	0	0	0
➤ Statutory Rape	0	0	0
D. Robbery	0	0	0
E. Aggravated Assault	0	0	0
F. Burglary	0	0	0
G. Motor Vehicle Theft	0	0	0
H. Arson	0	0	0
I. Arrest: Drug Abuse Violations	0	0	0
J. Disciplinary referrals: Drug Abuse Violations	0	0	0
K. Arrest Weapons Carrying, Possession, etc.,	0	0	0
L. Disciplinary Referrals: Weapons	0	0	0
M. Arrest: Liquor Law Violations	0	0	0
N. Disciplinary Referrals: Liquor Law Violations	0	0	0

Crimes and Offenses on Campus

GHC- Heritage Hall

CRIMES AND OFFENSES- ON CAMPUS	2021	2022	2023
A. Murder/ Non-Negligent Manslaughter	0	0	0
B. Negligent Manslaughter	0	0	0
C. Sex Offenses	0	0	0
➤ Rape	0	0	0
➤ Fondling	0	0	0
➤ Incest	0	0	0
➤ Statutory Rape	0	0	0
D. Robbery	0	0	0
E. Aggravated Assault	0	0	0
F. Burglary	0	0	0
G. Motor Vehicle Theft	0	0	0
H. Arson	0	0	0
I. Arrest: Drug Abuse Violations	0	0	0
J. Disciplinary referrals: Drug Abuse Violations	0	0	0
K. Arrest Weapons Carrying, Possession, etc.,	0	0	0
L. Disciplinary Referrals: Weapons	0	0	0
M. Arrest: Liquor Law Violations	0	0	0
N. Disciplinary Referrals: Liquor Law Violations	0	0	0

Crimes and Offenses on Campus

GHC- Paulding Campus

CRIMES AND OFFENSES- ON CAMPUS	2021	2022	2023
A. Murder/ Non-Negligent Manslaughter	0	0	0
B. Negligent Manslaughter	0	0	0
C. Sex Offenses	0	0	0
➤ Rape	0	0	0
➤ Fondling	0	0	0
➤ Incest	0	0	0
➤ Statutory Rape	0	0	0
D. Robbery	0	0	0
E. Aggravated Assault	0	0	0
F. Burglary	0	0	0
G. Motor Vehicle Theft	0	0	0
H. Arson	0	0	0
I. Arrest: Drug Abuse Violations	0	0	0
J. Disciplinary referrals: Drug Abuse Violations	0	0	0
K. Arrest Weapons Carrying, Possession, etc.,	0	0	0
L. Disciplinary Referrals: Weapons	0	0	0
M. Arrest: Liquor Law Violations	0	0	0
N. Disciplinary Referrals: Liquor Law Violations	0	0	0

Crimes and Offenses on Campus

GHC- Marietta Campus

CRIMES AND OFFENSES- ON CAMPUS	2021	2022	2023
A. Murder/ Non-Negligent Manslaughter	0	0	0
B. Negligent Manslaughter	0	0	0
C. Sex Offenses	0	0	0
➤ Rape	0	0	0
➤ Fondling	0	0	1
➤ Incest	0	0	0
➤ Statutory Rape	0	0	0
D. Robbery	0	0	0
E. Aggravated Assault	0	0	0
F. Burglary	0	0	0
G. Motor Vehicle Theft	0	0	0
H. Arson	0	0	0
I. Arrest: Drug Abuse Violations	0	0	0
J. Disciplinary referrals: Drug Abuse Violations	0	0	0
K. Arrest Weapons Carrying, Possession, etc.,	0	0	0
L. Disciplinary Referrals: Weapons	0	0	0
M. Arrest: Liquor Law Violations	0	0	0
N. Disciplinary Referrals: Liquor Law Violations	0	0	0

Crimes and Offenses on Public Property

GHC- Floyd campus

CRIMES AND OFFENSES- ON CAMPUS	2021	2022	2023
A. Murder/ Non-Negligent Manslaughter	0	0	0
B. Negligent Manslaughter	0	0	0
C. Sex Offenses	0	0	0
➤ Rape	0	0	0
➤ Fondling	0	0	0
➤ Incest	0	0	0
➤ Statutory Rape	0	0	0
D. Robbery	0	0	0
E. Aggravated Assault	0	0	0
F. Burglary	0	0	0
G. Motor Vehicle Theft	0	0	0
H. Arson	0	0	0
I. Arrest: Drug Abuse Violations	0	0	0
J. Disciplinary referrals: Drug Abuse Violations	0	0	0
K. Arrest Weapons Carrying, Possession, etc.,	0	0	0
L. Disciplinary Referrals: Weapons	0	0	0
M. Arrest: Liquor Law Violations	0	0	0
N. Disciplinary Referrals: Liquor Law Violations	0	0	0

Crimes and Offenses on Public Property

GHC- Cartersville

CRIMES AND OFFENSES- ON CAMPUS	2021	2022	2023
A. Murder/ Non-Negligent Manslaughter	0	0	0
B. Negligent Manslaughter	0	0	0
C. Sex Offenses	0	0	0
➤ Rape	0	0	0
➤ Fondling	0	0	0
➤ Incest	0	0	0
➤ Statutory Rape	0	0	0
D. Robbery	0	0	0
E. Aggravated Assault	0	0	0
F. Burglary	0	0	0
G. Motor Vehicle Theft	0	0	0
H. Arson	0	0	0
I. Arrest: Drug Abuse Violations	0	0	0
J. Disciplinary referrals: Drug Abuse Violations	0	0	0
K. Arrest Weapons Carrying, Possession, etc.,	0	0	0
L. Disciplinary Referrals: Weapons	0	0	0
M. Arrest: Liquor Law Violations	0	0	0
N. Disciplinary Referrals: Liquor Law Violations	0	0	0

Crimes and Offenses on Public Property

GHC- Heritage Hall

CRIMES AND OFFENSES- ON CAMPUS	2021	2022	2023
A. Murder/ Non-Negligent Manslaughter	0	0	0
B. Negligent Manslaughter	0	0	0
C. Sex Offenses	0	0	0
➤ Rape	0	0	0
➤ Fondling	0	0	0
➤ Incest	0	0	0
➤ Statutory Rape	0	0	0
D. Robbery	0	0	0
E. Aggravated Assault	0	0	0
F. Burglary	0	0	0
G. Motor Vehicle Theft	0	0	0
H. Arson	0	0	0
I. Arrest: Drug Abuse Violations	0	0	0
J. Disciplinary referrals: Drug Abuse Violations	0	0	0
K. Arrest Weapons Carrying, Possession, etc.,	0	0	0
L. Disciplinary Referrals: Weapons	0	0	0
M. Arrest: Liquor Law Violations	0	0	0
N. Disciplinary Referrals: Liquor Law Violations	0	0	0

Crimes and Offenses on Public Property

GHC- Paulding campus

CRIMES AND OFFENSES- ON CAMPUS	2021	2022	2023
A. Murder/ Non-Negligent Manslaughter	0	0	0
B. Negligent Manslaughter	0	0	0
C. Sex Offenses	0	0	0
➤ Rape	0	0	0
➤ Fondling	0	0	0
➤ Incest	0	0	0
➤ Statutory Rape	0	0	0
D. Robbery	0	0	0
E. Aggravated Assault	0	0	0
F. Burglary	0	0	0
G. Motor Vehicle Theft	0	0	0
H. Arson	0	0	0
I. Arrest: Drug Abuse Violations	0	0	0
J. Disciplinary referrals: Drug Abuse Violations	0	0	0
K. Arrest Weapons Carrying, Possession, etc.,	0	0	0
L. Disciplinary Referrals: Weapons	0	0	0
M. Arrest: Liquor Law Violations	0	0	0
N. Disciplinary Referrals: Liquor Law Violations	0	0	0

Crimes and Offenses On Public Property

GHC- Marietta Campus

CRIMES AND OFFENSES- ON CAMPUS	2021	2022	2023
A. Murder/ Non-Negligent Manslaughter	0	0	0
B. Negligent Manslaughter	0	0	0
C. Sex Offenses	0	0	0
➤ Rape	0	0	0
➤ Fondling	0	0	0
➤ Incest	0	0	0
➤ Statutory Rape	0	0	0
D. Robbery	0	0	0
E. Aggravated Assault	0	0	0
F. Burglary	0	0	0
G. Motor Vehicle Theft	0	0	0
H. Arson	0	0	0
I. Arrest: Drug Abuse Violations	0	0	0
J. Disciplinary referrals: Drug Abuse Violations	0	0	0
K. Arrest Weapons Carrying, Possession, etc.,	0	0	0
L. Disciplinary Referrals: Weapons	0	0	0
M. Arrest: Liquor Law Violations	0	0	0
N. Disciplinary Referrals: Liquor Law Violations	0	0	0

Hate Crimes- On Campus

GHC-Floyd Campus

CRIMES AND OFFENSES- ON CAMPUS	2021	2022	2023
A. Murder/ Non-Negligent Manslaughter	0	0	0
B. Negligent Manslaughter	0	0	0
C. Sex Offenses	0	0	0
➤ Rape	0	0	0
➤ Fondling	0	0	0
➤ Incest	0	0	0
➤ Statutory Rape	0	0	0
D. Robbery	0	0	0
E. Aggravated Assault	0	0	0
F. Burglary	0	0	0
G. Motor Vehicle Theft	0	0	0
H. Arson	0	0	0
I. Arrest: Drug Abuse Violations	0	0	0
J. Disciplinary referrals: Drug Abuse Violations	0	0	0
K. Arrest Weapons Carrying, Possession, etc.,	0	0	0
L. Disciplinary Referrals: Weapons	0	0	0
M. Arrest: Liquor Law Violations	0	0	0
N. Disciplinary Referrals: Liquor Law Violations	0	0	0

Hate Crimes- On Campus

GHC- Cartersville

CRIMES AND OFFENSES- ON CAMPUS	2021	2022	2023
A. Murder/ Non-Negligent Manslaughter	0	0	0
B. Negligent Manslaughter	0	0	0
C. Sex Offenses	0	0	0
➤ Rape	0	0	0
➤ Fondling	0	0	0
➤ Incest	0	0	0
➤ Statutory Rape	0	0	0
D. Robbery	0	0	0
E. Aggravated Assault	0	0	0
F. Burglary	0	0	0
G. Motor Vehicle Theft	0	0	0
H. Arson	0	0	0
I. Arrest: Drug Abuse Violations	0	0	0
J. Disciplinary referrals: Drug Abuse Violations	0	0	0
K. Arrest Weapons Carrying, Possession, etc.,	0	0	0
L. Disciplinary Referrals: Weapons	0	0	0
M. Arrest: Liquor Law Violations	0	0	0
N. Disciplinary Referrals: Liquor Law Violations	0	0	0

Hate Crimes- On Campus

GHC- Heritage Hall

CRIMES AND OFFENSES- ON CAMPUS	2021	2022	2023
A. Murder/ Non-Negligent Manslaughter	0	0	0
B. Negligent Manslaughter	0	0	0
C. Sex Offenses	0	0	0
➤ Rape	0	0	0
➤ Fondling	0	0	0
➤ Incest	0	0	0
➤ Statutory Rape	0	0	0
D. Robbery	0	0	0
E. Aggravated Assault	0	0	0
F. Burglary	0	0	0
G. Motor Vehicle Theft	0	0	0
H. Arson	0	0	0
I. Arrest: Drug Abuse Violations	0	0	0
J. Disciplinary referrals: Drug Abuse Violations	0	0	0
K. Arrest Weapons Carrying, Possession, etc.,	0	0	0
L. Disciplinary Referrals: Weapons	0	0	0
M. Arrest: Liquor Law Violations	0	0	0
N. Disciplinary Referrals: Liquor Law Violations	0	0	0

Hate Crimes- On Campus

GHC- Paulding Campus

CRIMES AND OFFENSES- ON CAMPUS	2021	2022	2023
A. Murder/ Non-Negligent Manslaughter	0	0	0
B. Negligent Manslaughter	0	0	0
C. Sex Offenses	0	0	0
➤ Rape	0	0	0
➤ Fondling	0	0	0
➤ Incest	0	0	0
➤ Statutory Rape	0	0	0
D. Robbery	0	0	0
E. Aggravated Assault	0	0	0
F. Burglary	0	0	0
G. Motor Vehicle Theft	0	0	0
H. Arson	0	0	0
I. Arrest: Drug Abuse Violations	0	0	0
J. Disciplinary referrals: Drug Abuse Violations	0	0	0
K. Arrest Weapons Carrying, Possession, etc.,	0	0	0
L. Disciplinary Referrals: Weapons	0	0	0
M. Arrest: Liquor Law Violations	0	0	0
N. Disciplinary Referrals: Liquor Law Violations	0	0	0

Hate Crimes- On Campus

GHC- Marietta

CRIMES AND OFFENSES- ON CAMPUS	2021	2022	2023
A. Murder/ Non-Negligent Manslaughter	0	0	0
B. Negligent Manslaughter	0	0	0
C. Sex Offenses	0	0	0
➤ Rape	0	0	0
➤ Fondling	0	0	0
➤ Incest	0	0	0
➤ Statutory Rape	0	0	0
D. Robbery	0	0	0
E. Aggravated Assault	0	0	0
F. Burglary	0	0	0
G. Motor Vehicle Theft	0	0	0
H. Arson	0	0	0
I. Arrest: Drug Abuse Violations	0	0	0
J. Disciplinary referrals: Drug Abuse Violations	0	0	0
K. Arrest Weapons Carrying, Possession, etc.,	0	0	0
L. Disciplinary Referrals: Weapons	0	0	0
M. Arrest: Liquor Law Violations	0	0	0
N. Disciplinary Referrals: Liquor Law Violations	0	0	0

Hate Crimes- On Public Property

GHC-Floyd Campus

CRIMES AND OFFENSES- ON CAMPUS	2021	2022	2023
A. Murder/ Non-Negligent Manslaughter	0	0	0
B. Negligent Manslaughter	0	0	0
C. Sex Offenses	0	0	0
➤ Rape	0	0	0
➤ Fondling	0	0	0
➤ Incest	0	0	0
➤ Statutory Rape	0	0	0
D. Robbery	0	0	0
E. Aggravated Assault	0	0	0
F. Burglary	0	0	0
G. Motor Vehicle Theft	0	0	0
H. Arson	0	0	0
I. Arrest: Drug Abuse Violations	0	0	0
J. Disciplinary referrals: Drug Abuse Violations	0	0	0
K. Arrest Weapons Carrying, Possession, etc.,	0	0	0
L. Disciplinary Referrals: Weapons	0	0	0
M. Arrest: Liquor Law Violations	0	0	0
N. Disciplinary Referrals: Liquor Law Violations	0	0	0

Hate Crimes- On Public Property

GHC- Cartersville

CRIMES AND OFFENSES- ON CAMPUS	2021	2022	2023
A. Murder/ Non-Negligent Manslaughter	0	0	0
B. Negligent Manslaughter	0	0	0
C. Sex Offenses	0	0	0
➤ Rape	0	0	0
➤ Fondling	0	0	0
➤ Incest	0	0	0
➤ Statutory Rape	0	0	0
D. Robbery	0	0	0
E. Aggravated Assault	0	0	0
F. Burglary	0	0	0
G. Motor Vehicle Theft	0	0	0
H. Arson	0	0	0
I. Arrest: Drug Abuse Violations	0	0	0
J. Disciplinary referrals: Drug Abuse Violations	0	0	0
K. Arrest Weapons Carrying, Possession, etc.,	0	0	0
L. Disciplinary Referrals: Weapons	0	0	0
M. Arrest: Liquor Law Violations	0	0	0
N. Disciplinary Referrals: Liquor Law Violations	0	0	0

Hate Crimes- On Public Property

GHC Heritage Hall

CRIMES AND OFFENSES- ON CAMPUS	2021	2022	2023
A. Murder/ Non-Negligent Manslaughter	0	0	0
B. Negligent Manslaughter	0	0	0
C. Sex Offenses	0	0	0
➤ Rape	0	0	0
➤ Fondling	0	0	0
➤ Incest	0	0	0
➤ Statutory Rape	0	0	0
D. Robbery	0	0	0
E. Aggravated Assault	0	0	0
F. Burglary	0	0	0
G. Motor Vehicle Theft	0	0	0
H. Arson	0	0	0
I. Arrest: Drug Abuse Violations	0	0	0
J. Disciplinary referrals: Drug Abuse Violations	0	0	0
K. Arrest Weapons Carrying, Possession, etc.,	0	0	0
L. Disciplinary Referrals: Weapons	0	0	0
M. Arrest: Liquor Law Violations	0	0	0
N. Disciplinary Referrals: Liquor Law Violations	0	0	0

Hate Crimes- On Public Property

GHC- Paulding

CRIMES AND OFFENSES- ON CAMPUS	2021	2022	2023
A. Murder/ Non-Negligent Manslaughter	0	0	0
B. Negligent Manslaughter	0	0	0
C. Sex Offenses	0	0	0
➤ Rape	0	0	0
➤ Fondling	0	0	0
➤ Incest	0	0	0
➤ Statutory Rape	0	0	0
D. Robbery	0	0	0
E. Aggravated Assault	0	0	0
F. Burglary	0	0	0
G. Motor Vehicle Theft	0	0	0
H. Arson	0	0	0
I. Arrest: Drug Abuse Violations	0	0	0
J. Disciplinary referrals: Drug Abuse Violations	0	0	0
K. Arrest Weapons Carrying, Possession, etc.,	0	0	0
L. Disciplinary Referrals: Weapons	0	0	0
M. Arrest: Liquor Law Violations	0	0	0
N. Disciplinary Referrals: Liquor Law Violations	0	0	0

Hate Crimes- On Public Property

GHC- Marietta

CRIMES AND OFFENSES- ON CAMPUS	2021	2022	2023
A. Murder/ Non-Negligent Manslaughter	0	0	0
B. Negligent Manslaughter	0	0	0
C. Sex Offenses	0	0	0
➤ Rape	0	0	0
➤ Fondling	0	0	0
➤ Incest	0	0	0
➤ Statutory Rape	0	0	0
D. Robbery	0	0	0
E. Aggravated Assault	0	0	0
F. Burglary	0	0	0
G. Motor Vehicle Theft	0	0	0
H. Arson	0	0	0
I. Arrest: Drug Abuse Violations	0	0	0
J. Disciplinary referrals: Drug Abuse Violations	0	0	0
K. Arrest Weapons Carrying, Possession, etc.,	0	0	0
L. Disciplinary Referrals: Weapons	0	0	0
M. Arrest: Liquor Law Violations	0	0	0
N. Disciplinary Referrals: Liquor Law Violations	0	0	0

VAWA OFFENSES- ON CAMPUS

GHC FLOYD CAMPUS			
VAWA OFFENSES- ON CAMPUS	2021	2022	2023
Domestic Violence	0	0	0
Dating Violence	0	0	0
Stalking	0	0	0

GHC CARTERSVILLE CAMPUS			
VAWA OFFENSES- ON CAMPUS	2021	2022	2023
Domestic Violence	0	0	0
Dating Violence	0	0	0
Stalking	0	1	0

GHC HERITAGE HALL CAMPUS			
VAWA OFFENSES- ON CAMPUS	2021	2022	2023
Domestic Violence	0	0	0
Dating Violence	0	0	0
Stalking	0	0	0

GHC PAULDING CAMPUS			
VAWA OFFENSES- ON CAMPUS	2021	2022	2023
Domestic Violence	0	0	0
Dating Violence	0	0	0
Stalking	0	0	0

GHC MARIETTA CAMPUS			
VAWA OFFENSES- ON CAMPUS	2021	2022	2023
Domestic Violence	0	0	0
Dating Violence	0	0	0
Stalking	0	0	0

VAWA OFFENSES- ON PUBLIC PROPERTY

GHC FLOYD CAMPUS			
VAWA OFFENSES- ON PUBLIC PROPERTY	2021	2022	2023
Domestic Violence	0	0	0
Dating Violence	0	0	0
Stalking	0	0	0

GHC CARTERSVILLE CAMPUS			
VAWA OFFENSES- ON PUBLIC PROPERTY	2021	2022	2023
Domestic Violence	0	0	0
Dating Violence	0	0	0
Stalking	0	0	0

GHC HERITAGE HALL CAMPUS			
VAWA OFFENSES- ON PUBLIC PROPERTY	2021	2022	2023
Domestic Violence	0	0	0
Dating Violence	0	0	0
Stalking	0	0	0

GHC PAULDING CAMPUS			
VAWA OFFENSES- ON PUBLIC PROPERTY	2021	2022	2023
Domestic Violence	0	0	0
Dating Violence	0	0	0
Stalking	0	0	0

GHC MARIETTA CAMPUS			
VAWA OFFENSES- ON PUBLIC PROPERTY	2021	2022	2023
Domestic Violence	0	0	0
Dating Violence	0	0	0
Stalking	0	0	0

ARRESTS- ON CAMPUS

GHC FLOYD CAMPUS			
ARRESTS- ON CAMPUS	2021	2022	2023
Weapons Carrying, Possession, etc.	0	0	0
Drug abuse violations	0	0	0
Liquor Law Violations	0	0	0

GHC CARTERSVILLE CAMPUS			
ARRESTS- ON CAMPUS	2021	2022	2023
Weapons Carrying, Possession, etc.	0	0	0
Drug abuse violations	0	0	0
Liquor Law Violations	0	0	0

GHC HERITAGE HALL CAMPUS			
ARRESTS- ON CAMPUS	2021	2022	2023
Weapons Carrying, Possession, etc.	0	0	0
Drug abuse violations	0	0	0
Liquor Law Violations	0	0	0

GHC PAULDING CAMPUS			
ARRESTS- ON CAMPUS	2021	2022	2023
Weapons Carrying, Possession, etc.	0	0	0
Drug abuse violations	0	0	0
Liquor Law Violations	0	0	0

GHC MARIETTA CAMPUS			
ARRESTS- ON CAMPUS	2021	2022	2023
Weapons Carrying, Possession, etc.	0	0	0
Drug abuse violations	0	0	0
Liquor Law Violations	0	0	0

ARREST- ON PUBLIC PROPERTY

GHC FLOYD CAMPUS			
ARRESTS- ON PUBLIC PROPERTY	2021	2022	2023
Weapons Carrying, Possession, etc.	0	0	0
Drug abuse violations	0	0	0
Liquor Law Violations	0	0	0

GHC CARTERSVILLE CAMPUS			
ARRESTS- ON PUBLIC PROPERTY	2021	2022	2023
Weapons Carrying, Possession, etc.	0	0	0
Drug abuse violations	0	0	0
Liquor Law Violations	0	0	0

GHC HERITAGE HALL CAMPUS			
ARRESTS- ON PUBLIC PROPERTY	2021	2022	2023
Weapons Carrying, Possession, etc.	0	0	0
Drug abuse violations	0	0	0
Liquor Law Violations	0	0	0

GHC PAULDING CAMPUS			
ARRESTS- ON PUBLIC PROPERTY	2021	2022	2023
Weapons Carrying, Possession, etc.	0	0	0
Drug abuse violations	0	0	0
Liquor Law Violations	0	0	0

GHC MARIETTA CAMPUS			
ARRESTS- ON PUBLIC PROPERTY	2021	2022	2023
Weapons Carrying, Possession, etc.	0	0	0
Drug abuse violations	0	0	0
Liquor Law Violations	0	0	0

DISCIPLINARY ACTIONS- ON CAMPUS

GHC FLOYD CAMPUS			
DISCIPLINARY- ON CAMPUS	2021	2022	2023
Weapons Carrying, Possession, etc.	0	0	0
Drug abuse violations	0	0	0
Liquor Law Violations	0	0	0

GHC CARTERSVILLE CAMPUS			
DISCIPLINARY- ON CAMPUS	2021	2022	2023
Weapons Carrying, Possession, etc.	0	0	0
Drug abuse violations	0	0	0
Liquor Law Violations	0	0	0

GHC HERITAGE HALL CAMPUS			
DISCIPLINARY- ON CAMPUS	2021	2022	2023
Weapons Carrying, Possession, etc.	0	0	0
Drug abuse violations	0	0	0
Liquor Law Violations	0	0	0

GHC PAULDING CAMPUS			
DISCIPLINARY- ON CAMPUS	2021	2022	2023
Weapons Carrying, Possession, etc.	0	0	0
Drug abuse violations	0	0	0
Liquor Law Violations	0	0	0

GHC MARIETTA CAMPUS			
DISCIPLINARY- ON CAMPUS	2021	2022	2023
Weapons Carrying, Possession, etc.	0	0	0
Drug abuse violations	0	0	0
Liquor Law Violations	0	0	0

DISCIPLINARY ACTIONS- ON PUBLIC PROPERTY

GHC FLOYD CAMPUS			
DISCIPLINARY- ON PUBLIC PROPERTY	2021	2022	2023
Weapons Carrying, Possession, etc.	0	0	0
Drug abuse violations	0	0	0
Liquor Law Violations	0	0	0

GHC CARTERSVILLE CAMPUS			
DISCIPLINARY- ON PUBLIC PROPERTY	2021	2022	2023
Weapons Carrying, Possession, etc.	0	0	0
Drug abuse violations	0	0	0
Liquor Law Violations	0	0	0

GHC HERITAGE HALL CAMPUS			
DISCIPLINARY- ON PUBLIC PROPERTY	2021	2022	2023
Weapons Carrying, Possession, etc.	0	0	0
Drug abuse violations	0	0	0
Liquor Law Violations	0	0	0

GHC PAULDING CAMPUS			
DISCIPLINARY- ON PUBLIC PROPERTY	2021	2022	2023
Weapons Carrying, Possession, etc.	0	0	0
Drug abuse violations	0	0	0
Liquor Law Violations	0	0	0

GHC MARIETTA CAMPUS			
DISCIPLINARY- ON PUBLIC PROPERTY	2021	2022	2023
Weapons Carrying, Possession, etc.	0	0	0
Drug abuse violations	0	0	0
Liquor Law Violations	0	0	0

UNFOUNDED CRIMES

GHC FLOYD CAMPUS			
UNFOUNDED CRIMES	2021	2022	2023
TOTAL UNFOUNDED CRIMES	0	0	0

GHC CARTERSVILLE CAMPUS			
UNFOUNDED CRIMES	2021	2022	2023
TOTAL UNFOUNDED CRIMES	0	0	0

GHC HERITAGE HALL CAMPUS			
UNFOUNDED CRIMES	2021	2022	2023
TOTAL UNFOUNDED CRIMES	0	0	0

GHC PAULDING CAMPUS			
UNFOUNDED CRIMES	2021	2022	2023
TOTAL UNFOUNDED CRIMES	0	0	0

GHC MARIETTA CAMPUS			
UNFOUNDED CRIMES	2021	2022	2023
TOTAL UNFOUNDED CRIMES	0	0	0

DEFINITIONS OF CLERY ACT (GENERAL)

1. **On Campus** is defined as any building or property owned or controlled by an institution within the same reasonably contiguous geographic area and used by the institution in direct support of, or in a manner related to, the institution's educational purposes, including residence halls. This also includes any building or property that is within or reasonably contiguous geographic area that is owned by the institution but controlled by another person, is frequently used by students, and supports institutional purposes (such as a food or other retail vendor).
2. Non-Campus is defined as any building or property owned or controlled by an institution that is used in direct support of, or in relation to, the institution's educational purposes, is frequently used by students, and is not within the same reasonably contiguous geographic area of the institution. This also includes any building or property owned or controlled by a student organization that is officially recognized by the institution.
3. Public Property is defined as all public property, including thoroughfares, streets, side-walks and parking facilities that are within the campus or immediately adjacent to and accessible from the campus.
4. Murder: the willful killing of one human being by another
5. Manslaughter by Negligence: the killing of another person through gross negligence.
6. Rape: unlawful sexual intercourse or any other sexual penetration of the vagina, anus, or mouth of another person, with or without force, by a sex organ, other body part, or foreign object, without the consent of the victim.
7. Statutory Rape: sexual intercourse with a person who is under the statutory age of consent.
8. Fondling: The touching of the private body parts of another person for the purpose of sexual gratification, without the consent of the victim, including instances where the victim is incapable of giving consent because of his/her age or because of his/her temporary or permanent mental incapacity.

9. Incest: sexual intercourse between persons who are related to each other within the degrees wherein marriage is prohibited by law.
10. Robbery: The taking or attempting to take anything of value from the care, custody or control of a person or persons by force or threat of force or violence and/or by putting the victim in fear.
11. Aggravated Assault: An unlawful attack by one person upon another for the purpose of inflicting severe or aggravated bodily injury. This type of assault usually is accompanied by the use of a weapon or by a means likely to produce death or great bodily harm. (It is not necessary that injury result from 79 an aggravated assault when a gun, knife or other weapon is used that could and probably would result in serious personal injury if the crime were successfully completed.)
12. Burglary: The unlawful entry of a structure to commit a felony or theft. For reporting purpose- as this definition includes: unlawful entry with intent to commit a larceny or felony, breaking and entering with intent to commit a larceny, housebreaking, safecracking and all attempts to commit any of the aforementioned acts.
13. Motor Vehicle Theft: The theft or attempted theft of a motor vehicle. (Classify as motor vehicle theft all cases where automobiles are taken by persons not having lawful access even though the vehicles are later abandoned, including joyriding.)
14. Arson: Any willful or malicious burning or attempt to burn, with or without intent to defraud, a dwelling house, public building, motor vehicle or aircraft, personal property of another, etc.
15. Hate Crime: Any of the aforementioned offenses and any other crime involving bodily injury reported to local campus safety agencies or to a campus security authority that manifests evidence that the victim was intentionally selected because of the perpetrator's bias.
16. Race: A preformed negative attitude toward a group of persons who possess common physical characteristics.
17. Gender: A preformed negative opinion or attitude toward a group of persons because those persons are male or female.

18. Religion: A preformed negative opinion or attitude toward a group of persons who share the same religious beliefs regarding the origin and purpose of the universe and the existence or nonexistence of a supreme being.
19. Sexual Orientation: A preformed negative opinion or attitude toward a group of persons based on their sexual attraction toward, and responsiveness to, members of their own sex or members of the opposite sex.
20. Ethnicity/National Origin: A preformed negative opinion or attitude toward a group of persons of the same race or national origin who share common or similar traits, languages, customs, and traditions.
21. Disability: A preformed negative opinion or attitude toward a group of persons based on their physical or mental impairments, whether such disability is temporary or permanent, congenital or acquired by heredity, accident, injury, advanced age or illness.
22. Additional Hate Crime Definitions: In addition to any of the crimes above, the following acts are now reportable as hate crimes when motivated by prejudice on account of race, gender, religion, sexual orientation, ethnicity or disability.
23. Larceny Theft: The unlawful taking, carrying, leading or riding away of property from the possession or constructive possession of another.
24. Simple Assault: An unlawful physical attack by one person upon another where neither the offender displays a weapon, nor the victim suffers obvious severe or aggravated bodily injury involving apparent broken bones, loss of teeth, possible internal injury, severe laceration or loss of consciousness.
25. Intimidation: To unlawfully place another person in reasonable fear of bodily harm through the use of threatening words and/or other conduct, but without displaying a weapon or subjecting the victim to actual physical attack.
26. Destruction/Damage/Vandalism of Property (Except Arson): To willfully or maliciously damage, deface or otherwise injure real or personal property without the consent of the owner or the person having custody or control of it.
27. Weapon Law Violations: The violation of laws or ordinances dealing with weapon offenses, regulatory in nature, such as the manufacture, sale, or possession of deadly weapons; carrying deadly weapons, concealed or openly; furnishing

deadly weapons to minors; aliens possessing deadly weapons; and all attempts to commit any of the aforementioned acts.

28. Drug Abuse Violations: Violations of state and local laws relating to the unlawful possession, sale, use, growing, manufacturing and making of narcotic drugs. The relevant substances include opium or cocaine and their derivatives (morphine, heroin, codeine); marijuana; synthetic narcotics (Demerol, Methadone); and dangerous non-narcotic drugs (Benzedrine).

29. Liquor Law Violations: The violation of laws or ordinances prohibiting the manufacture, sale, transporting, furnishing, possessing of intoxicating liquor; maintaining unlawful drinking places; bootlegging; operating a still; furnishing liquor to a minor or intemperate person; using a vehicle for illegal transportation of liquor; drinking on a train or public conveyance; and all attempts to commit any of the aforementioned activities. (Drunkenness and driving under the influence are not included in this definition).

CRIME PREVENTION PROGRAMS

A primary goal of the Georgia Highlands College Campus Safety Department is the prevention of crime before it occurs. Because GHC Campus Safety officers cannot be everywhere all the time, they need the help of all members of the college community to take an active role in their personal safety and property protection. Crime prevention is important to the campus community and you can help by reporting any crime or suspected crime immediately to the Campus Safety. By doing so, you may be preventing someone else from becoming a victim of a more serious crime. The department is responsible for the development and implementation of community policing/public safety initiatives, maintains liaison with area law enforcement agencies to foster cooperation for the resolution of special problems, and develops programs and initiatives that promote the safety and welfare of the college community. It also participates in new student orientation programs and responds to requests for presentations with the college community regarding crime prevention strategies. Crime prevention warnings and strategies are distributed via email. For additional information or to schedule a program you are encouraged to call the crime prevention unit at 706.295.6347. The GHC Campus Safety department can offer a variety of crime prevention programs to our community members on request.

- Personal safety awareness
- Office security survey

- Sexual assault awareness
- Motor vehicle theft prevention

Fight to Flight program

The “Fight to Flight” program is conducted by the Georgia Highlands College Police Department and aims to instruct students and employees tactics of self-defense in the event of a sexual assault or an attack. The Police department utilizes the “Redman” suit to allow students of the class to demonstrate defensive tactics learned from the program. This program is conducted at minimum biannually, with a focus on conducting the program on all campuses during the month of April.

THEFT PREVENTION

Although the statistical reporting of theft offenses is not required by the Clery Act, the Georgia Highlands College Campus Safety department believes that the college community should be aware of and guard against the theft of property. It is important for all of us to understand our role in the reduction of crime. A lesson taught to all crime prevention practitioners is often referred to as the crime triangle. For any crime to occur three elements must be present: desire, ability and opportunity. Members of the college community easily recognize there is little that can be done to control the ability and desire of criminals. The college community’s greatest strength in the prevention of crime is our initiative to reduce or eliminate the opportunity for a crime to occur.

PROTECT YOUR PROPERTY

The following serve as reminders to help deter the opportunistic thief from taking advantage of you. For example, in any campus environment, laptops and bicycles are a prime target of the opportunistic thief. GHC encourages all students to participate in Operation Identification by engraving your driver’s license number with the appropriate state prefix on the laptop cover or bicycle frame. The Campus Safety also recommends you document the color, make, model and serial number of the laptop or bicycle and keep it in a safe place. Engraving tools are often available from your local law enforcement agency.

This information can help in the prevention and reduction of crime:

- Be more aware and observant during your daily activities. If you feel the actions of a person appear suspicious, take the time to notify Campus Safety. We would

much rather receive the call and determine later there was no problem than to not be informed when a crime is being committed.

- Record the make, model and serial number of your valuable property. Once you have gathered this information, secure it in a safe place so that if you are victimized, this information can be entered in the state and national database of stolen property.
- Many local law enforcement agencies can assist you in the engraving of your property.
- Don't leave your property (backpacks, laptops, cell phones, textbooks, purses etc.) unattended and unsecured in the hallway, on tables or chairs while attending class or other activity.
- Don't leave property unsecured in your office or cubicle. Secure your valuables in a locked desk or cabinet while out of the office.
- Promptly report the presence of strangers in buildings.
- Don't leave your property unattended and unsecured in dining facilities or in one of the libraries.
- Don't leave your property unattended beside the court or along the sidelines during your participation in activities in a recreational facility or on a sports field.
- Promptly report and cancel your lost or stolen credit and debit cards to prevent unauthorized use.
- Don't leave your laptop or other hand-held devices unattended or unsecured.
- Don't leave your property in plain view in your parked vehicle. Remove and store the items.

FIRE SAFETY AND RELATED POLICIES

If you discover a fire, activate the building evacuation fire alarm and call 911 to reach the local Fire Department. The Campus Safety dispatch center number is 706.295.6347. All persons upon hearing the evacuation alarm should proceed to the nearest exit and leave the building. If the exit is blocked, tenants may use the outside window ledges. Fire extinguishers and hoses are located in hallways for protection of your life and property. Flammable liquids, such as gasoline and hazardous materials and items are not to be brought into the rooms and apartments. Candles, incense, toaster ovens, hot plates, crock pots, space heaters and other open element\open flame\coil appliances are strictly prohibited.

Persons shall not disconnect or intentionally damage a smoke detector or remove the battery from a smoke detector without immediately replacing it with a working battery.

SMOKING POLICY

The use of all forms of tobacco products on property owned, leased, rented, in the possession of, or in any way used by the USG or its affiliates is expressly prohibited. "Tobacco Products" is defined as cigarettes, cigars, pipes, all forms of smokeless tobacco, clove cigarettes and any other smoking devices that use tobacco such as hookahs or simulate the use of tobacco such as electronic cigarettes. Further, this policy prohibits any advertising, sale, or free sampling of tobacco products on USG properties unless specifically stated for research purposes. This prohibition includes but is not limited to all areas indoors and outdoors, buildings and parking lots owned, leased, rented or otherwise used by the USG or its affiliates. The use of tobacco products is prohibited in all vehicles – private or public vehicles - located on USG properties. This policy applies to all persons who enter the areas described above, including but not limited to students, faculty, staff, contractors and subcontractors, spectators, and visitors. All events hosted by a USG entity shall be tobacco-free. All events hosted by outside groups on behalf of the USG shall also be tobacco-free

CAMPUS MAPS









Georgia Highlands College Heritage Hall Campus



- A Heritage Hall
- B Heritage Hall Annex
- P Parking

Georgia Highlands College
Heritage Hall Campus
415 E. Third Ave
Rome, GA 30161

