

# 2022-2023 STUDENT HANDBOOK

A thick orange curved line that starts from the left edge, curves upwards and then downwards, and ends at the right edge, separating the title area from the college logo area.

**GHC**

GEORGIA HIGHLANDS COLLEGE

University System of Georgia

**highlands.edu**

*#takingcharge*

# GEORGIA HIGHLANDS COLLEGE

## STUDENT HANDBOOK

2022-2023

This handbook is prepared for the convenience of students and is not to be construed as an official publication of the Board of Regents of the University System of Georgia. In case of any divergence from or conflict with the Bylaws or Policies of the Board of Regents, the official Bylaws and Policies of the Board of Regents shall prevail. (NOTE: Policies are subject to change after the publication of this document.)

This handbook is not a contract. It is for informational purposes only and provides no rights to the reader.

# MESSAGE FROM THE PRESIDENT



Welcome to Georgia Highlands College!

Guess what? You're doing it. You are earning a college degree. What may have only been an idea or a dream before now is happening. You may be the first in your family to go to college. You may be the hundredth. You may be right out of high school. Or you may work full time and have a family to take care of. One thing remains true for every student at our college: we care about your success.

Let us help you get to where you want to go next. Our faculty and staff are here to help you make it happen. Use all the tools available to you, like our tutorial services and our student success center. Stop by our offices and let us know how things are going or what you need help with. Get involved with student life, go to our basketball, softball and baseball games. Join a club- take advantage of internships and opportunities to expand what you're learning in the classroom to hands-on, real-world scenarios.

This student handbook provides important information you should know while you are a student here. Please use this handbook as a supplement to our general catalog and credit class schedules.

I look forward to seeing you on campus. And I'm even more excited for the day I get to hand you a degree as you cross the graduation stage at Georgia Highlands College.

Sincerely,  
Mike Hobbs  
President

# MESSAGE FROM THE PROVOST AND CHIEF ACADEMIC OFFICER



Dear GHC Charger Student and Future Graduate,

Congratulations on joining the Georgia Highlands College family! We welcome you and want you to know that you have become part of an institution that puts you and your success first. Whether you need assistance navigating the complexities of financial aid, choosing a major that matches your career goals, learning to use our learning and advising platforms (D2L and Navigate), or finding a tutor or librarian to assist you with your classes, we are all here to help you along your educational journey.

GHC faculty and staff are all committed to helping you learn, grow, and graduate. Even if your ultimate goal is to earn a Bachelor's or Master's degree, completing an Associate degree with GHC before applying to one of our Bachelor's programs or transferring is a very wise decision. Did you know that earning an Associate degree increases your earning power and makes you much less likely to face unemployment even in tough economic times? And since our tuition and fees are among the most affordable in the region, you'll be saving money while you increase your earning potential and get a top-notch education.

This Student Handbook provides information that is critical to your success as a student here. It contains many important guidelines and policies that will assist you during your time at GHC, and it outlines the many student engagement opportunities available to you, such as the Student Government Association, a variety clubs and honors organizations, and much more. Get involved and learn inside and outside the classroom!

Again, we welcome you and stand ready to help you Charge Ahead.

Dr. Sarah Coakley  
Provost and Chief Academic Officer

# TABLE OF CONTENTS

<a href="#"><u>GHC Phone Numbers</u></a>	6
<a href="#"><u>Student Handbook</u></a>	8
<a href="#"><u>Introduction</u></a>	
<a href="#"><u>Release of Directory</u></a>	9
<a href="#"><u>Information</u></a>	
<a href="#"><u>Academic Information</u></a>	11
<a href="#"><u>Academic Advising</u></a>	12
<a href="#"><u>Athletics</u></a>	13
<a href="#"><u>Business Office</u></a>	14
<a href="#"><u>Campus Police</u></a>	15
<a href="#"><u>Financial Aid</u></a>	16
<a href="#"><u>Health Services &amp;</u></a>	19
<a href="#"><u>Wellness</u></a>	
<a href="#"><u>Library</u></a>	20
<a href="#"><u>Marketing &amp;</u></a>	21
<a href="#"><u>Communications</u></a>	
<a href="#"><u>Meal Plan</u></a>	22
<a href="#"><u>Parking</u></a>	23
<a href="#"><u>Registered Student</u></a>	24
<a href="#"><u>Organizations</u></a>	
<a href="#"><u>Student Engagement</u></a>	25
<a href="#"><u>Student Governance</u></a>	26
<a href="#"><u>Student Support Services</u></a>	27
<a href="#"><u>Technology at GHC</u></a>	31
<a href="#"><u>Testing Center</u></a>	34
<a href="#"><u>Tutorial Center</u></a>	35

## POLICIES

<a href="#"><u>Children on Campus</u></a>	36
<a href="#"><u>Equal Opportunity</u></a>	36
<a href="#"><u>Freedom of Expression</u></a>	36
<a href="#"><u>Grade Appeal Policy</u></a>	40
<a href="#"><u>Hazing/Harassment</u></a>	40
<a href="#"><u>Immunization</u></a>	41
<a href="#"><u>Intellectual Property</u></a>	42
<a href="#"><u>Nondiscrimination &amp;</u></a>	42
<a href="#"><u>Anti-Harassment Policy</u></a>	
<a href="#"><u>Policy &amp; Programs to</u></a>	42
<a href="#"><u>Prevent Drug &amp; Alcohol</u></a>	
<a href="#"><u>Abuse</u></a>	
<a href="#"><u>Student Advisory Council</u></a>	43
<a href="#"><u>Student Sexual</u></a>	43
<a href="#"><u>Misconduct Policy</u></a>	
<a href="#"><u>Student Employment</u></a>	44
<a href="#"><u>Policy</u></a>	
<a href="#"><u>Student Grievance Policy</u></a>	44
<a href="#"><u>Tobacco Use &amp; Smoke</u></a>	45
<a href="#"><u>Free Campus Policy</u></a>	
<a href="#"><u>Student Rights &amp;</u></a>	46
<a href="#"><u>Responsibilities</u></a>	

# GEORGIA HIGHLANDS COLLEGE PHONE NUMBERS

Academic Success Center - Advising	706-802-5103
Academic Success Center - Tutoring	678-872-8460
Academic Affairs	678-872-8140
Admissions	706-802-5000
Advancement Office	706-802-5473
Testing Center	706-204-2110
Athletics	706-295-6353
Bookstore - Floyd Campus	706-295-6359 or 706-295-6360
Bookstore - Cartersville Site	678-872-8042 or 678-872-8043
Business Office	706-802-5000

## CAMPUS LOCATIONS

Toll Free	800-332-2406
Cartersville Site	678-872-8000
Floyd Campus	706-802-5000
Heritage Hall	706-295-6321
Marietta Site	678-872-8501
Paulding Site	678-946-1100

Campus Police	706-295-6347 (press 2)
Charger Card Office	706-802-5000
Marketing & Communications	706-295-6366
Continuing Education	678-872-8240
Financial Aid	706-802-5000
Human Resources Department	706-802-5136
Information Technology Services	706-295-6778

# GEORGIA HIGHLANDS COLLEGE PHONE NUMBERS

## LIBRARY

Floyd Campus	706-295-6318
Cartersville Site	678-872-8400
Marietta Site	470-578-6202
Paulding Site	678-946-1007

President's Office	706-295-6328
Registrar's Office	706-295-6339
School of Health Sciences	706-295-6732
School of Humanities	678-872-8064
School of Business and Professional Studies	678-872-8099
School of Science, Technology, Engineering, and Mathematics	678-872-8070
School of Social Science and Education	706-295-6300
Six Mile Post Office (Student Newspaper)	706-295-6361
Student Engagement	678-872-8006

## STUDENT SUPPORT SERVICES (Career, Counseling, and Disability Support)

Floyd Campus	706-295-6336
Cartersville Site	678-872-8004
Marietta Site	678-872-8510
Paulding Site	678-946-1100

Testing Center	706-204-2110
Veteran Affairs	678-872-8005

# STUDENT HANDBOOK INTRODUCTION

Welcome to Georgia Highlands College!

All of us: your faculty, staff and fellow students, are glad that you are here. We all want your experience at Georgia Highlands College to be a good one. So let's take the first step...make sure to scan all the information included in this student handbook. This document contains many of the keys to success during your time at GHC. We ask that you also take one other step. Please don't stop at reading the handbook...utilize it! This information will not be very useful if you simply read it but never apply it to your studies at GHC. We're here because of you. We sincerely want you to succeed and we're committed to your success. The handbook presents valuable information so that you may get to know the college better. Our advice for you is to be engaged in your learning. Studies have shown that students who participate in at least one campus activity are more likely to be successful in their college efforts.

Georgia Highlands embraces its responsibility to foster an environment of respect and understanding among all individuals and groups. The college welcomes everyone to become a participating member of the campus community, regardless of race, ethnicity, national origin, religious or political beliefs, gender, age, sexual orientation, economic status, physical or mental abilities or any other distinction.

In order to preserve this atmosphere of free thought, Georgia Highlands is committed to the prevention of bigotry, prejudice, expressions of hatred and any behaviors that infringe upon individual rights. Abuse or harassment, whether verbal, physical, or psychological, against anyone on the campuses of Georgia Highlands College, is unacceptable and will not be tolerated.

No matter the location – Cartersville, Floyd, Heritage Hall, Marietta, or Paulding, – all students and employees of Georgia Highlands College should dedicate themselves to the defense and implementation of these principles as core values of the college's goals and mission.



# RELEASE OF DIRECTORY INFORMATION

Directory information will be treated as public information and generally be available on all students and former students, at the discretion of the institution. Directory information includes: The student's name, address, telephone number, e-mail address, enrollment status, major field of study, and degrees.

Any student may refuse to permit the designation of all the categories of personally identifiable information as directory information by submitting a signed and dated Authorization to Withhold Directory Information Form to the Registrar's Office. Students that choose to have directory information withheld will not appear on any list for directory information requests. Students are encouraged to consult the Registrar's Office FERPA official before selecting the exclusion of directory information to fully understand the ramifications. Students should also note that once directory information is requested to be withheld, it cannot be changed until the Registrar's Office receives a request in writing revoking the initial request to withhold information.

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## RELEASE OF STUDENT INFORMATION TO THIRD PARTIES

Disclosure of information contained in the education records of a student to individuals and organizations other than those specifically covered by the Family Educational Rights and Privacy Act shall be limited to items designated as directory information, except upon written, signed, and dated consent of the student.

Georgia Open Records Law: As a general rule, documents, papers and records prepared and maintained or received in the course of the operation of a public office or agency are public records within the meaning of the Open Records Law. The right to review or copy these records cannot be denied to any citizen. All records requests should be made in writing to the Open Records Officer. The Open Records Officer will analyze the scope of the request to determine whether the records requested, or any portion thereof, are required by law to be maintained as confidential.

Arrangements for inspecting, reviewing, or copying of public records should be made by the Open Records Officer, who should determine an orderly and non-disruptive procedure for permitting access to the documents. Determinations to disclose records will be made on a case-by-case-basis.

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## RELEASE OF STUDENT INFORMATION TO INSTITUTIONAL OFFICIALS

Information from the education records of a student may be disclosed to Institutional officials with a legitimate educational interest. A school official is a person employed by the College in an administrative, supervisory, academic or research, or support staff position (including law enforcement unit personnel and health staff); a person or company with whom the College has contracted such as an attorney, auditor, or collection agent; a person or a student serving on an official committee such as a disciplinary or grievance committee, or assisting another school official in performing his or her tasks. An Institutional official has a legitimate educational interest if the official needs to review an education record in order to fulfill his or her professional responsibility.

# RELEASE OF DIRECTORY INFORMATION

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## RELEASE OF STUDENT INFORMATION TO OTHER INSTITUTIONS

Under FERPA regulation 99.31 (a)(2), a school district or postsecondary institution may disclose education records, without consent, to officials of another school, school system, or post-secondary institution where a student “seeks or intends to enroll.” The regulation clarifies that the authority to disclose or transfer education records to a student’s new school does not cease automatically the moment a student has enrolled and continues to any future point in time so long as the disclosure is for purposes related to the student’s enrollment or transfer. This means that a school may disclose any records or information, including health and disciplinary records, that the school could have disclosed when the student was seeking or intending to enroll in the new school.

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## CORRECTION OF EDUCATION RECORDS

When a student believes that information in the student’s education records is inaccurate, misleading, or violates the privacy or other rights of the student, the student may submit a written request for correction to the College official responsible for creation and maintenance of the record. Such a written request will specify the information being questioned, state the revision requested, state the reasons the student has for disagreeing with the entry in question, and will include (or have attached) any data or information the student has which shows that the record should be revised. The College official will review the request and the appropriate records and meet with the student if appropriate.

The College official will notify the student of a decision within 21 days after receipt of the written request. If the College decides not to amend the record as requested by the student, the College will notify the student of the decision and advise the student of his or her right to a hearing regarding the requests for amendment. Additional information regarding the hearing procedures will be provided to the student when notified of the right to a hearing.

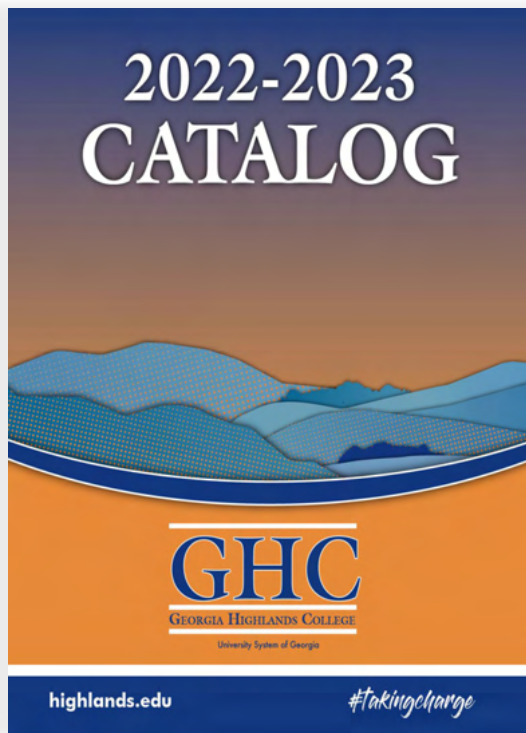
The above procedure may be used to question the correctness of the recording of a grade but may not be used to contest the assignment of grade.

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## RIGHT TO FILE A COMPLAINT

A student has the right to file a complaint with the College’s Registrar concerning alleged failure by Georgia Highlands College to comply with the requirements of FERPA. If the complaint is not resolved by the College to the satisfaction of the student, the student may file a complaint to the Office that administers FERPA: Family Policy Compliance Office, U. S. Department of Education, 400 Maryland Avenue, S. W., Washington, DC 20202-4605.

# ACADEMIC INFORMATION



The [Georgia Highlands College catalog](#) is the primary source for academic information concerning academic requirements, grades, class standing, and probation.

# ACADEMIC ADVISING



Academic Advising is a teaching, counseling, and investigative process between a student and his/her advisor with the goal of creating the best educational plan for the student's life goals.

GHC: Quest for Success, which emphasizes the importance of academic advising in retention, progression, and graduation. Students are required to attend a number of advising sessions throughout their time at GHC.

Using the NAVIGATE platform online, students will be able to map out their academic pathway and interact with the course requirements and apply the tools provided by the Navigate platform and the Academic Advisors to form a pathway to graduation.



When does it occur?

- **Orientation:** Students are introduced to advising expectations when they attend orientation. They will learn about the advising process and next steps.
- **Student Success Workshop:** Students meet with a professional advisor or a faculty advising specialist for a group meeting around week 3 of a student's first semester. This meeting will provide students an opportunity to talk through challenges they may have encountered and get assistance with college resources.
- **First Semester Advising Appointment:** In the first semester, students will make an appointment with a professional advisor or a faculty advising specialist for a one-on-one advising session. In this session, the student and advisor will work through the creation of an academic plan, address concerns, and discuss the registration process for the next term. This is a required activity, and failure to participate will prevent the student from registering for the next semester.
- **Second Semester Advising Appointment:** This appointment happens in the student's second semester. Students will make an appointment with their assigned faculty advisor for a one-on-one advising session. In this session, the student and advisor will review the student's academic plan, address concerns, and make plans for future meetings. This is a required activity, and failure to participate will prevent the student from registering for the next semester.
- **Additional Advising:** After the first two semesters, students are strongly encouraged to make an appointment with their assigned faculty advisor each semester for follow-up conversations about their academic plan and path to graduation.

# ATHLETICS

GHC offers a diverse intercollegiate athletic program consisting of men's and women's basketball, baseball, and softball. Additional sports may be added in the future. GHC is a Division I member of the National Junior College Athletic Association (NJCAA) and is a member of the NJCAA Region 17 (also known as the Georgia Collegiate Athletic Association (GCAA)), which consists of 13-member institutions.

[Charger athletic teams](#) have built a tradition of winning in the short history of the programs. Men's Basketball has reached the NJCAA Men's National Tournament in 2014-15, 2015-16, and 2016-17, including appearances in the Final Four in 2015 and 2016. Women's Basketball appeared in the NJCAA Women's National Tournament in 2015-16, was the champion in 2019, and was runner-up in the GCAA in 2013-14, 2015-16, 2016-17 and 2018-19. The Baseball team reached the NJCAA Regional Tournament in 2016-17, and the Softball team played for the GCAA championship in 2017-18. GHC student-athletes continuously perform exceptionally well both on the field or court and in the classroom, and a high percentage of them continue their athletic careers after GHC by signing with four-year programs at the NCAA Division I, Division II, and NAIA levels. Baseball has also produced a Major League draft pick in recent years.

Students on the various sport teams must maintain a 2.0 GPA and pass 12 credit hours to be eligible. All students wishing to participate should contact the Athletic department at 706-295-6353. Students are encouraged to attend the games and support their Chargers. Full updated schedules can be found on the athletic webpage. Admission is free for all Georgia Highlands students at Charger home games. The Men's and Women's Basketball teams play their home games at the Floyd Campus Gym, the Baseball team plays its home games at LakePoint Sports Park in Emerson, GA, and the Softball team plays its home games at Stars Field in Cartersville, Ga.





# BUSINESS OFFICE

## STEPS TO PAY YOUR STUDENT BILL IN SCORE

1. Access [SCORE](#)
2. Once logged in, click on the "Student Services" link
3. From Student Services, click "Student Financial Records"
4. Then click on "Account Summary by Term" to obtain amount owed. All the options to pay your account will be listed at the bottom of the screen (Pay by Credit Card, Pay by Check, and Pay by Savings Account).

When entering your payment, please make sure that you choose the correct term so that your payment will be properly applied.

## STUDENT REFUNDS

Georgia Highlands College has partnered with BankMobile to deliver your financial aid refund. Visit [BankMobile](#) for more information.

Visit the [Business Office](#) for more information about BankMobile and refunds, or contact the Business Office at 706-802-5000.

## CHARGER ID CARD

Your Georgia Highlands College ID/Charger Card may be used for the following:

- Identification on all Georgia Highlands College locations
- Purchases at the Georgia Highlands Bookstore – Floyd Campus and Cartersville Site
- Purchases at the Charger Café Marketplace – Floyd Campus and Cartersville Site
- Checking out books at the Georgia Highlands Libraries, as well as any University System of Georgia Library
- All GHC vending machines
- All GHC copiers and Pharos print stations

There will be \$5.00 added to your Student ID/Charger Card each semester after Add/Drop to use for copying and printing ONLY. Any remaining student copy/print funds not used at the end of each semester will be deleted. Any personal funds added to your Student ID/Charger Card will remain on the card until spent. Money can be added to your Student ID/Charger Card (cash only starting in increments of \$1) at any VTS (Value Transfer Station). Money can also be added at any Business Office location by cash, check, debit, or credit.

VTS Locations:

- Cartersville Site – vending area in the Academic Building and 1st floor of the Student Center
- Floyd Campus – next to the GHC bookstore and in the Library
- Heritage Hall – vending area
- Marietta Site – Norton Hall, 2nd floor, next to the elevator
- Paulding Site – first floor - computer lab / testing room

Please be advised that the student fees you pay only cover the cost of one Student ID/Charger Card during the duration of your time at Georgia Highlands College. Lost or stolen cards should be immediately reported to the Charger Card office. We will deactivate your card so that no one else can use it. If your card is lost, stolen, damaged, if you want a new picture, or if you need a name change, it is \$20.00 for the replacement card. Nursing IDs (for those who are entering clinicals ONLY) are \$20.00 -this includes the card and the badge holder. If you need to a replacement Nursing ID, it is a \$20.00 charge. Replacement badge holders are \$1.00.

# CAMPUS POLICE

For Emergencies Call 911

[Campus Police Website](#)

[Subscribe to GHC Notify](#) for emergency and other notifications

The Department of Campus Police is responsible for providing a safe and secure educational environment where life safety and property are protected. In order to meet these important responsibilities, the college maintains a force of campus safety officers whose duties are integrated to provide crime prevention, emergency services, and parking control/enforcement. Officers are on duty every hour that the campus is open. The department strives to contribute to the academic environment by performing professional safety and security tasks with a positive, service-oriented and educational approach.

Many officers are P.O.S.T. certified by the state of Georgia, and all personnel are trained to handle emergencies and will coordinate with law enforcement, medical, fire, and emergency services that are requested on all GHC locations. Our mission is to provide safety, parking, and emergency preparedness services to the GHC community in a professional manner that will provide the college a safe environment that is conducive to education for all who study, work and visit GHC.

The department maintains a close working relationship with local police, fire and emergency agencies and their members. They come together through meetings, training, and investigative follow-ups. Information is freely shared between local agencies. The department maintains agreements with the Floyd County Police Department, the Dallas Police Department, the Rome Police Department, and the Bartow County Sheriff's Office. The department also cooperates and coordinates with other local, state and national campus safety agencies to remain abreast of trends, concerns and problems affecting college campuses and students. Officers patrol the campuses via marked patrol units and/or on foot patrol to deter acts of crime, correct safety and security hazards and to detect and intervene when criminal activity occurs. They respond and follow-up on all reported crimes along with local police officers. In addition to patrol duties, officers investigate traffic accidents, assist in medical emergencies, provide limited motorist assistance, enforce campus parking and traffic regulations and provide safety support for many campus activities and events.

Campus Crime Statistics are available on [this website](#) and on the [Georgia Highlands Campus Police website](#).

# FINANCIAL AID

Complete your [FAFSA](#).

Priority FAFSA Deadlines:

- Fall - July 1
- Spring - November 1
- Summer - March 1

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## STUDENT LOANS

Students who complete the FAFSA (Free Application for Federal Student Aid) application will automatically be offered a Stafford student loan as part of their financial aid award package.

Steps to Accepting a Student Loan:

1. Log into your [Banner/SCORE account](#).
2. Click on Financial Aid.
3. Click on Award.
4. Click on Award for Aid Year and select the current aid year from the drop-down menu then select continue.
5. Click on the Accept Award Offer tab found across the top of the page and accept your loan offer.
6. [Complete Entrance Counseling and sign your Master Promissory Note](#).

Be sure to read each step carefully and follow all instructions. Loans will not be disbursed until ALL steps have been completed and our office receives confirmation from the Department of Education.

Entrance counseling and master promissory note must be completed to secure your loan. Students must have at least 6 credit hours to receive a student loan. Should a student fall below halftime enrollment, any disbursed loan funds will be returned to the Department of Education according to federal regulations.



# FINANCIAL AID

## SATISFACTORY ACADEMIC PROGRESS (SAP) POLICY

The Higher Education Act of 1965, as amended, mandates institutions of higher education to establish a standard of satisfactory academic progress for students who receive financial aid. This standard must apply to the student's entire academic history, whether Title IV financial aid was received or not. In order to remain eligible to receive aid at Georgia Highlands College, students must meet the standards specified for acceptable academic performance and for satisfactory progress toward the completion of their program of study. The standards are established within the framework of applicable federal regulations specifically for the purpose of determining the eligibility of students to receive aid under the generally funded Title IV programs, including Federal Pell Grant, Federal Perkins Loan, Federal Supplemental Educational Opportunity Grant, ACG, SMART, Federal Work-Study, Georgia's HOPE Scholarship, and Federal Family Education Stafford Loan Programs (Subsidized and Unsubsidized), and the Federal PLUS Loan Program. They should not be confused with Probation or Good Standing as defined by academic regulations. Students must meet the requirements in each of the three areas listed below in order to be making Satisfactory Academic Progress (SAP). SAP is reviewed after every Spring Semester.

1. Students must maintain a 2.0 or above cumulative grade point average. Learning support classes are included in the GPA calculation for financial aid purposes.
2. Students must complete at least 67% of courses attempted. The system does not "round-up" completed hours. If a student attempts 12 hours but only completes 8, the completion rate is 66.6%. That student would not be meeting the SAP policy. Learning support classes are included in the completion ratio calculation for financial aid purposes.
3. The following will be considered as hours successfully completed:
  - "A" through "D" grades**
  - "S" satisfactory**
  - "K" credit**
  - "IC" institutional credit**
  - The following shall not be considered as semester hours completed:**
    - "F" grade**
    - "I" incomplete**
    - "W" withdraw**
    - "U" unsatisfactory**
    - "V" audit**
    - "IP" used in Learning Support Services**
4. Students must complete their program of study in a reasonable time frame. The maximum time frame allowed for a student to complete their program of study is 150% of the total credit hours required for the program. For example, if your academic program requires 60 semester hours for graduation, you may receive aid for up to 90 semester hours. All transfer credit hours accepted by GHC are included in the total credit hours regardless of whether the courses are required for the student's course of study.

# FINANCIAL AID

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## FINANCIAL AID WARNING AND SUSPENSION

A student will automatically be placed on financial aid warning if the student fails to meet the institutional GPA and/or SAP progress requirements. A student in this category may receive financial aid until the end of the following semester, once grades are final all students checked and must be making satisfactory academic progress. If the student does not make up the deficiencies and remove himself/herself from financial aid warning, the student is **NO LONGER** eligible for Financial Aid and will be placed on Financial Aid Suspension. The student will remain in this status until he/she has returned to a satisfactory academic progress standing. A student who reaches or exceeds the Maximum Timeframe become ineligible for financial aid and placed on Financial Aid Suspension.

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## APPEAL PROCESS

If there are extenuating circumstances that prevented a student from meeting the SAP policy, a written financial aid appeal may be submitted to the Office of Financial Aid for the SAP Committee to review and determine if the student has sufficient evidence and documentation to grant an approval. You may be approved for an appeal only once. While completing the appeals process, you are responsible for payment of current fees that are due by the published fee payment deadline.

If you think you meet requirements to file a SAP Appeal please contact us at [finaid@highlands.edu](mailto:finaid@highlands.edu). In the appeal, the student must address both of the following items:

1. The extenuating circumstances that contributed to the student not meeting the Satisfactory Academic Progress policy and include any and all supporting documentation.
2. The actions that have been taken to change the circumstances and to improve academic status.

All supporting documentation must be attached to the appeal. All appeals are reviewed within 2 weeks of their submission. Once the review is complete, the student will be notified by email and by mail.

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## APPROVED APPEALS

If the appeal is approved, the student will be placed on financial aid probation; all students must adhere to the conditions stated in their appeal approval letter. There will be no exceptions. The appeal will carry until the next SAP review which will be the following term once final grades are submitted. If the student is still not meeting SAP requirements at that time, he/she will no longer be eligible for aid.

Students who violate their appeal will be placed on Financial Aid Suspension and the appeal will be revoked. Students will not be eligible to receive financial aid again until all terms of the Satisfactory Academic Progress (SAP) policy are being met.

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## DENIED OR REVOKED APPEALS

If the appeal is denied or revoked, students are not eligible to receive financial aid until all terms of the Satisfactory Academic Progress (SAP) Policy are being met. Students who have a revoked or denied appeal may schedule an appointment to speak with the Satisfactory Academic Progress coordinator by sending their request to [finaid@highlands.edu](mailto:finaid@highlands.edu).

# HEALTH SERVICES AND WELLNESS

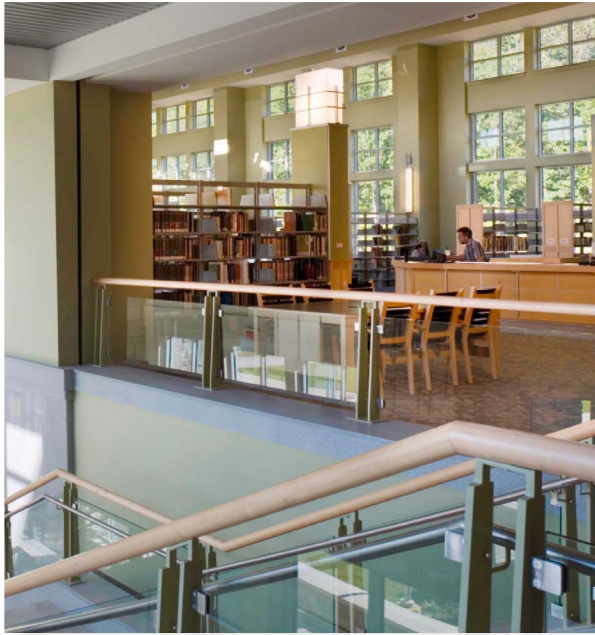
Georgia Highlands College, being a nonresidential, commuter institution, does not maintain complete health services at any campus location. Students are expected to make arrangements for their own health care through area medical resources. Limited first-aid kits are available in a number of departmental offices across the campuses, with signage marking those locations. Emergency automated external defibrillator units are also available in several locations across campuses with signage marking those locations.



Because student health directly affects student success in college, Georgia Highlands College encourages students to participate in wellness activities. The School of Health Sciences offers a broad range of courses dealing with health and wellness issues. On the Floyd Campus, a fitness lab, gymnasium, fitness trail, tennis courts, soccer field and other facilities are also available for student use. On the Cartersville Site, a fitness lab, gymnasium, aerobics room, fitness trail and indoor running track are available for student use. At the Marietta and Paulding sites, GHC has a partnership with local fitness centers for student memberships and students may inquire about how to gain access by contacting the Site Directors at those locations.

The overall goal of the wellness program is to engage the mind, body and spirit of each student resulting in reduced health risk factors, improved overall well-being, and a productive, active, student body. By encouraging Chargers to live healthier lifestyles, we hope to see energy levels enhanced resulting in even greater success in the classroom.

# LIBRARY



## [Library Website](#)

Your Georgia Highlands College Libraries welcome you to GHC! Our library faculty and staff members are here to help YOU achieve success!

Your GHC Libraries are great places to study, collaborate, work, and relax. You will find over 50,000 books in your GHC Libraries, but you also have access to hundreds of thousands of eBooks, as well as millions of articles from magazines, journals, newspapers, and other sources. Through GIL Express, you can access over 3.5 million books from all libraries in the University System of Georgia and have them delivered to your preferred GHC campus. We even provide you with access to tens of thousands of online videos selected just for your classes!

Need help with a class assignment or a research project? No worries! Not only are our librarians available (and friendly) in person, but you can also get help from a librarian by text message, live chat, email, telephone, even Facebook and Twitter!

Need a quiet space to study? How about a high-tech conference room to work with friends on a group project? Or even just a comfy chair to kick back and relax? Your GHC Libraries are just the place! Our libraries on the Floyd Campus, the Cartersville, Marietta and Paulding sites, have everything you need. You'll find friendly help and all of the resources you could ask for. No matter your location, you can [get help 24/7](#).

Your GHC Libraries are here to help you!

# MARKETING AND COMMUNICATIONS

The Office of Marketing and Communications (Marcom) is part of the GHC Advancement Division and is the internal and external marketing/branding/communications arm of the college. Marcom manages communications and news releases as well as coordinates and plans the college's marketing, branding, and design efforts. In addition, Digital Media Services and Print Services are an integral part of the Marcom team. Digital Media Services supports the college's electronic marketing efforts and various other digital media needs. DMS also serves as the primary user support for all electronic digitally based education

delivery and video services. This office plays a crucial role in informing the college community about weather events, school closings and other emergencies. It works closely with the president's office, campus police and other officials to distribute accurate news quickly.

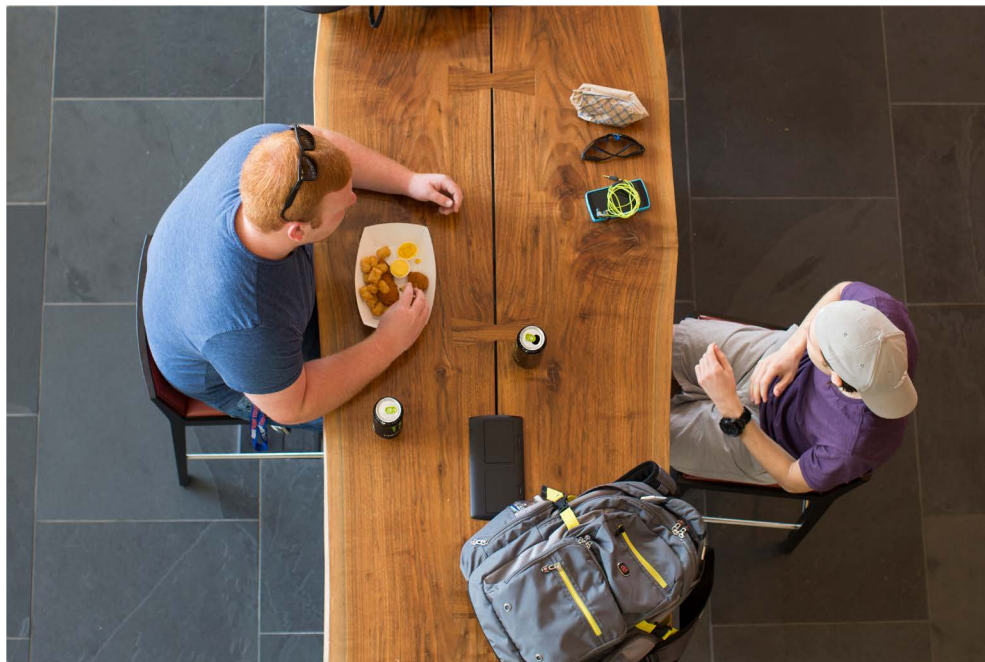
Occasionally the Office of Marketing and Communications and/or Digital Media Services will take photos or videos of various programs, around campus, or at off-campus events for use in official marketing materials and on social media. Students who do not wish to have their photo taken must notify the photographer of their wishes. Otherwise, it is assumed that the student approves use of his or her image in college marketing materials.





# MEAL PLANS

Georgia Highlands College offers food service at the Floyd Campus and Cartersville Site through the Charge Café Marketplace run by Aladdin Foods Management. Fresh, hot, healthy, nutritious choices are provided for breakfast and lunch, Monday through Friday. Variety and creative menus keep interest high by offering comfort food as well as regional and ethnic specialties. Vegetarian and vegan options, nutritional and wellness programs, as well as various event themes and special activity catering is also available. Students may choose to purchase a meal plan option that provides 50, 75, or 100 meals per semester at affordable prices. Contact the GHC Business Office for current pricing and payment options on the Meal Plan program.



# PARKING

## [Parking Information](#)

All vehicles parking on any GHC location must display a valid parking permit. Permits are available at registration or at any Campus Police office location. You can now apply for a [Georgia Highlands College parking permit online](#).

Students may not park in faculty/staff-reserved spaces at any time. "Reserved" or "Faculty" spaces are off-limits to all students 24-hours a day, 7-days a week.

Violations of parking regulations are liable to receive a summons and or towing. Ticket appeal forms should be completed and submitted to the Campus Police Office. Complete regulations are available online or at any Campus Safety Office.



# REGISTERED STUDENT ORGANIZATIONS

## [Registered Student Organizations Website](#)

A well-rounded, integrated program of student activities is provided through registered student organizations (RSO). Various RSOs have been established on campus for students with common interests and /or purpose. These groups include scholastic honor societies, academic departmental groups, student leadership, student media, club sports, and special interest groups.

Membership in all groups is open to all students; however, some may require additional criteria for joining as full members. Some organizations operate primarily on one campus location, while others may operate on multiple campuses. A student at any campus is eligible to join any group, regardless of whether the organization is based at that student's primary campus.

Students interested in joining any of the established groups should contact the club advisor for more information. Club Round-Up days are held at the beginning of both fall and spring semesters at all locations as an opportunity for students to learn more about the groups. Formation of new RSOs is encouraged, and may be initiated by contacting the SGA Advisor and completing an application packet found at the link below.

Related policies, procedures, and forms for RSOs and students involved with [RSOs may be reviewed](#).

RSOs are subject to the Student Code of Conduct and all college and Board of Regents policies, including [BOR Policy 4.6.3 Student Organization Responsibility for Drug Abuse](#).





# STUDENT ENGAGEMENT

## [Student Engagement Website](#)

Student Engagement seeks to develop the Georgia Highlands College student body through a series of co-curricular activities that promote experiential learning, leadership, wellness, volunteerism and an appreciation of the arts. Student Engagement encourages and provides student involvement opportunities to complement the academic programs of study and to enhance the overall college experience for all GHC students.



All programs, events and functions coordinated by Student Engagement are funded by the student activity fee paid by every student each semester. For this reason, most programs and events available during the course of the semester are FREE for all students to attend and/or participate in.

A current calendar of events and programs for all locations and virtually is located on the Student Engagement website under Calendars. Students can also stay updated through student email, on social media, the Charger Connections, or signs and banners posted around campus.

# STUDENT GOVERNANCE



The Student Body is represented by the Student Government Association (SGA.) The SGA, based on the authority granted by the College, functions as the voice of the student body through service on college committees, dissemination of relevant information to students, participation in the allocation and approval of student activity funds, promotion of Registered Student Organizations, and the cultivation of collegiate pride on campus and in local communities.

SGA student representation includes the appointed representatives from each Registered

Student Organization (RSO), as well as Student-At-Large positions representing each campus / instructional site. The SGA meets at least once per month during the Fall and Spring semesters, and meetings are open to the entire student body. Students interested in serving on the Student Government Association should contact the SGA Advisor.

The SGA operates under the [Student Government Association Constitution](#).

# STUDENT SUPPORT SERVICES

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## COUNSELING SERVICES

We all face many challenges in life and may find it difficult to sort through our options or make decisions. Professional counseling allows you an opportunity to talk over what is on your mind with an objective person who can help you learn new skills and ways of looking at situations. Career or Academic counseling may help you explore career options, manage your time more efficiently, learn new study strategies, or manage test anxiety. Counselors also provide campus outreach events throughout the year dealing with specific student interests. Typical reasons given by students seeking counseling:

- Manage stress and anxiety effectively
- Clarify values and priorities
- Improve relationships
- Cope with grief and/or loss
- Explore issues of sexuality
- Overcome feelings of depression
- Suicidal thoughts
- Resolve problems related to alcohol/drug use
- Learn more effective coping strategies

To schedule an appointment, email [sss@highlands.edu](mailto:sss@highlands.edu) or:

- Cartersville Site...[dmorgan@highlands.edu](mailto:dmorgan@highlands.edu)
- Floyd Campus and Heritage Hall...[kreyes@highlands.edu](mailto:kreyes@highlands.edu) or [awheelus@highlands.edu](mailto:awheelus@highlands.edu)
- Marietta Site...[agriggs@highlands.edu](mailto:agriggs@highlands.edu)
- Paulding Site...[agriggs@highlands.edu](mailto:agriggs@highlands.edu)

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## CAREER COUNSELING

With Career Counseling you can discover your career, get help writing a resume, and learn how to interview for a job. Our student support staff is here to help you identify your career goals and help you achieve them. We have career assessments you can take, can assist you with ensuring your major is appropriate for your career, and provide a listening ear for your career questions and concerns. Be sure to visit our [Online Career Center](#).

# STUDENT SUPPORT SERVICES

## DISABILITY SUPPORT

The Americans with Disabilities Act (ADA) requires colleges or universities to make necessary modifications to ensure that the institution does not discriminate or have the effect of discrimination against a qualified student with a disability. GHC is committed to providing equal educational opportunities to all students, and offers students with disabilities a variety of services and accommodations to ensure that both facilities and programs are accessible.

Specialists are available to assist students with disabilities in obtaining equal access and opportunity to all programs and activities of Georgia Highlands College. Students that have a physical, cognitive, and/or psychological disability, which impacts their ability to access academic material, are entitled to non-discrimination and reasonable accommodations. Some examples of the disabilities accommodated at GHC: paraplegia, blind and visual impaired, deaf and hard of hearing, learning disorder, attention deficit disorder, acquired brain injury, bipolar disorder, autism spectrum disorder, HIV, and depression.

In order to receive services a student must self-identify to the Disability Specialist at their campus. The student must provide documentation of the disability from a qualified professional. An intake interview is conducted so the student and Disability Specialist can discuss individual needs and determine appropriate accommodations.

To schedule an appointment email [sss@highlands.edu](mailto:sss@highlands.edu), or:

- Cartersville Site...[klinek@highlands.edu](mailto:klinek@highlands.edu)
- Floyd Campus and Heritage Hall...[jwalker@highlands.edu](mailto:jwalker@highlands.edu)
- Marietta Site...[jwalker@highlands.edu](mailto:jwalker@highlands.edu)
- Paulding Site...[klinek@highlands.edu](mailto:klinek@highlands.edu)

[Resources for Disability Support](#)

# STUDENT SUPPORT SERVICES

## CHARGER FOOD PANTRY

One in five students went hungry in the last month, and one in 10 students has been homeless, according to a recent collegiate study. GHC is working to combat this nationwide problem with its own Charger Food Pantry. The Charger Food Pantry is a FREE service available to any GHC student and is available at all GHC locations. The Pantry is stocked with staple items like peanut butter, tuna, spaghetti sauce and other non-perishable food items, as well as personal items. Students must check-in using their GHC ID at each visit and may collect up to 12 items once a week with no questions asked. <https://sites.highlands.edu/food-pantry/>

## CAMPUS ASSESSMENT, RESPONSE, AND EVALUATION (CARE) TEAM

The Career Clothes Closet is a FREE service available to any GHC student and is currently available in Cartersville and Paulding. The Career Clothes Closet consists of professional clothing, suits, blouses, shirts, shoes, and ties for students to use in job interviews, or classroom presentations where professional attire is required.

The overall goal of CARE is to promote a safe environment, for all students and staff, focused on learning and student development. CARE, in its procedures and actions, also seeks to protect the rights of the individuals who may go through the process. Overall, CARE seeks greater communication, collaboration, and coordination of concerns regarding student behavior.

### The CARE Team serves a dual purpose for the College:

1. Provides focused and comprehensive support and assistance for students with the goals of student retention and progress.
2. Provides a means of protecting the College community by connecting student behaviors that may lead to a troublesome or dangerous situation.

Faculty members and academic deans should address student issues at the classroom level when possible. If the student situation meets certain criteria, the academic dean or campus dean should refer the situation to the CARE Team for resolution.

### Five functions of the CARE team:

1. Provide consultation and support to faculty, staff, and administration in assisting students who display concerning or disruptive behaviors;
2. Assess situations involving students who display concerning or disruptive behaviors;
3. Recommend appropriate intervention strategies or disciplinary sanctions;
4. Connect students with needed campus and community resources;
5. Track ongoing behavior of students who have displayed disruptive or concerning behavior.

### CARE Team Referral Criteria:

1. Self-Harm Statements
2. Threatening Statements
3. Very Inappropriate Actions
4. Overly Confrontational/Aggressive
5. Unresolved Conduct Issues

# TECHNOLOGY AT GHC

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## SINGLE SIGN ON (SSO) AND OTHER ACCOUNT CREDENTIALS

Your accounts will be created as soon as you are admitted at GHC, which means you can access them well before the first day of class. We recommend you start by getting your Single Sign On (SSO) and other account credentials then exploring your MyGHC Student Portal.

You need to know your SSO (GHC email address 'username@student.highlands.edu' and email password) along with other account info. You can find your GHC ID, username, email address, and initial password with GHC ID Lookup. Go to: [www.highlands.edu/banner-portal](http://www.highlands.edu/banner-portal), then click GHC ID Lookup. When prompted enter the required information.

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## DUO MULTIFACTOR AUTHENTICATION

Duo Multifactor Authentication is required for all student Single Sign-On accounts. This two-factor authentication service adds a second layer of protection to your account by requiring something in addition to your password when you access email, D2L, and related systems. You can choose to use one or more the following options with Duo:

- A text message or phone call.
- A push notification using a mobile app.
- A six-digit passcode using a mobile app.
- A physical U2F Security Key connected to your computer.

[Enroll in Duo today.](#)

More information about Duo, how to use it, and how it works to protect you is available on our [website](#).

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## MyGHC STUDENT PORTAL

MyGHC Student Portal gives you instant access to your GHC email (our official means of communicating with you), and everything you will need while taking classes at GHC. Log into MyGHC anytime, anywhere, with your Single Sign On (SSO)/email address by going to [myghc.highlands.edu](http://myghc.highlands.edu) from any computer, phone, tablet or other smart devices. In MyGHC you will have access to D2L, Email, Navigate, SCORE, Degree Works, One Drive, Calendars, and Registration along with many academic resources.

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## SCORE

SCORE is used for many activities such as registration, SCOREcard, and check Financial Aid Status, and more. SCORE can be Found under MYGHC Student Portal or go to [highlands.edu](http://highlands.edu), quick links, SCORE. Log into SCORE with your 9-digit GHC ID number and your initial PIN. Your initial PIN is your 6-digit birthdate (MMDDYY).

# TECHNOLOGY AT GHC

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## GHC COMPUTER AND WIFI ACCOUNT

Your GHC Computer and Wi-Fi Account is used to log into computers in GHC classrooms, and the GHC-Student Wi-Fi network. You can access our student Wi-Fi (GHC-Student) on personal devices brought to campus. Choose GHC-Student under available Wi-Fi selections then open your web browser of choice. A browser window should popup asking you to enter your GHC username and password. You can change your password while logged onto a GHC computer by pressing the Control+Alt+Delete keys, and then selecting Change Password. Please note your new password will need to be at least 12 characters long and should be a secure password containing letters & numbers.

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## D2L

D2L is the online Course Access system for all your GHC classes. It is highly recommended that you familiarize yourself with using D2L once your first semester begins and your account is activated. Use your SSO to access D2L from within or from <https://highlands.view.usg.edu/> Your classes will populate on the 1st day of class. View the GHC Student D2L Video Tutorials at <https://sites.highlands.edu/elearning/current-online-students/student-guides/ghc-student-d2l-video-tutorials/>

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## ZOOM

Zoom classes allow instructors to deliver content synchronously. This means the instructor can video conference with students and talk to them in real-time. Learn more about [Zoom](#).

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## NAVIGATE

[Navigate](#) helps students to pick a major, build a best-fit course schedule, find resources on campus, and communicate with their advisor. Navigate can be found under MYGHC student portal.

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## STUDENT EMAIL & OFFICE 365

[Student Email & Office 365](#) provides access to email and Office applications (Word, Excel, PowerPoint, etc.) and data storage (OneDrive over the Internet). You can access your account by going to the MyGHC Student Portal then sign in with your SSO. Check email often as it is the official way to communicate at GHC. You can set up your GHC email on your Mobile Device by downloading the Microsoft Outlook app and adding a new account with the following:

- Username - your full GHC email address:  
YourUserName@student.highlands.edu
- Password - your initial password (unless you changed it)



# TECHNOLOGY AT GHC

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## PRINTING ON CAMPUS

The Pharos print management system allows you to print from a GHC computer while on campus. Simply select the printer you wish to send your print job, then swipe your GHC ID at that printer's release station, and select your print job to print. Black & white printing is 10 cents per page and color printing is 25 cents per page. The Charger Card Office places \$5 of Pharos printing on your GHC ID card each semester. Additional funds can be added at one of the GHC kiosks located in different locations on each campus or the Charger Card office.

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## GHC ONLINE, eCORE, or eMAJOR CLASSES

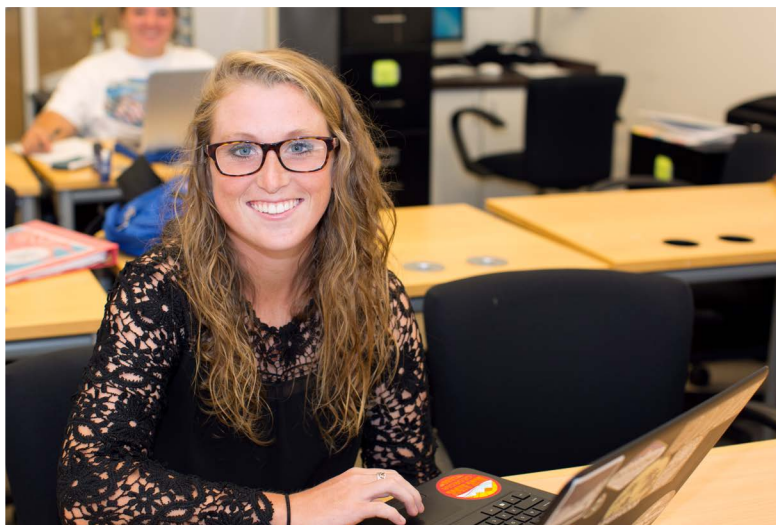
GHC online, eCore, or eMajor classes. We urge you to review the information [about our eLearning courses](#), even if you are not planning to take any online classes. If you are planning to take eCore or eMajor courses, a brief quiz is required before registering for classes.

- The [eCore quiz](#)
- The [eMajor quiz](#)

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## EMERGENCY WEATHER ALERTS

Emergency Weather Alerts are sent via Text Message to the cell phone on record under [SCORE](#), Student Records. Please ensure that the correct number is on file.

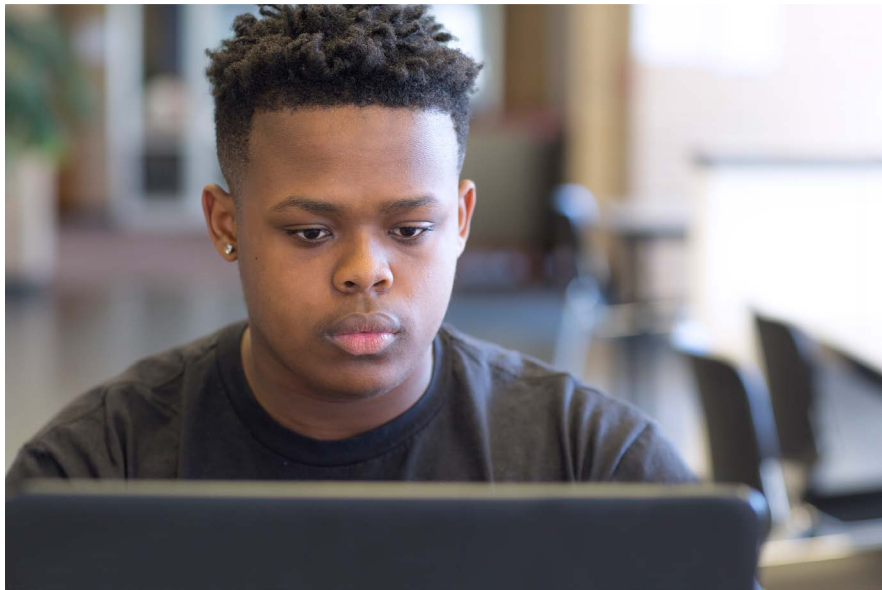




# TESTING CENTER

## [Testing Center Website](#)

The Testing Services office administers exams on the Floyd, Cartersville, Douglasville, Paulding, and Marietta campuses. Tests administered include, but are not limited to, Accuplacer Placement and Exit Tests, eLearning Midterms and Finals, Independent Study Exams, Distance Learning Exams, and TEAS. The centers' general hours of operation are from 8:00am – 5:30pm Monday through Thursday and 8:00am – 12:00pm Fridays. Test dates, times, and locations can be found on the GHC testing web and through the Check Admissions Status Page.



# TUTORIAL CENTER

## [Tutorial Center Website](#)

The purpose of Georgia Highlands College Tutorial Center is to help students to improve their academic skills and succeed in their chosen college curriculum. The staff of the center is dedicated to helping students acquire the skills to become independent learners and enhancing the education received by students in the classroom. Tutors do not grade papers or in any way substitute for classroom instruction, and course instructors provide the standard for grading.



The Tutorial Center provides tutorial services to all GHC students:

- Tutoring in math, English, reading, and most sciences is available to all currently enrolled students.
- The Floyd and Douglasville centers are located in the libraries of each location. The Marietta center is located in Room 215 in Norton Hall. The Paulding center is in Room P-110. The Cartersville center is in Room 113.
- The Tutorial Centers attempt to address the needs of day and evening students by providing hours that accommodate both, when possible. The hours are posted throughout the school, emailed to faculty and students, and made available on the Tutorial Center website.
- Appointments are not necessary but are encouraged. Drop by one of our centers during the posted hours.
- Online tutoring through Brainfuse Online Learning is available to students enrolled in any GHC online course. Visit our website to learn more about the service and how to register.

The Tutorial Center also provides:

- Information and practice for standardized tests for the college: Accuplacer, SAT, ACT, GACE Basic Skills, and TEAS
- Assistance with software used in many GHC classes
- Workshops in special areas of study
- Assistance with study skills to help students develop into high-performing, life-long learners

# POLICIES

## CHILDREN ON CAMPUS

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

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

Children may be present in an academic class or lab only with advance permission of the instructor. The faculty member in question will have the discretion to determine how far in advance the student should request the presence of the child. The attending parent will assume responsibility for the behavior of the child.

Children are to follow the same rules of reasonable behavior that apply to regular Georgia Highlands College students, and faculty members may request that a child be removed from the class at any time if the child's presence disrupts the learning environment of other students

## EQUAL OPPORTUNITY

It is the policy of Georgia Highlands College to ensure fulfillment of equal opportunity for all employees, students, applicants for employment and student applicants. No person shall be excluded from participation in, denied benefits of, or be subject to discrimination under any College program or activity on the basis of race, color, creed, national origin, religion, gender, disability, or age.

Any student with a complaint or concern that is related to these standards should contact the Human Resources Office at (706) 802-5136.

## FREEDOM OF EXPRESSION

**A. PURPOSE AND OVERVIEW OF POLICY.** The rights guaranteed by the First Amendment, including the right to free speech, free expression, free exercise of religion, and the right to assemble peaceably are of the utmost importance, and the University System of Georgia (USG) and its member institutions are committed to protecting those rights. Georgia Highlands College (GHC) recognizes and upholds the rights protected by the First Amendment, including the rights of free speech and free expression, and the right to assemble peaceably. Demonstrations, assemblies, and dissemination of information can be valid expressions for dissenting opinions provided they do not disrupt academic and administrative functions of the institution. This policy in no way prohibits individuals enrolled at or employed by GHC, also referred to in this policy as "members of the College Community," from engaging in conversations on campus and does not apply to College-sponsored activities, but rather only establishes a designated public forum on GHC's locations and sets forth requirements for reservation and use of the forum in the following limited circumstances: (1) members of the College Community who plan an event with 30 or more persons; and, (2) individuals or groups who are not members of the College Community who wish to speak on GHC's campus or locations. This policy shall apply to all non-commercial speech on any of the Georgia Highlands College locations or facilities. The opinions expressed by organizations, groups or individuals using GHC facilities do not necessarily reflect the position of GHC. The College affirms its commitment to freedom of speech, assembly and expression even though the language or ideas of those seeking a venue for free expression may contradict the Colleges ideals and policies or the personal views of GHC employees and students. By placing reasonable limitations on time, place, and manner of speech, GHC does not take a position on the content or viewpoint of the expression, but rather allows for a diversity of viewpoints to be expressed in an academic setting.

## FREEDOM OF EXPRESSION (continued)

**B. DESIGNATION OF PUBLIC FORUM ON GHC'S LOCATIONS.** To better facilitate the free exchange of ideas, GHC has designated an area on each of its six campus sites to serve as a public forum for that specific location.

- o Cartersville Site – the concrete area adjacent to the student drop off line between the Academic building and Student Center
- o Douglasville Site – the pavilion behind the building, beginning at least 20 feet from those main doors
- o Floyd Campus – the concrete area adjacent to the Student Center and Walraven buildings.
- o Heritage Hall – the concrete patio area found in between the annex building and main building adjacent from the parking area
- o Marietta Site – must abide by KSU policies, as GHC does not own the property that houses GHC facilities
- o Paulding Site – the courtyard area near the fountain in front of the library

These Public Forum Areas are generally available from 9:00 a.m. to 7:00 p.m. Monday through Friday, provided that the Public Forum Area has not previously been reserved. Reservations will only be processed on days that GHC's Administrative Offices are open for business ("college business days"). Though reservations to use the Public Forum Area are only required as set forth in Section C and Section D below, GHC recommends that all parties interested in using the Public Forum Area submit a completed Forum Reservation Request Form prior to use so that the College may minimize scheduling conflicts, accommodate all interested users, and provide for campus safety.

**C. MEMBERS OF THE COLLEGE COMMUNITY.** Members of the College Community who plan to engage in expressive activity on campus in a group that is expected to consist of 30 or more persons must submit a completed Forum Reservation Request Form at the campus location of the intended activity two college business days prior to the scheduled activity and must receive approval in writing from a campus official prior to engaging in the activity. Prior notice is required to ensure that there is sufficient space for the large group event, that necessary College resources are available for crowd control and security, and that the academic and other operations of the College are not disrupted. The campus official may grant a reservation for the Public Forum Area or another available area of campus, as requested by the applicant, and may only deny a reservation for the limited reasons set forth in Section E below.

If a member of the College Community or a small group of members of the College Community, while engaging in spontaneous expression, attracts a group of 30 or more persons, then a representative from the group should provide the College with as much notice as circumstances reasonably permit. The College reserves the right to direct a group of 30 or more persons engaging in expressive activity to the Public Forum Area or another available area of campus to ensure the safety of campus members, to provide for proper crowd control, and to limit disruption of the academic or other operations of the College. When relocating expression, the College official must not consider or impose restrictions based on the content or viewpoint of the expression.

## FREEDOM OF EXPRESSION (continued)

### **D. PERSONS WHO ARE NOT MEMBERS OF THE COLLEGE COMMUNITY.**

Individuals or groups of persons who are not enrolled at or employed by GHC may only engage in expressive activity on GHC's campus in the Public Forum Area and only after submitting a completed Forum Reservation Request Form at the specific location for the intended activity at least two college business days prior to the scheduled expression and obtaining approval in writing from a campus official pursuant to the procedures set forth in Section E below. Organizers are encouraged to submit their requests as early in the planning stages of the event as possible. This provision does not apply to classroom instruction or College-sponsored events.

### **E. PROCEDURES FOR FORUM RESERVATION REQUESTS AND APPEALS.**

Completed Forum Reservation Request Forms should be submitted (via the on-line form) at least two college business days prior to the scheduled expression. Reservation requests will be processed on a first-come, first-served basis without regard to content or viewpoint of the expression.

The campus official will respond to all requests as soon as possible, but in no event more than one college business day after receipt of the request, either authorizing the reservation and noting any special instructions, if applicable, or setting forth the reason for denial of the reservation. The campus official may only deny a reservation request for one of the following reasons:

1. The Forum Reservation Request Form is not fully completed;
2. The Forum Reservation Request Form contains a material falsehood or misrepresentation;
3. The Public Forum Area has been previously reserved, in which case the College will designate another appropriate date, time, or location to accommodate the expression;
4. The use or activity intended by the applicant would conflict with or disturb previously planned programs organized and conducted by the College;
5. The Public Forum Area is not large enough to accommodate the expected or actual number of persons engaging in large group expression, in which case the College must provide a reservation for the applicant at an alternate location that can safely accommodate the expression provided that the applicant is a member of the College Community and that such a location exists on the GHC campus;
6. The use or activity intended by the applicant would present a danger to the health or safety of the applicant, other members of the College Community, or the public; or
7. The use or activity intended by the applicant is prohibited by law, GHC policy, or Board of Regents policy.

When assessing a reservation request, the campus official must not consider or impose restrictions on the expression based on the content or viewpoint of the expression. All appeals must be made in writing to the Provost within one week of being denied a reservation request. The Provost or their designee must respond to the appeal in writing within one college business day.

## FREEDOM OF EXPRESSION (continued)

**F. GENERAL PROVISIONS.** In addition to the requirements set forth above, all individuals expressing themselves on GHC's campus must comply with the following guidelines and provisions:

- There must be no obstructions to and from buildings, no interference with other authorized and scheduled College activities, no impediments of passersby, or any disruptions of normal activities of the College.
- Sound amplification (including microphones and bullhorns) is not permitted due to the disruption of classes and other academic and administrative functions of the College.
- Georgia Highlands College equipment will not be available for assemblies, demonstrations, or protest activities.
- Events may not present a threat to public safety as determined by the Office of Campus Police or other College official.
- Use of streets or roads surrounding GHC's locations are subject to local city/town ordinances and may require additional applications and/or approvals by those municipal governments for permits. It is the responsibility of the demonstrators to obtain any additional documentation necessary according to local ordinances.
- Open flame devices and bonfires are prohibited.
- Items may not be affixed to permanent structures.
- Camping and the use of temporary shelters as such activities are prohibited.
- Non-commercial written materials may be distributed, however the manner in which they are distributed may not be confrontational and must allow people to decline to receive the materials. The College's Solicitation Policy covers the distribution of commercial materials.
- The individuals or groups engaging in expression are required to remove signs, placards, litter, and all other materials when the approved activity period ends.
- Any activity that results in damage or destruction of property owned or operated by the College or property belonging to students, faculty, staff, or guests of the College is prohibited.
- In the case of inclement weather, the assembly, demonstration or protest activity will be postponed until the next available assembly date that the group would like provided that the Public Forum Area is available during that date and time.
- Compliance with the Georgia Highlands College Student Code of Conduct regulations, Georgia Highlands College policies and procedures, University System of Georgia policies and procedures, applicable city laws, Georgia state laws, and federal law is required.

The College reserves the right to deny individuals or groups the ability to assemble, demonstrate, or protest if the individuals or groups refuse to abide by the administrative procedures and guidelines. The authorized representative and/or person in charge of the expression is required to acknowledge, in writing, compliance with these administrative procedures and guidelines and to agree to make restitution for any litter or damage that occurs due to the expressive activity.



# POLICIES

## GRADE APPEAL POLICY

**Note: All appeals and documentation must be in writing.**

1. If a student disagrees with a final grade in a course, he or she should first contact the instructor to see if the disagreement can be worked out. If it cannot be, the student has the right to appeal the grade. A student may not appeal the professional judgment of the faculty member. In all cases the policy in the course syllabus shall prevail in determining the grade. The student's appeal must be based on the belief that the final grade was legally discriminatory in some way or that there was a mathematical error. If the student believes the final grade fits this category and wishes to appeal, he or she should ask the instructor for a written statement as to how he or she arrived at the grade. The instructor must provide the student with this statement.
2. If the student is enrolled in a program with a divisional appeals process, he or she should follow that process as written (again, in writing) and send it (along with the instructor's statement) to the academic dean under whom the instructor works:
  - School of Science, Technology, Engineering, and Mathematics - Dr. Sarah Tesar
  - School of Social Sciences and Education - Dr. Alan Nichols
  - School of Humanities - Dr. Jon Hershey
  - School of Health Sciences - Dr. Michelle Boyce
  - School of Business and Professional Studies - Melanie Largin

The student should explain what grade he or she thinks should have been awarded, and why. Submit all documentation with the explanation. The academic dean may contact the instructor for further documentation.

3. If the problem has not been satisfied to the student's satisfaction, the next step is to appeal to the academic dean. The student should submit the instructor's written statement along with his or her explanation of the dispute.
4. If the student is dissatisfied with the decision of the academic dean, he or she may appeal (again, in writing) to the Vice President for Academic Affairs. All documentation should be forwarded to VPAA's office, along with the student's statement. The VPAA's office has the option to appoint an appeal review committee.
5. If the student is dissatisfied with the VPAA's decision, he or she may appeal to the President of the college. Again, send all the previous documentation to the President. The President's decision is final. The University System Board of Regents does not hear grade appeals.
6. The deadline for appeals shall be the mid-term date of the following semester after the course was taken. (In the case of a spring semester course, this shall be the mid-term date of the following long summer term.)

## HAZING/ HARASSMENT

Hazing by definition is: "Any action taken or situation created, intentionally, whether on or off fraternity premises, to produce mental or physical discomfort, embarrassment, harassment, or ridicule. Such activities may include but are not limited to the following: use of alcohol; paddling in any form; creation of excessive fatigue, physical and psychological shocks; quests, treasure hunts, scavenger hunts, road trips or any other such activities carried on outside or inside of the confines of the chapter house; wearing of public apparel which is conspicuous and not normally in good taste; engaging in public stunts and buffoonery; morally degrading or humiliating games and activities; and any other activities which are not consistent with academic achievement, fraternal law, ritual or policy or the regulations and policies of the educational institution, or applicable state law."

# POLICIES

## HAZING/ HARASSMENT (continued)

While hazing is typically associated with organizational candidacy whereby one is attempting to prove and/or earn initiation privileges, it is sometimes used as a method of pre-membership bribery. Such acts are also illegal as they may impose the same mental, emotional and/or physical anguish upon an individual and will be considered equally offensive.

Sanctions for such acts may be severe, as administration will endorse the Student Rights and Responsibilities in accordance with GHC policy and the law respectively. Sanctions include but are not limited to: community service, loss of facility privileges, loss of membership within said organization, temporary or permanent disbandment of organization from campus, or arrest. In such cases, Georgia Highlands College will work to determine the appropriate course of action based on the severity of the offense. Please refer to the official [GHC Anti-Hazing policy](#) for more information and/or reporting.

## IMMUNIZATION

The minimum immunization requirements for all University System of Georgia colleges and universities are established by the Georgia Board of Regents. Specific institutions or departments, with concurrence of the president and the Chancellor, may require some immunizations not required for all new students by this policy. Institutions are also authorized to impose additional immunization requirements for students when, in the opinion of the president of the institution and with concurrence of the Chancellor and appropriate public health authorities, there is a substantial risk of exposure to other communicable diseases preventable by vaccination (BoR Minutes, 1990-91, p.114).

All entering Georgia Highlands College students are required to provide Georgia Highlands College with a Certification of Immunization signed by a licensed healthcare provider prior to the start of the term in which they are admitted. The Certificate of Immunization will be kept on file and will be valid throughout the concurrent enrollment of the student.

Students may be exempt from providing documentation of immunizations under the following conditions:

- A. Religious exemption- Immunizations(s) as required by the University System of Georgia is in conflict to the student's religious beliefs.
- B. Military exemption- Students currently active or released from active duty within the last 5 years may provide a DD214 or proof of current service to exempt immunization requirements.
- C. Distance learning- the student is enrolling in Online Only courses.
- D. Permanent or Temporary Immunization exemption- the student is certified by a physician who determined the student cannot be immunized because of medical reasons.

If a student claims an exemption under Religious or Distance learning he/she is subject to the following:

- A. Religious exemption- subject to exclusion in any on-campus activity in the event of an outbreak of a disease for which immunization is required.
- B. Distance learning- subject to having exemption void if the student registers for a course that is offered on-campus or at a campus managed facility, and the student will be excluded from the course until documentation is provided of proof of immunization.

Pursuant to legislation enacted in 2003, all students residing in campus housing are required to sign a document stating that they have received a vaccination against meningococcal disease or reviewed the information provided by the institution (BoR Minutes, October 2003).



# POLICIES

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## INTELLECTUAL PROPERTY

[Georgia Highlands College's policy on intellectual property](#) explains the rights of intellectual property and the revenue distribution, if applicable. The purpose of this document is to describe the definitions and stakeholders related to intellectual property and this policy and the aspect of rights and revenue as they relate to intellectual property.

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## NONDISCRIMINATION AND ANTI-HARASSMENT POLICY

Georgia Highlands College strives to create and maintain an environment in which people are treated with respect and employees and students are able to work and learn in a safe environment. Therefore, Georgia Highlands will not tolerate unlawful discrimination or harassment of any kind. Through enforcement of this policy and through education, Georgia Highlands College will seek to prevent, correct, and discipline behavior that violates [this policy](#).

This policy applies to all employees and students at all locations regardless of their status or position within the College and they are expected to comply with it. Any employee or student who violates this policy will be subject to dismissal or other disciplinary action commensurate with the seriousness of the offense.

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## POLICY & PROGRAMS TO PREVENT DRUG & ALCOHOL ABUSE

To prevent the use of illicit drugs and the abuse of alcohol, Georgia Highlands College prohibits the unlawful manufacture, distribution, sale, possession, or use of illicit drugs and alcohol by students on its property or as part of any of its activities. For specific Drug and Alcohol policies, see Student Rights and Responsibilities.

Georgia Highlands College provides proactive educational programs and services to help prevent the abuse of alcohol and drugs among students. Health risks abuse and dependence upon alcohol and other psychoactive drugs are classified as organic mental disorders by the American Psychiatric Association and the World Health Organization. As such, they are associated with 1) distressing psychological, behavioral, and biological symptoms; 2) impairment in one or more important areas of functioning; or 3) significantly increased risk of suffering, death, pain, or important loss of freedom.

A Counselor from Student Support Services can provide individual counseling for substance abuse and other personal concerns to students of the College. All services of Student Support Services are provided without charge and students are informed of the nature and purpose of any assessment, treatment, educational or training procedure, and are given the freedom to choose to participate. When Student Support Services is not able to provide the necessary services, students have the option of Thrive, available 24/7 and free of charge. To the extent permitted by law and ethical standards, all information received in counseling is considered confidential and is not disclosed to any other person or campus unit without the written permission of the client.

# POLICIES

## STUDENT ADVISORY COUNCIL

The University System Student Advisory Council shall provide a forum for communication and recommendation between University System of Georgia (USG) students, the Chancellor, and, as appropriate, the Board of Regents, concerning matters that are important in providing information and assistance in programs and activities of USG institutions.

The Council shall meet at least once annually with the Chancellor or the Chancellor's designee and the Chancellor's staff for the purpose of discussing plans and growth of the USG and various matters connected therewith. The Council should prepare an annual report to be presented to the Board of Regents at a spring meeting.

Membership of the Council shall be composed of duly elected student body presidents, or equivalent elected officers, of USG institutions. The organization and governance of the Council shall be according to policies and procedures established by the members of the Council in consultation with the Chancellor or the Chancellor's designee and approved by the Board of Regents.

## 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 of 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.

# POLICIES

## STUDENT EMPLOYMENT

Various student employment opportunities are available. The Georgia Security and Immigration Compliance Act requires the use of the "Federal Work Authorization Program" known as the E-Verify system to electronically verify information on all newly hired employees. The finalist will also be required to submit to a background investigation as required in USG Board of Regents policies and guidelines.

## STUDENT GRIEVANCE POLICY

### DEFINITION

- The purpose of this policy is to set out the guidelines and standards for the filing of a formal grievance by a student against a faculty or staff member. A grievance may arise out of a decision reached or action taken in the course of official duty by a member of the faculty or staff. Any student has the right to file a grievance. The Grievance Policy is applicable to situations not covered by the college's Academic Integrity Policy, Grade Appeals Policy, or Sexual Harassment Policy.

### PROCEDURES

Prior to the filing of a formal grievance, a student has the right to engage in informal discourse or negotiation privately with the faculty or staff member, or the immediate supervisor of the staff member or academic dean of the faculty member. If this avenue has been exhausted without providing a satisfactory conclusion, and the student desires to file a formal grievance against a faculty or staff member, the following course of action should be taken:

1. The student must attempt to resolve the matter with the faculty or staff member involved by making an appointment with the faculty or staff member to discuss the problem. Substantiating data and examples illustrating the problem should be presented in writing by the student.
2. If the student and faculty or staff member fail to resolve the matter, the student may request the academic dean of the faculty member or immediate supervisor of the staff member to become involved in the proceedings. Such a request should be made in writing to the academic dean or supervisor. The academic dean or supervisor should inform the student of receipt of the request within five working days. The conference itself should be held within fifteen working days of receipt of the written request from the student.
3. If either party is not satisfied with the results of the conference, either party may appeal in writing to the appropriate vice president. This individual will meet with the student and the faculty or staff member together and attempt to resolve the problem. All documentation should be forwarded to the appropriate vice president. The appropriate vice president should inform the student of receipt of the request within five working days. The conference itself should be held within fifteen working days of receipt of the written request from the student.
4. If mutual satisfaction is not reached following this conference, either party may appeal in writing to the President of the college, whose decision will be final. All documentation should be forwarded to the President.
5. If the grievance is with an academic dean or staff supervisor, the student may appeal in writing directly to the appropriate vice president. If the grievance is with a vice president, the student may appeal in writing directly to the President of the college.

# POLICIES

## TOBACCO USE & SMOKE-FREE CAMPUS

### POLICY STATEMENT

Georgia Highlands College is a tobacco and smoke-free campus, committed to providing a clean, healthy, productive, and safe environment for all students, employees, and visitors. In accordance with the Board of Regents of the University System of Georgia Policy 9.1.7, the use, advertisement, and distribution of tobacco products are prohibited on all college facilities, properties, and campus locations.<sup>2</sup>

### DEFINITIONS

- “Tobacco Products” are defined as cigarettes, cigars, pipes, all forms of smokeless tobacco, clove cigarettes, and any other smoking device that uses tobacco or simulates the use of tobacco such as electronic cigarettes.
- College Facilities, Property, and Campus Locations comprise any properties owned, leased, rented, in the possession of, or in any way used by Georgia Highlands College, including but not limited to: all areas indoors and outdoors, structures and parking lots owned, leased, rented or otherwise used by the college. All vehicles, private or public, located on the aforementioned properties are included.

### APPLICATION

This policy applies to all persons who enter the areas described above, including but not limited to students, faculty, staff, contractors and subcontractors, employees, spectators, and visitors. All events hosted by a Georgia Highlands College entity shall be tobacco and smoke-free. All events hosted by outside groups on behalf of Georgia Highlands College shall also be tobacco and smoke-free.

### PROCESS/PROCEDURES

- Enforcement: The overall enforcement and authority of this policy lies with the President of Georgia Highlands College, but it is also a shared community responsibility, which means all students, faculty, and staff share in the responsibility to help keep the campus tobacco and smoke-free.
- Violation of Policy: Violations of the policy will be handled under the Student Code of Conduct or Human Resources policies. Georgia Highlands College reserves the right to initiate disciplinary procedures against any individual found to be in violation of this policy. Visitors refusing to comply with the policy may be asked to leave campus.
- The Board of Regents will make [available resources](#) to assist employees with tobacco cessation as well as educational materials and other wellness information. Such effort does not limit the amount of resources that the institution can provide for tobacco cessation and any other resources for the positive enforcement of this policy that the campus deems appropriate to provide.

### RESOURCES AVAILABLE FOR TOBACCO CESSATION

From time to time, the Board of Regents will make available resources to assist employees with tobacco cessation as well as educational materials and other wellness information. Such effort does not limit the amount of resources that the institution can provide for tobacco cessation and any other resources for the positive enforcement of this policy that the campus deems appropriate to provide. Resources for Tobacco Cessation can be found at [USG Workplace Wellness](#).

# STUDENT RIGHTS & RESPONSIBILITIES (DISCIPLINARY PHILOSOPHY)

This Student Rights and Responsibilities document was developed to promote an atmosphere conducive to learning and personal growth. As a basic framework, Georgia Highlands College students are guaranteed the rights, privileges, freedoms and responsibilities granted to United States citizens. Students are expected to abide by all local, state and federal laws as well as college policies. Alleged violations of laws may be referred to the appropriate authorities. Violation of law may also result in action by the college.

Beyond the general rights and responsibilities of citizenship, Georgia Highlands College has developed an Academic Integrity Code and a Student Code of Conduct to guide students as citizens of the academic community. The discipline process supports the educational mission of the college. Its sanctions are designed to educate the student and maintain an atmosphere for learning. For example, sanctions may include required community service designed both to promote learning and to make restitution for damages that might have occurred. The purposes of the disciplinary process include the following:

- Protecting relevant legal rights of students.
- Facilitating and encouraging respect for campus governance and regulations.
- Developing, disseminating, interpreting and enforcing campus regulations.

In cases that involve actions or misconduct that would cause a student or students to be subjected to disciplinary sanctions, the student(s) will have the right to due process as accorded in the U.S. Constitution, the Constitution of Georgia, and all applicable laws.

[The Academic Integrity Code and the Student Code of Conduct policies, as well as the judicial process, are available.](#)

The following is a summary of Student Code of Conduct policies: \_\_\_\_\_

## Prohibited Behaviors

### A. ACADEMIC REGULATIONS

**1. Plagiarism.** Plagiarism is submitting words, ideas, opinions or theories of another, except those that are common knowledge, without proper credit to that person. Unfair credit includes, but is not limited to, a direct quotation of all or part of another's words without the proper identifying marks and/or merely stating the general source in a bibliography without noting the specific source in a body of work. Plagiarism includes, but is not limited to, the following when performed without fair credit:

- o Direct quoting of all or part of another person's written or spoken words without quotation marks or similar appropriate punctuation
- o Paraphrasing all or parts of another person's written or spoken words without proper documentation within the submitted work
- o Stating an idea, theory or formula originated by another person as one's own
- o Repeating information, such as statistics, which is not common knowledge and was originally compiled by another person
- o Purchasing or receiving any academic works from another person or another source and submitting the work as one's own for evaluation or grade.
- o Reusing assignments from another person.
- o Copying, using "cut and paste", or otherwise using materials found on the Internet without proper website citation.

**2. Unauthorized Assistance.** No student shall:

- o Give or receive assistance not authorized by the instructor in the preparation or completion of any essay, laboratory work, test, exam or other assignment as part of an academic course of study
- o Sell, give, lend or otherwise procure or secure any unauthorized material that can be shown to contain questions or answers to any examination or test scheduled to be given at any subsequent date excluding questions and answers from any previous test that was given back to a student for keeping
- o Copy or allow another person to copy answers to a test, exam, assignment or other exercise
- o Transmit or receive information during a test that is within the scope of the material to be covered by that test
- o Use any handheld electronic device (cell phone, PDA, iPhone, digital camera, etc.) to search for, receive, record, send or text information regarding an in-class assignment, test or quiz.
- o Complete for another, or allow another to complete, all or part of an assignment, such as lab work, homework, computer assignment or exercise

# STUDENT RIGHTS & RESPONSIBILITIES

- o Submit a group assignment or allow a group assignment to be submitted as the work of everyone in the group when fewer than all in the group assisted substantially in its preparation
- o Use without authorization a programmable calculator or other electronic device, including but not limited to, cell phones, personal data organizers, pagers or laptop computers
- o Allow another person to log in to a Web-based course (such as on D2L or through eCore/eMajor) to submit work not created by the enrolled student.

**3. Falsification.** Giving false information in connection with the performance of any work or the procedures outlined in this code. No student shall:

- o Give false reasons for failure to complete academic work
- o Falsify the results of any lab or experimental work or fabricate data or information
- o Alter academic work after it has been submitted without permission of the instructor. Alter grade, lab, or attendance and participation records
- o Damage computer, computer-related equipment (printers, disks, etc.), or lab equipment in order to alter or prevent the evaluation of academic work (Note: damage to college or another student's property may also be adjudicated under the Student Code of Conduct)
- o Give false or misleading information in connection with a hearing or investigation involving possible academic dishonesty
- o Submit academic credit work that has been previously submitted for credit unless given permission by the instructor receiving the work
- o Alter, take, procure or attempt to alter, in an unauthorized manner any materials pertaining to the conduct of the class including, but not limited to, tests, examinations, equipment or roll books
- o Steal or procure information related to any academic work in an unauthorized manner
- o Log-in or attempt to access another students' Web-based course account (such as on D2L or through eCore/eMajor) or web-based identity (such as BANNER or SCORE).

**4. Disruptive Classroom Behavior.** Students are expected to abide by the rules of common courtesy and respect the authority of all college employees. No student shall:

- o Display classroom behavior that interferes with the learning environment
- o Challenge the authority of a course instructor that creates a threatening classroom environment for other students or the instructor

## B. ANIMALS

- Bringing into any college building any animal, except those needed to assist a person with a disability or those required for class or laboratory projects
- Service animals must be approved by the Student Support Services office.
- Leaving any animal in an unattended motor vehicle for any period of time

## C. ASSAULT

- Cause or attempt to cause physical harm to or offensive contact with a person, or threat to do so.
- Unwanted touching of another student, faculty or staff member or invited guest of the college.
- Assaulting another sexually as defined by Georgia law and Title IX of the Education Amendments of 1972.

## D. COLLEGE DOCUMENTS

- Forging or misusing college documents including, but not limited to, identification cards, transcripts and parking permits
- Altering or transferring a Georgia Highlands College student identification card to another person
- Knowingly providing false information to the college

## E. COLLEGE FACILITIES/PROPERTY

- Occupying or accessing any college building, facilities or premises without authorization.
- Remaining in a facility after operating hours without authorization
- Using any college service without authorization
- Using, possessing or duplicating college keys, without authorization

# STUDENT RIGHTS & RESPONSIBILITIES

## F. COLLEGE NAME OR MASCOT

- Using the college name, logo, seal, mascot or symbols implying representation of the college without authorization

## G. COMPUTERS

- Violating the college's technology acceptable use policy in any way.
- Accessing or using college computers or computer networks on campus without authorization
- Copying copyrighted software owned by the college without authorization
- Copying of copyrighted materials not belonging to the college
- Adding computer viruses or other software or programming to a college computer that interferes with the use of the college's computer network without authorization
- Misusing college computers

## H. DAMAGE TO PROPERTY

- Maliciously damaging destroying, vandalizing, or misusing property belonging to the college, a member of the college community, or visitor to the college
- Littering

## I. DISORDERLY CONDUCT

- Interfering with the normal functions of the college, including, but not limited to, classes, studying, research, teaching, administrative tasks or public service
- Obstructing the free movement of students, faculty, staff or guests of the college
- Operating devices or equipment, either motorized or non-motorized, inside campus facilities without authorization that are typically designed for outdoor use, including but not limited to, skateboards, bicycles, hoverboards, rollerblades, segways, or scooters.
- Interfering with use of college facilities for approved college functions or events
- Abusing, misusing or using sound amplification equipment without authorization
- Interfering with the freedom of expression of others
- Breaching the peace of the college or college-sponsored activities
- Assaulting, harassing, or threatening to assault or harass any person on the college premises or at college-sponsored activities
- Entering or attempting to enter to any college event without authorization
- Interfering with faculty, staff or emergency personnel performing their tasks

## J. DRUGS AND ALCOHOL POLICY

- Possessing alcoholic beverages on campus and/or at college-sponsored activities without authorization
- Being in an intoxicated state on the college premises or at college-sponsored activities
- Driving on campus while under the influence of any drug, including alcohol
- Using, manufacturing, possessing, possessing with the intent to distribute or distributing any controlled substance on the college premises or at a college activity
- Using club or student activity money to purchase alcohol and/or any controlled substance

## K. EXPLOSIVES

- Possessing, using, selling or distributing any explosive or incendiary device
- Possessing, using, selling or distributing any unauthorized fireworks on campus or at a college event

## L. FAILURE TO COMPLY

- Refusing to cooperate with a reasonable request from a college official in the performance of the official's duties
- Failing to appear for a disciplinary hearing
- Failing to complete disciplinary sanctions

## M. FALSE INFORMATION

- Providing false information or withholding information that would have altered the enrollment status of the student at the college



# STUDENT RIGHTS & RESPONSIBILITIES

- Give false or misleading information in connection with a hearing, investigation, or inquiry involving possible student misconduct.
- File a false complaint or accusation of a violation of the Student Code of Conduct or other college policies.

## **N. FIRE SAFETY**

- Tampering, misusing or damaging any fire safety equipment such as, but not limited to, fire extinguishers, alarms or sprinkler systems
- Causing a false alarm
- Setting a fire
- Failing to evacuate a building during an alarm

## **O. FREEDOM OF EXPRESSION**

- Unauthorized assembling on the college premises
- Impeding the rights of others to speak or assemble in an authorized manner

## **P. HARASSMENT/HAZING**

- Holding rites and/or ceremonies of induction, initiation, or orientation into college life or into any group on campus that tend to cause mental or physical suffering or place a person in danger of harm to self or others
- Sexually harassing anyone in any form, including written, spoken or physical means that violates Title IX of the Education Amendments of 1972
- Interfering with a student's or employee's ability to work or study or that creates a hostile, intimidating or offensive atmosphere
- Bullying and/or cyberbullying through repeated, aggressive and/or passive aggressive behaviors that intimidate or intentionally harm or control another person physically or emotionally, and are not protected by freedom of expression.

## **Q. JOINT RESPONSIBILITY AND STUDENT RESPONSIBILITY FOR GUESTS**

- Encouraging, conspiring or cooperating with others to violate a college policy
- Serving as host to guests who violate the Student Code of Conduct while on campus or attending a college event
- Permitting guests to attend classroom activities without the consent of the instructor responsible for the course

## **R. LOCAL, STATE AND FEDERAL STATUTES**

- Failing to abide by local, state, or federal laws

## **S. OTHER PUBLISHED POLICIES OR REGULATIONS**

- Many individual departments and divisions have additional or more detailed policies and regulations that govern each office/area. Students are also obligated to abide by these additional rules and regulations while on campus.

## **T. SEXUAL MISCONDUCT**

- Fully defined and referred in the GHC Sexual Misconduct Policy or Title IX of the Educational Amendments of 1972. See additional policies for further information.
- Engaging in, or attempting to engage in, non-consensual sexual contact as defined as unwanted touching, groping, or contact with the breasts, buttocks, groin, or genitals, or touching another with these body parts, or making another touch the alleged victim or themselves with or on any of these body parts.
- Engaging in, or attempting to engage in, non-consensual sexual intercourse or similar acts of sexual assault.
- Intimate partner/relationship/domestic violence as defined as acts of violence committed by a current or former spouse or intimate partner of the alleged victim.
- Stalking as defined as a course of conduct directed at a specific person based upon sex that would cause a reasonable person to fear for his/her own safety, or the safety of immediate family members or close acquaintances, or suffer from emotional distress.

# STUDENT RIGHTS & RESPONSIBILITIES

- Engaging in, or attempting to engage in, acts of sexual exploitation. Sexual exploitation occurs when an individual takes non-consensual or abusive sexual advantage of another for his/her own advantage or benefit. Examples include, but are not limited to, invasion of sexual privacy, prostitution, non-consensual video, photography and/or audio recording of sexual activity, non-consensual distribution of video, photography and/or audio recording of sexual activity even if the sexual activity on the recording was consensual, peeping or intentional observation of an individual who are partially undressed, undressing, naked, or engaged in sexual or intimate acts.

## U. SOLICITATION

- Unauthorized selling or distributing on the college property
- Unauthorized posting of signs, banners or other advertisements in any area outside the public bulletin boards
- Refer to the college posting policy for guidelines on obtaining authorization for posting for student organizations.

## V. THEFT

- Obtaining, removing, or selling property or services not belonging to the person taking the property on the college premises or at college activities, without authorization.
- Obtaining or removing property or materials not belonging to the person taking the property without making an effort to locate the owner of the property or materials.
- Taking college property or using college funds to purchase items for personal use.

## W. TOBACCO USE

- Using tobacco products or smoking paraphernalia is prohibited everywhere on all campus locations including property owned, leased, rented, or in the possession or control of the University System of Georgia and its institutional members.
- Prohibited tobacco products include, but are not limited to, cigarettes, snuff, chewing tobacco, e-cigs, vaporizers, hookahs, and other smoking-related or tobacco-related items.

## 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.
- G.A § 16-11.127.1 allows firearms license holders 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.
- 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.

## Y. VIOLATION OF OTHER CODES OR REGULATIONS AS OUTLINED IN THE GEORGIA HIGHLANDS COLLEGE CATALOG

- The [Georgia Highlands College Catalog](#) includes information pertaining to the following collegiate matters: course registration, course auditing, independent study policy, course changes, withdrawal procedure, records, expenses and fees, fee refund policies, financial responsibility, academic rights and responsibilities, academic advising, class attendance, grading system, grade reports, Dean's list, degree qualifications, financial aid and veteran's assistance. Attempts to circumvent these policies through dishonesty are also considered breaches of the Student Code of Conduct and/or Academic Integrity Code.

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678-872-8000  
678-872-8013 (Fax)

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