

Student Handbook



**South
Georgia
College**

2010-2012

SOUTH GEORGIA COLLEGE STUDENT HANDBOOK
2010 - 2012
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SOUTH GEORGIA COLLEGE STUDENT HANDBOOK 2010 – 2012

**100 West College Park Drive, Douglas, GA 31533
www.sgc.edu
University System of Georgia
www.usg.edu**

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

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

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

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

August 2011 Revision

THE BOARD OF REGENTS
University System of Georgia
270 Washington Street, S.W.
Atlanta, Georgia 30334-1450

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For more information, please visit: www.usg.edu/directory/admin_staff.phtml

For information on the 35 colleges and universities in the University System of Georgia, please request a copy of *Campuses of the University System of Georgia: Creating Georgia's Knowledge Culture* or visit: www.usg.edu.

SOURCES OF ASSISTANCE AT SOUTH GEORGIA COLLEGE

President

Dr. Virginia Carson, Thrash Hall, 260-4394

Vice President for Academic Affairs

Dr. Carl McDonald, Thrash Hall, 260-4201

Vice President for Business Affairs

Dr. Wilbur Shuler, Thrash Hall, 260-4300

Vice President for Student Success

Mr. Wes Brown, Richey Hall, 260-4312

Director of Admissions, Records and Research

Dr. Randy Braswell, Richey Hall, 260-4206

Director of Entry Programs and Planning

Ms. Valerie Webster, Valdosta, (229) 293-6135

Director of Business Services

Ms. Peggy Dobbs, Thrash Hall, 260-4238

Director of Financial Aid

Ms. Becky Rumker, Richey Hall, 260-4287

Director of Technology

Ms. Lena Helmbrecht, Richey Hall, 260-4314

Director of Human Resources/Affirmative Action

Mr. Keith Newell, Thrash Hall, 260-4377

Director of Student Life

Ms. Sue Miller, Powell Hall, 260-4427

Director of Residence Life

Mr. Andrew Johnson, Richey Hall, 260-4429

Library Director

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

Athletic Director and Softball Coach

Mr. Rob Brunel, Wellness Center, 260-4221

Director of Community/Foundation Relations

Ms. Walda Kight, Alumni House, 260-4274

Director of Institutional Effectiveness

Ms. Danielle Buehrer, Powell Hall, 260-4419

Director of Public Safety

Ms. Sonja McCulloch, Shannon Hall, 260-4402

Director of Facilities and Campus Safety

Mr. Jim Folds, Tanner Hall, 260-4387

Director of Plant Operations

Mr. Wayne Quinn, Tanner Hall, 260-4392

Academic Support Center

Ms. Diane Blum, Powell Hall, 260-4431

Coordinator of Clower Center and Testing

Ms. Donna Herrin, Clower Center, 260-4433

Coordinator of Student Conduct

Mr. Josey Cameron, Richey Hall, 260-4415

Student Activities Coordinator

Mr. Jerry Oliver, Clower Center, 260-4417

Student Accountant

Ms. Lisa Bohannon, Richey Hall, 260-4240

College Store

Ms. Daphne French, Dining Hall, 260-4231

ABL Food Services

Mr. Eddie Toole, Dining Hall, 720-4825

Chief of Public Safety

Mr. Ollie Harkleroad, Shannon Hall, 260-4401

Coordinator of Grants and Special Programs

Ms. Amy Hancock, Alumni House, 260-4461

Coordinator of the SGC Entry Program at Americus

Ms. Christy Barry, 229-931-5141

ACADEMIC DIVISION CHAIRS

Business & Social Sciences

Dr. Rick Reiman, Collins Hall, 260-4248

Humanities & Learning Support

Dr. Barbara Frizzell, Davis Hall, 260-4297

Natural Sciences, Mathematics, & P.E.

Dr. Charles Johnson

Stubbs Hall, 260-4338

Nursing

Ms. Melissa Peacock, Nursing Building, 260-4358

For a complete staff directory, please visit:
http://www.sgc.edu/discover/web_directory.html

THE VISION AND MISSION OF SOUTH GEORGIA COLLEGE

Vision

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

Mission

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

Current mission approved by the Board of Regents of the University System of Georgia, June 7, 2011.

SGC HISTORY

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

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

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

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

Over the last three years, South Georgia College's enrollment has grown steadily. SGC is the one of the few USG two-year college with residence halls. Tiger Village student suites, along with entry programs at Valdosta State University and Georgia Southwestern State University, have brought SGC's enrollment up to over 2,000 total students.

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

As the oldest publicly-supported two-year college in the state, South Georgia College is steeped in history. The main campus is listed on the National Register of Historic Places. At the same, time, the College has embraced modern technology to prepare students for careers in the global marketplace.

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

STUDENT SUCCESS

The College's student development efforts are designed to complement the overall educational experience. Student activities include student organizations, Student Government Association, campus publications, dramatic performances, concerts, student publications, Honors Day, intramurals, recreational activities and other activities and events initiated by the students. These activities are sponsored primarily with student fees and are usually offered without admission costs for currently enrolled students. Participation by those not currently enrolled may require special permission. A student desiring permission to bring a guest to specified student events may be required to register that person at a posted location and pay a predetermined fee by 4 p.m. on the day of the event.

The appropriation of student activities fees and other mandatory fees is recommended by the Student Fees Committee. At least half of the members appointed to this Committee are students and the others are members of the College faculty and staff. The Committee collects reports from clubs and other budget units, evaluates their contributions to the mission of the college, and then recommends to the College President budgets for Student Activities, Athletics, Technology, and other mandatory student fees. These budgets are considered by the President and submitted for consideration by the Board of Regents.

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

ENGRAM HALL – Engram Hall houses Enrollment Services, Financial Aid, and the SGC Registrar.

POST OFFICE - The Student Post Office is located in the Clower Center and receives incoming mail each weekday. Mailboxes are assigned to all students living on campus. The mailing address for South Georgia College is 100 West College Park Drive, Douglas, Georgia 31533-5098. All items to be mailed off campus must be placed in the designated box in the Clower Center by 2:30 p.m. daily. Students having a post office box are requested to complete a card with their forwarding address when no longer attending South Georgia College.

FOOD SERVICES - South Georgia College has an agreement with ABL to provide food services on the SGC campus. Outside vendors may not deliver food on campus for resale, or produce food items for sale to students, faculty, staff, or guests. ABL works with groups planning events that feature food and beverages for events. Commuting students, residential students, and College staff members may pay for food services either with cash or by creating a food services account balance which is recorded on the ID card. The ID card is classified as a financial transaction card and is governed by Georgia law (see *South Georgia College Public Safety Information* bulletin) and College regulations. Amounts can be added to the ID card's DBA Flex account by using the Blackboard reverse ATM in the Clower Center and may be used in the food services areas in the Dining Hall and the Clower Center. Food services accounts are issued in conjunction with the SGC ID which is validated by the Cashier's Office. Students living

on campus are required to participate in a meal plan each term. Commuting students and staff members may establish accounts as outlined above. Food service hours are posted in the Dining Hall and the Clower Center. For assistance or more information, please contact the Cashier's Office at 260-4239 or ABL, located in the SGC Dining Hall, at 720-4825, abl.management@sgc.edu.

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

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

IDENTIFICATION CARDS - Upon enrollment each student on campus is issued an SGC ID card. This ID card serves several important functions. It gives students access to materials in the library and serves as validation for printing from computer workstations. The card also provides access to the Wellness Center and other facilities and events on campus. In addition, it is used as a food services card and key access for the residence hall. Students are required to surrender the ID card to public safety staff or other campus officials upon request. Loss of the card should be reported immediately to the Cashier's Office. If a card is lost, a \$10 replacement fee is assessed. It is a violation of the Code of Conduct to loan a card to someone else or to use any one else's card. Unauthorized use of cards violates state financial transaction laws.

SGC STORE/TEXTBOOKS - The SGC Store, located in the Dining Hall, carries a varied assortment of gifts, caps, t-shirts, sweatshirts, and general school supplies. The store also stocks convenience items. Students are required to order textbooks through the SGC On-line Bookstore at www.sgcbookstore.com. The books may be shipped to the student's home address or to SGC Post Office in Tanner Hall.

BULLETIN BOARDS/LOST AND FOUND - Announcements, bulletins, flyers, and other printed notices should be placed only on the bulletin boards located throughout the campus. Nothing should be tacked, glued, stapled, or attached to buildings, doors, windowsills, or walls. Official notices related to Student Success are conspicuously posted in Powell Hall or the affected service area. The Student Success Office must approve notices from off campus prior to posting. Flyers must be removed after each event. Lost or found items should be reported to the nearest administrative office or to the Public Safety Office in Shannon Hall, 260-4405.

STUDENT HEALTH INSURANCE - South Georgia College urges all students to carry sickness and accident insurance, and international students are required to do so. The Voluntary Student Insurance Program Premiums cost about \$900 per year, or can be purchased by the semester for less than half that amount. More information can be found at <https://www.pearceandpearce.com/PearceSite/Schools/GA/SGC/> or through Housing Enrollment and Retention, 260-4431.

HEALTH FEE FOR RESIDENTIAL STUDENTS - Each student residing on campus is charged a health fee of \$35 per semester. This fee provides for up to two (2) visits per semester to the Coffee Regional Medical Center Walk-In Clinic. The clinic is located at 205 Shirley Avenue in Douglas, about a mile from campus. This fee will cover evaluation and treatment services provided by Coffee Regional Medical Center's Walk-In Clinic providers, usually a physician assistant or nurse practitioner. The fee does not cover emergency room visits, prescriptions, hospital costs, or other medical expenses. Residents must provide South Georgia College identification.



SGC ACADEMIC SUPPORT CENTER

Policies and Procedures

What is peer tutoring? "The textbook definition of peer tutoring is 'a system of instruction in which learners help each other and learn (themselves) by teaching,' (Goodlad and Hirst 13). Key to this definition is the word peer, meaning someone with the same or a nearly equal status as the person being tutored, who, as such, is not a professional instructor" (Syracuse University Writing Program).

In keeping with this philosophy, the Academic Support Center tutors will not give answers, will not do your homework, and will not do other graded assignments for you. We will offer last-minute help for students who have read their texts, have kept current with the course material, and have put forth a genuine effort of their own. We will work with you to solve difficult problems or to understand difficult concepts; we will do this upon assuming you have made an attempt to do so on your own before visiting the Academic Support Center.

Tutor Availability

We will do our best to fulfill your tutoring needs. If there is no tutor available for your subject or scheduling needs, we will attempt to recruit and hire a tutor for you. However, there will be times when, despite our best efforts, we will not be able to accommodate your tutoring needs. In addition, we reserve the right to cancel tutoring and/or create group tutoring sessions based upon tutor availability and scheduling conflicts. Tutors do not have all the answers, as they are also students and not professors. (See the definition of peer tutoring at the beginning of this document.) Keep in mind that your professors are available to help you during their office hours.

Eligibility

To sign up for tutoring, you must be a current SGC student enrolled in the course for which tutoring is requested.

Location/Signing In and Out

All tutoring must be done in the Academic Support Center unless otherwise authorized by the Academic Support Center Specialist. You must sign in and sign out on the attendance computer in the Academic Support Center every time you receive tutoring. Please ask the desk assistant or a staff member if you need help using the attendance computer.

We expect students who use the Academic Support Center to do the following:

- Go to class, listen attentively, take notes and ask questions to clarify misunderstandings. If you miss a class, you are responsible for getting notes or reviewing the material before receiving tutoring.
- Review notes, practice problems and read their textbooks before requesting tutoring.
- Attempt problems on their own before seeking help.
- Prepare several specific questions regarding their course material.
- Know what they want help with and what they want to accomplish.
- Bring their pencil or pen, paper, textbook, notebook, current assignment, and any necessary notes or previous work to the Academic Support Center.
- Leave all resources in the ACS unless they have been checked out by the desk assistant.
- Turn your cell phones off and do not engage in conversation on them while in the Academic Support Center.
- Use language that is appropriate in a professional setting.
- Not bring food or drinks into the Academic Support Center.
- Treat the staff, students and equipment with courtesy and respect.

Students who use the Academic Support Center should expect tutors to do the following:

- Help them to identify difficulties they are having and to develop strategies for addressing them.
- Help them identify and use the strengths they have to master difficult material.

- Help them work toward a genuine ability to solve problems and arrive at correct answers on their own.
- Give them time to work independently during the session.
- Help them learn successful study strategies.
- Refuse to assist unprepared students and ask that they review specific material before returning.

COUNSELING SERVICES - South Georgia College's Counseling Program is designed to help students excel toward their academic goals by providing short-term counseling services for personal problems, stress, adjustment to college, depression, and time management. Off campus referrals will be made for those students with needs outside of the realm of what short-term counseling can provide. Students may self refer by completing a Counselor Referral form on the SGC website or from the Counselor's Office. Students in need of counseling services may contact SGC's Counselor in Powell Hall, Room 104, 912-260-4438.

CAREER SERVICES - The Student Success Office features career information in various formats. Upon request, the search for appropriate career options can be facilitated by the use of personality and vocational inventories. Additional services and resources are provided by the SGC Academic Divisions and the William S. Smith Library. Individual classes and student organizations periodically plan events and attend conferences and conventions that seek to connect students with affiliated professions. In addition to career awareness efforts that take place during various courses and academic advisement, the Student Success Office offers these testing opportunities for students and prospective students: SAT, ACT, Independent Study, proctored exams, and interest assessments. Sessions to interpret results are available. Students seeking additional information about career services at South Georgia College should contact their faculty advisors.

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

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

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

- GALILEO: Georgia Library Learning Online: This connects you with Georgia's statewide electronic library, including databases, Georgia library catalogs, etc. This may be accessed through the Library link on the SGC home page.
- The University System of Georgia: This site features links to the 35 colleges and universities of the University System of Georgia. (www.usg.edu)
- Georgia Student Finance Commission: This site features links to information on Georgia's HOPE Scholarship program and other sources of financial assistance for post-secondary education. (<http://www.gsfc.org>)
- Occupational Outlook Handbook: An outgrowth of the widely used career resource, this site offers helpful information on job outlooks, salaries, and preparation requirements. (<http://www.bls.gov/oco>)
- GAcollge411: This site offers a comprehensive array of resources for exploring careers and colleges and for financing higher education. (www.GAcollge411.org)

RISK MANAGEMENT/ASSUMPTION OF RISK - Students should actively seek information about any risks involved in all of the student activities and College-related events on campus and off campus. Students must sign a release form stating that they are aware of the risks involved and that they carry sufficient insurance for their protection. Forms are available on the website or in the Office of Student Life.

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

CAMPUS VISITORS - The South Georgia College campus, buildings, and facilities are designated for the use of the students, faculty, and staff of the College. Guests of students, faculty, and staff are welcome on the campus and are subject to all campus regulations while visiting the College. Other visitors are welcome at South Georgia College and shall be accorded the hospitality of the "Friendly College." Loiterers or visitors whose conduct is in any way detrimental to the life and work of the College or individuals who refuse to identify themselves to a College faculty or staff member or security officer shall be asked to leave the campus. Persons who refuse to respond to this request or who return to the campus after having been instructed to leave shall be in violation of state law and shall be subject to arrest.

FREE SPEECH AREA - A free speech area has been designated by the College to maximize the opportunity for free discussion and expression while minimizing the potential for disruption of classroom and College activities, and interference with the ability of students to obtain an education. Information about and permission to schedule use of the Free Speech Area, which is currently adjacent to Engram Hall but can be relocated to meet the needs of the College, may be obtained through the Office of Student Success in Powell Hall. Requesting individuals or organizations must complete a request form prior to the proposed event.

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

RESIDENCE LIFE

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

Residence Requirements. All students are required to live on campus unless they: 1) are 21 years of age or older, 2) have earned at least 30 semester credit hours, 3) are married, or 4) are living with parents.

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

Eligibility to remain in Campus Housing. Campus housing is primarily an extension of the College's educational function, and students must make acceptable progress toward degree completion each term. Failure to satisfactorily complete six semester hours each term will render the resident ineligible for campus housing the following term of enrollment. Exceptions must be approved by the Vice President for Student Success. Residents are required to enroll in 12 or more semester hours to live on campus. Requests for exceptions should be directed to the Director of Residence Life.

Housing Exemption Procedure: Requests for exceptions to this residency requirement must complete the Residency Exemption Request form. The complete policy and form are located on the SGC website under Residence Life. Students found in violation of this policy must pay housing costs for the semester in which they are found to be in violation.

Off-Campus Housing. Students living off campus arrange for their own housing. The College assumes no responsibility for off-campus housing. Students and their parents must determine whether off-campus housing is suitable. It is the student's responsibility to notify the Registrar's Office of the correct off-campus address at registration. Subsequent changes of address must be reported. Other Housing Policies are contained in the *Residence Hall Handbook* and posted in conspicuous places in the residence halls.

STUDENT CLUBS AND ORGANIZATIONS AT SOUTH GEORGIA COLLEGE

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

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

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

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

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

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

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

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

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

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

PALMETTO Annual Staff: This group produces the college annual.

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

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

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

Psi CHI, is an honors group for those interested in psychology.

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

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

SGC DEMOCRATS: This organization is open to students who are interested in advancing

the interests of the Democratic Party.

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

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

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

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

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

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

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

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

VOICES OF HARMONY: This group rehearses regularly and presents vocal programming.

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

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

ORGANIZING NEW CLUBS & ORGANIZATIONS - Clubs and organizations on the South Georgia College campus reflect the student body's varied interests. The College views participation in extracurricular activities as an important component of overall educational growth and development. Organizing a new club or organization on the South Georgia College campus requires 10 or more students who have similar interests and want to start a new club. An on-campus faculty or staff advisor will be required before the club can be approved. The Director of Student Life will assist with the appointment of a faculty or staff advisor. Campus space will be provided for organizational meetings. If the interest is sustained, club by-laws must be written and submitted to the Student Government for approval. Funding requests for subsequent years are to be submitted each April to the Student Fees Committee.

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

PROCEDURES FOR SCHEDULING CAMPUS ACTIVITIES - Any student organization planning a campus activity, meeting, rehearsal, or performance will observe the following procedures:

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

SUGGESTIONS FOR STUDENT ACTIVITIES - Please express your thoughts and suggestions for improving campus life to any member of the faculty or staff, a Campus Activities Board member, or the Coordinator of Student Activities. Most student activities are paid with funds generated by the Student Activities Fees, which are allocated each year by the Student Fees Committee. Consistent with University System policy, students make up a majority of the members of the Student Fees Committee.

ATHLETICS

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

INTRAMURALS & CAMPUS RECREATION - South Georgia College's intramural programs are designed specifically for students. The strength of this program is drawn from student leadership and participation. Team sports vary from term to term, with offerings including volleyball, tag football, basketball, and softball. Students are not allowed to solicit sponsorship for intramural activities off campus. For additional information concerning intramural rules, please contact the Director of the Clower Center and Intramurals at 260-4433. The College swimming pool is used both for recreation and physical education programs for regularly enrolled students. Specific rules governing conduct at the swimming pool and a swimming schedule are posted in the vicinity of the pool. Contact the Athletic Department at 260-4216 for more information on reserving the facility. Tennis courts are located on the east side of campus, and students may play golf on the community golf course at a discounted rate.

DOUGLAS GREENWAY TRAIL - The southernmost portion of the Douglas Greenway Trail begins on the South Georgia College campus and continues through town, ending some 2½ miles to the north at Chester Avenue and the old Shop Pond wetlands area. SGC's portion of this project was achieved through partnerships with city, county, state, and federal agencies. The present project was completed in 2003. The trail essentially extends along the railway bed of the former Norfolk Southern Railroad, which was operated by a series of companies beginning in the early 1900s. SGC students, faculty, and staff join individuals of all ages who enjoy this linear park that is designed for non-motorized traffic.

STUDENT GOVERNMENT ASSOCIATION

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

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

Students make important contributions to the total governance of the College by serving with faculty and staff members on policy-making committees. In making appointments to these committees, the President of the College seeks guidance from the SGA members and advisors.

Students serving on committees have voting power and are encouraged to participate fully in all aspects of the Committees. Students serve on committees including the Academic Council, Discipline Committee, Library Committee, Student Success Committee, and Student Fees Committee. Student leaders participate in the University System of Georgia's Student Advisory Council. Copies of the SGA Constitution are available in the Student Success Office.



GRIEVANCE PROCEDURES FOR STUDENTS

PROCEDURE FOR WRITTEN STUDENT COMPLAINTS

Within the framework of Student Rights and Responsibilities, South Georgia College students are encouraged to communicate responsibly on matters of concern. Students have several avenues for addressing grievances. Written complaints should state the nature of the student concern as well as the resolution sought. All complaints must be signed and dated by the person(s) making the complaint.

Complaints or grievances that emerged within a classroom or related setting are resolved following the same steps described in the process for a Grade Appeal (*see page 34 of this Handbook*). The goal is the successful resolution of the issue. Students who are not comfortable addressing a complaint with a faculty member with whom he/she has a concern may address the issue with the faculty member's supervisor, the Vice President for Academic Affairs, or through the Alternative Dispute Resolution procedure (*described on page 23*).

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

If the source of the complaint arose outside the classroom setting, the grievance should be filed in writing with the office of the Vice President for Student Success. That office will direct the complaint to the appropriate office on campus for review and resolution. If the complaint involves the Vice President for Student Success, students should address their concerns to the President of South Georgia College who will undertake the review and resolution of the problem. Student employees should address *their employment concerns to the Director of Human Resources. The Sexual Harassment Policy (described on page 41 of this Student Handbook)* covers grievances of this nature.

STUDENT HONORS AND AWARDS

An honors program is held each April to recognize students who are excelling in academic, athletic, and other co-curricular activities. Students enrolled at any time within the academic year are eligible for awards. The Student Success Committee coordinates the awards ceremony, which is sponsored by student fees. The number and categories of awards must be approved by the Student Success Committee. Any new requests to add or delete an award are normally submitted to the Student Success Committee by February 1 of each year. When a category is approved, only one award will normally be given in that category. South Georgia College honors and awards are:

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

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

THE JIM COTTINGHAM LEADERSHIP AWARD is presented by the Office of Student Success to the SGC student who has best exemplified strong and positive leadership while maintaining high academic standards throughout the academic year.

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

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

THE SPAGE AWARD FOR EXCELLENCE IN EDUCATION is awarded by the Business and Social Sciences Education professor to the student who demonstrates exemplary achievement in pre-service teacher education.

THE LIBBO BELGER AWARD FOR EXCELLENCE IN BUSINESS is awarded by the Business and Social Sciences faculty to the student who has performed with highest distinction as a business major.

THE CRIMINAL JUSTICE AWARD is awarded by the faculty of the Business and Social Sciences Division to the student who has performed with highest distinction as a criminal justice major.

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

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

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

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

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

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

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

THE VERA B. DOERING NURSING AWARD is given to an outstanding sophomore who excels in both academics and the clinical area, is active in campus and community life, and demonstrates conduct that reflects well on the profession of nursing.

THE LIBBA BURCH AWARD FOR EXCELLENCE IN NURSING is given to a freshman student who is active in either the South Georgia College or Waycross College chapter of the Georgia Association of Nursing Students, excels in academics and the clinical area, is active in community life, and demonstrates conduct that reflects well on the nursing profession.

MVP AWARDS are presented to the most valuable players in baseball, softball, and men's and women's soccer. These awards are determined by the coaching staff.

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

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

WHO'S WHO AMONG STUDENTS IN AMERICAN JUNIOR COLLEGES. The Student Success Committee, which is composed of students and faculty, receives faculty nominations and selects a small percentage of the Sophomore Class to appear in the book *Who's Who Among Students in American Junior Colleges*. For Who's Who, a sophomore is defined as a student who has completed at least 27 semester hours at South Georgia College. A grade point average of 2.5 or higher is required, as is participation in at least one extracurricular activity. The selection is made on the basis of the student's scholarship, leadership, and contributions to educational and extracurricular activities, general citizenship, and promise of future usefulness. Students are eligible to receive this award once during their enrollment at the college.

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

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

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

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

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

After studying the role and scope of student publications, the faculty has provided that the Student Affairs Committee shall oversee the operations of the student newspaper. The faculty advisor shall authorize expenditures of monies as requested by the editor. These expenditure requests must conform to College policy. The Student Success Committee will provide for limited review in order to ensure that subject matter not be published which would expose the institution to liability. It is expected that editorial policy will follow the canons of responsible journalism, such as the avoidance of libel, indecency, undocumented allegations, attacks on personal integrity, and the techniques of harassment or innuendo. Contact the Student Success Office for more information.

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

VEHICLE REGISTRATION - The staff members of SGC's Public Safety Department are responsible for vehicle registration. Vehicles may be registered at the Public Safety Office in Shannon Hall during the enrollment and registration process. In order to receive a decal, you will need to present current vehicle registration, a valid driver's license, and a current class schedule. For more information about campus parking and vehicle registration, call 260-4401.

PUBLIC SAFETY - The Public Safety Department is responsible for traffic control, safety promotion, and law enforcement on the campus. A comprehensive listing of parking and traffic regulations and other services provided by the department are described in the current edition of the South Georgia College *Public Safety Information* booklet and on the website. In addition to listing fines and penalties, this booklet

provides safety tips and publishes the Student's Right to Know/Annual Security Report that includes reportable crime statistics and other information related to the College's compliance with the Drug-Free Schools and Communities Act. Students who encounter sexual victimization, harassment, stalking, or bullying should contact Public Safety at 260-4401 and complete an online incident report. For emergencies or if unable to reach someone in the office, call 260-4444. Please note that calls made to these numbers often roll over to the campus radio communications network and may be heard by a wider audience.

ALCOHOL AND DRUG PREVENTION PROGRAM - South Georgia College's alcohol and drug prevention program is designed to promote personal health and success in college. The College conducts a biennial review to ensure compliance with the Drug-Free Schools and Communities Act. For more information, see <http://www.edc.org/hec/dfsca>. Consistent with federal and state laws, South Georgia College is a drug-free workplace. Students receive alcohol and drug information through campus publications and during college orientation programs and campus activities. Related issues are actively explored through courses including health, psychology, sociology, nursing, and criminal justice. Alcohol and drug counseling referrals are offered through the Student Success Office. The Student Success Committee is charged with advising the Vice President for Student Success on ways that the college can improve its services to the campus community while ensuring compliance with the Drug-Free Schools and Communities Act. Information regarding local, state, or federal laws related to alcohol and drug violations and penalties is published in the South Georgia College *Public Safety Information* booklet. This booklet contains Student's Right to Know/Annual Security Report. Printed copies are available in Tanner Hall, and the booklet is online at www.sgc.edu.

DIRECTORY INFORMATION - South Georgia College informs students of provisions of the Family Educational Rights and Privacy Act of 1974 (the Buckley Amendment) on page 27 of the *SGC Catalog*. Directory information which may be released to the public at large includes student name, city/county of residence, dates of attendance, class, previous institutions attended, major field of study, awards, honors, degrees conferred, past and present participation in officially recognized sports and activities, physical factors (height, weight of athletes), and date and place of birth. Further FERPA information is available through the Registrar's Office in Engram Hall and at this Department of Education website:
<http://www.ed.gov/policy/gen/guid/fpco/ferpa/index.html>.

DISABILITY SERVICES - All students with a documented disability or students that suspect they have a disability are strongly encouraged to register with the Disability Services Office at the time of making application. **Students must self identify in order to pursue academic accommodations.** System accommodations require approval from the Regents Center for Learning Disorders. Upon approval, students are responsible for requesting the DS Coordinator's assistance in working with the faculty to devise reasonable classroom accommodations based on the recommendations from RCLD. Students with questions and/or needs relating to disability services may contact the Disability Services Coordinator in Room 118 of Powell Hall, 912-260-4435. For more information, visit http://www.sgc.edu/president/departments/disability_services.

THE WILLIAM S. SMITH LIBRARY - The William S. Smith Library, as the learning resources center for South Georgia College, blends traditional and electronic library resources and services to support the educational programs of the College. The Library plays a crucial role in the student's college life whether it is used for class work, independent study, or personal enjoyment. The Library's website at <http://www.sgc.edu/library/index.html> provides 24/7 access to its resources and services. First among these resources is the online catalog GIL@SGC for collection holdings in print, media, and electronic formats, including direct links to more than 35,000 NetLibrary e-books. Through GIL Express *Request*, the automated universal borrowing system, SGC students may directly request delivery of circulating books from any University System Library to the SGC Library. This is in addition to the traditional library-mediated Interlibrary Loan service. The statewide library initiative GALILEO consists of more than 100 databases, indexing thousands of periodicals and scholarly journals (with over 2000 titles full-text), encyclopedias, business directories, and government publications. Remote access to GALILEO from off-campus, at <http://www.galileo.usg.edu/scholar/sga/subjects/>, is available for SGC students with a password obtained through the MY GIL ACCOUNT feature in the online catalog at <http://gilfind.sgc.edu>. One-on-one bibliographic instruction and research assistance are provided by the librarians upon request. The *LIBRARY GUIDE* (printed brochure and on website) provides more detailed information about resources, services, and policies of the Library. Comfortable surroundings are provided for use of the collections and electronic resources with individual carrels, tables, and group study rooms. Eighteen networked computer workstations are located throughout the library as well as a Computer Lab which has 14 student-use networked computer workstations. Two printer workstations are provided for these computers. Microform reader-printer and photocopier equipment are available. Hours will vary during exams, semester breaks, holidays, and the summer terms. Changes in scheduled hours for the Library are posted at the Library and on the Library's website. The SGC ID Card serves as the student's library card. It is required to check out materials from the Smith Library and other University System libraries. The ID Card barcode is the identification number for the "MY GIL ACCOUNT," through which students get access to the quarterly GALILEO password to renew library materials and to request materials from the Universal Catalog for GIL *Express* delivery. The SGC ID Card is also required for printing from any computer workstation located in the Library and in the other campus computer labs. A Student ID Card will be validated with an initial credit of \$10 each semester. Students should be sure to obtain their ID Card after registering and cashiering for their classes. ID Cards are issued in the Clower Center and other designated sites.

ALTERNATIVE DISPUTE RESOLUTION - SGC subscribes to the University System of Georgia's initiative on Alternative Dispute Resolution (ADR). Also known as "mediation," ADR aims to resolve disputes between two persons without a formal grievance procedure or legal action. The goal of such a resolution is to satisfy the needs of both parties in a non-threatening manner in an atmosphere where both sides are expressed and possible solutions to the dispute are developed by the disputants themselves. To arrive at a win-win solution that will satisfy both parties, a certified mediator facilitates the expressions of concern, identifies issues for negotiation, and helps the parties work toward an agreement that can satisfy their needs. This process

works very well for most disputes that do not involve criminal activity or academic grades. Further, the positions of the disputants are of minimal concern. Therefore, disputes between student and faculty member, faculty and staff, student and student, and faculty/staff and administration can be reasonably settled through mediation. For information on Alternative Dispute Resolution (mediation), please contact Academic Affairs at 260-4201. The grade appeal process is discussed in this Handbook on page 34.

STATEMENT OF STUDENTS' RIGHTS & RESPONSIBILITIES

South Georgia College strives to create an environment that advances teaching, learning, and service to society. The College seeks to create an orderly climate that promotes academic integrity, intellectual freedom, and individual thought and expression consistent with the rights of others. To the end that such a climate may be established and maintained, the College as an institution and each member of the college community have reciprocal rights and responsibilities. It is the obligation of the College to promote an educational environment by protecting the rights of all members of the college community and by prohibiting acts which interfere with the rights of others.

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

All student organizations registered with the Student Life Office may meet on college premises if they make reservations in accordance with the established rules and regulations for room and space reservation. Students and/or student groups may not make reservations in their names for outside groups or organizations to use college space. Only student organizations registered with the campus Student Life Office have the right to invite persons of their choosing as speakers on college premises.

The President of the College or the authorized representative may cancel a speaker's reservation where there is a clear and present danger to the orderly operation of the College. Such cancellation shall be communicated to the sponsoring organization at the earliest opportunity.

Students shall have the right to have their academic and disciplinary records kept confidential subject to existing law. Students have the right to due process when

accused of any violations of college regulations or rules of conduct. This right shall include the following:

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

CODE OF CONDUCT

South Georgia College Student Conduct Code (Revised, July 2010)

Article I: Definitions

1. The term College means South Georgia College.
2. The term "student" includes all persons taking courses at the College, either full-time or part-time, pursuing undergraduate studies. Persons who withdraw after allegedly violating the Student Code, who are not officially enrolled for a particular term but who have a continuing relationship with the College or who have been notified of their acceptance for admission are considered "students" as are persons who are living in College residence halls, although not enrolled in this institution. This Student Code does apply at all locations of the College, including the campus in Americus, Valdosta, and Waycross.
3. The term "faculty member" means any person hired by the College to conduct classroom or teaching activities or who is otherwise considered by the College to be a member of its faculty.
4. The term "College official" includes any person employed by the College, performing assigned administrative or professional responsibilities.
5. The term "member of the College community" includes any person who is a student, faculty member, College official or any other person employed by the College. A person's status in a particular situation shall be determined by the Vice President for Student Success, or designee.
6. The term "College premises" includes all land, buildings, facilities, and other property in the possession of or owned, used, or controlled by the College (including adjacent streets and sidewalks).
7. The term "organization" means any number of persons who have complied with the formal requirements for College recognition/registration.
8. The term "Student Conduct Board" means any person or persons authorized by the Vice President for Student Success, or designee, to determine whether a student has violated the Student Code and to recommend sanctions that may be imposed when a rules violation has been committed.

9.The term “Student Conduct Administrator” means a College official authorized on a case-by-case basis by the Vice President for Student Success, or designee, to impose sanctions upon any student(s) found to have violated the Student Code. The Vice President for Student Success, or designee, may authorize a Student Conduct Administrator to serve simultaneously as a Student Conduct Administrator and the sole member or one of the members of the Student Conduct Board. The Vice President for Student Success, or designee, may authorize the same Student Conduct Administrator to impose sanctions in all cases.

10.The term “Discipline Committee” means any person or persons authorized by the Vice President for Student Success, or designee, to consider an appeal from a Student Conduct Board’s determination as to whether a student has violated the Student Code or from the sanctions imposed by the Student Conduct Administrator.

11.The term “shall” is used in the imperative sense.

12.The term “may” is used in the permissive sense.

13.The Vice President for Student Success, or designee, is that person designated by the College President to be responsible for the administration of the Student Code.

14.The term “policy” means the written regulations of the College as found in, but not limited to, the Student Code, Residence Life Handbook, the College web page and computer acceptable-use policy, and College Catalogs.

15.The term “cheating” includes, but is not limited to: (1)use of any unauthorized assistance in taking quizzes, tests, or examinations; (2)use of sources beyond those authorized by the instructor in writing papers, preparing reports, solving problems, or carrying out other assignments; (3)the acquisition, without permission, of tests or other academic material belonging to a member of the College faculty or staff; (4)engaging in any behavior specifically prohibited by a faculty member in the course syllabus or class discussion.

16. Definition of Plagiarism - South Georgia College follows the Modern Language Association’s definition of “plagiarism”: Derived from the Latin word *plagiarus* (“kidnapper”), *plagiarism* refers to a form of cheating that has been defined as “the false assumption of authorship: the wrongful act of taking the product of another person’s mind, and presenting it as one’s own” (Alexander Lindey, *Plagiarism and Originality* [New York: Harper, 1952 2). Plagiarism involves two kinds of wrongdoing. Using another person’s ideas, information, or expressions without acknowledging that person’s work constitutes intellectual theft. Passing off another person’s ideas, information, or expressions as your own to get a better grade or gain some other advantage constitutes fraud. Plagiarism is sometimes a moral and ethical offence rather than a legal one since some instances of plagiarism fall outside the scope of copyright infringement, legal offence. Plagiarism is almost always seen as a shameful act, and plagiarists are usually regarded with pity and scorn. They are pitied because they have demonstrated their inability to develop and express their own thoughts. They are scorned because of their dishonesty and their willingness to deceive others for personal gain. (Gibaldi 66)

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

- 1.Any quotation, rewording, paraphrase, or summary of another person’s words, thoughts, ideas, opinions, or theories without appropriate acknowledgement.*
- 2.The presentation in any form of another’s artistic, literary, scientific, or other creative work as one’s own.

3. Allowing someone else to write one's paper; copying, buying, or stealing either in part or in its entirety one's paper from another source such as a book, an article, or the Internet.

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

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

17. The term "Complainant" means any person who submits a charge alleging that a student violated this Student Code. In instances when a sexual assault has been reported, the victim will have the same rights under this Student Code as are provided to the alleged.

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

Article II: Student Code Authority

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

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

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

Article III: Proscribed Conduct

A. Jurisdiction of the College Student Code

B. Conduct Rules and Regulations

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

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

a. Cheating, plagiarism, or other forms of academic dishonesty.

b. Furnishing false information to any College official, faculty member, or office.

c. Forgery, alteration, or misuse of any College document, record, or instrument of identification.

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

3. Physical abuse, verbal abuse, threats, intimidation, harassment, coercion, and/or other conduct which threatens or endangers the health or safety of any person.

4. Attempted or actual theft of and/or damage to property of the College or property of a member of the College community or other personal or public property, on or off campus.

5. Hazing, defined as an act which endangers the mental or physical health or safety of a student, or which destroys or removes public or private property, for the purpose of initiation, admission into, affiliation with, or as a condition for continued membership in, a group or organization. The express or implied consent of the victim will not be a defense. Apathy or acquiescence in the presence of hazing are not neutral acts; they are violations of this rule.
6. Failure to comply with directions of College officials or law enforcement officers acting in performance of their duties and/or failure to identify oneself to these persons when requested to do so.
7. Unauthorized possession, duplication or use of keys to any College premises or unauthorized entry to or use of College premises.
8. Violation of any College policy, rule, or regulation published in hard copy or available electronically on the College website.
9. Violation of any federal, state or local law.
10. Use, possession, manufacturing, or distribution of marijuana, heroin, narcotics, or other controlled substances except as expressly permitted by law.
11. Use, possession, manufacturing, or distribution of alcoholic beverages (except as expressly permitted by College regulations), or public intoxication. Alcoholic beverages may not, in any circumstance, be used by, possessed by or distributed to any person under twenty-one (21) years of age.
12. Illegal or unauthorized possession of firearms, explosives, other weapons, or dangerous chemicals on College premises or use of any such item, even if legally possessed, in a manner that harms, threatens or causes fear to others.
13. Participating in an on-campus or off-campus demonstration, riot or activity that disrupts the normal operations of the College and/or infringes on the rights of other members of the College community; leading or inciting others to disrupt scheduled and/or normal activities within any campus building or area.
14. Obstruction of the free flow of pedestrian or vehicular traffic on College premises or at College sponsored or supervised functions.
15. Conduct that is disorderly, lewd, or indecent; breach of peace; or aiding, abetting, or procuring another person to breach the peace on College premises or at functions sponsored by, or participated in by, the College or members of the academic community. Disorderly Conduct includes but is not limited to: Any unauthorized use of electronic or other devices to make an audio or video record of any person while on College premises without his/her prior knowledge, or without his/her effective consent when such a recording is likely to cause injury or distress. This includes, but is not limited to, surreptitiously taking pictures of another person in a gym, locker room, or restroom.
16. Theft or other abuse of computer facilities and resources, including but not limited to:
 - a. Unauthorized entry into a file, to use, read, or change the contents, or for any other purpose.
 - b. Unauthorized transfer of a file.
 - c. Use of another individual's identification and/or password.
 - d. Use of computing facilities and resources to interfere with the work of another student, faculty member or College Official.
 - e. Use of computing facilities and resources to send obscene or abusive messages.
 - f. Use of computing facilities and resources to interfere with the normal operation of the College computing system.
 - g. Use of computing facilities and resources in violation of copyright laws.

- h. Any violation of the [College] [University] Computer Use Policy.
17. Abuse of the Student Conduct System, including but not limited to:
- a. Failure to obey the notice from a Student Conduct Board or College official to appear for a meeting or hearing as part of the Student Conduct System.
 - b. Falsification, distortion, or misrepresentation of information before a Student Conduct Board.
 - c. Disruption or interference with the orderly conduct of a Student Conduct Board proceeding.
 - d. Institution of a student conduct code proceeding in bad faith.
 - e. Attempting to discourage an individual's proper participating in, or use of, the student conduct system.
 - f. Attempting to influence the impartiality of a member of a Student Conduct Board prior to, and/or during the course of, the Student Conduct Board proceeding.
 - g. Harassment (verbal or physical) and/or intimidation of a member of a Student Conduct Board prior to, during, and/or after a student conduct code proceeding.
 - h. Failure to comply with the sanction(s) imposed under the Student Code.
 - i. Influencing or attempting to influence another person to commit an abuse of the student conduct code system.
18. Students are required to engage in responsible social conduct that reflects credit upon the College community and to model good citizenship in any community.

C. Violation of Law and College Discipline

1. If a violation of law which also would be a violation of this Student Code is alleged, proceedings under this Student Code may go forward against an Accused Student who has been subjected to criminal prosecution only if the College determines that its interest is clearly distinct from that of the community outside the College. Ordinarily, the College should not impose sanctions if public prosecution of a student is anticipated or until law enforcement officials have disposed of the case.
2. When a student is charged by federal, state, or local authorities with a violation of law, the College will not request or agree to special consideration for that individual because of his or her status as a student. If the alleged offense is also being processed under the Student Code, the College may advise off-campus authorities of the existence of the Student Code and of how such matters are typically handled within the College community. The College will attempt to cooperate with law enforcement and other agencies in the enforcement of criminal law on campus and in the conditions imposed by criminal courts for the rehabilitation of student violators (provided that the conditions do not conflict with campus rules or sanctions). Individual students and other members of the College community, acting in their personal capacities, remain free to interact with governmental representatives as they deem appropriate.

Article IV: Student Conduct Code Procedures

A. Charges and Student Conduct Board Hearings

1. Any member of the College community may file charges against a student for violations of the Student Code. An incident report shall be prepared in writing and directed to the Student Conduct Administrator. Any incident report should be submitted to the Conduct Administrator after the event takes place, preferably within ten business days.
2. The Student Conduct Administrator may conduct an investigation to determine if the charges have merit and/or if they can be disposed of administratively by mutual consent

of the parties involved and/or mutual consent of the alleged student and the Student Conduct Administrator on a basis acceptable by the Student Conduct Coordinator. Such disposition shall be final and there shall be no subsequent proceedings. If the charges are not admitted and/or cannot be disposed of by mutual consent, the Student Conduct Administrator may later serve in the same matter as the Student Conduct Board or a member thereof. If the student admits violating institutional rules, but sanctions are not agreed to, subsequent process, including a hearing if necessary, shall be limited to determining the appropriate sanction(s).

3. All charges shall be presented to the Accused Student in written form. A time shall be set for a Student Conduct Board Hearing, not less than five nor more than fifteen calendar days after the student has been notified. Maximum time limits for scheduling of Student Conduct Board Hearings may be extended at the discretion of the Student Conduct Administrator.

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

a. Student Conduct Board Hearings normally shall be conducted in private.

b. The Complainant, Accused Student and their advisors, if any, shall be allowed to attend the entire portion of the Student Conduct Board Hearing at which information is received (excluding deliberations). Admission of any other person to the Student Conduct Board Hearing shall be at the discretion of the Student Conduct Board and/or its Student Conduct Administrator.

c. In Student Conduct Board Hearings involving more than one Accused Student, the Student Conduct Administrator, in his or her discretion, may permit the Student Conduct Board Hearings concerning each student to be conducted either separately or jointly.

d. The Complainant and the Accused Student have the right to be assisted by an advisor they choose, at their own expense. The advisor must be a member of the College community and may not be an attorney. The Complainant and/or the Accused Student is responsible for presenting his or her own information and, therefore, advisors are not permitted to speak or to participate directly in any Student Conduct Board Hearing before a Student Conduct Board. A student should select as an advisor a person whose schedule allows attendance at the scheduled date and time for the Student Conduct Board Hearing because delays will not normally be allowed due to the scheduling conflicts of an advisor.

e. The Complainant, the Accused Student and the Student Conduct Board may arrange for witnesses to present pertinent information to the Student Conduct Board. The College will try to arrange the attendance of possible witnesses who are members of the College community, if reasonably possible, and who are identified by the Complainant and/or Accused Student at least two weekdays prior to the Student Conduct Board Hearing. Witnesses will provide information to and answer questions from the Student Conduct Board. Questions may be suggested by the Accused Student and/or Complainant to be answered by each other or by other witnesses. This will be conducted by the Student Conduct Board with such questions directed to the chairperson, rather than to the witness directly. This method is used to preserve the educational tone of the hearing and to avoid creation of an adversarial environment. Questions of whether potential information will be received shall be resolved in the discretion of the chairperson of the Student Conduct Board.

f. Pertinent records, exhibits, and written statements (including Student Impact

Statements) may be accepted as information for consideration by a Student Conduct Board at the discretion of the chairperson.

g.All procedural questions are subject to the final decision of the chairperson of the Student Conduct Board.

h.After the portion of the Student Conduct Board Hearing concludes in which all pertinent information has been received, the Student Conduct Board shall determine (by majority vote if the Student Conduct Board consists of more than one person) whether the Accused Student has violated each section of the Student Code which the student is charged with violating. The Student Conduct Board's determination shall be made on the basis of whether it is more likely than not that the Accused Student violated the Student Code.

i.Formal rules of process, procedure, and/or technical rules of evidence, such as are applied in criminal or civil court, are not used in Student Code proceedings.

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

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

7.The Student Conduct Board may accommodate concerns for the personal safety, well-being, and/or fears of confrontation of the Complainant, Accused Student, and/or other witness during the hearing by providing separate facilities, by using a visual screen, and/or by permitting participation by telephone, videophone, closed circuit television, video conferencing, videotape, audio tape, written statement, or other means, where and as determined in the sole judgment of Vice President for Student Success, or designee, to be appropriate.

B. Sanctions

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

a.Warning—A notice in writing to the student that the student is violating or has violated institutional regulations.

b.Probation—A written reprimand for violation of specified regulations. Probation is for a designated period of time and includes the probability of more severe disciplinary sanctions if the student is found to violate any institutional regulation(s) during the probationary period.

c.Loss of Privileges—Denial of specified privileges for a designated period of time.

d.Fines—Monetary fines may be imposed.

e.Restitution—Compensation for loss, damage, or injury. This may take the form of appropriate service and/or monetary or material replacement.

f.Discretionary Sanctions—Work assignments, essays, service to the College, or other related discretionary assignments.

g.Residence Hall Suspension—Separation of the student from the residence halls for a definite period of time, after which the student is eligible to return. Conditions for readmission may be specified.

h.Residence Hall Expulsion—Permanent separation of the student from the

residence halls.

i. College Suspension—Separation of the student from the College for a definite period of time, after which the student is eligible to return. Conditions for readmission may be specified.

j. College Expulsion—Permanent separation of the student from the College.

k. Revocation of Admission and/or Degree—Admission to or a degree awarded from the College may be revoked for fraud, misrepresentation, or other violation of College standards in obtaining the degree, or for other serious violations committed by a student prior to graduation.

l. Withholding Degree—The College may withhold awarding a degree otherwise earned until the completion of the process set forth in this Student Conduct Code, including the completion of all sanctions imposed, if any.

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

3. (a) Other than College expulsion or revocation or withholding of a degree, disciplinary sanctions shall not be made part of the student's permanent academic record, but shall become part of the student's disciplinary record. Upon graduation, the student's disciplinary record may be expunged of disciplinary actions other than residence hall expulsion, College suspension, College expulsion, or revocation or withholding of a degree, upon application to the Student Conduct Administrator. Cases involving the imposition of sanctions other than residence hall expulsion, College suspension, College expulsion or revocation or withholding of a degree shall be expunged from the student's confidential record five years after graduation or date of last attendance. (b) In situations involving both an Accused Student(s) (or group or organization) and a student(s) claiming to be the victim of another student's conduct, the records of the process and of the sanctions imposed, if any, shall be considered to be the education records of both the Accused Student(s) and the student(s) claiming to be the victim because the educational career and chances of success in the academic community of each may be impacted.

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

a. Those sanctions listed above in article IV(B)(l)(a)–(e).

b. Loss of selected rights and privileges for a specified period of time.

c. Deactivation. Loss of all privileges, including College recognition, for a specified period of time.

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

C. Interim Suspension

1. Interim suspension may be imposed only: (a) to ensure the safety and well-being of

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

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

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

D. Appeals

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

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

a. To determine whether the Student Conduct Board Hearing was conducted fairly in light of the charges and information presented, and in conformity with prescribed procedures giving the complaining party a reasonable opportunity to prepare and to present information that the Student Code was violated, and giving the Accused Student a reasonable opportunity to prepare and to present a response to those allegations. Deviations from designated procedures will not be a basis for sustaining an appeal unless significant prejudice results.

b. To determine whether the decision reached regarding the Accused Student was based on substantial information, that is, whether there were facts in the case that, if believed by the fact finder, were sufficient to establish that a violation of the Student Code occurred.

c. To determine whether the sanction(s) imposed were appropriate for the violation of the Student Code which the student was found to have committed.

d. To consider new information, sufficient to alter a decision, or other relevant facts not brought out in the original hearing, because such information and/or facts were not known to the person appealing at the time of the original Student Conduct Board Hearing.

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

Article V: Interpretation and Revision

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

B. The Student Code shall be reviewed every 3 years under the direction of the Student Conduct Administrator.

ACADEMIC AFFAIRS

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

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

INTELLECTUAL DIVERSITY AND ACADEMIC FREEDOM - The University System of Georgia and South Georgia College subscribe to the American Council on Education's statement of Academic Rights and Responsibilities. This statement includes important provisions about intellectual diversity and academic freedom. In addition to links on the SGC website, copies of this statement are available in the Office of the Vice President for Academic Affairs and the Office of the Vice President for Student Success. Failure on the part of faculty and staff to honor the commitment to intellectual diversity and academic freedom is a legitimate reason for a student to file a grievance. These excerpts from the American Council on Education's statement of Academic Rights and Responsibilities offer specific expectations of classroom behavior for faculty and students:

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

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

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

APPEAL OF A GRADE - Students who think that they have been graded unfairly must appeal the grade at issue in writing within 30 days after the last day of the final examination period for the semester in which the grade was assigned. (The written

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

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

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

3. If the difficulty remains unresolved, a divisional review board will be appointed by the Division Chair to hear the student's appeal. The review board will meet to hear the appeal no later than two weeks after Step 2 above.

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

4. If satisfaction is not achieved with the decision of the Vice President for Academic Affairs, the student may appeal the ruling to the President in writing within seven days of receipt of the decision of the Vice President for Academic Affairs.

5. The decision of the President regarding grades is final.

***In the unlikely event that the student cannot locate the instructor, the student should submit a written appeal directly to the Division Chair. The Division Chair will make a reasonable attempt to locate the instructor. If the instructor is still not available, the Division Chair will send reliable notice to the instructor (e.g., via certified mail) notifying the instructor that the appeal will proceed on a**

specified date no sooner than ten days from the sending of the notification. On the specified date, the division chair will meet with the student as specified in Step 2, with or without the instructor present.

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

Definition of Plagiarism - South Georgia College follows the Modern Language Association's definition of "plagiarism": Derived from the Latin word *plagiarius* ("kidnapper"), *plagiarism* refers to a form of cheating that has been defined as "the false assumption of authorship: the wrongful act of taking the product of another person's mind, and presenting it as one's own" (Alexander Lindey, *Plagiarism and Originality* [New York: Harper, 1952 2). Plagiarism involves two kinds of wrongdoing. Using another person's ideas, information, or expressions without acknowledging that person's work constitutes intellectual theft. Passing off another person's ideas, information, or expressions as your own to get a better grade or gain some other advantage constitutes fraud. Plagiarism is sometimes a moral and ethical offence rather than a legal one since some instances of plagiarism fall outside the scope of copyright infringement, legal offence. Plagiarism is almost always seen as a shameful act, and plagiarists are usually regarded with pity and scorn. They are pitied because they have demonstrated their inability to develop and express their own thoughts. They are scorned because of their dishonesty and their willingness to deceive others for personal gain. (Gibaldi 66)

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

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

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

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

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

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

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

ATTENDANCE POLICY - Each academic division establishes attendance policies, which are included in the syllabus for each course. Work missed because of absence may be made up in the case of absences with legitimate excuses. The legitimacy of excuses will be judged by the instructor involved. If the instructor does not accept a student's excuse, the appeal procedure will be the same as the grade review procedure. The Student Success Office notifies the faculty of scheduled extracurricular activities that may result in student absences. The Athletic Director informs the faculty of the dates that athletes are to be excused from class.

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

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

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

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

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

REFUND POLICY - Students who formally withdraw from the College with a clear record and within specified time limits may receive partial refunds of tuition, athletic, activity, technology, and out-of-state fees. Consistent with the contract, residence hall costs and meal plan fees are not refundable. There is no refund for partial reduction in hours beyond the drop-add period. Parking fees are non-refundable. If a student is suspended, no fees will be refunded. All fees are refunded in case of death of the student. The refund amount for students withdrawing from the institution shall be based on a pro rata percentage determined by dividing the number of calendar days in the semester that the student completed by the total number of calendar days in the semester. The total calendar days in a semester includes weekends, but excludes scheduled breaks of five or more days and days that a student was on an approved leave of absence. The unearned portion shall be refunded up to the point in time that the amount earned equals 60%. Students who withdraw from the institution when the calculated percentage of completion is greater than 60% are not entitled to a refund of any portion of the institutional charges. After 60% of the term is over, no refund is

awarded. **These refunds do not apply to campus housing.** Consistent with the housing contract, housing and meal fees are not refunded for students who withdraw or are withdrawn during the contract period.

PROCEDURE TO INSPECT EDUCATION RECORDS - Students may inspect and review their education records upon request to the Registrar or other record custodian (see list below). Students should submit to the Registrar, or an appropriate staff person, a written request that identifies as precisely as possible the record(s) they wish to inspect. The record custodian or appropriate staff person will make arrangements for access as promptly as possible and will notify the student of the time and place where records may be inspected. Access must be given in forty-five days or fewer from the receipt of the request. When a record contains information about more than one student, the student may inspect and review only the records that relate to him or her.

RIGHT OF SOUTH GEORGIA COLLEGE TO REFUSE ACCESS -

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

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

TYPES, LOCATIONS, AND CUSTODIANS OF EDUCATION RECORDS

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

<u>Type</u>	<u>Location</u>	<u>Custodian</u>
Admission Records	Office of Enrollment	Director
Permanent Academic Records	Registrar's Office	Registrar
Financial Records	Office of the Vice President for Business Affairs	VP for Business Affairs
Placement Records	Division of Humanities and Learning Support	Division Chair
Disciplinary Records	Office of the Vice President for Student Success	Coordinator of Student Conduct

ISSUANCE OF TRANSCRIPTS - There is a \$10 fee for each transcript issued on demand, including all transcripts to be faxed. Transcripts issued within the normal two-to three-day turnaround time are free of charge to the student. South Georgia College reserves the right to withhold copies of educational records of students who fail to meet their financial obligations to the College.

DISCLOSURE OF EDUCATION RECORDS -

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

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

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

1. A student must ask the appropriate record custodian to amend a record. In doing so, the student should identify in writing the part of the record to be changed and specify what is inaccurate, misleading, or in violation of his or her privacy or other rights.

2. South Georgia College may comply with the request or decide based on the evidence not to comply. If it decides not to comply, South Georgia College will notify the student of the decision and advise the student of the right to a hearing to challenge the information believed inaccurate, misleading, or in violation of the student's rights.
3. Upon written request, South Georgia College will arrange for a hearing and notify the student, in reasonable advance, of the date, place, and time of the hearing.
4. The hearing will be conducted by a hearing officer who is a disinterested party; however, the hearing officer may be an official of the College. The student shall be afforded a full and fair opportunity to present evidence relevant to the issues raised in the original request to amend the student's education records. The student may be assisted by one or more individuals, including an attorney.
5. South Georgia College will prepare a written decision based solely on the evidence presented and the reasons for the decision.
6. If South Georgia College decides that the challenged information is not inaccurate, misleading, or in violation of the student's rights, it will notify the student of the right to place in the record a statement commenting on the challenged information and/or a statement setting forth reasons for disagreeing with the decision.
7. The statement will be maintained as part of the student's education records as long as the contested portion is maintained. If South Georgia discloses the contested portion of the record, it must also disclose the statement.
8. If South Georgia College decides that the information is inaccurate, misleading, or in violation of the student's right of privacy, it will amend the record and notify the student, in writing, that the record has been amended.

BUSINESS AFFAIRS

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

STATEMENT ON EQUAL EMPLOYMENT & EDUCATIONAL

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

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

Faculty, Staff & Students

A. Informal Processes

Conduct that is perceived as sexual harassment by the offended party may result from a lack of awareness of the offended person's sensitivities or from an attitude of general indifference toward the sensitivities of others. If lack of awareness or insensitivity is a factor, the simplest solutions to sexual harassment may be for the offended party to advise the other party that, while he/she might not be aware of this, the offended party finds the other party's conduct (touching, language, graphics, etc.) to be offensive (intimidating, hostile, etc.) and is asking that the other party refrain from this conduct. A repetition of this or similar offensive conduct is a basis for complaint, even where no conditions regarding employment or academic standing have been implied or expressed.

B. Filing of a Complaint

1. A complainant wishing to make a formal complaint and have it pursued should file it in writing with the Affirmative Action Officer, the Director of Human Resources, who will consult with the appropriate administrative officer (Vice President for Academic Affairs, Vice President for Student Success, or Vice President for Business Affairs) to determine the method by which an investigation will be conducted. If the complaint is against the Affirmative Action Officer, it should be filed in writing with the Vice President for Business Affairs (for Staff), Vice President for Academic Affairs (for Faculty), or the Vice President for Student Success (for Students). Sexual harassment between students, neither of whom is employed by South Georgia College, should be treated as disciplinary matters which, if such

conduct violates College regulations for students, should be reported to the Vice President for Student Success.

2. To be considered for review, formal complaints of sexual harassment must be filed within 60 calendar days of the last alleged incident of harassment.
3. The purpose of the investigation is to establish whether there is a reasonable basis for believing that the alleged violation of this policy has occurred. In conducting the investigation, the appropriate administrator may interview the complainant, the accused, and other persons believed to have pertinent factual knowledge. At all times, the administrator conducting the investigations will take steps to ensure confidentiality.
4. The investigation will afford the accused a full opportunity to respond to the allegations.
5. Appropriate administrative officers will act on the findings.

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

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

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

Applicants for admission with validated learning disabilities and/or physical disabilities that should be considered in the admissions process are required to provide the institution with appropriate information and documentation at the time their applications are submitted. Questions and requests for information regarding learning and physical disabilities should be directed to the Office of the Vice President for Student Success at (912) 260-4312. Any time persons believe that they have been denied reasonable access to facilities, employment, programs or services at South Georgia College, they should contact:

**Vice President for Business Affairs/ADA Coordinator
South Georgia College
100 West College Park Drive, Douglas, Georgia 31533
(912) 260-4236**

COLLECTION OF DELINQUENT ACCOUNTS - When a student fails to meet any financial obligation to the College on a timely basis, a notice shall be sent to the student that the obligation is overdue and must be handled within seven days. If the obligation is not paid within seven days, the institution may cancel the student's registration for the semester. The case may be referred to a collection agency. The cost of collection is the responsibility of the student. South Georgia College withholds copies of educational records and transcripts from students who owe the institution money. Students will not be allowed to re-register until delinquent accounts are paid.

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

CHECK CASHING

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

FINANCIAL AID AND SCHOLARSHIPS

Applying for Federal Aid - Students interested in receiving assistance from any of the federal assistance programs must complete the Free Application for Federal Student Aid (FAFSA). In addition, students must complete the SGC Institutional Data Sheet for Financial Aid. Other documents, such as tax returns, may need to be submitted.

Eligibility and Disbursement of Aid - To receive aid, a student must be in compliance with all applicable federal, state, and institutional policies and regulations, including Satisfactory Academic Progress. Before aid is disbursed, student eligibility is reviewed. A student must be eligible at the time of disbursement. The Financial Aid Office reserves the right to adjust or cancel an award package at any time because of changes in eligibility or changes in program funding, or if such changes are necessary to meet federal, state, or institutional policies and regulations.

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

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

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

Applying for the HOPE Scholarship - Students interested in applying for the HOPE Scholarship may complete either the FAFSA or the GSFAPPS Application. The FAFSA Application should be completed electronically at www.fafsa.ed.gov each year. The GSFAPPS Application can be found at www.georgiacollege411.org. Students completing the GSFAPPS Application will be considered for the HOPE Scholarship only; federal or other state aid will not be considered. In addition, all students applying for HOPE must also complete the SGC Institutional Data Sheet for Financial Aid.

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

HOPE Scholarship	Law Enforcement Personnel Dependents Grant
HOPE Grant	Public Safety Memorial Grant
Accel	Helping Educate Reservist Offspring Grant (HERO)

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

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

VETERANS AFFAIRS - The Department of Veterans Affairs offers a wide range of educational benefits to eligible recipients. For more information about these benefits, detailed eligibility criteria and general background material on VA programs, please contact the Registrar in Engram Hall at 260-4407, or visit the VA Homepage @ www.gibill.va.gov. The SGC Certifying Official verifies enrollment status and program compliance, and the Veterans Administration administers the benefits.

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

FUNDRAISING FOR STUDENT ORGANIZATIONS - Student groups may supplement monies received through student activities fees with approved fundraisers. All student fundraising activities on campus, except those of the South Georgia College Foundation, must be approved in advance by the Club Advisor, the Director of Community and Foundation Relations, the Vice President for Student Success, and the Vice President for Business Affairs. The Vice President for Student Success determines if the fundraising function is in accordance with the approved activities of the organization and the College, while the Vice President for Business Affairs will ensure that the fund raising function does not present unfair competition to the College Bookstore, Food

Services, or local businesses. All money raised by clubs or organizations must be accounted for and expended in the same manner as other student activities funds. Forms for fund raising requests may be obtained through club advisors or from the Director of Student Life.

SGC FOUNDATION & FOUNDATION SCHOLARSHIPS - The South Georgia College Foundation, established in 1971 by a group of area business professionals, is a nonprofit organization and maintained as a 501(c)(3) organization in accordance with the Internal Revenue Code. The mission of the South Georgia College Foundation is to help transform the lives of South Georgia College's diverse student population by providing educational opportunities, financial support, and advocacy for its students. By generating, processing and allocating gifts, the Foundation supports efforts that enhance the quality of programs by funding scholarships, new academic initiatives, technology, endowments, faculty/staff development, athletic programs, and capital projects at SGC. A variety of scholarships are available through the SGC Foundation. The application deadline for the upcoming fall semester is March 31 and for the upcoming spring semester is November 30 of each year. For more detailed information about the Foundation or a complete list of scholarship opportunities, please contact the Office of Advancement at 912-260-4273 or visit: <http://www.sgc.edu/prospective/scholarships.html>.

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

SGC Student Handbook Appendix

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

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

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

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

For the purposes of the South Georgia College QEP on improving critical thinking through writing, student learning is defined as measurable improvement in knowledge, skills, and competencies in critical thinking. After considerable review of pertinent literature, including researching various definitions of critical thinking and its components, SGC faculty approved the following definition of critical thinking: *Critical thinking is the process of drawing conclusions and solving problems through evaluating, analyzing, making inferences, and using deductive and inductive reasoning.*

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

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

The above critical thinking skills are defined as follows:

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

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

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

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

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

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

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

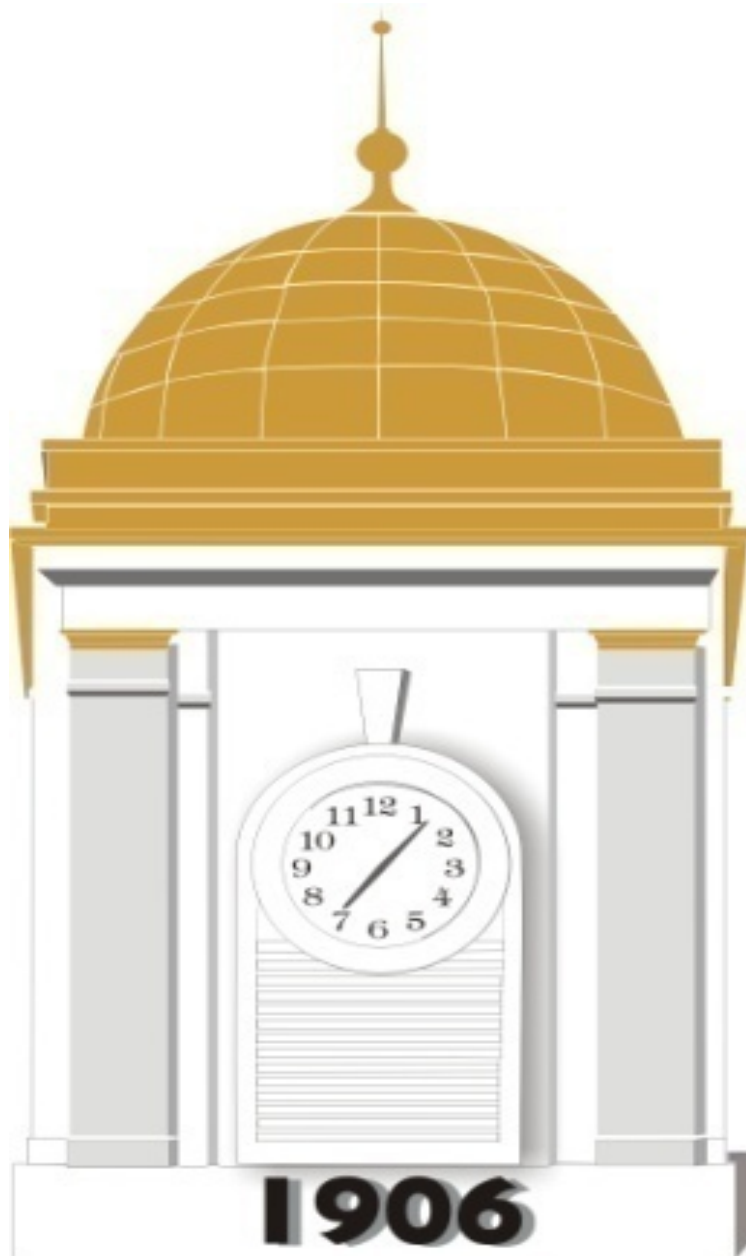
Here are some terms related to assessment of student learning that you may hear or read about during your time at SGC:

Assessment Terms*

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

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

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



COMMENTS AND SUGGESTIONS

Please share your thoughts about this publication or other issues affecting campus life with any Student Government representative or contact the Student Success Office at 260-4312.



**Student Success Office
Student Government Association**

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South Georgia College
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