



Georgia Perimeter College

Student Handbook and Planner
2008-2009

Georgia Perimeter College

COLLEGE DISTRICT OFFICES

3251 Panthersville Road
Decatur, Georgia 30034
Phone: (678) 891-2300

CLARKSTON CAMPUS

555 North Indian Creek Drive
Clarkston, Georgia 30021
Phone: (678) 891-3200

DECATUR CAMPUS

3251 Panthersville Road
Decatur, Georgia 30034
Phone: (678) 891-2300

DUNWOODY CAMPUS

2101 Womack Road
Dunwoody, Georgia 30338
Phone: (770) 274-5000

NEWTON CAMPUS

239 Cedar Lane
Covington, Georgia 30014
(770) 278-1200

ALPHARETTA CENTER at GSU

3705 Brookside Parkway
Alpharetta, GA 30022-4408
(770)274-5200

If more specific directions are required or if you have questions, please call the appropriate campus.

The University System of Georgia/AA/EOE

Dear Students:

I am pleased to welcome you to Georgia Perimeter College where you are a valuable member of a wonderful institution. As you move forward in meeting your educational goals, we are delighted that you have chosen to be a part of the GPC family. We truly believe that you have made a great decision to attend GPC--whether you are beginning or continuing your academic journey.

GPC is committed to providing you the tools needed to succeed. The College is committed to helping students in the development and realization of their expectations and goals. We offer exceptional academic programs and student support services. We will work hard to help you succeed, but we can't do that without you. You need to work equally as hard to prepare for each course, always focusing on your ultimate goal of transfer and/or graduation.

GPC recognizes that students benefit from a balanced program of involvement in organizations and activities. As such, we offer numerous student activity clubs, honors clubs and nationally competitive athletic teams. We encourage you to explore the full range of opportunities available at GPC and to become fully engaged in student life activities. Please read the handbook carefully. It contains important information for your life as a student here.

Again, welcome to GPC and best wishes for a great academic year.

Sincerely,

Dr. Anthony S. Tricoli
President

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ABOUT THIS HANDBOOK

This handbook is prepared for the convenience of students and does not constitute an official publication of the Board of Regents of the University System of Georgia. In case of any divergence from or conflict with the Bylaws or Policies of the Board of Regents, the official Bylaws and Policies of the Regents shall prevail.

The statements set forth in this handbook are for information purposes only and should not be construed as the basis of a contract between a student and this institution. While every effort has been made to ensure accuracy of the material stated herein, the college reserves the right to change any provision listed in this handbook without actual notice to individual students. Every effort will be made to keep students advised of such changes.

Updates to this handbook are made on the web. For the most recent version of the information available, go to www.gpc.edu.

ADVISING AND COUNSELING SERVICES

The Advising and Counseling Services Office (ACS) is located on each campus. The mission of the ACS is to assist students to identify and to accomplish academic, personal, and career goals through academic advisement and limited personal counseling. In addition we provide transfer information, including a new feature called TAG (Transfer Admission Guarantee) which facilitates acceptance into a four-year institution; career development resources; job-search information; and other support services to enhance life experiences.

ATHLETICS - INTERCOLLEGIATE

The Georgia Perimeter College athletic programs boast a rich tradition of excellence that serve as one of the finest in junior college athletics. A member of the National Junior College Athletic Association and the Georgia Junior College Athletic Association, Georgia Perimeter fields eight competitive teams in men's and women's soccer, basketball and tennis, as well as baseball and fastpitch softball. Scholarships are available for eligible student-athletes.

BOOKSTORES

Your College Bookstore is the source for your academic materials and general merchandise while attending Georgia Perimeter College. We work closely with faculty to ensure that the books you need are in stock. We offer a comprehensive range of customer services for your success and convenience. There is a bookstore located on each campus to provide students with textbooks, supplies, gift items, and equipment for your classroom success and your shopping convenience.

- Academic Materials
Your College Bookstore understands the importance of stocked shelves and timely delivery of textbooks. We work closely with faculty to ensure that the books you need are in stock and available for you to purchase. We also carry various study aids and supplies you may need to assist with your academic success.
- General Merchandise
We carry a range of quality emblematic and branded merchandise, gifts and supplies. We sell gift cards for your convenience for your in-store purchases.
- Store Promotions
Throughout the year, we present unique promotions tied to seasonal events, such as the start of classes, homecoming, the holiday seasons, book buyback, and graduation. Please check your College Bookstore for other instore promotions.
- Career Opportunities
We are looking for dynamic customer service individuals to work at our college bookstores during the busy back-to-school season. We offer a discount on textbooks, flexible schedule, great store discounts, a fun place to work, and future career opportunities. Please stop by your campus bookstore and complete an application.
- Used Books
We understand that used books are an important part of making your college experience more affordable. Each College Bookstore strives to provide as many used books for each course whenever possible. Please shop early in the semester if you are seeking money saving used textbooks.
- BuyBack
Textbook buyback is another customer service your College Bookstore offers to GPC students year round. This is a great way to make your college experience more affordable. The College Bookstore offers cash back for your textbook at the end of each term. Although buyback is available year round, you will get the best value for your textbook at the end of the term.
- Online Solutions
Today's GPC students are sophisticated consumers who enjoy the ease and convenience of shopping online as an alternative to the campus store environment. Efollett.com is available to GPC students for the convenience and flexibility of ordering textbooks 24 hours a day, seven days a week. GPC students receive the convenience of on-site service for returns, exchanges, and buybacks. GPC students can

reserve books, pre-pay for pick-up in the College Bookstore or have them shipped to their home or office.

- Refund Policy

The customer's satisfaction is our #1 priority! We gladly accept returns of merchandise.

- ✓ Always have your receipt available!
- ✓ **A non-textbook item is available for return or exchange within 30 days of the sale with the original receipt, providing the merchandise is in the original purchased condition.**
- ✓ **Your textbook is available for refund with the original receipt within seven (7) calendar days from the start of classes or within two (2) days of purchase thereafter.**
- ✓ **Make sure shrink-wrapped 'sets' are returned with all of the enclosures.**
- ✓ **Please be careful before opening shrink-wrapped sets. Many contain electronic media and are only returnable if it is defective.**
- ✓ **During the summer term, textbook refunds with a receipt will be given within seven (7) calendar days from the start of classes or within two (2) days of purchases thereafter.**
- ✓ **Used book buying guide prices are available if your return is outside these guidelines.**
- ✓ **Textbooks purchased during the last week of classes or during exams are available for buyback only.**
- ❖ **The following items are not returnable: magazines, newspapers, testing materials, study guides, and computer products.**

CLUBS AND ORGANIZATIONS

The following service clubs, honor societies, and other organizations are available to all students. Not all organizations are located on every campus. Check with the Student Life office for a complete listing of active organizations on your campus.

African-American Student Association
African Student Association
Alpha Beta Gamma
Amnesty International
Asia Society
The Business Club
Brother-to-Brother/Sister-to-Sister
Campus Crusade for Christ
Chess Club
Chinese Student Organization
Circle K
The COLLEGIAN
Community Service
Computer Club
Creative Cartel
Cypher Artists Association
Dental Hygiene Club (S.A.D.H.A.)
Drama Club
Entertainment
G.A.N.S. (Georgia Association of Nursing Students)
German Club
Gwinnettian Players
History and Current Events Club
Honors Program Student Association
Inter-club Council
International Students' Club
Interpreter Training Society

La Vida Es Sueno (Spanish Club)
LITE (Leaders In Training for Excellence)
Lyceum
Math Club
Music Educators National Conference
Muslim Student Association
Over the Rainbow
The Parents Support Group
Partners Advocating Learning Success (PALS)
PHI THETA KAPPA
Philosophy Club
Playcrafters
Pre-Law Club
PRIDE
Rotaract
Second Wind
Students of Caribbean Ancestry (SOCA)
Science Club
Soccer Club
STAR Leaders
Student Georgia Association of Educators (SGAE)
Student Government Association
Vietnamese Club
Wellness
Writer's Forum

COLLEGE COURT

In order to provide due process to students charged with infractions of the student conduct code or academic honesty policy, the Dean of Student Services may refer these students to the College Court for disposition of the charges. Please see page 25 for details of the College Court judicial process.

COMPUTER LABS

The Office of Information Technology (OIT) operates open computer labs and computer classrooms on each campus to provide students and faculty the support necessary for academic programs. OIT realizes the dynamic changes in the computer industry and offers services using the latest technology within its reach. The College encourages students to be competent in the use of computers in analyzing and solving problems in order to increase productivity.

The technology fee has allowed the college to provide upgrades to existing systems and add new resources to provide the latest in computer support for students both in and outside the classroom. Check with the open computer lab on any campus or OIT's web site at <http://www.gpc.edu/oit> or more details.

CONTINUING AND CORPORATE EDUCATION

The Center for Continuing and Corporate Education provides knowledge for a changing world through quality education programs that promote professional development and personal enrichment. The Center offers a host of non-credit courses and certificate programs in areas including computer technology, business, enrichment, recreation, healthcare, languages and TESOL. Courses are offered on campus, on-line, and on-site at a company or business. For additional information, visit www.gpc.edu/ce or call 678-891-3023 or 678-891-3028.

DEAN'S LIST

The Dean's List is an honor roll of high-achieving Georgia Perimeter students. At the end of each semester, students who have achieved a grade-point average of 3.5 or better while carrying an academic load of nine semester hours or more of courses numbered 100 or higher will be placed on the Dean's List.

DISABILITY SERVICES

Disability Services provides accommodations to students with disabilities as defined by Section 504 of the Rehabilitation Act of 1973 and the Americans with Disabilities Act of 1990. Accommodations are individualized, flexible and confidential based on the nature of a disability and the educational environment. Documentation of a disability from an appropriate professional is needed.

It is GPC policy that students obtain a Faculty Accommodation Letter through Disability Services before classroom accommodations can be approved. For additional information visit <http://www.gpc.edu/cds> and/or call a Disability Coordinator at one of the following locations:

Clarkston Campus:	678-891-3385
Decatur Campus:	678-891-2440
Dunwoody/Alpharetta Campuses:	770-274-5235
Newton Campus:	770-278-1316

E-MAIL ACCOUNTS

Students are automatically assigned an email address and web space when they initially register for a course at GPC. To activate your email login and password, visit <http://www.gpc.edu/studentid>. Upon doing this, you are agreeing to the computer usage policies outlined in this handbook on page 36. The College World Wide Web Policy can be found at http://www.gpc.edu/StyleGuide/Standards_Final.htm. If you have any questions or problems with policies or procedures involved with this process, you can contact the helpdesk or send an email to helpdesk@gpc.edu. Assistance is also provided in the open computer labs throughout all of the campus locations. Information can also be found on OIT's web site at <http://www.gpc.edu/oit>.

ENROLLMENT AND REGISTRATION SERVICES

The Office of Enrollment and Registration Services provides information to assist students with admissions, tuition classification changes, registration, grades, course withdrawals, graduation evaluations, enrollment verifications, and transcript requests. Students requiring changes in personal information and/or student record information should contact this office. Offices are located on the Clarkston, Decatur, Dunwoody, and Newton campuses.

FINANCIAL AID

The Financial Aid programs of Georgia Perimeter College provide equal opportunities for deserving students who, without financial assistance, might otherwise be unable to attend college.

Applications for financial aid may be obtained from any Financial Aid Office on the Clarkston, Decatur, Dunwoody, Lawrenceville and Rockdale/Newton campuses.

Transient students and students who are auditing courses are not eligible to receive Title IV Federal Financial Aid.

All students seeking financial assistance **must** apply by completing the Free Application for Federal Student Aid (FAFSA) or FAFSA on the web www.fafsa.ed.gov listing Georgia Perimeter College on the application. Other funds (Scholarships institutional and non-institutional) may not be available to applicants if the FAFSA is not completed.

A conviction of possessing or selling illegal drugs may affect a student's eligibility for financial aid. For more details see your financial aid counselor.

Financial aid can be used to help cover tuition and fees provided the student completes his/her financial aid file by the priority processing date. If the aid is not sufficient to cover tuition and fees, the student is responsible for the remainder due by the posted fee payment deadline date. A student who has a credit after tuition and fees are paid will have a bookstore account set up to purchase books on the first day of classes at the GPC Bookstore. The amount of the bookstore account may not exceed \$750. Any unused portion of the bookstore account will be refunded to the student after all bookstore charges are posted and the student remains eligible.

New Financial Aid Applicants

In order to receive financial aid at registration, all documents (student aid reports and supporting documents) must be submitted to the Office of Financial Aid by the following priority processing dates:

Financial Aid Priority Dates

<i>Returning students all semesters</i>	April 1
<i>New Applicants</i>	
Fall Semester	June 1
Spring Semester	October 1
Summer Semester	March 1

If a student's file is not complete by the priority processing date, the student must be prepared to pay his/her own fees at the time of registration.

Processing takes 2-4 weeks from date of file completion.

Academic Policies for Financial Aid

Students must register for the semester and any half sessions of the semester by the last day of schedule adjustment. Eligibility for financial aid is based on a student's enrollment after schedule adjustment. Changes in enrollment status may cause a reduction in aid eligibility. If you change your enrollment you may have to repay all or part of aid received. Satisfactory Academic Progress must be maintained in order to receive financial aid. Please review these standards in the College Catalog.

Appeal Process

Students failing to meet the Academic Policies for Financial Aid will be notified in writing by the Financial Aid Office and should be prepared to pay tuition and fees by the fee payment deadline. Any extenuating circumstances which influenced the student's academic performance may be submitted in writing on a Financial Aid Appeal Form to the Financial Aid Office for consideration. No financial aid will be disbursed until the financial aid appeal is approved. If the appeal is denied, the student will be notified in writing.

College Jobs

In addition to the Federal Work-Study Program, the college provides, through its own resources, a limited number of other student assistantships involving part-time work on campus. Students are employed on an hourly basis. Students interested in student assistantships should consult individual departments for employment opportunities. Federal Work-Study students should consult the Financial Aid Counselor on the campus they attend.

Federal Family Education Loan Programs

Georgia Perimeter College participates in the Federal Family Education Loan Program (FFELP). This is a federal loan program designed to assist students in meeting their college expenses. In order to receive student loans, students must enroll in at least 6.0 credit hours.

Students must first complete the need analysis (FAFSA) document and show "need" for this assistance. The loans are made available through banks, private lenders, credit unions and other lenders that participate in the FFEL program.

A subsidized loan is awarded on the basis of financial need. You will not be charged any interest before you begin repayment or during authorized periods of deferment. The federal government "subsidizes" the interest during these periods.

An unsubsidized loan is not awarded on the basis of need. You'll be charged interest from the time the loan is disbursed until it is paid in full. If you allow the interest to accumulate, it will be capitalized, which means the interest will be based upon the higher amount. For more information, please contact the financial aid office.

All first semester, first-time borrowers may not have their loan funds disbursed until 30 days after classes begin.

PLUS loans are available through the FFEL program. Parents with good credit histories may borrow money to pay the education expenses of each child who is a dependent undergraduate student.

Refund Process for Students Receiving Federal Title IV Financial Assistance

Students receiving Federal Title IV Financial Assistance who formally or informally withdraw from school are subject to Federal Return of the Title IV aid regulations as specified in the Higher Education Amendment of 1998. The calculation determines the aid earned by the student based on the days enrolled for the semester in relation to the total days in the semester. The aid considered not to be "earned" must be returned to the federal programs in the following order:

Unsubsidized Federal Stafford loans, Subsidized Federal Stafford loans, Federal PLUS loans received on behalf of the student, Federal Pell Grant, Federal Supplement Educational Opportunity Grant and other Federal Title IV assistance. Receipt of Federal Title IV Aid in excess of aid earned may be subject to repayment by the student if the student has withdrawn from school. The office of Financial Aid and Veterans Affairs notifies the student if a repayment is due. Failure to repay could result in loss of future Title IV eligibility. All students who fail to repay will be reported to the Department of Education or to their Guarantor/Lender, and will become ineligible for future Title IV aid.

Scholarships

Various scholarships are available. Please refer to the College Catalog for information regarding scholarships

HOPE Scholarship recipients must complete the HOPE Scholarship and Grant Application by applying on line at www.gsfc.org or by completing a FAFSA. Students must also visit the Office of Financial Aid.

FINE ARTS

Faculty and Student dramatic and musical performing organizations are based on many of the GPC Campuses. They are open to participation by all students, faculty and staff from any campus as well as community residents.

The Theatre Arts Guild at Clarkston Campus and Dunwoody Playcrafters

Major dramatic and musical theatre productions are presented throughout the year at both the Clarkston and Dunwoody campuses. Students, faculty, staff and community residents are invited to audition for any production. They may also participate in a technical capacity of these productions. Class credit in THEA 1701 "Theatre Practicum – acting/directing", and THEA 1702 "Theatre Practicum – technical" is available to registered students.

Musical Performing Organizations

The Chorale at the Clarkston campus of Georgia Perimeter College is open to any student, staff or faculty member or resident of the community who is interested in singing. Several concerts of varied styles of choral literature are presented each year, both on and off campus. No audition is required, but the basic ability to sing is expected. One hour of class credit is available for students enrolled in MUSC 1652.

The Jazz Ensemble at Dunwoody campus and the Student Jazz Bands at Dunwoody and Clarkston campuses perform works in a wide variety of jazz and jazz-derived styles. Any student, faculty, staff or resident of the community is eligible to audition for the Jazz Groups in the fall term or as vacancies occur. One hour of class credit is available for students enrolled in MUSC 1756.

The Wind Ensemble at Georgia Perimeter College is open to any student, staff, faculty member or resident of the community by audition. In addition to formal campus concerts, the Ensemble has performed for professional meetings and many other off campus events. One hour of class credit is available for students enrolled in MUSC 1654.

The DeKalb Symphony Orchestra is open to students, staff, faculty members, and residents of the community by audition only. The orchestra performs two to three times a term at college and community venues. This 45 year old orchestra performs standard orchestral repertoire often with soloists of a national reputation. One hour of class credit is available for students who have auditioned and are enrolled in MUSC 1656.

GRADE POINT AVERAGE (GPA) CALCULATIONS

Use the following steps to calculate a term GPA:

1. Multiply the number of credit hours for the course by the number of grade points for the corresponding letter grade to get the number of quality points for the course.
(Credit hours X Grade Points = Quality Points)
Repeat this for each course in the term.

Grade	Grade Points
A	4.0
B	3.0
C	2.0
D	1.0
F	0.0
WF (Withdrawal Fail)	0.0

Note: Courses with any other letter grade (i.e. W, V, etc.) or grades followed by % (Learning Support, ESL, Regents' Prep), \$ (Transfer Credit), # (Academic Renewal) are not used in the GPA calculation.

2. Total the credit hours for each course used in the GPA calculation.
3. Total the quality points for each course used in the GPA calculation.
4. Divide the total quality points by the total credit hours to obtain the GPA.
(Term Quality Points / Term Credit Hours = Term GPA)

EXAMPLE

Course	Letter Grade	Credit Hours	Grade Points	Quality Points
ENGL1101	B	3	X 3	= 9
MATH0098	C%	0	X 0	= 0 (not used)
PSYC1501	C	3	X 2	= 6
COMM1201	A	3	X 4	= 12
PHED1063	W	0	X 0	= 0 (not used)
Totals		9		27

$27 / 9 = 3.00$ GPA

To calculate a cumulative GPA, divide the total number of quality points earned by the total number of credit hours using the guidelines in item #1 above.

(Total Quality Points / Total Credit Hours = Cumulative GPA)

GRADUATION

Students are encouraged to fulfill all requirements for graduation to earn an associate's degree in arts, science, or applied science. Students who earn associate's degrees enhance their chances of being accepted into the senior institution of their choice. Students with associate's degrees also enhance their employment opportunities after they graduate.

Students who are within a few hours of earning an associate's degree, but who transfer to a senior institution before completion may in many cases transfer a maximum of nine credit hours back to Georgia Perimeter College from the senior institution to earn an associate's degree. Students should check with the campus Enrollment and Registration Services Office to explore this option.

The formal graduation ceremonies are held in May and December. The May graduation program is for students who fulfill graduation requirements during the spring semester of the academic year. The December ceremony is for students who fulfill graduations requirements during the summer and fall semesters of the academic year. Students are encouraged to participate.

Graduation Requirements

Associate of Arts, Associate of Science, and Associate of Applied Science degrees and certificates are awarded each semester to those students who meet all graduation requirements. All students who have earned 30 semester hours are eligible for a graduation evaluation. Students should fill out the graduation application form available in the campus Enrollment and Registration Services office. An appointment should be made at that time for applicants to answer any questions pertaining to their graduation. Students should apply for graduation by the following semester deadlines:

- Summer—April 1
- Fall—July 1
- Spring—November 1

To be eligible for graduation in Nursing or Dental Hygiene, a student must make a minimum grade of "C" in all professional courses and in all basic science courses required in the program.

Graduates seeking a second degree from Georgia Perimeter College must complete all degree requirements for the second degree to include a minimum of 18 academic hours above the hours submitted for the first degree.

Graduation Honors

Students who graduate from Georgia Perimeter College and excel in their academic work shall be recognized at graduation. The following grade-point average will be used in the selection of students who receive honors recognition:

- 3.50-3.69 Graduation with honors
- 3.70-3.89 Graduation with high honors
- 3.90-4.00 Graduation with highest honors

Computation will be based on all academic work completed at Georgia Perimeter College. At least 27 credit hours must be earned at Georgia Perimeter College to receive consideration for honors.

HEALTH AND WELLNESS PROGRAM

Georgia Perimeter College Health and Wellness Department is your pathway to better health. As a student, you have invested a great deal of time, effort and money towards your education. College-wide Health and Wellness fully supports your academic endeavors. GPC believes it is as important for students to invest time and effort in their physical development as it is in their academic development.

Today, it is vital that students maintain a more healthy balance between academics, family, work, rest and physical activity. Statistics reveal the leading causes of death can be significantly reduced by maintaining proper diet and consistent exercise program. Heart attacks, diabetes, strokes, obesity and many forms of cancer end lives and take away valuable resources each day.

College-wide Health and Wellness is committed to improving the health and wellbeing of students enrolled at the College and long after leaving GPC. Wellness events focus on increased physical activity, decreased weight and body fat, decreased risks of STD/HIV/AIDS and reduction of stress.

Your student activity fees allow access to programs and resources that empower the student to achieve their optimal level of mental, emotional and physical health. Students may participate in a variety of free wellness activities on and off campus; including HIV/STD testing, health screenings, stress reduction activities, campus walks, health fairs, exercise incentive programs, nutritional incentive programs, outdoor wellness programs, water aerobics classes and intramural sports activities.

College-wide Health and Wellness is dedicated to seeing your investment in education pay off for you with years of good health. Our motto reflects that belief: Get fit. Stay fit... the game lasts a lifetime!

HONORS PROGRAM

The Honors Program is an academic and student services program for students in all programs of study who have demonstrated outstanding achievement and motivation. The program offers intellectually challenging courses taught by dedicated faculty, interaction with other students, and opportunities for recognition and service. The purpose of the program is to encourage students to achieve excellence in all areas of their experience at Georgia Perimeter College. The Honors Program fosters in its students a lifelong commitment to intellectual inquiry through their engagement with the academic community and society at large. The Honors Program seeks to promote the academic and personal growth of outstanding students at Georgia Perimeter College, helping to prepare them for leadership roles in careers of their choice.

As members of this unique learning community, students will engage in a stimulating Honors curriculum focusing on interdisciplinary investigation and independent research, further enhanced by the emphasis on small classes and seminars. Outside the classroom, Honors students benefit from a wide variety of Honors activities and programs.

HONOR SOCIETIES

Alpha Beta Gamma is an International Business Honor Society for men and women at junior and community colleges. To become a member of Alpha Beta Gamma, one must be a currently enrolled student in the program of Business Administration with a 3.0 cumulative GPA after earning 15 semester credit hours.

Phi Theta Kappa, the national honor society for two-year colleges, recognizes and furthers outstanding academic achievement. Membership is offered to those students who have completed 18 semester credit hours at Georgia Perimeter College with a GPA of 3.5 or better. Chapter activities promote both fellowship and scholastic excellence. Students are invited to join each semester.

Who's Who Among Students In American Junior Colleges recognizes outstanding achievement among junior college students. Membership is by selection and is based on scholarship, leadership, participation in extracurricular activities, and general citizenship. Selections are made yearly from sophomore students.

ID SERVICES

Georgia Perimeter College issues Campus Access ID Cards to all students. The use of these cards will continue to increase as additional services are offered. The Access ID Card is required for all students, faculty and staff.

Everyone must present an ID card when requested by Public Safety personnel. This provides a more secure campus environment for everyone at the college.

It is best to obtain a card at registration or orientation, but ID services are available throughout the semester if a card is lost or damaged. There will be a \$10 charge for replacement cards. The fee can be paid at any Student Accounts Office.

INTERNATIONAL STUDENT ADMISSIONS AND ADVISING

International Student Admissions and Advising is designed to address the needs and concerns of Georgia Perimeter College's international student population. The center provides the following services:

- Admission applications and supporting documents are received, evaluated and processed.
- Expertly trained staff is available to handle immigration matters and assist international students with concerns related to their F-1 visa status.
- Support services and enrichment programs are provided for cultural and social adjustment and to ease transition into college life.

A limited number of non-resident tuition fee waivers are available to international (F-1) students. Guidelines and applications are available from International Student Admissions and Advising or on each campus at the Enrollment and Registration Services office.

Maintaining Student Status

Tips for Success for the F-1 VISA (Student)

When you enter the United States with an F-1 (student) visa, you agree to follow certain immigration rules.

Violating these rules will put you at risk for deportation and could affect your ability to re-enter the United States for several years. The following is a list of the things you must do to remain in legal student status.

1. Maintain full-time student status. International Students must maintain full-time status by being registered for a minimum of 12 credit hours. There are no excused absences, but you should contact your teacher if you will be absent and explain why. When you complete your program of study, you may stay in the United States for up to 60 days before you must leave or start a new program.
2. Do not work without authorization. You are eligible to work on campus twenty hours per week. For everything else, you must get special authorization from the Immigration and Naturalization Service (INS). Working off-campus without INS authorization will mean you are out-of-status on your student visa and could put you at risk for deportation.
3. Keep your passport valid at all times. If your passport is going to expire, contact your home country embassy for renewal information. Please come to International Student Admissions and Advising if you need information about contacting your closest embassy or consulate.
4. Keep your I-20 valid at all times. Check the "completion of studies date" in item #5 on your I-20. If it will expire soon, speak to an advisor at International Student Admissions and Advising. If you plan to continue your studies, we may issue another I-20 with a later completion date.
5. Maintain adequate health insurance. Georgia Perimeter College requires that all F-1 students maintain adequate health insurance. This is to protect you from the unexpected costs of an accident or illness. The fee for your health insurance is paid along with your payment for tuition each semester. If you have other health insurance, and you want to exempt from the mandatory health insurance policy, you must request a waiver from the insurance provider. Waivers can found at <http://www.studentinsurance.com>. Select "Georgia Perimeter College" from the dropdown box and click "waive online" and complete the form. Please remember that International Student Admissions and Advising plays no role in approving or denying waivers of the mandatory insurance policy.
6. Report address changes to International Student Admissions and Advising. If you move or change your address, please inform us.

7. Do not take an unauthorized vacation from school. To maintain status, F-1 visa students need to be enrolled full-time (12 credits) for fall and spring semesters. Summer term is optional and students may choose to either not take any classes or take fewer than 12 credit hours during summer semester (unless summer semester is the first term of enrollment).

8. Plan ahead for overseas travel and make the proper preparations. If you will be traveling outside the United States, please come to International Student Admissions and Advising at least two weeks before traveling to get your 1-20 and other documents checked. You will need a valid passport, a valid F-1 visa, and a special travel letter for traveling with your blue CIPRIS I-20.

9. Do not worry if your F-1 visa expires. The F-1 visa in your passport is an entry visa only. Do not worry if it expires while you are in the United States. However, the next time you travel outside of the United States (except for short trips to Canada, Mexico or the Caribbean) you will need to go to the US embassy or consulate to get a new F-1 visa. This should be requested in your home country. Be prepared to show a valid 1-20, updated financial documents and your current GPC transcript to the consular office when requesting a new F-1 visa.

As always, we recommend that you come to the office of International Student Admissions and Advising to have your documents checked before you travel overseas.

10. Get good advice if you have questions. If you have questions about your visa status, speak with an advisor in International Student Admissions and Advising. There have been many changes in immigration law in the last few years that you and your friends may not be familiar with. So, play it safe and ask for advice from the staff in International Student Admissions and Advising when you need it.

LIBRARY

The campus libraries provide research services for students and support the academic programs of the College. For the hours of operation, consult the library on your campus or go to www.gpc.edu/library/.

Georgia Perimeter's library services include GALILEO and GIL. GALILEO (www.galileo.usg.edu) includes databases that provide citations, abstracts, and full-text articles in the humanities, social sciences, general sciences, and business and management. GALILEO is available at all Georgia Perimeter College campuses. GIL (www.gil.gpc.edu/) is the database of all GPC library holdings including books, videos, and other non-print items. Materials not housed at a particular campus are provided to students through an intercampus courier delivery, usually within 48 hours. Books from other University System libraries can be requested using GIL Express, usually within 72 hours. Other services include photocopy machines and interlibrary loan services. For Online Classes at GPC students, reference assistance is provided via chat or email through "Ask a Librarian" service.

Library orientation is provided to incoming students in various subject disciplines as well as research appointments with librarians.

MULTICULTURAL ADVISING PROGRAM

The Multicultural Advising Program (MAP) office offers a variety of college-wide programs and activities that help to prepare all GPC students to live, learn, work, and succeed in a multicultural society. We envision GPC as an institution of higher learning where administrators, faculty, staff, and students cooperate and collaborate to establish, build, and maintain culturally and racially inclusive campus communities that foster respect and appreciation for people of all backgrounds.

Programs are focused on enhancing the academic and social life of all multicultural students. Through the Multicultural Advising Program (MAP), we have faculty and peer mentoring, as well as academic advising and planning. Programming is centered around cultural awareness activities, educational seminars, and social gatherings, Multicultural Mixers. The MAP program is located on the Decatur Campus.

ONLINE CLASSES at GPC

Georgia Perimeter College's Online classes make learning any time and any place a reality. GPC offers courses and entire degrees online for students with work or family obligations that keep them from traveling to campus.

Information and details about GPC's online classes and technology requirements can be found at <http://www.gpc.edu/online> or by calling GPC ONLINE at 678-891-2805.

ORIENTATION

To assist in the successful transition to Georgia Perimeter College, all new students are required to attend a new student orientation session. New students can sign up by going to www.gpc.edu/studentsignup. Each year the Offices of Student Life selects students that demonstrate strong academic achievement, and leadership potential to serve as STAR Orientation Leaders. STAR leaders receive extensive training; develop interpersonal skills and the aptitude for lifelong success. Interested students are encouraged to contact the Office of Student Life on their respective campus.

PUBLIC SAFETY

The Department of Public Safety is responsible for providing a safe and secure educational environment for the entire Georgia Perimeter College community. Public Safety personnel are assigned to all campuses of the College. All departmental personnel work under the direction of a Police Lieutenant. The Chief of Police is the overall administrator of the Department of Public Safety and in conjunction with the Police Lieutenant and the Campus Academic Deans ensures that the specific public safety needs of that campus are met.

The Department of Public Safety is comprised of Georgia P.O.S.T. certified Police Officers and Public safety Guards. Georgia Perimeter College Police Officers enforce state laws, county ordinances and conduct criminal and traffic investigations for all offenses occurring on College property. Georgia Perimeter College Police and Security Officers provide services and routine patrol. All departmental personnel are authorized to enforce college policy as well as parking regulations.

The Department of Public Safety is committed to providing professional, courteous service to all members of the Georgia Perimeter College community to the best of its ability. In addition to regular patrol functions, personnel are available to handle jumpstarts, unlock doors, provide escorts, and additional services as needed. Personnel may also be on hand during special functions to help direct traffic and facilitate crowd control.

- **Campus Watch** — Campus Watch is a crime prevention safety program that asks students, faculty, and staff to look out for each other's welfare, to be alert to anything that threatens the quality of campus life, and to report all suspicious activities, emergencies, and other public safety concerns to the Department of Public Safety.
- **Lock It Or Lose It** — This is an educational program designed to inform the college community about the need to be proactive in preventing crime. Seminars, brochures, posters and promotional materials are available from Public Safety to promote a safe campus.
- **Operation Identification** — Students and staff may have their personal or college property permanently marked by Public Safety for identification purposes. This service is free and aids in recovery. Come to any campus Public Safety office for more information.
- **Vehicle Assistance** — Public Safety Officers will respond to a student's request for assistance with a privately owned vehicle on campus. The driver/owner of the vehicle must sign a Request for Service Waiver before any hands-on assistance can be given in the form of jump-starting or unlocking a vehicle.
- **Lost and Found** — Each campus Public Safety Office maintains a lost-and-found depository.

Federal Disclosure Requirements

Georgia Perimeter College's annual Crime Report includes statistics for the previous three years concerning reported crimes that occurred on campus; in certain off-campus buildings owned or controlled by Georgia Perimeter College; and on public property within, or immediately adjacent to and accessible from the campus. The report also includes institutional policies concerning campus safety, such as policies concerning alcohol and drug use, crime prevention, the reporting of crimes, sexual assault, and other matters. You can obtain a copy of this report by accessing the following web site www.opc.ed.gov/public_safety/search.asp and entering the name Georgia Perimeter College.

Reporting Procedures for Emergencies and Non-emergencies:

GPCPD Emergency Line- 5511 from any campus phone; 770-274-5511 from off campus or cell phone.

GPCPD Non-emergency Line- 5500 from any campus phone; 770-274-5500 from off campus or cell phone.

The Georgia Perimeter College community is strongly encouraged to report all suspicious or criminal activity whenever observed, either in person at any campus public safety office or by telephone. All emergencies should be reported directly to the Public Safety emergency line at 770-274-5511 in order to coordinate the proper emergency response. Non-Emergencies should be directed to 770-274-5500. Calls concerning tickets and vehicle registration information should be made directly to your local campus Public Safety office at the above listed numbers.

Emergency call-boxes are located on each campus in parking areas and between buildings as an additional means of communication. These phones are marked by a blue light atop the phone pole and once activated, report directly to the 24-hour communications center. These phones should be used to report criminal activity or request a Public Safety service.

VEHICLE CODE

Article 1-Statement of Policy

- A. Authority & Jurisdiction – The Georgia Perimeter College Department of Public Safety has the responsibility and authority to administer the traffic policy for the institution and to control traffic and parking accordingly. The Georgia Motor Vehicle and Traffic Code (Title 40) confers the right to Georgia Perimeter College to control traffic and parking on its properties. All individuals who register a vehicle with Public Safety or operate a vehicle on Georgia Perimeter College property shall abide by the regulations set down by this vehicle code.
- B. Enforcement – Georgia Perimeter College Public Safety enforces Georgia State law and vehicle codes and the rules and regulations of the College. Statutes are enforced 24 hours a day, 365 days a year except as otherwise indicated within this code. Violators are subject to having their vehicle immobilized (booted) and/or towed for serious violations or after a fourth and subsequent unpaid fine.
- C. Vehicle Insurance – Georgia law requires that every owner and driver of a motor vehicle in this state maintain financial responsibility through liability insurance coverage. Any other means of financial responsibility must be approved by the Department of Motor Vehicles. Anyone who registers a vehicle or drives on Georgia Perimeter College property must meet this requirement.
- D. Driver's Licenses – The State of Georgia requires that any **non-resident** student over the age of 18 must obtain a Georgia driver's license and vehicle registration within 30 days of entering the state.
- E. Liability – Georgia Perimeter College does not assume responsibility for any damage to a vehicle due to theft, vandalism, flood, fire, or accident.
- F. Permission to Park and Operate a Vehicle on Campus – **A PARKING PERMIT DOES NOT GUARANTEE OR RESERVE A PLACE TO PARK.** It does give license to drive and park on Georgia Perimeter College property in the manner prescribed by this vehicle code. **PARKING PERMITS ARE REQUIRED AT ALL TIMES FOR VEHICLES PARKED ON GEORGIA PERIMETER COLLEGE PROPERTY.** These privileges may be revoked at any time at the discretion of the College.
- G. Control of College Roads and Parking Lots – The College reserves the right to close any campus parking area when it is necessary for maintenance, safety or to meet special needs. When possible, notices will be posted indicating the closure.
- H. Fines – Fines shall be levied according to the schedule indicated in Article III & IV. Fines must be paid upon receipt of a violation. Fourth and subsequent unpaid fines may result in a vehicle being booted and/or towed. Student grades, subsequent registration and diplomas shall be withheld until all fines are paid. Violations may be appealed as indicated in Article V.
- I. Suspension of Privileges – The privilege to operate or park a vehicle on campus may be suspended to preserve the safety of the campus. Vehicle operators accruing 7 or more unpaid citations (parking or moving) in a semester may be subjected to this suspension at the discretion of Public Safety.

Article II-Vehicle Registration and Responsibility

- A. Vehicle Registration – Parking permits are free. All vehicles operated on campus by students or employees **MUST** be registered with the Public Safety Department. Vehicles that are unregistered or do not display a valid College permit are not permitted to park on campus. Visitors may obtain a permit free of charge from the Public Safety office during business hours. **It is unlawful to forge, fabricate or alter a parking permit.**
 - i) Registration – Vehicles must be registered with Public Safety within 5 business days from the first time a vehicle is on college property.

- ii) Student Permits – permits must be affixed to the **exterior** lower driver side of the rear windshield or driver side of the rear bumper.
 - iii) Visitor/Temporary Permits – permits are to be placed on the driver side dashboard.
 - iv) Handicap Parking Permits – Public Safety is not authorized to issue temporary or permanent handicap parking permits. The vehicle owner can go to the nearest DMVS office in the county in which they reside to obtain a Disabled Person's Parking Affidavit (MV-9D) or they can complete the form on line at <http://motor.etax.dor.ga.gov/forms/pdf/motor/mv-9d.pdf>.
 - v) Unregistered Vehicles – An unregistered vehicle may be subject to a check with the Georgia Department of Motor Vehicles or other agency, an immobilization boot or towing if it is found to be in violation of any of these regulations. If a College student or employee has an unregistered vehicle on campus, he/she will be responsible for all costs involved in the removal of an immobilization boot, towing charges and the cost of verification of ownership through the appropriate agency. Any previously unbilled citations will be billed to the student's account.
 - vi) Selling or transfer of a Registered Vehicle – When selling a vehicle, the original owner must remove any Georgia Perimeter College parking permits on the vehicle and notify Public Safety of the sale within 5 business days. Failure to do so may result in any citations received being the responsibility of the owner of record.
- B. Curb Designations – All curbs adjacent to campus buildings are considered Fire Lanes unless there are parking spaces designated by parking bumpers and/or white lines painted on the pavement. Parking on a yellow curb is prohibited.
- C. Lot Restrictions: Reserved parking for Staff and Faculty is indicated by signage and is enforced Monday-Friday, 7a-7p. Students may park in any lot NOT designated as Staff/Faculty parking when displaying a valid parking permit.
- ** Any Georgia Perimeter College permit is valid for ANY LOT on weekends and holidays.**
- D. Visitor Permits – Visitors, vendors and other special groups may be issued a Temporary Permit at no charge. Permits may be obtained from the Public Safety Office during normal business hours. Visitor Permits for large groups must be ordered seven (7) business days in advance by the department requesting permits.
- E. Temporary Permits – Students who have not obtained a student ID can obtain a Temporary Permit from the Public Safety office.
- F. Lost Parking Permits – If a parking permit is lost it must be reported immediately to the Public Safety office before a new permit will be issued. A replacement fee of \$5.00 will be assessed for lost permits. Recovered permits must be returned to the Public Safety Administrative office.
- G. Inoperable Vehicles – Vehicles that are inoperable or are not properly registered with DMV will be considered abandoned after a period of 10 business days from their date of discovery. These vehicles may be fined and/or towed at the owner's expense. Inoperable vehicles may not be stored on campus.
- H. Auto Work – Auto work of any kind is not permitted on campus.
- I. Motorcycles – Motorcycles and motorized bicycles (mopeds, motor scooters, etc.) are subject to all regulations in this code.
- i) Motorcycles must park in normal vehicle parking spaces or designated motorcycle areas.
 - ii) Mopeds that have an engine size of 100cc or less may park in the bicycle racks.
- J. Bicycles – Bicycles are not required to be registered with Public Safety.
- i) Bicycles may not be ridden on pedestrian sidewalks. Bicycles must use roads open to automobile traffic only. Roads closed to automobiles are for pedestrians only.
 - ii) Bicycles are to be chained to bicycle racks only. Bicycles chained to building handrails, etc. are subject to fines and impoundment by Public Safety.
 - iii) Public Safety reserves the rights to sell abandoned bicycles or give them to charity after a 90 day hold from the date of impound.

Article III - Violations and Fines

All warnings and violations are documented in a Driver History. Repeat violators are subject to a Repeat Violator fine schedule (see Article IV). **Fourth** and subsequent unpaid tickets may result in your car being booted and/or towed. Student grades, subsequent registration, transcripts and diplomas may be held until all fines are paid.

Vehicle Registration/Permits:

10.0 Permit Not Displayed/Not Registered – \$30.00 Fine: All vehicles parked on Georgia Perimeter College property must be registered with Public Safety. Students, staff and faculty must register for a parking permit. Visitors and guests must display a temporary parking permit.

10.1 Expired Permit – \$30.00 Fine: Student permits are valid for one year and must be renewed prior to expiration.

10.2 Expired Temporary Permit – \$30.00 Fine: Temporary permits are valid only for a limited period of time as indicated on the permit.

10.3 Improper Display – \$30.00 Fine: All parking permits **must** be displayed on the *exterior* rear window in the lower driver side corner OR on the rear driver side bumper. Temporary permits must be displayed on the front dash board.

Restricted Parking:

11.0 Posted Reserved Space – \$35.00 Fine: Reserved parking by special permit or permission from Public Safety only.

11.1 Posted No Parking – \$35.00 Fine: No parking or standing.

11.2 Posted 15 Minute Zone – \$35.00 Fine: 15 minutes is the maximum time permitted in temporary loading/unloading zones unless otherwise specified by posting.

11.3 Posted Faculty/Staff Parking – \$35.00 Fine: Faculty staff parking only from 7a-7p Monday-Friday.

Illegal Parking:

12.0 Parking on a Curb – \$40.00 Fine: Parking on a curb lacking pavement markings to indicate a designated parking space is prohibited.

12.1 Parking on Lawn or Walkway – \$40.00 Fine: Parking on sidewalks or lawns is prohibited.

12.2 Blocking a Driveway or Wheelchair Ramp– \$40.00 Fine: Vehicles shall not block driveways or handicap access ramps.

12.3 Occupying More Than One Space – \$40.00 Fine: Vehicles shall not occupy more than one designated parking space.

12.4 Red Zones/Fire Lanes/Fire Hydrants–\$100.00 Fine: A vehicle may not stop or park in a red zone or fire lane, whether the vehicle is attended or not.

12.5 Handicapped Parking –\$200.00 Fine: Blue handicapped spaces with a sign posted are for handicapped parking only, including nights, weekends and holidays. The only vehicles allowed to park in handicapped spaces are those displaying a special handicap license plate or placard issued by the DMV. PERMITS ARE VALID FOR THE PERSON NAMED ON THE PERMIT ONLY. College employees may not park in handicapped zones without proper DMV issued permits.

Traffic Control Devices:

13.0 Entering the Wrong Way – \$50.00 Fine: Vehicles shall at all times travel in the proper direction by lane assignment and shall not enter into areas posted Wrong Way.

13.1 Failure to Stop – \$50.00 Fine: Vehicles must come to a complete stop at all posted Stop signs.

13.2 Failure to Yield – \$50.00 Fine: All vehicles must yield the right-of-way to vehicles and pedestrians where posted. All vehicles must yield to Public Safety vehicle lights/siren when necessary.

13.3 Unsafe Vehicle Operation – \$50.00 Fine: The operation of a vehicle in a manner deemed hazardous or unsafe is prohibited. All vehicle operations are limited to public roadways unless prior permission is obtained from Public Safety.

13.4 Tampering With Vehicle Gates, Barricades/Cones – \$75.00 Fine: Attempting to open, raise or alter static or motorized vehicle gates is prohibited. The altering a traffic cones or barricades is prohibited.

13.5 Tampering with Immobilization Device –\$100.00 Fine: The College reserves the right to impound any vehicle that violates parking regulations by using an immobilization boot. Tampering with or attempting to remove an immobilization device is prohibited.

Exceeding the Posted Speed Limit:

14.0 15-19mph Over Posted Limit – \$75.00 Fine

Misuse of Vehicle:

15.0 Reckless Driving – \$75.00 Fine: Vehicles driven in an abusive manner, with wanton disregard for the safety of others are considered reckless. This includes, but is not limited to “laying drags” and display of speed.

15.1 Obstructing Traffic \$50.00 Fine: There is no stopping, standing or parking in a way that prevents another vehicle from moving or hinders the normal flow of traffic.

15.2 Passing a Moving Vehicle – \$50.00 Fine: Passing a moving vehicle on campus roads is prohibited.

15.3 Aggressive Driving – \$75.00 Fine: A person commits the offense of aggressive driving when he or she operates any motor vehicle with the intent to annoy, harass, molest, intimidate, injure, or obstruct another person or motor vehicle.

15.4 Limits on sound volume produced by radio, tape player, or other mechanical sound-making device from within the motor vehicle – \$50.00 Fine: It is unlawful for any person operating or occupying a motor vehicle on any campus property to operate or amplify the sound produced by a radio, tape player, or other mechanical sound-making device from within the motor vehicle so that the sound is plainly audible at a distance of 100 feet or more from the motor vehicle.

Article IV – Repeat Offenses

Repeat Violator: Repeat violators will be assessed an additional fine for any warning or violation in excess of the proscribed number.

RV.1 3rd violation, base fine plus \$15

RV.2 4th violation, base fine plus \$25

RV.3 5th violation, base fine plus \$40

RV.4 6th violation, base fine plus \$50

RV.5 7th violation, possible revocation of vehicle privileges on GPC property

(Repeat violations accrued by academic calendar year, August-July)

Article V – Appeals

- A. On the back of the citation form there is space to write an appeal. All information must be filled out completely and returned in person or by mail (post dated) within seven (7) business days of issuance. Results of your appeal will be mailed to your home address. Appeals made after seven (7) days may be grounds for denial.
- B. Failure to complete all information on back of the form may be grounds for denial.
- C. Causes due but not limited to tardiness, weather conditions, or a lack of parking do not constitute a valid appeal.
- D. Student appeals are adjudicated by a student led judiciary board.

RECREATION AND INTRAMURAL ACTIVITIES

Each campus provides recreational and intramural programs for students, faculty, and staff. Hours of operation, cost of participation and other information may be obtained from the Student Life Office on each campus.

REGENTS' TEST

The Board of Regents of the University System of Georgia instituted the Regents' Testing Program to ensure that students receiving degrees possess certain minimum reading and writing skills.

Students must either pass or exempt both parts of the Regents' Test.

The Regents' test has two components: a Reading Test and an Essay Test. Each semester, during the testing period specified by the Regents' Testing Program Office, the Regents' Test is administered to eligible students at all institutions in the University System. Eligible Georgia Perimeter College students should register for the Regents' Test during the regular registration period.

Student enrolled in the remedial courses may not register for the Regents' Test. Remedial course instructors will provide an admission ticket for testing to students who successfully complete the course requirements.

Students transferring from outside of the System or from a System program that does not require the Regents' Test should take the test during their first semester of enrollment.

Students may satisfy the Regents' Test requirements with other approved standardized scores. Scores must be from national administration of the approved test. Scores from institutional administration (I-SAT, R-ACT) are not admissible. Reading comprehension requirement is fulfilled by students with a SAT Critical Reasoning score, a SAT I score of 510 or an ACT Reading score of at least 23. These students do not need to take the Reading

portion of the test. The essay requirement of the Regents' Test is considered fulfilled by students with one of the following:

- SAT Reasoning Test, Writing Section score of at least 560 or a SAT II English Writing score of at least 650.
- College Board Advance Placement (AP) English Language and Composition or English Literature and Composition score of at least 3.
- International Baccalaureate (IB) higher level English score of at least 4.

A student holding a baccalaureate or higher degree from a regionally accredited institution of a higher education will not be required to complete the Regents' Test in order to receive a degree from a University System institution. For additional information and sample practice tests go to <http://www.gsu.edu/rtp>.

STUDENT GOVERNMENT ASSOCIATION

The Student Government Associations on each campus consist of elected representatives from the student body. They serve as a voice of the students and promote campus activities that enhance the intellectual, physical, social, and cultural life of the student. The Student Government Associations consider matters presented to them from the student body and coordinate co-curricular programs. All students are welcome to attend the campus SGA meetings and make recommendations to SGA elected and appointed representatives. The SGA constitution and campus by-laws are available in the Student Life Office.

STUDENT LIFE

The Office of Student Life strives to create a college community of engaged learners by providing intellectual, cultural, civic, social, and recreational programs. Student Life coordinates all student activities, leadership development, student organizations, community service, campus recreation services, and advises the Student Government Association. Students are encouraged to contact the Student Life Office to obtain information about activities taking place on their campus, leadership opportunities, and to get information on organizing new student clubs.

STUDENT PUBLICATIONS

Student publications offer students the opportunity to showcase their writing and artistic talents, gain an in-depth knowledge of college activities, and learn valuable skills.

The Collegian, Georgia Perimeter College's student newspaper, is published by a staff composed of students from each of the six locations. Staff members learn writing, editing, photography and desktop publishing in a newsroom environment. Students are also responsible for advertising, sales and publication distribution.

Students who are interested in serving on *The Collegian* staff should contact staff at 678-891-3380.

The Chattahoochee Review, *The Polishing Cloth*, and *Creative License* are also publications offered by Georgia Perimeter College. The *Review* is a literary journal edited by students and faculty of the college and distributed internationally. It publishes stories, poems, essays, and book reviews. Over 4,000 submissions are received each year from across the United States and from other countries. The *Review* publishes accomplished, well-known authors as well as promising, young writers.

Creative License is an annual literary magazine that publishes poetry, prose and photographs by Georgia Perimeter students. It is edited by faculty members, with students serving as advisory editors.

The Polishing Cloth is an annual publication of essays by Georgia Perimeter students collected from English and writing classes from all campuses. Many instructors use *The Polishing Cloth* in college writing classes.

TESTING CENTERS

Georgia Perimeter College offers its students a full range of testing services on each campus. Testing Centers are located on the Clarkston, Decatur, Dunwoody, and Newton campuses. The testing programs are specifically designed to meet the needs of Georgia Perimeter College's current and prospective students. Additional information about the testing programs and testing schedules is available through the campus testing centers or the college website at www.gpc.edu.

Admission testing is required for Joint Enrollment applicants and applicants needing to present proof of English language proficiency. Joint Enrollment applicants are required to submit either minimum national SAT scores of 530 Critical Reading and 440 Math with a total of 970 or national ACT scores of 23 English and 18 Math with a Composite score of 20.

English proficiency may be established by submitting minimum national TOEFL (Test of English as a Foreign Language) or minimum national SAT or national ACT English scores. Georgia Perimeter College does not accept institutional TOEFL scores for admission purposes. The TOEFL website is www.toefl.org.

Placement testing determines the appropriate level of beginning instruction for newly admitted students. Students take either the computerized COMPASS (Computer-Adaptive Assessment and Support System) or the computerized COMPASS/ESL (Computer-Adaptive Assessment and Support System/English as a Second Language). Sample questions are available at www.act.org/compass.

Georgia Perimeter College serves as a national testing site for the SAT Reasoning Test and the SAT Subject Test, the ACT, CLEP and the National Dental Hygiene Certification Testing Program.

TUITION CLASSIFICATION

Students who enter Georgia Perimeter College as non-residents and wish to qualify as legal residents must file a Petition for Classification of Student for Tuition Purposes with any Enrollment and Registration Services office. The student's tuition classification status is not changed automatically. A request must be made for the change at the proper time, and the student must provide proof that he or she qualifies for the change of tuition classification. Refunds are not retroactive to prior semesters. Requests for change of tuition classification status received more than 30 days after the semester begins will be considered for future semesters only.

TUITION AND FEES

A college education is an investment in your future. It requires a commitment of time, energy, and money, but it will reward your efforts tremendously.

This section is designed to help you consider the cost of a college education. By planning ahead, you can ensure that college will not prove to be too heavy a financial burden.

Georgia Perimeter College students are responsible for tuition and fees, which are set by the Georgia Board of Regents each year. Fees include student activity, student support services, athletics, parking (at the Lawrenceville campus only), technology and other special fees. Tuition and fees are due each semester at the time of registration. Registration is not complete until all tuition and fees have been paid. Payment can be made with cash, check, or credit card. The college reserves the right to determine the acceptability of all checks. A fine of \$25 or 5 percent of the face value of the check, whichever is greater, will be assessed for each check returned unpaid by the bank. A financial hold will be placed on the student's record when a check is returned. The student will be notified of the hold. Checks that are not cleared are subject to additional charges for collection. The college will withhold copies of transcripts and other student records and/or revoke the enrollment of students who owe the college money.

Fees

Most fees are assessed for on-campus classes only. Instruction delivered at Clarkston, Decatur, Dunwoody, Lawrenceville and Rockdale/Newton is considered on-campus. Instruction at other locations or Online Classes at GPC is considered off-campus.

Application Fee— A non-refundable fee is charged for each admission application. The payment of this fee does not constitute acceptance of the student by the college.

Applied Music Fee—The music fee is charged to students taking fewer than four credit hours of music per semester. Depending on the amount, this fee covers one weekly 25-minute private lesson or one weekly 50-minute private lesson.

COMPASS Placement Test Fee – fee charged for students who take the COMPASS Placement Test.

Dental Hygiene Insurance and Lab Fee—This charge applies to students taking dental hygiene courses and is designed to cover the cost of liability insurance for students engaged in clinical activities.

Health Insurance Fee—All F-1 Visa students will be charged a non-refundable health insurance fee.

Late Registration Fee—Any student failing to pay during the scheduled registration period will be charged a late payment fee.

Nursing Exam/Lab/Insurance Fee – This charge covers special N.L.N. examinations and applies to A.S. degree students taking nursing courses. It covers liability insurance for students engaged in clinical activities.

Parking Fee—All students enrolled in classes at the Lawrenceville campus pay a Parking Fee each semester to finance parking and campus security.

Student Activity Fee— All students enrolled in on-campus classes pay a Student Activity Fee each semester to finance activities available to all students.

Student Athletic Fee— All students enrolled in on-campus classes pay an Athletic Fee each semester to finance student athletics.

Student Support Fee— All students (except those enrolled at the Lawrenceville campus only) enrolled in on-campus classes pay a Student Support Fee each semester to finance student-related facilities.

Technology Fee—All students pay a Technology Fee each semester to support existing technological resources and to provide for upgrades and improvements.

Fees and expenses are subject to change without notice. For the most current fee schedule, go to www.gpc.edu.

Other fees may be assessed for services or programs with special costs. These include charges for such things as breakage, damage to college property, field trips, and certain physical education courses.

TUTORING/The Learning and Tutoring Center (LTC)

The Learning and Tutoring Center (LTC) offers academic support to Georgia Perimeter College students in most courses with written or mathematical components. Each campus LTC facility supports college curriculum and methodology and offers alternative tutorials that address diverse learning styles.

The LTCs offers students one-on-one or small-group tutoring. Tutoring sessions, available by appointment and by drop-in, are conducted by experienced math and writing tutors. The LTCs offers access to computer technology, including computer-assisted instruction in math, editing, grammar, reading, and geography. All centers are supplied with reference materials, selected texts, and helpful hints. Contact the LTC on any campus for hours of operation and information about other special services.

VETERANS EDUCATIONAL SERVICES

The Georgia Perimeter College Veterans' Affairs Office assists former service personnel and other students eligible for veterans' educational benefits. The office provides counseling and advisement services as well as certifying enrollment with the Veterans Administration. Eligible students should be prepared to pay the initial costs for tuition and fees since payment of benefits do not begin until six to eight weeks after enrollment. Students may apply for financial aid to cover their tuition and fees, if eligible. Veterans who would like more information about applying for benefits should contact the Office of Financial Aid and Veterans' Affairs on the Clarkston Campus, or visit the website, www.gpc.edu/~finaide/veterans.htm.

VISITORS

Visitors are expected to comply with college regulations, including traffic and parking regulations.

COLLEGE POLICIES

ACADEMIC HONESTY

Policy

As a community committed to learning, Georgia Perimeter College prohibits attempts of students to defraud, deceive or mislead an instructor in arriving at an honest grade assessment.

Any attempt to defraud, deceive or mislead constitutes cheating. Plagiarism is a form of cheating that involves presenting as one's own the ideas or work of another. Both cheating and plagiarism are examples of academic dishonesty. Examples of academic dishonesty includes or but limited to:

1. copying another student's assignment or test answers,
2. having a copy of the test before actually taking the test,
3. using a previously graded paper of another student
4. Use of unauthorized electronic devices

As applied to student users of Georgia Perimeter College computer systems, academic dishonesty also includes, but is not limited to:

1. submitting the programs, documentation or program results of another person as one's own
2. obtaining or attempting to obtain unauthorized access to information stored in electronic form
3. submitting false results of a program's output for a class assignment or falsifying the results of program execution for the purpose of improving a grade

Students are informed of the Academic Honesty Policy through the Georgia Perimeter College *Catalog*, through the Georgia Perimeter College *Student Handbook*, and through applicable course syllabi, statements of course requirements, and statements of use of Georgia Perimeter College computer systems.

Both initial and any subsequent violation of this policy may result in a formal hearing by the Student College Court.

Procedure

Prior to speaking to the student regarding the offense, the faculty member should have good reason to suspect that a student has committed these acts. The student must, in all cases, be given due process.

The college document, Report of Alleged Cheating or Plagiarism Incident, including a narrative describing the alleged offense, must be completed by the faculty member who chooses to bring a charge of cheating or plagiarism.

The procedure is as follows:

1. A conference between the faculty member and student should be scheduled as soon as the incident occurs.
2. During the academic dishonest conference, the faculty member must explain to the student the specific incident/act which constituted the charge of cheating or plagiarism.
3. The content of the Report of Alleged Cheating or Plagiarism Incident must be discussed with the student, and the student should be asked to sign in the form in the designated space to acknowledge he or she has read and understood the report.
4. At this point, the student may choose either to appeal the accusation (Option 1), or to admit to violating the instructor's and/or the college's cheating policy by signing under Option 2. In either case, the student is given copy 3 of the report, with copy 1 being forwarded to the Campus Dean of Student Services.
5. Should the student admit to the offense (Option 2), the student signs the Report a second time before a witness. The student must then be given a copy of the Report and is advised to make an appointment with the Campus Dean of Student Services. The student's case shall be heard by the College Court for a penalty to be assigned. The faculty member is free to assign the grade he or she thinks is appropriate for the particular assignment or the course.
6. Should the student choose to deny the act and/or request a hearing (Option 1), then a copy of the Report should be given to the student. The student must then be advised to make an appointment with the Campus Dean of Student Services. The Dean will explain the college's judicial system procedures and will initiate the proceedings as explained in the *Student Handbook*.
7. A hearing will be arranged by the College Court Chief Justice during which the faculty member (accuser), student (accused), and witnesses will be called. A penalty in addition to the grade penalty which the faculty member may assign may be established by the Court if the student is found guilty.
8. The student may choose to remain in the class (unless suspended) until the end of the semester. The faculty member assigns the grade appropriate according to the course syllabus. A grade of "NR" may be assigned if the case is in progress at the end of the grading period.
9. Both student and faculty member have the right to appeal a decision of the College Court as outlined in the College *Catalog* and *Student Handbook*.

RANGE OF SANCTIONS

Sanctions may include the following:

1. Disciplinary Probation: Probation for a period to be established by the College Court, implying that the individual's standing within the college is in jeopardy and that further negligent or willful violations will normally result in suspension or expulsion.
2. Suspension from the College: Separates the student from the college for a specified period of time. Such separation prohibits attendance at any classes, social events or other functions, or visiting college grounds or buildings unless by written permission.
3. Expulsion: An individual wishing to resume studies after having been expelled must reapply for admission to the college.
4. Dismissal: An individual who has been dismissed is ineligible for readmission.
5. Repeat Violations: In the case of repeated violations or violation in deliberate disregard of a specific warning, a student will be subject to more serious sanctions than would otherwise be the case. A prior disciplinary record is never relevant in determining the facts of an incident, but once the facts have been established, it may be relevant in determining the appropriate sanction.

AIDS GUIDELINES

- I. Georgia Perimeter College students will receive educational programs on the prevention of AIDS. Current, reliable information will be easily accessible to the students.
- II. Georgia Perimeter College students and employees who have AIDS, ARC, or a positive HTLV-III antibody test may attend classes or continue work as long as they are physically and psychologically able to do so. Response will be made on a case-by-case basis.
- III. The rights of students with AIDS will be protected. Any harassment of these students will be condemned. Confidential information will be handled with extraordinary care. No specific information concerning complaints or diagnosis is to be provided to faculty, administrators, agencies or parents without the expressed written consent of the student.
- IV. Georgia Perimeter College will provide confidential referrals to any student requesting AIDS counseling assistance programs.
- V. Applicants will not be denied general college admission or employment because of AIDS, ARC, or a positive HTLV-III antibody test.
- VI. Georgia Perimeter College will abide by the current safety guidelines adopted by the Center for Disease Control and the Occupational Safety and Health Administration for the handling of bodily fluids and potentially infective waste. A program of education will be established to introduce new employees involved in instructions in Biology laboratories, the Nursing Program, the Dental Hygiene Program, and in Cardiac Pulmonary Resuscitation (CPR) to the procedures.

CHEATING/PLAGIARISM

Cheating includes any attempt to defraud, deceive or mislead the instructor in arriving at an honest grade assessment. Plagiarism is a form of cheating that involves presenting as one's own the ideas or work of another. Through course syllabi or course requirements, students will be informed of the cheating policy. The policy has been established by Georgia Perimeter College to insure due process in cases of cheating and plagiarism (See Academic Honesty Policy, page 23).

COLLEGE COURT

Policy

In order to provide due process to students charged with infractions of the student conduct code or academic honesty policy, the Dean of Student Services may refer these students to the College Court for disposition of the charges.

Procedure

- I. **COMPOSITION** of the Courts shall consist of two (2) Faculty Justices and three (3) Student Justices. In case of unavoidable schedule conflicts or other good cause shown, alternate faculty justices will be appointed by the Campus Dean of Academics to serve. Members of the Student Government

Association may be designated by the Dean of Student Services to serve as alternates for Student Justices.

II. TERMS OF OFFICE

- A. Members are appointed in June (Summer term) for one year or until an existing case is decided.
- B. Faculty Justices are appointed by the Campus Dean of Academics.
- C. Student Justices are appointed by the Student Government Association with one appointed Chief Justice.

III. THE PRE-HEARING PROCESS

A. Filing of a charge

- 1. The accuser files a written complaint with the Dean of Student Services, stating the facts underlying the alleged violations and the witnesses to the alleged violation.
- 2. GPC Public Safety Incident Reports or the Dean of Student Services Incident Report may be used to initiate College Court procedures.
- 3. Except under extraordinary circumstances, complaints must be filed within 45 days of the occurrence of the alleged violation.

B. Notification

- 1. The Dean of Student Services shall give the accused student notice of charges against him/her. If the accused is a student organization, the notice shall be served to an officer of the organization and the advisor of the organization.
- 2. The notice shall be in writing and contain the facts underlying the alleged violation, the specific College Conduct regulation(s) the student is alleged to have violated, possible penalties, the date, time, and place of the hearing before the College Court, and the right to receive a list of witnesses.
- 3. Except in emergency circumstances, service of notice shall be by letter delivered by hand or by registered mail at least five (5) business days before the date of the hearing.
- 4. The accuser and accused shall notify the Dean of Student Services at least three (3) business days prior to the hearing of the names of witnesses he or she wishes to appear on his or her behalf; the Dean of Student Services shall supply the names of these witnesses to the accused or accuser upon request.

C. Request for Postponement

- 1. The College Court hearing will be held at the date and time specified in the written notice unless an official postponement has been requested and approved in writing by the Dean of Student Services.
- 2. If the accused has a serious reason for postponing the hearing, he or she must notify the Dean of Student Services no later than 48 hours prior to the hearing time.
- 3. If the accused has not obtained an official postponement and fails to appear for the hearing, the College Court may decide to conduct the hearing without the accused and to impose penalties.

D. Hearing Involving Multiple Defendants of Multiple Campuses

- 1. Two or more accused students may be required to participate jointly in a hearing if they are alleged to have participated in the same incident, act, events, or series of related acts. The regulation(s) or factual circumstances alleged need not be identical for the accused in a hearing held jointly.
- 2. When students from more than one campus are alleged to have participated in the same incident, the Deans of Students from those campuses will determine the location of the court hearing.
- 3. Motion for a separate hearing: The accused students may file a written motion, within two (2) business days of notification, with the Dean of Student Services for a separate hearing, citing specific reasons why being heard jointly would unfairly prejudice his/her defense. The motion will be decided by the Dean of Student Services.

E. Summons of Witness

If there are reasonable grounds to suspect that a witness will refuse to appear before the College Court, any party may request the Dean of Student Services to summon a witness. Failure of a summoned witness to appear or to submit a written statement may result in disciplinary action.

IV. HEARING PROCESS

A. Attendance at the Hearing:

1. Members of the College Court
2. The accused
3. The accuser
4. Students, faculty and staff of the College
5. Both the accuser and the accused are entitled to have an advisor, who may not actively participate in the dialogue of the hearing but will be restricted to consulting and advising their clients. Failure to abide by these rules may result in the advisor's removal from the hearing. The accused may request the SGA to appoint an advisor for the accused.
6. The accuser and the accused shall be given an opportunity to present necessary witnesses and documentary or other evidence, but all witnesses will be admitted to the hearing only when their personal participation is necessary.

B. Rights of the Accused Students

1. Right to a notice in writing of any charges.
2. Right to admit the alleged violation, to waive a hearing and to 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 before an impartial committee.
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 select an adviser of their choice to attend the hearing with them.
8. Right to call witnesses and present evidence in their behalf.
9. Right upon request to a list of witnesses who will appear against them.
10. Right to confront and cross-examine witnesses and/or accusers.
11. Right to request a copy of the record of the tape recording of a hearing if the offenses involve possible suspension or expulsion.
12. Right to appeal to the Associate Vice President of Enrollment Management and Student Affairs and then to the Vice President of Academics and Student Affairs, and then to the President of the College.

C. Burden of Proof

The accused student shall be presumed innocent until proven guilty. The accuser must prove his/her case against the accused by a preponderance of the evidence. This may be defined as a belief that it is slightly more probable than not that the facts are true and exist, which is sometimes expressed as 51% certainty.

D. General Guidelines for Conducting a Hearing

The following hearing guidelines shall be followed in all cases. These rules shall be interpreted to maintain a hearing procedure to the extent that informality will not hinder or obstruct the basic fact-finding function of the Court.

1. The College Court will not be bound by formal rules of legal proceedings and may admit any information that may be of value in determining the issues involved.
2. Hearings shall be open except for cases involving academic records.
3. A tape recording of the proceedings may be kept in the office of the Dean of Student Services.
4. The College Court may grant adjournments to enable either the accuser or the accused to investigate evidence if a valid claim of surprise is made or when in the opinion of the Court an interruption in the hearing would be desirable.

5. The accuser and the accused shall have the right to question all witnesses.
 6. The findings of fact and the decision of the College Court will be based solely on the hearing record.
- E. Oath/Affirmation by Witness**
1. As each witness is called, he/she will take an oath or affirmation, administered by the Chief Justice, that he/she will tell the truth.
 2. The oath shall be: "Do you swear or affirm that the testimony you will give at this hearing will be the truth?"
- F. Pleas**
- A plea is not required. However, the accused shall have the right to plead guilty or not guilty.
- G. Evidence**
1. The Court shall consider only evidence presented at the hearing. Irrelevant, immaterial, or unduly repetitious evidence shall be excluded.
 2. Signed affidavits (written statements) shall be admissible. If a witness legitimately cannot appear at the hearing, that witness may testify in writing. However, the Court will recognize that no questioning of the witness is then possible. The Court will place highest value on direct examination of all witnesses; therefore, it is in the highest interest of all parties to ensure the attendance of their witnesses. Affidavits must be served on the opposing party no later than three (3) days prior to the hearing. Affidavit forms may be requested from the Dean of Student Services.
- H. Orders of Proceedings**
1. The Chief Justice will explain the order of proceedings and answer questions regarding that order.
 2. The Chief Justice will read the statement regarding truthful testimony to all parties in the hearing. Afterwards, witnesses will wait outside the hearing room.
 3. The accuser presents the charge. (3 minute statement)
 4. The accused answers the charge. (3 minute statement)
 5. The Court may question the accuser and accused at any time during the hearing.
 6. The accuser presents relevant evidence and witnesses.
 7. The accused may question the accuser and the accuser's witnesses.
 8. The Court may question those witnesses.
 9. The accused presents relevant evidence and witnesses.
 10. The accuser may question the accused and the witness of the accused witnesses.
 11. The Court may question those witnesses.
 12. The Court presents any witnesses separately summoned by the Court as relevant to the case.
 13. First the accuser and then the accused may question the Court's witnesses.
 14. Any witnesses may be recalled for further questioning by any participants.
 15. Final statement by the accuser.
 16. Final statement by the accused.
 17. The Court deliberates.
- I. Deliberations of the College Court**
1. The deliberations of the College Court shall be closed to all except Court members.
 2. Decision of the Court shall be based on a majority vote.
 3. The Chief Justice shall vote only in case of a tie.
- J. Prior Record**
1. During the hearing, evidence of the accused student's past violations of the Student Conduct Code will be excluded from the hearing unless the Court concludes that it is necessary and that admitting the prior record would not be unduly prejudicial to the accused student.
 2. In recommending a penalty, if the Court concludes that the accused student is guilty of the present charge(s), the Court may then consider the accused student's prior record in determining the appropriate penalty.

3. The accused student has the option of raising the matter of his/her prior record for the Court to consider when setting a penalty.

K. Sanctions may be imposed by the College Court. See Disciplinary Sanctions section on page 39 of the *Student Handbook* for a listing of possible sanctions.

V. REPORTING THE COURT'S DECISION

- A. Within one (1) business day of the hearing, the Chief Justice of the Court shall forward the Court's decision and penalty to the Dean of Student Services.
- B. Within five (5) business days of the hearing, the Dean of Student Services will inform the accuser and the accused of the decision of the Court and the penalty imposed. Notification shall be in writing and shall be delivered by hand or by registered mail.
- C. One record of the charge and the Court's decision and penalty shall be kept in the student's confidential activity file in the office of the campus Dean of Student Services. Court records will be maintained in a college-wide database maintained by the Dean of Student Services. A copy of the file will be made available to the Associate Vice President of Enrollment Management and Student Affairs and/or the Vice President of Academics and Student Affairs.
- D. Any further distribution of the information shall be restricted because of the confidentiality requirements for student records.

VI. APPEALS

- A. Within five (5) business days of notification of the Court's decision, the accuser, the accused, or the executing administrator may file a written appeal with the Associate Vice President of Enrollment Management and Student Affairs. Further appeals can be made through the Vice President for Academics and Student Affairs, and finally, the President.

DISPLAY OF NON-COLLEGE PUBLICATIONS

As an institution of higher education, Georgia Perimeter College seeks to foster a "free marketplace of ideas" in support of the ideas written in our state and national constitutions. To that end, Georgia Perimeter College allows the display of non-college publications on its campuses. The regulations contained herein in no way approve, disapprove, support, or fail to support the content of the publications included in this policy. The policy simply assists Georgia Perimeter College in the use and management of college facilities.

Procedure

1. An Agreement of Display of Non-College Publications must be on file in the Office of Student Life at the campus where a publication is to be displayed. Agreements must be renewable annually; however, all agreements may be cancelled at the discretion of Georgia Perimeter College at any time by giving two weeks notice.
2. Display locations will be identified by the Office of Student Life on each campus, and all locations are solely within the discretion of Georgia Perimeter College.
3. Appropriate display racks, provided by each publication must be used.
4. Publications that are primarily advertisements are subject to the Georgia Perimeter College Sales and Solicitation Policy, consequently, any publications which are deemed by Georgia Perimeter College to be an advertisement will be removed and the agreement subject to be cancelled.
5. Each publisher must keep his/her rack clean and in good order, with only current issues on display.
6. Georgia Perimeter College display racks (i.e., *The Collegian*, registration information, college forms) may not be used by non-college publications.
7. Georgia Perimeter College retains the right to modify these regulations and to take action including, but not limited to:
 - Removing outdated issues of a publication;
 - Changing display locations;
 - Canceling any agreement.

DRUG AND ALCOHOL POLICY

Georgia Perimeter College recognizes that the use of certain drugs are harmful and damaging to the health and safety of students. In compliance with Federal and State Laws, Georgia Perimeter College has a Drug and Alcohol Policy. Please read this important information.

Student Drug and Alcohol Policy

The manufacture, distribution, possession, or use of alcoholic beverages, controlled substances or illegal drugs, in any quantity, on campus and at all Georgia Perimeter College Campus approved events off campus is prohibited.

You cannot bring in, make, distribute, sell, or be under the influence of alcoholic beverages, controlled substances or dangerous drugs while you are on campus including buildings, grounds, and vehicles.

If you violate the policy, you will be punished under the Student Conduct Code through formal hearing.

Sanctions may include:

- Loss of academic credit.
- Suspension or expulsion.
- Loss of all financial aid.
- Mandated evaluations and treatment.
- Community service work.

You have the right to due process when accused of a violation of the Drug and Alcohol Policy.

Group Drug and Alcohol Policy

Any student organization which permits, authorizes, or condones the manufacture, sale, distribution, possession, serving, consumption, or use of, controlled substances, or other illegal or dangerous drugs at any affair, function or activity, social or otherwise, on or off campus, shall have its recognition as a student organization withdrawn and, after complying with the constitutional requirement of due process and the right of appeal, shall be expelled from the campus for a minimum of one calendar year from the date of determination of guilt.

Your student group must follow the Drug Free Campus Policy or your organization shall:

- Be expelled from campus.
- Be prohibited from using college property or facilities.
- Having your group's lease or rental agreement with the College or the Board of Regents and the organization terminated.

The Student Drug and Alcohol Policy remains in effect for each individual participating in a group function.

Criminal Sanctions for Drug and Alcohol Violations

Under the Penal Code of Georgia, it is a crime to possess, manufacture, sell, or distribute illegal drugs. Penalties may include community service, fines, and imprisonment. Possession of alcohol by a person under the age of twenty-one, or providing alcohol to such a person, is prohibited under the Georgia Penal Code and carries up to twelve months incarceration and a fine of up to one thousand dollars. Driving under the influence of alcohol or drugs incurs penalties which may include mandatory treatment and education programs, community service, and fines starting at three hundred dollars, imprisonment and loss of license. Federal criminal law also prohibits the possession, manufacture, or distribution of controlled substance.

Provisions and Resources

Substance abuse is dangerous to you, both physically and mentally, and may cause long-lasting health effects and even death. Impaired skills while under the influence can cause motor vehicle accidents, falls, fires, and other injuries. Help is available for you if you need it and seek it. Individuals can receive confidential services from the following resources:

Individual County Board of Health, Mental Health Services

Clayton: 866-821-0465	Cobb: 770-422-0202
Dekalb: 404-892-4646	Fulton: 866-821-0465
Gwinnett: 770-963-8141	Newton: 770-787-3977
Rockdale: 770-483-6840	

National Cocaine Hotline:	1-800-COCAINE
Narcotics Anonymous:	770-421-8881
Alcoholics Anonymous:	404-525-3178
Georgia Drug Abuse Helpline:	1-800-388-6745
Suicide Prevention	1-866-821-0465

FREE EXPRESSION POLICY

Georgia Perimeter College supports free expression as stated in the First Amendment of the U.S. Constitution. The College in no way supports, fails to support, agrees, or disagrees with ideas that may be voiced in the Free Expression Area but does make provision for the expression of diverse viewpoints in an academic setting.

Procedure

- A. Each campus procedure shall identify a particular area as the Free Expression Area. The campus Office of Student Life shall be responsible for identifying the Free Expression Area.
- B. The first priority for use of the area will be given to student activities, academic, and administrative uses.
- C. Individuals and/or groups wishing to use the Free Expression Area must complete a Free Expression Application form at least three (3) working days in advance. Registration forms may be obtained from the campus Office of Student Life.
- D. Any publicity material must be submitted with the application form. Upon Approval, copies of the application form and any publicity material shall be distributed to the campus Provost, the Director of Public Safety, the Dean of Student Services, and the applicant.
- E. The Free Expression Area may be used during the following hours (when classes are in session): Monday through Thursday 11:00 a.m.– 1:00 p.m. and 5:30 p.m.– 7:30 p.m. Friday 11:00 a.m.– 1:00 p.m.
- F. Individuals using the Free Expression Area should have a copy of the approved registration with them during those times the area is being used.
- G. Persons utilizing the Free Expression Area shall not interfere with the free flow of traffic nor the ingress and egress to buildings on campus.
- H. No interruption of the orderly conduct of college classes or other college activities shall be permitted.
- I. No commercial solicitations, campus sales, or fundraising activities shall be undertaken in the Free Expression Area.
- J. The individual filing the Free Expression Registration Form shall be responsible for seeing that the area is left clean and in good repair.
- K. The organization/individuals using the area must supply their own tables, chairs, etc. No sound amplification devices may be used at any time.

SALES AND SOLICITATION

Georgia Perimeter College does not permit the operation of private business enterprises on its campuses, except as otherwise provided by contract. Except as specified by related procedure, all business enterprises operated on a campus of Georgia Perimeter College shall be operated as auxiliary enterprises and shall be under the direct management, control and supervision of the chief business officer of the institution.

Procedure

Students and Student Organizations

Students may place notices of items for sale on the bulletin board designated "Campus Advertising Board." The posting of such notices must be approved in the Student Life Office. Students may only solicit for the sale of services through:

- Advertising in *The Collegian*
- Auxiliary Services (bookstore, food service, vending)
- Athletic Teams Programs

Non-Students, Businesses

Non-students and businesses may only solicit for the sale of items or services on campus through:

- Advertising in *The Collegian*
- Auxiliary Services (bookstore, food service, vending)
- Athletic Teams Programs

Flyers, handbills, or leaflets advertising for the sale of items or services and any other information may not be placed on campus, or presented to students in any way other than that listed above.

SEXUAL ASSAULT POLICY

Policy

Sexual assault is an act of violence in which one person subjects another person to contact of a sexual nature against the latter's will. The various forms of sexual assault are defined under Georgia law and those definitions are incorporated herein. Those sexual offenses are prohibited on the campuses of Georgia Perimeter College. The sexual offenses include, but are not limited to rape, assault to commit rape, sexual battery, aggravated sexual battery, object rape, statutory rape, sodomy, aggravated sodomy, public indecency, and stalking.

Procedure

- A. Students should immediately report sexual assaults to the Georgia Perimeter College Public Safety department.
- B. Public Safety will notify the Dean of Student Services and the Dean of Academic Services.
- C. Students shall be afforded assistance in seeking counseling and follow-up medical care, making changes to their academic situations, and reporting to the appropriate criminal authorities after an assault has occurred.
- D. The victim of a sexual assault should take care to preserve any evidence that may be necessary to prove that the sexual assault occurred. Victims are advised to consult law enforcement authorities before showering, bathing, or changing or laundering any clothing that was worn during the assault. However, the fact that the victim of a sexual assault has already bathed, showered, or otherwise compromised potential evidence, should in no way dissuade the victim from reporting the assault, as such actions may not prevent prosecution or proceedings from going forward.
- E. After a campus sexual assault has been reported, campus personnel shall take reasonable and necessary steps to prevent any unnecessary or unwanted contact or proximity with alleged assailant(s).

VICTIMS' RIGHTS AND RESPONSIBILITIES

Georgia Perimeter College recognizes and upholds the rights of victims of sexual assault, including:

- A. The right to have any and all sexual assaults against them treated with seriousness; the right as victims, to be treated with dignity; and the right of campus organizations which assist victims to be accorded recognition.
- B. The right to have sexual assaults investigated and adjudicated by the duly constituted criminal and civil authorities of the governmental entity in which the crimes occurred; and the right to the full and prompt cooperation and assistance of campus personnel in notifying the proper authorities. The foregoing shall be in addition to any campus disciplinary proceedings.
- C. The right to be free from any kind of pressure from campus personnel that victims (1) not report crimes committed against them to civil and criminal authorities or to campus law enforcement and disciplinary officials, or (2) report crimes as lesser offenses than the victims perceives them to be.

- D. The right to be free from any kind of suggestion that campus sexual assault victims not report, or under report, crimes because (1) the victims are somehow responsible for the commission of crimes against them, (2) victims were contributively negligent or assumed the risk of being assaulted, (3) by reporting crimes victims would incur unwanted personal publicity.
- E. The same right to advisement and assistance, or ability to have others present, in any campus disciplinary proceeding that the institution permits the accused; and the right to be notified of the outcome of such proceeding.
- F. The right to full and prompt cooperation from campus personnel in obtaining, securing, and maintaining evidence (including a medical exam) as may be necessary to the proof of criminal sexual assault in subsequent legal proceedings.
- G. The right to be made aware of and assisted in exercising any options as provided by state and federal laws or regulations with regard to mandatory testing of sexual assault suspects for communicable diseases, and with regard to notification to victims of the results of such testing.
- H. Referral information for counseling from mental health services will be made available.

To report an assault to Public Safety, contact: 770-274-5500 (non-emergency)

Clarkston:	678-891-3944
Decatur:	678-891-2675
Dunwoody:	770-274-8315
Newton:	770-278-1255
24 Hour Emergency:	770-274-5511

The telephone numbers for the Dean of Student Services on each campus are listed below. It is important for the victim of a sexual assault not to destroy potential physical evidence by bathing, showering, douching, or changing or destroying clothing.

It is also vital for a victim to receive prompt medical attention. For the full range of medical and counseling services, contact:

DeKalb Rape Crisis Center:	404-377-1428
Grady Rape Crisis Center:	404-616-4861
Gwinnett Rape Crisis Center:	770-476-7407

For additional assistance about resources available and the campus judicial process, contact the Dean of Student Services at the following numbers:

Clarkston:	678-891-3525
Decatur:	678-891-2715
Dunwoody:	770-274-5460
Newton:	770-278-1220

RIGHTS OF THE ACCUSED

- A. The right to have sexual assaults investigated and adjudicated by the duly constituted criminal and civil authorities of the governmental entity in which the crimes occurred; and the right to the full and prompt cooperation and assistance of campus personnel in notifying the proper authorities. The foregoing shall be in addition to any campus disciplinary proceedings.
- B. The same right to advisement and assistance, or ability to have others present in any campus disciplinary proceeding that the institution permits the accuser; and the right to be notified of the outcome of such proceeding.
- C. The right to full and prompt cooperation from campus personnel in obtaining, securing, and maintaining evidence as may be necessary for use in subsequent legal proceedings.
- D. Referral information for counseling from mental health services will be made available.

Sexual assault is a criminal offense and can be adjudicated through the College Court, county court or both. If handled through College Court, please refer to procedures under the Sexual Harassment Policy.

SEXUAL HARASSMENT

Policy and Procedure

Sexually harassing behavior, like other forms of discrimination prohibited by law, is prohibited at Georgia Perimeter College in accordance with University System of Georgia policy and the law.

I. SEXUALLY HARASSING BEHAVIOR

For purposes of this policy, sexual harassment may be defined as follows:

1. Sexual conduct of any nature which is unwelcome and not freely or mutually agreeable to both parties; or,
2. Communication of sexual nature, whether verbal, written or pictorial, which are unwelcome and made with the intent to intimidate the person(s) receiving such communication; or,
3. Solicitation of sexual conduct of any nature, when submission to or rejection of such conduct is intended to be the basis for implicitly imposing adverse or favorable terms and conditions of employment or academic standing.

II. UNWELCOMED SEXUAL ADVANCES

Requests for sexual favors and other verbal or physical conduct of a sexual nature may constitute sexual harassment when:

- * Submission to such conduct is made explicitly or implicitly a term or a condition of an individual's employment; or,
- * Submission to or rejection of such conduct is used as a basis for employment decisions affecting an individual; or,
- * Such conduct reasonably interferes with an individual's work performance, or creates an intimidating, hostile, or offensive environment. (*Regent's Policy Manual*, Section 802.18; BR Minutes, 1980-81, pp. 237-38).

III. INFORMAL PROCEDURES

Problems, questions, and grievances may be brought to and discussed with any individual at the next supervisory level (above the level of the person being complained of) or the College Ombudsperson. Some college officials or faculty members are particularly well-informed and well-placed to help with problems of sexual harassment. These officers may be especially useful in advising and aiding a person's own efforts to resolve a problem.

Students may seek the help of a Faculty member, Department/Division Chair, Dean, or Ombudsperson, Teaching Assistants, Clerical, or Classified Personnel, may consult appropriate Division Chairperson or Dean, Director, or College Ombudsperson.

Faculty members may see the appropriate Dean, Division Chairperson, or College Ombudsperson. Any of the above-named officers may be prepared to offer information informally or to refer the complainant to a good source of information.

Throughout the advising process, information will ordinarily be held by these officers in confidence until the initiating individual agrees that a third party or parties must be informed to facilitate a solution. Information on the formal complaint procedures may be obtained from the Affirmative Action Officer.

Anyone with an inquiry, complaint or concern is welcome to bring another member of the Georgia Perimeter College faculty or staff to discussions with a designated officer. No person will be reprimanded or discriminated against in any way for initiating an inquiry or complaint in good faith. It is also the college's policy to protect the rights of any person against whom a complaint is lodged.

Once an inquiry or complaint is brought forward, every effort will be made to resolve the problem within a reasonable period of time. It should be emphasized that merely discussing a complaint with one of these officers does not commit one to making a formal charge.

IV. FORMAL PROCEDURES

Anyone who believes himself/herself to be the object of sexual harassment may choose, either initially or after having sought a resolution through one of the officers described above, to bring a complaint through the college's formal procedures, with the possible outcome of disciplinary action against the accused. Those procedures are described below.

1. Written or formal charges of sexual harassment may be filed with the Ombudsperson of Georgia Perimeter College. The written charges must be brought by sworn affidavit and signed by the complainant; the complaint may be shown to the accused.

2. Formal charges should be brought within a reasonable time (usually thirty working days) of the occurrence of the alleged act which is the subject of the complaint.
3. The Ombudsperson will make a preliminary investigation of the written charges and make a determination as to the possibility of an informal resolution.
4. The Ombudsperson may consult with the complainant, the person named in the complaint and others, if appropriate, in order to ascertain the facts and views of both parties.
5. The Ombudsperson may request affidavits from the person named in the complaint and all other parties and witnesses.
6. The Ombudsperson will report his/her findings to the President of Georgia Perimeter College and to the parties, along with recommendations, if any, regarding formal resolution.
7. Any written requests for a hearing shall be made to the President within ten days of the Ombudsperson's report.
8. The President shall appoint a Chairperson and two members of the Committee of Review shall be selected in the following manner:
 - (a) The complainant may select one committee members; and,
 - (b) The person named in the complaint may select one committee member.
9. Only full-time, permanent employees may serve on the Committee of Review. The Committee of Review may include representation from the faculty, the staff, or a combination of both provided, however, that in the event the person charged in the complaint is a faculty member, the Committee shall be composed only of faculty members and selected in compliance with the Bylaws of the Board of Regents (Article VI [B] 8d).
10. The Committee of Review will thoroughly investigate the written charge of sexual harassment and conduct the hearing. The parties shall be informed of the date of the hearing at least three days prior to said date by certified mail, return receipt requested. Said accused faculty member shall be given notice pursuant to Section 803.12 of the *Policy Manual* and other relevant sections of the Policy Manual and Georgia Perimeter College statutes.
11. The hearing shall be conducted pursuant to procedures established by the Committee of Review and in compliance with this Policy.
12. The Committee will present its findings or confidential information to the President for further action within ten working days of the conclusion of the hearing.
13. The President shall render a final decision in the matter and notify the parties involved within a reasonable period of time.
14. At each step, the college's procedures seek to protect, insofar as possible, the privacy of individuals involved in a complaint. Both in fact-finding and in the final disposition of a complaint, every effort will be made to carry out procedures confidentially insofar as it does not interfere with the college's legal obligation or ability to investigate allegations of misconduct when brought to its attention, and to take corrective action when it is found that misconduct has occurred.
15. Prompt reporting is strongly urged, as it is often difficult to trace the facts of an incident or incidents long after they have occurred. Ordinarily, formal complaints must be brought within thirty days of the incident(s).
16. Use of these internal procedures does not foreclose subsequent legal action. Complainants may wish to obtain legal advice as they consider the courses of action open to them. However, the proceedings are not those of a court of law and the presence of legal counsel is not permitted during the proceedings. The strict rules of legal evidence shall not apply. Complainants may wish to have at discussions of the complaint another member of the college faculty or staff.
17. A permanent, written record of the formal complaint process and its outcome shall be retained by the Ombudsperson.
18. Throughout the complaint process, every effort will be made to protect the complainant from reprisals and to protect the accused from irresponsible complaints.

V. PENALTIES

Any person who is found in violation of this policy shall be subject to dismissal or other sanctions, (*Regents' Policy Manual*, Section 802.18; BR Minutes, 1980-81, pp. 237-38 and Section 803.11; BR Minutes, 1974-75, pp. 304-313; 1982-83, p. 23).

VI. APPEALS

Any appeals of the final decision of the President shall be made in accordance with the procedures set forth in Article IX of the Bylaws of the Board of Regents.

STANDARDS OF CONDUCT FOR USE OF GEORGIA PERIMETER COLLEGE COMPUTERS

All users of the Georgia Perimeter College computer systems are subject to state and federal laws involving computer fraud, software piracy, etc., including the Georgia Computer Systems Protection Act. They are also prohibited from engaging in (1) academic dishonesty involving Georgia Perimeter College computer systems, (2) disruption and destruction of computer facilities and (3) violation of licenses and copyright agreements, Georgia Perimeter College policy and state or federal laws.

Academic honesty is defined in the Georgia Perimeter College Student Conduct Code. Examples of this type of behavior involving computers include, but are not limited to:

- submitting the programs, documentation or program results of another person as your own;
- obtaining or attempting to obtain unauthorized access to information stored in electronic form;
- submitting false results of a program's output for a class assignment or falsifying the results of program execution for the purpose of improving a grade.

The Georgia Computer Systems Protection Act outlaws certain accesses, alteration, damage, or destruction of any computer, computer system, computer network, computer software program or data. All Georgia Perimeter College computer users are subject to the terms of that law. Under the terms of this law, it is the responsibility of the Academic Computing, Administrative Computing, and Network Services departments to report any violations involving computer systems for which they are responsible. Examples of behavior disruptive or destructive to computer facilities involve the following:

- damaging or stealing college owned equipment or software;
- causing the display of false system messages;
- maliciously causing system slow-downs or rendering systems inoperable;
- gaining or attempting to gain access to accounts without proper authorization; and
- introducing viruses or worms into a system.

Georgia Perimeter College adheres to EDUCOM appropriate copyright policies. Most software used on Georgia Perimeter College computers is covered by copyright, license or non-disclosure agreements. Violation of these agreements puts Georgia Perimeter College and the individual in jeopardy of civil penalties. Examples of such violations include, but are not limited to:

- making copies of copyrighted or licensed software without proper authorization;
- using software in violation of copyright, license or non-disclosure agreements;
- using college computers for unauthorized private or commercial purposes.

INTERNET USE

Internet usage in support of research and educational objectives is acceptable. Access to the Internet does not imply automatic authorization to access any system connected to the Internet, and unauthorized access to any Internet-connected system is prohibited. Such unauthorized access is considered justification for termination of Internet access privileges.

Note: Some sections of this document have been adapted or used with permission of the University of Nevada System Computing Services and Southern Tech.

STATEMENT OF NON-DISCRIMINATION

Georgia Perimeter College supports the Civil Rights Act of 1964, Executive Order #11246, Title IX of the Educational Amendments of 1972, Section 504 of the Rehabilitation Act of 1973, and the Americans with Disabilities Act. No person shall, on the basis of age, race, religion, color, gender, sexual orientation, national origin or disability, be excluded from participation in, or be denied the benefits of, or be subjected to discrimination under any program or activity of the college.

Any student with a grievance which is related to the enforcement of any of the above provisions should contact the Ombudsperson. Please refer to Appendix E, Student Discrimination Grievance Procedure.

STUDENT ASSEMBLIES

Student assemblies utilizing campus facilities shall be scheduled through the Campus Administrative Dean's Office. The Dean of Student Services, Director of Student Life or other assigned personnel shall officially schedule any speakers and participants using campus facilities or conducting activities in the name of the college.

STUDENT CONDUCT CODE

Membership in the college community confers upon students certain rights and imposes certain responsibilities, which are defined below. Students are expected to understand and exercise their rights, to meet their responsibilities, and to respect the rights of others. The College's student conduct code is expected to enforce these responsibilities and to afford the same rights to students. The College will help to preserve a climate in which students can develop without denying this same opportunity to others. Unfamiliarity with the following does not excuse students from carrying out their responsibilities as members of the college community.

A. Student Rights

1. Students have the right to be heard in matters that affect their rights and responsibilities. (e.g. through Student Government Association, Dean of Student Services, etc.)
2. 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. Students or student groups wishing to engage in peaceful demonstrations must obtain a permit to do so from the campus Dean of Student Services at least forty-eight (48) hours prior to the demonstration. The demonstration must be restricted to the area specified in the permit.
3. Student publications and communications are guaranteed the rights inherent in the concept of "freedom of the press." Individual students and student organizations have the right to publish, distribute, and broadcast material on the college campus provided that the materials are identified by the name of the student or student organization. All publications and broadcasts shall be subject to the canons of responsible journalism, including the avoidance of defamation, indecency and obscenity, undocumented allegations, and harassment.
4. Students have the right to form and participate in student organizations that provide opportunities for educational and social enrichment. All student organizations registered with the Student Life Office may meet on college premises provided that they make reservations in accordance with the established rules and regulations for room and space reservation. Students and/or student groups may not make institution, or to any person outside the institution without the expressed written consent of the student involved, except under legal compulsion.
5. Student organizations registered with the campus Student Life Office have the right to invite any persons of their choosing as speakers on college premises. The President of the college or the Dean of Student Services may cancel a speaker's reservation where there is a clear and present danger to orderly operation of the college. Such cancellation shall be communicated to the sponsoring organization at the earliest opportunity.
6. Students have the right to have their academic records kept confidential subject to existing law. No official records shall be kept which reflect political activities or beliefs of students. No official records shall be available to unauthorized persons within the institution, or to any person outside the institution without the expressed written consent of the student involved, except under legal compulsion.
7. Students have the right to due process when accused of any violations of college regulation or rules of conduct. A student will find adequate due process accorded through the Student Government Association Constitution, administrative procedures, and the College Court. This right shall include the following:
 - a. Right to a notice in writing of any charges.
 - b. Right to admit the alleged violation, waive a hearing and accept the college's action.

- c. Right to admit the alleged violation but request a hearing.
- d. Right to deny the alleged violation and request a hearing.
- e. Right to a fair hearing before an impartial committee.
- f. 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.
- g. Right to select an adviser of their choice to attend the hearing with them.
- h. Right to call witnesses and present evidence on their behalf.
- i. Right upon request to a list of witnesses who will appear against them.
- j. Right to confront and cross-examine witnesses and/or accusers.
- k. Right to request a copy of any available record or tape recording of a hearing if the offenses involve possible suspension or expulsion.
- l. Right to appeal to the Campus Provost, then to the Vice President for Educational Affairs, and then to the President of the College.

The College Court is the designated agency to hear charges regarding alleged violations of established college codes and policies. Each campus shall have a college court.

B. Student Regulations and Rules of Conduct

It is a basic and fundamental responsibility of a college to maintain order through reasonable policies and procedures. The filing of an application for admission shall be regarded as evidence of the applicant's intention to abide by the standards and regulations of Georgia Perimeter College. Students forfeit their right to remain enrolled if they fail to comply with such standards and regulations.

The following is a statement of the regulations and responsibilities of students both as individuals and as groups at Georgia Perimeter College. Additional rules or regulations may be initiated under established procedures during the year.

1. Firearms, explosives, fireworks, or weapons of any kind are not to be brought onto the college premises or to college-sponsored events except as authorized by the proper officials of the College.
2. The manufacture, distribution, sale, possession, or use of alcoholic beverages, marijuana, controlled substances, or dangerous drugs on the campus and at institutionally approved events off campus is prohibited.
3. No person shall physically or verbally abuse, threaten, or intimidate any member of the faculty, staff, student body, or any official visitor to the College.
4. The taking, damaging, or malicious destruction of property belonging to the college, to the visitors to the college, or to any member of the college community is prohibited.
5. No persons shall assemble on campus for the purpose of creating a riot or disruptive or disorderly diversion which interferes with the normal educational processes and operations of the College. This policy shall not be construed as the denial of any student's right to peaceful assembly.
6. Gambling on the campus premises is prohibited.
7. No person shall interfere with, fail to cooperate with, or fail to identify himself or herself to any properly identified administrator or staff person while that person is in the performance of his or her duties.
8. Unauthorized entry into, use, or occupation of college facilities which are locked, closed to student activities, or otherwise restricted as to use, or which have not been reserved for use through the proper college authorities is prohibited.
9. Falsification, alteration, fabrication, or misuse of college forms, documents, records, or identification cards is prohibited. This policy includes any documents submitted in support of official college purposes.
10. The operation on campus of student organizations not properly registered with and recognized by the Student Life Office is prohibited.
11. The dissemination on campus of publications which do not bear the name of the originator or which are not done in accordance with college rules and regulations is prohibited.
12. Students shall not attempt to defraud, deceive, or mislead an instructor in arriving at an honest grade assessment.

13. Hazing is not permitted. Hazing violations include, but are not limited to, abusive initiation requirements for entrance into a club or organization.
14. Unauthorized use of college property or services is prohibited.
15. Behavior that is disruptive or that interferes with the campus learning process in the classroom or on campus is not permitted.

Students accused of Student Conduct Code violations can be assured adequate due process through administrative procedures and the College Court. Violations can be adjudicated through an informal hearing with the Campus Dean of Student Services and/or through a formal hearing through the College Court.

An informal hearing is a meeting between the accuser, the accused, and the Campus Dean of Student Services. An informal hearing is appropriate when all parties voluntarily agree to engage in an attempt to resolve the complaint. This may result in sanctioning if needed. If the informal hearing does not result in resolution, the case will be forwarded to the College Court for a formal hearing.

The College Court conducts formal hearings. Please see page 25 for explanation of the College Court judicial process.

C. Additional Conduct Regulations

1. Appearance and/or dress that are extreme or unusual to the point of distracting from or being disturbing to the learning environment within classes or on campus will not be tolerated. In certain technical labs, student dress is expected to meet all safety codes.
2. Telephone and mail service is not available on campus for students. Students should be called through the college switchboard only in cases of emergency, which involve the illness or death of a family member. The Office of Public Safety should be contacted in such emergencies. Pay phones are available on each campus for student use. Students should not give the College as their address since there is no mail service for students.
3. The use of tobacco products is prohibited in all buildings of Georgia Perimeter College.

D. Disciplinary Sanctions

Failure by a student to follow prescribed rules of conduct will subject him or her to disciplinary sanctions by the College Court and/or Dean of Student Services.

1. Admonition or oral statement to the student who has violated regulations.
2. Official reprimand, warning, or notice in writing that continuation or repetition of wrongful conduct may cause more severe action.
3. Educational sanction including but not limited to public service, participation in a particular program, receipt of specific instruction, or completion of a research assignment. The accused shall be responsible for the payment of any required fees.
4. Disciplinary probation or exclusion from privileged or extracurricular activities.
5. Restitutions or reimbursement for damage or loss caused to others.
6. Forfeiture of academic credit.
7. Suspension or exclusion from classes and other privileges for a definite period of time.
8. Expulsion or termination of student status in the college community.
9. Any other sanctions as deemed appropriate by the College Court and/or the Dean of Student Services. All disciplinary sanctions handed down by the College Court will be reviewed by the Dean of Student Services and reported to Associate Vice President of Enrollment Management and Student Affairs and/or the Vice President of Academics and Student Affairs.

Except under unusual circumstances (i.e. threat of personal safety or physical danger), dispositions resulting from informal hearings will not involve suspension or exclusion from classes or expulsion or termination of student status in the college community.

Students under disciplinary suspension, exclusion, or expulsion are forbidden the use of college facilities during the term of their sanction. Disciplinary charges against a student or student organization alleging infraction of the rules and regulations of the college may also subject such student or student organization to temporary sanctions by the campus Dean of Student Services, including suspension, pending the final disposition of the case, if the circumstances indicate that this is necessary to maintain the orderly operation of the college.

STUDENT DISCRIMINATION GRIEVANCE

Policy

Discrimination as prohibited by law is a matter of particular concern to Georgia Perimeter College. The College's policies and procedures for dealing with discrimination have been designed to protect all individuals while ensuring academic freedom to teach, learn and work. The policy is in accordance with the University System of Georgia Board of Regents Policy 401.02 and the law. The policy has the support of the college's President and administration.

Discrimination means to treat a person adversely because of race, color, gender, religion, creed, national origin, age, disability, veteran status or sexual orientation to implement policies or practices that intentionally or unintentionally adversely impact a person on the basis of race, color, gender, religion, creed, national origin, age, disability, veteran status or sexual orientation.

Confidentiality will be maintained insofar as it does not interfere with the college's legal obligation or ability to investigate allegations of misconduct when brought to its attention, and to take corrective action when it is found that misconduct has occurred.

Throughout the process, every effort will be made to protect the complainant from reprisals and to protect the accused from irresponsible complaints.

The Student Discrimination Grievance procedure encourages and provides guidelines for informal resolution of disputes by communication between the parties involved.

Procedure

I. GENERAL INFORMATION

This procedure provides a means by which students who are aggrieved of actions taken by college personnel (faculty, staff or administration) which they feel are discriminatory, including assignment of grades (so long as the basis of the grade appeal is alleged discrimination), can voice their grievances and be heard in a meaningful manner.

In cases where a student is appealing a grade on the basis of alleged discrimination, the student must elect between the College Grade Appeal procedure at Section 304.50 of the Administrative Procedures Manual and the Student Discrimination Grievance Procedure, but cannot use both for the same grade appeal. (See Student Appeal Regarding Grades, *Georgia Perimeter College Administrative Procedures Manual*, Section 304.50)

All proceedings pursuant to this procedure will be conducted as confidentially as is practical.

All time limitations are not to exceed the specified number of days. All references to days are to working days.

II. CAMPUS DEAN OF STUDENT SERVICES' ROLE

An aggrieved student shall meet with the Campus Dean of Student Services at the earliest opportunity after the most recent incident which is the subject of the grievance. The student should be prepared to explain to the Campus Dean of Student Services all relevant facts and circumstances surrounding the grievance.

III. FILING OF WRITTEN GRIEVANCE

If an informal resolution cannot be reached a written grievance shall be filed by the student and any other party in interest with the Ombudsperson within ten working days after the aggrieved student's meeting with the Campus Dean of Student Services. Such grievance must contain specific factual allegations of the discriminatory practice(s) or incident(s), and a statement of at the alleged basis or bases of the discrimination, which must be one or more of the following: race, color, sex, religion, age, persons with disabilities, national origin, sexual orientation or veteran's status.

IV. APPOINTMENT OF GRIEVANCE COMMITTEE

An Ad Hoc Grievance Committee will be appointed by the Ombudsperson no later than ten working days after the filing of a written grievance and will consist of five members: a student, a faculty member, and a student affairs professional, plus two other individuals, either staff, administrative or faculty, corresponding to the position of the individual against whom the grievance is brought. All committee members will be from the campus on which the grievance originated.

The Ombudsperson will name one of the five members as chair of the committee.

- V. DUTIES OF GRIEVANCE COMMITTEE**
- A. Notice of Hearing**
 Within ten working days of the appointment of the committee, the chair shall issue a written notice of the date, time, place and issue of the hearing to the student and any other party in interest. The date of the hearing shall be within ten working days of the notice.
- B. Hearing Procedure**
 The hearing will follow the same general guidelines as found in the College Court procedure.
- VI. APPEAL TO THE ASSOCIATE VICE PRESIDENT OF ENROLLMENT MANAGEMENT AND STUDENT SUCCESS**
 The parties may appeal to Associate Vice President of Enrollment Management and Student Affairs' within five working days. The Associate Vice President of Enrollment Management and Student Affairs shall issue a decision based on review of the record.
- VII. APPEAL TO THE VICE PRESIDENT OF ACADEMIC AND STUDENT AFFAIRS**
 A party in interest who is aggrieved by the decision of Associate Vice President of Enrollment Management and Student Affairs may appeal the decision to Vice President of Academic and Student Affairs within five working days of the date of the respective decision.
- VIII. APPEAL TO THE PRESIDENT**
 A party in interest who is aggrieved by the decision of the Vice President of Academic and Student Affairs may appeal the decision to the President within five working days of the date of the respective decision of the Vice President of Academic and Student Affairs' decision.
- IX. FINAL DECISION**
 The President shall issue a final decision on the appeal within a reasonable amount of time. The decision shall apprise the appealing party of the right to further appeal to the Board of Regents of the University System of Georgia pursuant to Paragraph IX of the Bylaws of the Board of Regents or any other applicable provision of the Policies of the Board of Regents.

STUDENT GOVERNMENT ASSOCIATION CONSTITUTION

Purpose

The purpose of the Student Government Association is to serve and represent the student body; to work toward the improvement of the College; to provide a sound, democratic self-government; to encourage cooperation among students, faculty, administration, and community; and to promote a sense of school spirit and loyalty to Georgia Perimeter College.

Each campus unit of Georgia Perimeter College is authorized to elect an individual campus Student Government Association as indicated in this constitution. This Constitution serves the entire college student body, and may be supplemented by individual campus SGA operating guidelines

Authority: The Student Government Association will have authority and responsibility in Student Activities Fee allocations, appointments of students to college committees, as the official voice of the students, and in issues of concern to the students of Georgia Perimeter College.

Article I Name

The name of this organization shall be the Georgia Perimeter College Student Government Association, also referred to as the SGA Senate.

Article II Membership, Qualifications, and Terms of Office

- A. The membership shall be composed of all enrolled students at Georgia Perimeter College who pay fees to support the Student Activities program. The SGA senate shall consist of 4 elected Executive Officers (President, Vice President, Secretary, and Treasurer) and six elected senators.
- B. No student who is on disciplinary probation, or with a grade point average below 2.0, may serve on the SGA, or any of its committees.
- C. No student may hold more than one SGA position at the same time.
- D. Qualifications for Senators
1. Senators must be qualified as described in Article II, Sections A, B, and C. Learning Support courses shall be included in the calculation of grade point average.

2. Senators must be enrolled at the campus at which the office is held for the duration of the term of office.
- E. Qualifications for Executive Officers:
1. Executive Officers must be qualified as described in Article II, Sections A, B, and C, with the additional requirement that Executive Officers have and maintain a 2.5 grade point average. Learning Support courses shall be included in the calculation of grade point average.
 2. Executive Officers must have accumulated 16 semester hours at Georgia Perimeter College.
 3. Executive Officers must be enrolled at the campus at which the office is held for the duration of the term of office.
- F. Terms of Office
1. The term of office of the SGA Executive Officers and Senators elected in the spring semester shall begin at the conclusion of spring commencement.
 2. All other Senate members and committee chairs shall assume their duties at the time the Oath of Office is administered.
 3. The term of office for all SGA Executive Officers, Senators and committee chairs shall end at the yearly spring commencement.
 4. Senate members do not need to be enrolled during the summer term, but are expected to attend all meetings held.
 5. No member may serve more than 2 academic years as an Executive Officer and/or a Senator.

Article III Elections and Appointments

- A. Candidates must submit an official petition containing the signatures and proper identification of 25 currently enrolled students. The Director of Student Life will confirm eligibility.
- B. Elections shall be by secret ballot and be coordinated by the SGA Secretary.
- C. SGA Executive Officers and 3 Senators shall be elected, following the midterm, in spring semester.
- D. Three Senators will be elected no later than the midterm of fall semester.
- E. When only one candidate is seeking a position, balloting for these positions shall be suspended and the President of SGA shall declare the candidate elected at the first meeting following the election date.
- F. Presidential vacancies shall be filled with the Vice President. Vice President, Secretary, and Treasurer Vacancies shall be filled when the President, after consultation with the Executive Board, appoints one eligible senate member. These appointments will be confirmed by a 2/3 vote of the Senate. Senator vacancies shall be advertised to the general student body and filled by appointment after approval of the Senate.

Article IV Job Descriptions

- A. The Executive Board shall:
 1. Be composed of the SGA President, Vice President, Secretary, and Treasurer. The President will serve as chair.
 2. Preview matters to be brought before the Senate and establish meeting agendas.
- B. The President shall:
 1. Coordinate Senate activities with the administration and report pertinent data during SGA Senate meetings.
 2. Preside over all SGA meetings.
 3. Make appointments after approval of the Senate.
 4. Secure all legislation for approval or veto by the next Senate meeting. Failure to sign or veto legislation enacts the document as effective. A two-thirds vote overrides any veto.
 5. Call special meetings of the Senate.
 6. Appoint all ad hoc committees.
 7. Serve as ex-officio member of all SGA committees.
 8. Attend meetings each semester with all four SGA Presidents in order to discuss issues and encourage programs that will enhance college-wide unity.
- C. The Vice President shall:
 1. Preside over SGA meetings in absence of President.
 2. Assume the duties of the President in the absence of or at the request of the President.
 3. Preside over the Campus Programming Board.

4. Preside over any ad hoc committee responsible for amending the SGA Constitution.
 5. Ensure that all legislation to be considered by Senate is in proper order and has a Senate member as a sponsor.
 6. Deliver all legislative matters to the Senate in an expedient manner.
 7. Maintain a record of all resolutions and the vote in book form to be available to all SGA members.
- D. The Secretary shall:
1. Record the minutes of all Senate functions.
 2. Distribute copies of Senate meeting minutes to the SGA Senate and appropriate college offices.
 3. Post minutes in a visible location for the general student body.
 4. Preside over SGA meetings in the absence of the President and Vice President.
 5. Coordinate all student elections and petitions.
- E. The Treasurer shall:
1. Supervise SGA financial affairs.
 2. Maintain records of expenditures and income.
 3. Make a financial report bi-weekly at regular Senate meetings.
 4. Coordinate Campus Budget hearings for clubs and committees.
 5. Perform the functions of Parliamentarian and Sergeant-at-Arms.
- F. Senators shall:
1. Serve as general representatives for the student body.
 2. Present and address issues and concerns from student body.
 3. Chair and serve on committees as assigned.
 4. Coordinate special projects as assigned.

Article V Quorum and Meetings

1. The SGA Senate shall meet at regularly scheduled times and be available for meetings called by the President when notified at least 48 hours in advance.
2. The presence of a majority of the current Senate members shall constitute a quorum.
3. Senate members are required to attend all regular and special SGA meetings.
4. No more than 2 total unexcused absences per semester will be allowed.
5. The rules contained in the current edition of Robert's Rules of Order shall govern the SGA meetings.

Article VI Legislation

1. Legislation shall be defined as any constitutional amendment, requests for funds or support, endorsements, resolutions, petitions, or any topic relevant to the student body.
2. Legislation will contain the following:
 - A listing of the items that will form an official motion on the Senate floor
 - A detailed description of the funds desired
 - The appropriate budget source for funding
 - The name of the person or organization requesting the funds or support
 - The name of the senate member who will act as sponsor during the senate meetings and will be informed of all facts related to the legislation.
6. All legislation shall be submitted to the Vice President no later than noon on the day prior to the senate meeting in which it will be introduced as new business.
7. All legislation to be considered by the Senate shall be in prescribed form and read to the Senate by the sponsoring Senate member.
8. All new legislation will be tabled for one scheduled meeting. The legislation will then be reread at the next Senate meeting and acted upon.
9. If immediate action is requested, the tabling procedure may be suspended by majority vote of the voting members at the initial submission of the legislation.
10. The absence of a sponsor during the Senate meeting may cause legislation to be tabled.
11. Legislation may be introduced for consideration in the Senate by a petition containing signatures of 25 currently enrolled students. This shall constitute a student body membership request for Senate action and shall be dealt with as any new legislation.

Article VII Senate Voting

1. All voting in Senate meetings shall be by a show-of-hands or general consent, unless otherwise stated or requested by a simple majority of Senate members.
2. Proxy or absentee votes may be accepted if submitted in advance of the meeting.
3. The President or chair shall not have the right to vote in Senate meetings, except to break a tie vote.

Article VIII Internal Affairs

1. Any member of the SGA senate or Campus Programming Committees who fails to perform assigned duties as indicated in this constitution or who fails to adhere to guidelines in the Georgia Perimeter College *Student Handbook* shall be open to accusations by members of the SGA Senate.
2. These accusations shall be heard by the Internal Affairs Committee, hereafter referred to as the IAC.
3. The IAC shall be an ad hoc committee consisting of one member of the SGA Executive Committee and two senators.
4. The IAC shall be chaired by the President of SGA. If the President is accused, the chair reverts to the Vice President of SGA.
5. The chair of the IAC shall be responsible for ensuring that the accused is provided due process as described below:
 - Notice: Any member of the SGA Senate accused of violation must be notified within 48 hours of the complaint and notification must clearly state all charges.
 - Fair Hearing: The accused has the right to introduce facts pertinent to the complaint and to relay reasons for said violation.
 - Majority: In order to sustain charges against the accused, a 2/3 majority must be achieved.
 - Confidentiality: The findings of the IAC must remain confidential if the accused is found not guilty.
6. A guilty finding by the IAC may result in removal from office and/or reduction in stipend.
7. Appeals of the IAC hearing results may be made to the campus Dean of Student Services.

Article IX Judicial - College Court

1. The purpose of the College Court is to hear violations of the student conduct code.
2. The College Court shall be composed of a Student Chief Justice, two additional Student Justices, and two Faculty Justices.
3. The Chief and Student Justices shall be appointed by the SGA Executive Committee with the approval of the SGA Senate during the spring semester, to begin service summer semester.
4. Faculty Justices shall be actively employed as Faculty members at the campus where they are appointed and serve.
5. Faculty Justices shall be appointed by the Campus Provost during the spring semester, to begin service summer semester.
6. Chief, Student, and Faculty Justices shall serve one year terms, beginning upon appointment and ending at spring commencement.
7. The Chief and Student Justices shall:
 - A. Have and maintain at least a 2.75 cumulative grade point average, including Learning Support courses.
 - B. Have accumulated at least 16 semester hours earned at Georgia Perimeter College, including Learning Support courses.
 - C. Be currently enrolled at the campus where they are appointed and serve.
8. The College Court shall:
 - A. Adhere to appropriate rules and procedures as found in the Georgia Perimeter College *Student Handbook* for the hearing of cases within its jurisdiction. The rules and procedures shall be filed in the SGA office and copies made available to students.
 - B. Notify the SGA President 48 hours in advance of scheduled meeting times and place.

Article X Campus Programming Board

The Campus Programming Board shall be chaired by the SGA Vice President. The Director of Student life will coordinate the Board's activities. Board members include chairs of the following committees:

1. Entertainment - responsible for providing activities of an entertaining nature.
2. Lyceum - responsible for choosing and arranging forums, seminars, and special events speakers which will offer information, intellectual stimulation, and various points of view.
3. Wellness - responsible for working with the Wellness Coordinator to provide programs relating to health and wellness.
4. Community Service - responsible for coordinating volunteers and volunteer programs at the College and in the community.
5. Interclub Council - responsible for coordinating club activities and for providing clubs with information concerning budgeting and institutional policies.

Committee chairs shall be appointed by a majority vote of the SGA Senate. They should have a 2.0 minimum grade point average (including Learning Support courses) and be enrolled at the campus at which they hold a position for the duration of their service. Committee Chairs serve one-year terms, beginning on appointment and ending at spring commencement.

Article XI Standing Committees

1. Election Committee - Chaired by the Secretary of SGA, this committee coordinates the elections of the SGA Executive Officers and Senate members.
2. Budget Committee - Chaired by the Treasurer of SGA, this committee coordinates the campus budget hearings for the clubs and committees.

Article XII Clubs and Organizations

All student organizations must register with the Student Government Association.

Article XIII SGA Advisor/Faculty Liaison

The Director of Student Life shall serve as the advisor for the Student Government Association and SGA committees. A campus SGA may select a faculty liaison from that campus if so desired.

Article XIV Amendments

1. Amendments to this constitution may be submitted by any student who provides a petition containing signatures and proper identification of 200 students who support it, or by a Senate member.
2. The amendment(s) must be submitted in writing and conform to legislative form.
3. Any proposed amendment shall be declared ratified upon receiving a majority vote of each voting Senate and a majority of the votes cast in an election that encompasses all students of Georgia Perimeter College.

Article XV Oath of Office

All elected and appointed officials of the SGA shall be installed by the Dean of Student Services or a designee or by a justice of the College Court, who shall administer the following oath:

I (name), do solemnly affirm that I will serve the student body faithfully, execute the duties and responsibilities entrusted to me by virtue of my office and will, to the best of my ability, preserve, protect, and enforce the constitution of the student body of Georgia Perimeter College.

STUDENT ORGANIZATION FUND RAISING PROJECTS POLICY

Fund raising as it pertains to student organizations is defined as the seeking of funds or support by a student group from sources other than its members, including the procurement of supplies and other forms of support; the selling or distribution of items, materials, products, or services; and the sponsorship of events where admission is charged.

Only official registered student organizations or clubs of Georgia Perimeter College will be authorized to conduct fund-raising projects.

1. All student organizations or club fund-raising project proposals must be submitted to the Office of Student Life for approval by the Director at least two weeks prior to the proposed event. Fund-raising project request forms maybe obtained from the Office of Student Life.

2. Projects may not in any way interfere with normal academic programs or functions. The proposed fund-raising project should not interfere with existing College-operated services, contracts, or College Development (fund-raising) activities. Projects that would present extended competition with products or services that are available through existing College-operated contract with a commercial vendor will not be approved. Use of campus mail service is prohibited. Fund raising is not permitted in offices, classrooms, corridors or food facilities. Fund raising on campus may be conducted only in areas approved by the Director of Student Life.
3. An organization or club may not use coercive acts that might intimidate those persons from whom support is sought. Advertisements for fund-raising projects must follow the bulletin board policy. A maximum of three fund-raising projects (one per semester) will be allowed during the academic year for each student organization or club. Procedures for collecting monies must be approved by the Office of Student Life for proper processing and accounting. No outside accounts are permitted. Fund-raising projects must abide by local, state and federal laws and regulations.
4. Georgia Perimeter College will not accept any type of financial liability with reference to the student fund-raising projects. Written acknowledgement of this fact must be made by the student organization or club president on a Fund-Raising Project Request Form. All financial expenditures and liability necessary for any project must be underwritten as a condition of approval of each project.