



Georgia Gwinnett
COLLEGE



2007-2008
STUDENT HANDBOOK

2007-2008 STUDENT HANDBOOK

Notice Regarding Policies Found In This Handbook and Changes To Policies

Students need to review Board Of Regents (BOR) Policies and Procedures to determine complete policies. Students may review ROR Policies at the GGC Library, the Administrative Office, or on the web at www.usg.edu. This handbook is for information only and does not constitute a contract between the applicant/student and the College. The College reserves the right to change, modify or alter without notice all fees, charges, tuition, expenses and costs of any kind, and further reserves the right to add or delete without notice any course offering or information in this handbook. The College also reserves the right to change any provision or requirement when such action becomes necessary.

GGC Information:

678.407.5000

Mailing Address:

1000 University Center Lane
Lawrenceville, GA 30043

Internet Address:

www.ggc.usg.edu

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Welcome From The President



Congratulations and welcome to Georgia Gwinnett College (GGC). Your decision to attend Georgia's newest public college demonstrates your commitment to your continued intellectual and personal development. As a member of our first student body, you will have many exciting opportunities to shape your own future as well as a role in establishing the culture that will define the experience for generations of future GGC students.

College life is about so much more than just attending classes. It's about collaborating with outstanding faculty while connecting with your peers – through services, student activities and academic experiences. This Student Handbook is designed as a resource guide to help you succeed in all of your endeavors at GGC by providing information that will make your time here the most productive and enjoyable.

Every member of the GGC faculty, staff and administration is committed to your development. Our mission as a premier 21st Century liberal arts college, one where learning takes place continuously in and beyond the confines of the traditional classroom, is to prepare you to be contributing citizens and future leaders for Georgia and the nation. I am delighted that you have chosen to attend Georgia Gwinnett College, and I challenge you to help us build "The Campus of Tomorrow" through your involvement in our academic and student activities programs. I wish you all the best; please let us know how we can help you succeed in reaching your goals at Georgia Gwinnett College.

Again, welcome to GGC. We are delighted you are here.

Sincerely,

Daniel J. Kaufman
President

2007-2008 Academic Calendar

FALL 2007 CALENDAR

Month	Date	Day(s)	Description
July	2	Monday	Academic Advisement Begins
August	10	Friday	Deadline for Fall Payments
August	16-18	Thursday-Saturday	New Student Orientation
August	20	Monday	Class Begin
August	20-22	Monday- Wednesday	Drop/Add
September	3	Monday	Labor Day Holiday
September	20	Thursday	Deadline for Petitions for In-State Residency
October	8	Monday	Midsemester
November	21-25	Wednesday-Sunday	Thanksgiving Holidays
December	7	Friday	Last Day of Classes before Final Exams
December	8	Saturday	Reading Day for Final Exams
December	10-15	Monday-Saturday	Final Examinations

SPRING 2008 CALENDAR

Month	Date	Day(s)	Description
November	1, 2007	Thursday	Academic Advisement /Registration Begins
December	14, 2007	Friday	Deadline to Apply for Admission for Spring 2008
January	3-4	Thursday-Friday	New Student Orientation
January	4	Friday	Deadline for Spring 2008 Tuition Payments
January	7	Monday	Classes Begin
January	7-9	Monday- Wednesday	Drop/Add
January	21	Monday	Martin Luther King Holiday
February	29	Friday	Midsemester
March	10-16	Monday-Sunday	Spring Break- No Classes
April	28	Monday	Last Day of Classes before Final Exams
April	29	Tuesday	Reading Day for Final Exams
April-May	30-6	Wednesday – Tuesday	Final Examinations
June	28	Saturday	Graduation

SUMMER 2008 CALENDAR

Month	Date	Day(s)	Description
April	1	Tuesday	Academic Advisement/Registration Begins
May	8-9	Thursday – Friday	New Student Orientation
May	9	Friday	Deadline for Summer 2008 Tuition Payments
May	12	Monday	Classes Begin
May	12-14	Monday- Wednesday	Drop/Add
May	26	Monday	Memorial Day Holiday- NO CLASSES
June	12	Thursday	Deadline for Petitions for In-State Residency
June	18	Wednesday	Midsemester
July	4	Friday	Independence Day Holiday NO CLASSES
July	25	Friday	Last Day of Classes before Final Exams
July	26	Saturday	Reading Day for Final Exams
July	28-30	Monday – Wednesday	Final Examinations

Vision & Mission

Vision

Georgia Gwinnett College will be a premier 21st Century Liberal Arts college where learning will take place continuously in and beyond the confines of the traditional classroom. Its cornerstones will be the innovative use of educational technology and a commitment to an integrated educational experience that develops the whole person. GGC will be a wellspring of educational innovation. It will be a dynamic learning community where faculty engagement in teaching and mentoring students will be the hallmark. It will be a driving force for change in student success. As such, it will be a model for innovative approaches to education, faculty engagement with students, and highly efficient student, facility, and administrative services.

Mission

Georgia Gwinnett College provides access to targeted baccalaureate level degrees that meet the economic development needs of the growing and diverse population of the northeast Atlanta metropolitan region. It emphasizes the innovative use of technology and active-learning environments to provide students enhanced learning experiences, practical opportunities to apply knowledge, increased scheduling flexibility, and a variety of course delivery options. Georgia Gwinnett's outstanding faculty and staff actively engage students in various learning environments, serve as mentors and advisors, and assist students through programs designed to enhance their academic, social, and personal development. GGC produces contributing citizens and future leaders for Georgia and the nation. Its graduates are inspired to contribute to the local, state, national, and international communities and are prepared to anticipate and respond effectively to an uncertain and changing world.

GGC Snapshot

GGC was created by the Board of Regents of the University System of Georgia (USG) as “a true 21st century higher education institution.” The college will be a leader in the use of instructional technology and other innovative educational methods, and in the assessment of student learning to enhance education. Designated as an institution with a principal responsibility for developing innovative approaches to higher education, the college offers bachelor degree programs that will initially focus on four areas that are important to meeting the needs of the region and the state including biology, business, information technology and psychology.

Significant Firsts

Georgia Gwinnett College is the first public four-year liberal arts college to be founded in the United States in the 21st century according to the American Council on Education. It is also the first four-year college to be founded in Georgia in more than 100 years. It is the product of visionary leadership by the community, Georgia’s Board of Regents and the State Legislature. GGC was founded in response to a regional need.

For more than 15 years, community leaders have pressed for a four-year college in Gwinnett. As the county grew rapidly, it was evident that the expanding business community needed a source of qualified candidates for its workforce. Local high schools now produce an increasing number of graduates who need more options for higher education. It was clear that the county needed a four-year college of its own, one that embraces new technologies and teaching methods appropriate to the 21st century.

A resolution was passed by the Board of Regents in October 2004, and the college was established by the Georgia General Assembly in March 2005. As the University System of Georgia’s model campus, it will create opportunities to provide innovative approaches to highly-efficient student, facility and administrative services.

The college held its first classes on Friday, August 18, at its Lawrenceville campus. One hundred-eighteen students attended classes as part of the first fall enrollment. This enrollment was represented by 65% females and 35% males and included a culturally diverse student population. It is envisioned that the campus enrollment will grow to nearly 10,000 students by 2010.

Important Phone Numbers

Academic & Student Affairs	678 .407.5231
Academic Enhancement Center	678.4075234
Bookstore.	678.407.5229
Campus Security	678.407.5333
Computer Lab	678.407.5195
Enrollment Management	678.407.5313
Financial Aid	678.407.5505
Information Desk	678.407.5061
Library	678.407.5317
Student Accounts	678.407.5137
Student ID Office	678.407.5208
Student Development Services	678.407.5850
Technical Services (TechServ)	678.407.5555

Facilities and Maps

Georgia Gwinnett College is located at the current Gwinnett University Center on more than 200 acres located off Collins Hill Road at Ga. Highway 316/University Parkway in Lawrenceville, Georgia. For 2007-2008, Georgia Gwinnett College shares facilities at the Gwinnett University Center with off-campus programs delivered by Georgia Perimeter College and the University of Georgia.

Four buildings service the functions of Georgia Gwinnett College:

Building A – The first academic building opened in January, 2002. With approximately 120,000 square feet, this building provides over 40 classrooms, science labs, the student center, bookstore, enrollment/registration services, financial aid, advisement/testing, faculty offices, and an Information Services desk surrounded by 12 computer/internet stations available to students.

Building B – The “signature” building opened in August, 2002. With approximately 100,000 square feet, this building provides 18 classrooms, a 21st century library, innovative learning labs, faculty offices, and administrative office space for the executive administration of Georgia Gwinnett College.

Building C – This additional classroom building opened in January, 2006. With approximately 30,000 square feet, this building provides 16 classrooms and faculty offices. The building is also home to a 300 seat auditorium which opened in August, 2007. No food or drinks are allowed in the auditorium.

Building D – Boasting 70,000 square feet of space, this building opened in September, 2007 as a one-stop-shop for students. The facility includes all Enrollment Management and Student Affairs functions. Offices include Admissions, Financial Aid, Student Accounts, Student Activities, Career Development, Intramurals, and Orientation.

Hours of Operation

Georgia Gwinnett College is open for classes between the following times:

Monday through Friday – 7:00 a.m. to 11:00 p.m.
Saturday – 7:00 a.m. to 7:00 p.m.
Sunday – 1:00 p.m. to 6:00 p.m.

Administrative Offices at Georgia Gwinnett College are open between the hours of 8:00 a.m. to 5:00 p.m. Monday through Friday.

Campus Closings Due to Inclement Weather & Emergencies

In cases of inclement weather, Georgia Gwinnett College will make every effort to announce a decision regarding the cancellation of classes by 7:00 a.m. Announcements of campus closing will be posted to the college web-site (www.ggc.usg.edu) as well as to the campus e-mail system. For inclement weather and other emergency scenarios occurring later in the day, announcements concerning school closing will be made as quickly as possible. Announcements of campus closing will also be sent to the following Atlanta-area media:

Television Stations:

WAGA-TV Fox 5 (Ch. 5)
WGCL-TV CBS (Ch.46)
WSB-TV (Ch. 2)
WXIA-TV (Ch.11)

Radio Stations:

STAR 94	MIX 103	The New 97.1
640 AM	Project 96.1	WSB-Radio (750 AM)
Magic 107	B-98.5	News/Talk 750-WSB
DAVE 92.9	KISS 104.1-FM	
V-103	95.5 The Beat	



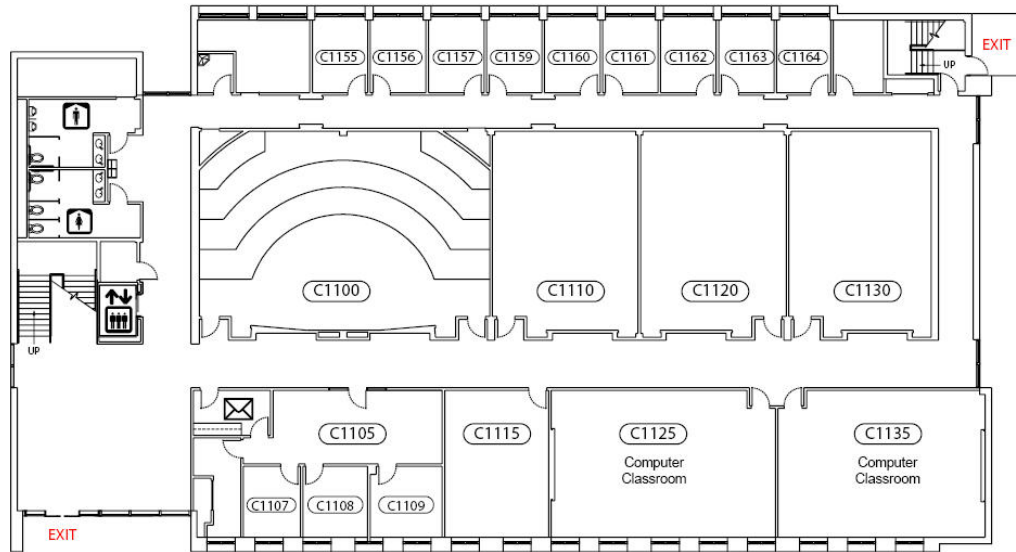
Georgia Gwinnett COLLEGE



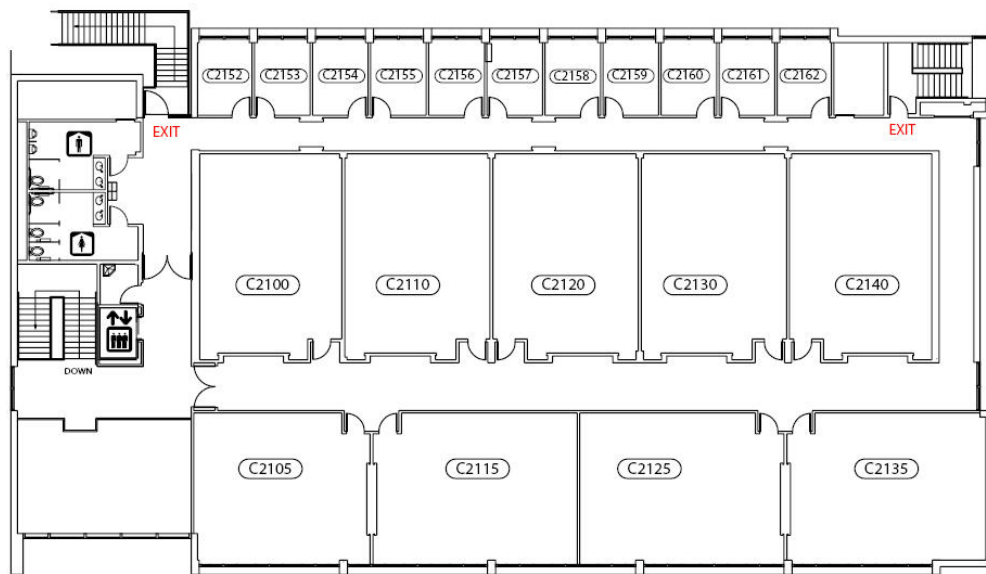
BUILDING A

1000 University Center Lane • Lawrenceville, GA 30043 • 678-407-5000

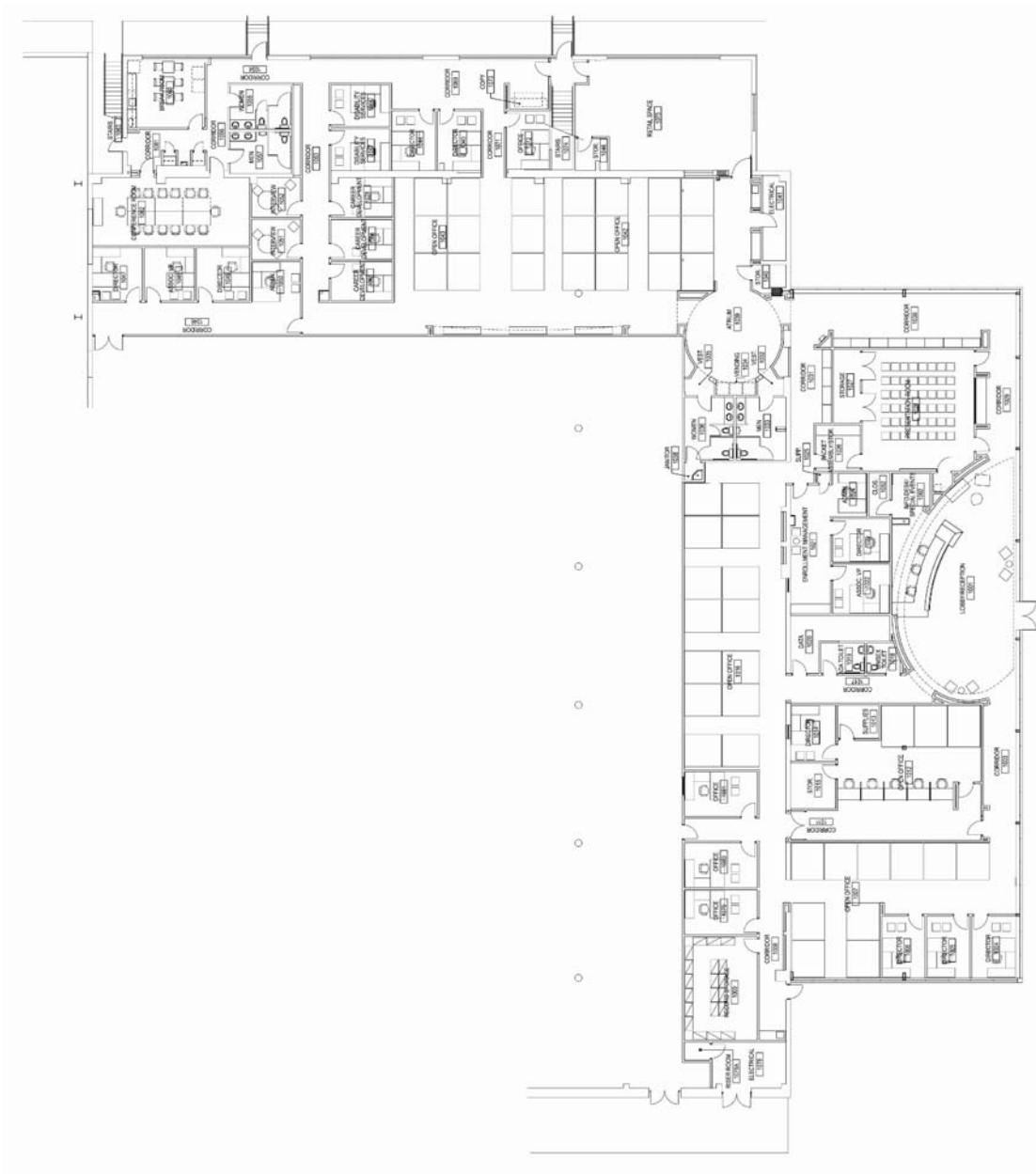
BUILDING C



FIRST FLOOR



SECOND FLOOR



BUILDING D

At Your Service: Services for Students

Admissions

Enrollment Management is responsible for processing all applications and transcripts from high schools and colleges previously attended. Applications are accepted online at www.ggc.usg.edu and must be accompanied with a \$15 application fee at the time of online submission. Applicants will be notified by Enrollment Management regarding their enrollment status. Students may also check on their admission status on line at www.ggc.usg.edu. Click on Admissions. See Admissions Procedures and Requirements section for further admission information.

Bookstore

Located in Building A, the bookstore offers students school supplies as well as text books and general recreational reading materials. Students may also order their books online by logging on to www.efollett.com. The bookstore hours are:

Fall and Spring Hours

Mon 8:30 a.m. - 6:00 p.m.
Tue 8:30 a.m. - 6:00 p.m.
Wed 8:30 a.m. - 6:00 p.m.
Thu 8:30 a.m. - 6:00 p.m.
Fri 8:30 a.m. - 2:00 p.m.
Sat CLOSED
Sun CLOSED

Summer Hours

Mon 8:30 a.m. - 4:00 p.m.
Tue 8:30 a.m. - 4:00 p.m.
Wed 8:30 a.m. - 4:00 p.m.
Thu 8:30 a.m. - 4:00 p.m.
Fri 8:30 a.m. - 2:00 p.m.
Sat CLOSED
Sun CLOSED

Campus Protective Services

The Protective Services offices located in both Building A and Building B are available to assist you with minor emergencies like locked keys in cars. They can also assist with escorting students to their cars. Protective Services patrols all parking lots on a regular basis to enforce the campus parking regulations. Emergency call boxes are also located in student parking lots and may be used to contact campus protective services.

Career Development and Advisement

Students are assigned faculty mentors and are required to meet with them to plan their program of study and select their coursework. Advising related to career development is also available through the Career and Advising Center and Student Success Program since it is the goal of the institution to provide integrated services to students.

The Career and Advising Center provides resources for career exploration, career test interpretation, internships, cooperative education opportunities, volunteer and community service options as well as job placement services.

Disability Services

The Disability Services office provides accommodations to individuals with disabilities as defined by Section 504 of the Rehabilitation Act of 1973 and the Americans with Disabilities Act of 1990. Accommodations are individualized and require qualifying documentation. Students who need special arrangements must self-identify to the Disability Services office to arrange for appropriate services prior to the beginning of each school term.

“Safe areas” for students with physical disabilities are clearly marked and will be provided upon request.

Financial Aid

In keeping with an overall theme of providing innovative education, Georgia Gwinnett College has taken some pioneering steps to provide scholarship funding which helps students cover expenses such as tuition and fees. Because of the special circumstances that accompany the creation of a new college, the GGC Foundation is also providing grant awards based on need, calculated from financial information provided by the student. The grant award ranges from \$400 to \$4050 per eligible student based upon financial need.

In addition, students who qualify may also use their HOPE Scholarships for financial assistance.

Another component of the financial aid package is low-interest loans. GGC has established partnerships with several private education lenders to provide student loan options with low interest rates and deferred payments. Student loan approval is based on credit history.

Food Service

GGC Dining Services provide you with convenient dining choices while on campus. The GGCity Café located in Building B features sandwiches, wraps, paninis, salads, specialty coffee beverages, smoothies and a wide selection of pastries. It is open Monday through Friday, from 7:30 a.m. until 7:30 p.m., and 8:30 a.m. until 1:00 p.m. on Saturdays. It is a great place to grab something quick in between classes or enjoy a meal while studying for the next test.

The GGCity Café is one of two dining locations that you will be able to eat at in 2007-2008. The brand new Food Court in Building A will be open in the Fall of 2007 and will feature Quiznos, Zoca (southwest), Bene Pizza and Pasta.

At both dining locations you will be able to pay using your Dining Dollars, cash or credit cards. All full-time students have \$200 Dining Dollars per semester stored in their College's ID cards; part-time students have \$100 Dining Dollars per semester. Any unused Dining Dollars will transfer from fall to spring semester. If your Dining Dollars balance gets low you can reload your card at any time during the semester in any amount. Simply visit the Students Account Office located in Building A.

Instructional Technology Acceptable Use

General

Georgia Gwinnett College provides access to computing resources for students, faculty, staff, and other authorized users. The computing resources of Georgia Gwinnett College, including facilities, hardware, software, networks, and computer accounts, are the property of the State of Georgia. The use of these resources is a privilege granted by Georgia Gwinnett College to authorized users only. Georgia Gwinnett College requires its computing resources to be used responsibly by all authorized users and in compliance with all state and federal laws, contractual and license agreements, and all policies of Georgia Gwinnett College and the Board of Regents of the University System of Georgia. Authorized users of the College's computing resources must act responsibly to maintain the integrity and security of these resources.

Rights and Responsibilities

The Acceptable Use of Information Technology Resources policy is a complement to relevant laws and policies intended to define acceptable and unacceptable computer use practices at Georgia Gwinnett College (GGC), to promote an understanding of responsible usage of college computing resources, and to protect and conserve those resources. This policy does not supersede any relevant State or Federal laws pertaining to the use of Information Technology or policies of University System of Georgia. GGC does not provide a warranty, either expressly or implied, for the information technology services provided. The College reserves the right to limit a computer user's session or access if there are insufficient resources, and to cancel, restart, or hold a job, process, or program to protect or improve system performance and security if necessary.

Authorized users include: current faculty, staff, and students of Georgia Gwinnett College; any person connecting to a public information service housed on an information technology resource; and others whose access furthers the mission of the College and whose usage does not interfere with other users' access to information technology resources. Each user of an information technology resource must be specifically authorized to use that particular resource by the college unit responsible for maintaining and operating the resource.

Authorized users are responsible for all their activities using information technology services and will respect the intended use of such services. Individuals misusing the College's computing resources in violation of federal and state laws, Board of Regents and university policies, or this policy are subject to disciplinary actions by the College including suspension of their access and forfeiture of their computer privileges. In the event that use or misuse of Georgia Gwinnett College's information technology resources threatens to compromise the security or integrity of data or services, the Chief Information Officer, or his designee, may restrict or terminate user access to GGC resources pending investigation.

Users of college information technology resources have no guarantee of the privacy of materials stored on those resources. The College reserves the right to access any of its computer resources when federal or state laws or university policies may have been violated or where college contractual obligations or college operations may be impeded or when deemed in the best interest of the College. Authorized users should not store confidential information within the College systems without protecting it appropriately. The College cannot and will not guarantee the privacy or confidentiality of computer files, electronic mail, or other information stored or transmitted by its computers. All computer usage on Georgia Gwinnett College information technology resources and network facilities is subject to the provisions of the Georgia Open Records Act, O.C.G.A. §§ 50-18-70 et seq.

System administrators will perform their duties fairly, in cooperation with the Georgia Gwinnett College community, their administrative supervisors, college policies, and funding resources. System administrators will respect the privacy of others to the extent allowed by law and College policy. System administrators will refer all disciplinary matters to appropriate authorities.

Examples of Misuse of Information Technology Resources

1. Attempting to defeat or circumvent any security measures, controls, accounts, or record-keeping systems;
2. Using systems for unauthorized access;
3. Misrepresenting a person's identity or relationship to the University when obtaining or using university computer or network privileges;
4. Intentionally altering, misappropriating, dismantling, disfiguring, disabling, or destroying any computing resource, information technology, data or services;
5. Using information technology services for workplace violence of any kind;
6. Using information technology services for unlawful purposes including fraudulent, threatening, defamatory, harassing, or obscene communications;
7. Invading the privacy rights of anyone;
8. Disclosing student records in violation of FERPA;
9. Violating copyright laws including the Digital Millennium Copyright Act. (Copying, installing, distributing, infringing, or otherwise using any software, data files, images, text, or other materials in violation of copyrights, trademarks, service marks patents, other intellectual property rights, contracts, or license agreements is prohibited. All usage of computing resources shall be in compliance with federal and state copyright laws and in full conformance with the Regents Guide to Understanding Copyright and Fair Use.)

Disciplinary Actions

Use of College information technology resources in violation of applicable laws or College policy may result in sanctions, including withdrawal of use privilege; disciplinary action, up to and including, expulsion from the College or discharge from a position; and legal prosecution under applicable federal and/or state law. Some violations may constitute criminal offenses; the College will carry out its responsibility to report such violations to the appropriate authorities.

GGC Freedom of Expression Policy

Georgia Gwinnett College (GGC) is committed to providing a forum for free and open expression of divergent points of view by students, student organizations, faculty, staff and visitors. GGC also recognizes its responsibility to provide a secure learning environment which allows members of the community to express their views in ways which do not disrupt the operation of the college.

Georgia Gwinnett College, in establishment of this policy, in no way supports, fails to support, neither agrees nor disagrees with ideas that may be voiced, but allows for a diversity of viewpoints to be expressed in an academic setting.

This policy is applicable to students, student organizations, faculty, staff and visitors. Free Speech Area Request Forms are available from the Office of Student Activities and Leadership Programs. The following procedures apply to all activities authorized to use the designated Free Speech Expression Areas. Reasonable limitations may be placed on time, place and manner of speeches, gatherings, distribution of written materials, and marches in order to serve the interests of health and safety, prevent disruption of the educational process, and protect against the invasion of the rights of others as deemed necessary by Georgia Gwinnett College.

Designated Speech and Demonstration Areas

GGC has identified the concrete area in front of Building C and the concrete common area in front of the west entrance of Building A as “Free Speech Expression Areas.” These areas are generally available from 11:00a.m. to 1:00 p.m. and 5:30 p.m. to 7:30 p.m., Monday through Thursday, and 11:00 a.m. to 1:00 p.m. Friday. On occasion, other areas and other times may be authorized. The Director of Student Activities and Leadership Programs is responsible for reservation scheduling and authorization of the free speech expression areas in order to accommodate all interested users. Authorization will be granted in accordance with the principle of content neutrality. Appeals related to the decision of Director of Student Activities and Leadership Programs should be made to the Dean of Students. The decision of the Dean of Students is final.

Reservation Procedures for Use of Free Expression Areas

All requests must follow the appropriate facility reservation process. The designated free speech forms must be completed, any publicity materials must be attached and submitted to the Director of Student Activities and Leadership Programs at least three (3) calendar days prior to the free expression speech, program, event, or gathering in accordance with this policy. Organizers are encouraged to submit their requests as early in the planning stages of the event as possible.

Provisions

In order that persons exercising freedom of expression not interfere with the operation of the college or the rights of others, all engagements for speakers (internal and external) must meet the following criteria:

1. All publicity materials must be submitted with the application form. Admission charges, if any, or suggested donations which are used as a condition of admission, must be included in all publicity for the event. No publicity for a speaker or program may be released prior to authorization of the registration form. Unauthorized use of the college’s name, other than to indicate the location of the event, is strictly prohibited. Upon authorization, copies of the application form and any publicity material shall be distributed to the campus Associate Vice President for Student Affairs, the Director of Protective Services, Public Affairs Office, the Dean of Students, and the applicant.
2. If a speaker is being sponsored by a student organization, an Advisor (or designee, who must be a fulltime faculty or designated staff member) if applicable, must be present at the event.
3. No interference with the free flow of traffic nor the ingress and egress to buildings on campus is permitted.
4. No interruption of the orderly conduct of college classes or other college activities is permitted.
5. No impediment of passersby or other disruption of normal activities is permitted.
6. No intimidation or harassment, verbal or otherwise, of passersby is permitted.
7. No interference with scheduled college ceremonies, events or activities is permitted.

8. Marches, either independent or related to an event or speech, must be authorized at least 3 calendar days prior to the program or event in accordance with this policy and appropriate local ordinances, and may only take place on the streets or sidewalks of the campus.
9. No commercial solicitations, campus sales or fundraising activities shall be undertaken which are not authorized by GGC.
10. Non-commercial pamphlets, handbills, circulars, newspapers, magazines and other written materials may be distributed on a person-to-person basis in the Free Speech Expression areas designated above, as long as the reservation procedures for use of the Free Expression Areas have been completed. Such distribution shall not violate any campus solicitation policies or government ordinances.
11. The individual who makes the reservation shall be responsible for seeing that the area is left clean and in good repair. If not accomplished, persons or organizations responsible for the event may be held financially responsible for cleanup costs.
12. The individual/organization using the area must supply their own tables, chairs, etc (unless already part of the facility). No sound amplification devices may be used at any time (unless already part of the facility). No camping is allowed and temporary structure (tents, etc.) are prohibited.
13. Malicious or unwarranted damage or destruction of property owned or operated by the college, or property belonging to students, faculty, staff, or guests of the college is prohibited. Persons or organizations causing such damage may be held financially and/or criminally responsible.
14. Disorderly conduct is prohibited. The Georgia Gwinnett College Student Handbook defines disorderly conduct as: a. Loud, threatening or aggressive behavior or behavior which disrupts the orderly functioning of the college, or behavior exhibiting intimidation or harassment tactics, either verbal, physical or oral or actions which disturb the peace and/or comfort of person(s) on the campus; or b. Lewd or indecent conduct or expression, either oral or visual, and by whatever means, on College owned or controlled property, or at a College sponsored or supervised function.
15. Individuals and programs using the Free Speech Expression Area must comply with all applicable state and federal laws and institutional policies, rules and regulations.

Authorization of a speech, event, or demonstration is contingent upon compliance with the criteria listed above. Speakers and/or organizations failing to comply with the above policy may be asked to leave, a trespass warning may be issued, and/or judicial action may be pursued. Additional internal disciplinary actions may be enforced against students and staff members who fail to comply with the outlined policy.

Policy Questions

Questions about this policy may be addressed to the Director of Student Activities and Leadership Programs and should be handled in advance of any speech, event, or demonstration. If the Director of Student Activities and Leadership Programs is unavailable, all questions may be directed to the Office of Associate Vice President of Student Affairs 678.407.5882.

Library Services and Hours

In today's increasingly complex world it is essential that intellectual communities be provided with an organized array of resources of the highest quality as well as excellent instruction in their utilization. In this manner the library is at the heart of the learning experience and the development of all learning communities. Georgia Gwinnett College Library, located in Building B, fulfills its role as the heart of the GGC learning community in a number of ways. It provides an in-house core collection of books, periodicals, and microfilm, which is currently undergoing dramatic expansion to meet the curricular needs of the new college. With the availability of the [GIL Universal Catalog](#) and [GIL Express](#), students, faculty and staff have access to the collections of all of the University System of Georgia university and college libraries. The library also provides access to the [GALILEO](#) suite of databases and to a growing list of supplementary research databases. Numerous other research resources, such as tutorials and research guides, are available directly from the library's home page. The library provides customized research instruction for classes through its [Library Instruction Program](#). Librarians, in consultation with instructors, tailor instruction sessions to meet the specific research needs of the students in their courses. The [Ask a Librarian](#) e-reference service allows users to receive valuable reference assistance via email.

The Board of Regents has approved funds for a new library at Georgia Gwinnett College. The library will be strategically designed to meet the needs of 21st century students by providing innovative resources and integrating state-of-the-art technology. Slated to open in spring 2009, the facility will include computer and distance learning labs, and a faculty teaching and learning center combined with services traditionally provided by a university library.

Normal Hours

Mon - Thurs: 8:00 a.m. – 10:00 p.m.

Friday: 8:00 a.m. – 4:30 p.m.

Sat: 10:00 a.m. – 2:00 p.m.

Sun: 1:00 p.m. – 6:00 p.m.

Check with the library for exceptions to the normal hours

Student Identification Cards

Student ID cards are needed for campus services including library privileges. ID cards are issued at no cost in Building A, Office 1010 (behind the Information Desk) at the following times: Monday – Thursday 9:00 a.m. to 12:00 p.m. and 5:00 p.m. to 8:00 p.m.. During peak times prior to the beginning of the term the hours may be extended. Call 678.407.5208 to confirm hours of operation and/or to report a lost/stolen ID card. In the spring of 2008 Student Identification Card Services will be moved to Building D. Students are required to carry GGC cards at all times and to present their card when requested by college personnel.

1. College Identification Cards: College identification cards may only be used by the student whose name appears on the card. Any alteration or illegal use of College identification cards is prohibited. GGC cards that are misused are subject to confiscation by College personnel. The College has the right to confiscate any duplicate GGC cards if discovered.
2. Other Identification Cards: Possession of a blank, forged, stolen, borrowed, fictitious, counterfeit, or unlawfully issued driver's license or identification card is prohibited.
3. Making or having instruments and materials for counterfeiting of College identification cards, driver's licenses or any other forms of identification are prohibited.

Student Insurance

Georgia Gwinnett College students enrolled in 6 or more credits per term can participate in a Voluntary Student Insurance program underwritten by Pearce and Pearce, Inc. of Florence, South Carolina. Enrollment is open to students, their spouses and dependent children. More details can be obtained by visiting the GGC Enrollment Management office, or by email at ggc@studentinsurance.com or by going on line to www.studentinsurance.com.

Student Life Programs

As a new institution, student clubs, organizations and Student Government are growing every day. Students are encouraged to contact the Student Affairs office to learn more about the formation of new clubs, student activities and Student Government opportunities. Additional details are available at the "campus life" link online at www.ggc.usg.edu.

Student Success Programs and Services

Student Success programs and Services are designed to assist all students regardless of level of proficiency in English, math or critical thinking skills required for college level work. Programs and services offered include:

1. The First Year of College Seminar is for all incoming first year students to prepare them for college and provide them with skills crucial to their success in college and beyond.
2. English as a Second Language program for high school graduate students who are non-native speakers of English and lack fluency in academic English, but may be able to take specified college content courses for credit.
3. Student Success courses for high school students that score below collegiate level English and math.
4. Academic Enhancement Program to support instruction. The Academic Enhancement Center (AEC) provides tutoring in most disciplines offered by the college as well as organizes on- going workshops to meet student academic and technological needs

Academic Enhancement Center (AEC)

The AEC is a multipurpose resource center that offers hands-on academic support and resources to help students at all stages of their educational careers at GGC. All services are free. No appointment necessary; however limited availability by appointment. For further information on hours and location contact the Academic Enhancement Center at 678.407.5234. The **AEC** offers the following services:

- One on one or group tutoring provided by faculty and peer tutors in mathematics/science, writing and other subject specific courses offered by the college
- Writing essays and research papers
- Reviewing grammar and punctuation
- Using MLA/APA and other documentation styles to acknowledge the work of others and uphold academic integrity
- College level study skills seminars and workshops to aid in learning and studying effectively and managing time
- Regents' prep workshops
- College level strategies for reading and comprehending academic texts and taking notes
- Preparing and writing exams
- Specific tutoring for ESL students who wish to improve their English language skills through grammar instruction, vocabulary building and writing practice and review
- Understanding of individual learning styles to enhance learning potential
- Handouts and electronic resources on math, study skills, writing, grammar and literature

5. Student Success programs and services to support “middle years” students, i.e. sophomores and juniors. One of the primary functions is to help build a sense of community among students by encouraging students to be mentors and tutors.

6. Senior Year Experience which may include a Portfolio and/or activities that provide seniors with the opportunity to reflect on and provide closure to their undergraduate educational experience and provide them with transitional skills for post college life.

Transcripts

Students may request copies of their official transcripts from the Enrollment Management office in person or by fax. All requests must be in writing and signed by the student. Transcript requests are generally processed within 24 hours and transcripts reflecting the current term's grades are usually available one week after the end of the term. If a student's records are on hold, indicating an unfulfilled obligation to the college, a transcript will not be issued.

Vehicle Registration and Parking

All vehicles must be registered to park on campus. Student decals may be obtained in the Protective Services Office, Building B, Room 1300. There is no additional charge for parking decals since a parking fee is assessed with other student fees. Decals must be displayed on the rear window.

Parking regulations are designed to make parking and traffic at Georgia Gwinnett College as convenient and safe as possible. Students are permitted to park in designated "Student Parking" areas only. There is no student parking in "Visitor or Faculty" spaces. All parking regulations are enforced 24 hours a day.

Tuition & Fees

In-State Tuition

New and Existing Students	Tuition per credit hour
Incoming freshmen	\$78
Continuing and transfer students with less than 60 attempted hours (began at a USG school between Fall 2006 and Summer 2007)	\$68
Continuing and transfer students with less than 60 attempted hours (began at a USG school before Fall 2006)	\$74
Continuing and transfer students with more than 60 attempted hours (first time at a USG school)	\$120
Continuing and transfer students with more than 60 attempted hours (began at a USG school between Fall 2006 and Summer 2007)	\$107
Continuing and transfer students with more than 60 attempted hours (began at a USG school before Fall 2006)	\$113

Out-of-State Tuition

New and Existing Students	Tuition per credit hour
Incoming freshmen	\$312
Continuing and transfer students with less than 60 attempted hours (began at a USG school between Fall 2006 and Summer 2007)	\$268
Continuing and transfer students with less than 60 attempted hours (began at a USG school before Fall 2006)	\$296
Continuing and transfer students with more than 60 attempted hours (first time at a USG school)	\$478
Continuing and transfer students with more than 60 attempted hours (began at a USG school between Fall 2006 and Summer 2007)	\$427
Continuing and transfer students with more than 60 attempted hours (began at a USG school before Fall 2006)	\$449

Dining Dollars

Beginning in Fall 2007, GGC in partnership with Aramark Corporation expanded campus dining services to include a “grab-and-go” station, Quizno’s Sub, pizza and pasta station and a specialty coffee shop, all with extended dining hours. Students may use dining dollar funds on their GGC student account ID at any of the campus dining facilities dollar for dollar. Monies not used during the fall semester will be carried over and added to the Spring Semester Dining Dollar balance.

2007 -2008 FEES – All fees listed are per semester

Activity Fee = \$35
 Parking Fee = \$100 (6 hours and less = \$50)
 Recreation Fee = \$40
 Student Center Fee = \$100
 Technology Fee = \$75
 Science Lab Fee = \$30 per lab (only for students taking a lab)
 Parking Fine = \$30
 ID Replacement Fee = \$30
 Declined payment Fee = \$25 (minimum or 5%, whichever is greater)
 Application fee = \$15

Refund Policy

The refund amount for students withdrawing from the institution shall be based on a pro rata percentage determined by dividing the number of calendar days in the semester that the student completed by the total calendar days in the semester. The total calendar days in a semester includes weekends, but excludes scheduled breaks of five or more days and days that a student was on an approved leave of absence. The unearned portion shall be refunded up to the point in time that the amount earned equals 60%.

Students who withdraw from the institution when the calculated percentage of completion is greater than 60% are not entitled to a refund of any portion of institutional charges.

A refund of all nonresident fees, matriculation fees, and other mandatory fees shall be made in the event of the death of a student at any time during the academic session.

Tuition and fees awarded by scholarship or grant from an agency or authority of the State of Georgia on behalf of a student receiving a refund under this policy shall be reimbursed to such agency or authority.

Refund Policy for Veterans

The school will refund the unused portion of prepaid tuition and fees on a pro rata basis. Any amount in excess of \$10.00 for an enrollment or registration fee will also be prorated. (Title 38 CFR 214255).

Military Service Refunds

Full refunds of tuition and mandatory fees and pro rata refunds of elective fees are hereby authorized for students who are:

- 1) Military reservists (including members of the National Guard) and who receive emergency orders to active duty after having enrolled in a University System institution and paid tuition and fees;
- 2) Active duty military personnel and who receive an emergency reassignment after having enrolled in a University System institution and paid tuition and fees;
- 3) Otherwise unusually and detrimentally affected by the emergency activation of members of the reserve components or the emergency deployment of active duty personnel of the Armed Forces of the United States and who demonstrate a need for exceptional equitable relief.

Admissions Procedures & Requirements

APPLICATION PROCEDURES

Any student applying for admission to Georgia Gwinnett College must complete the following procedures:

- 1) Complete an electronic Application for Admission, available at www.ggc.usg.edu/apply.php or www.gacollege411.org. Students who are unable to complete the electronic application should contact the GGC Admissions Office at 678.407.5313.
- 2) Submit the required \$15 application fee with the application.
- 3) All applicants must request that their most recently-attended high school submit an *official* high school transcript to Georgia Gwinnett College.
- 4) Applicants who have attended *any* college (as a transfer student or as a HOPE-ACCEL student) must request *official* college transcripts from *all* colleges previously attended. These official transcripts must be sent directly to Georgia Gwinnett College.
- 5) The mailing address for submission of all documents (except the electronic admissions application) is:

Georgia Gwinnett College
Office of Admissions
1000 University Center Lane
Lawrenceville, GA 30043

- 6) Students must submit the Georgia Gwinnett College Immunization Form completed and signed by a physician. Specific immunizations required for admission to Georgia Gwinnett College are noted below and the form can be found in the GGC website at www.ggc.usg.edu.

IMMUNIZATION REQUIREMENTS

According to the policies of the Board of Regents of the University System of Georgia, applicants who have not previously attended Georgia Gwinnett College must submit proof of all required immunizations certified by a health official.

The Board of Regents and the Division of Public Health of the Georgia Department of Human Resources developed the requirements and recommendations outlined in the tables below. The following immunizations are required of all new applicants to Georgia Gwinnett College.

Applicants **MUST SUBMIT ONE OF THE FOLLOWING** in order to document proof of required immunizations. **No other documentation will be accepted.**

Georgia Gwinnett College Certificate of Immunization
Georgia County Health Department Immunization History Printout
Georgia Registry of Immunization Transactions and Services (GRITS)
Georgia Department of Human Resources Certificate of Immunization Printout (Form 3231)
World Health Organization (WHO) Certificate of Immunization

PROOF OF IMMUNIZATION OR NATURALLY-ACQUIRED IMMUNITY - REQUIRED

Vaccine	Requirement	Required for:
Measles (Rubeola)	Two (2) doses of live measles containing vaccine (combined measles-mumps-rubella or "MMR" meets this requirement), with first dose at 12 months of age or later and second dose at least 28 days after the first dose or Laboratory/serologic evidence of immunity	Students born in 1957 or later
Mumps	Two (2) doses of live mumps containing vaccine (combined measles-mumps-rubella or "MMR" meets this requirement), with first dose at 12 months of age or later and second dose at least 28 days after the first dose or Laboratory/serologic evidence of immunity	Students born in 1957 or later
Rubella (German Measles)	One (1) dose at 12 months of age or later (MMR meets this requirement) or Laboratory/serologic evidence of immunity	Students born in 1957 or later
Varicella (Chicken Pox)	Two (2) doses spaced at least 3 months apart if both doses are given before the student's 13 th birthday, or two (2) doses at least 4 weeks apart. If first dose given after the student's 13 th birthday: or Reliable history of varicella disease ("chicken pox"), or Laboratory/serologic evidence of immunity or History of herpes zoster (shingles)	All <u>U.S. born</u> students born in 1980 or later All foreign born students regardless of year born
Tetanus, Diphtheria	One tetanus/diphtheria containing booster dose within 10 years prior to matriculation. Combined tetanus, diphtheria, and acellular pertussis (whooping cough) booster (Tdap) is preferred but Td is acceptable (<i>Students who are unable to document a primary series of 3 doses of tetanus/diphtheria-containing vaccine (DTaP, DTP, or Td) are strongly advised to complete a 3-dose primary series.</i>)	All students
Hepatitis B	Three (3) dose hepatitis B series (0, 1-2, and 4-6 months) or Three (3) dose combined hepatitis A and hepatitis B series (0, 1-2, and 6-12 months) or Two (2) dose hepatitis B series of Recombivax™ (0 and 4-6 months, given at 11-15 years of age) or Laboratory/serologic evidence of immunity or prior infection	Required for all students who will be 18 years of age or less at time of expected matriculation. <i>Recommendation: It is strongly recommended that all students, regardless of their age at matriculation, discuss hepatitis B immunization with their health care provider.</i>

ADDITIONAL IMMUNIZATION RECOMMENDATIONS - NOT REQUIRED

Vaccine	Recommendation
<i>Meningococcal</i>	One (1) dose meningococcal conjugate vaccine (preferred) or one (1) dose of meningococcal polysaccharide within 5 years prior to matriculation, or Signed documentation that student (or parent or guardian if student <18 years old) has received and reviewed information about the disease as required by O.C.G.A. § 31-12-3.2
<i>Influenza</i>	<i>Annual vaccination at the start of influenza season (October-March)</i>
<i>Hepatitis A</i>	<i>Two (2) dose hepatitis A series (0 and 6-12 months), or Three (3) dose combined hepatitis A and hepatitis B series (0, 1-2, and 6-12 months)</i>
<i>Human Papillomavirus</i>	<i>Three (3) dose HPV series. Dose #2 given 4-8 wks after dose #1, and dose #3 is given 6 mos after dose #1 (at least 10 wks after dose #2). Strongly recommended for all unvaccinated women through age 26 yrs.</i>
<i>Other Vaccines</i>	Other vaccines may be recommended for students with underlying medical conditions and students planning international travel. Students meeting these criteria should consult with their physicians or health clinic regarding additional vaccine recommendations.

ADMISSION REQUIREMENTS

In this initial enrollment year, only students with 45 or more credit hours will be admitted to the college and will be classified as transfer students and admitted to one of the upper division programs.

Admission Policies

Applicants who have attended other colleges are classified as transfer students. Students admitted from other colleges are required to meet all general requirements regarding examinations and application deadlines. Students planning to transfer from other colleges must request that the Registrar's Office at each college previously attended forward an official transcript to the Admissions Office at Georgia Gwinnett College. Official transcripts are required whether or not the applicant wishes to receive transfer credit. Documents must be mailed directly from the other college to the Georgia Gwinnett College Admissions Office.

- 1) Transfer applicants must have earned a minimum of 45 semester hours of transferable credit prior to the term of intended enrollment.
- 2) Transfer applicants must present a cumulative grade-point average of 2.00 or above (based on a 4.00 scale) on all work attempted and must be in "good standing" at the last institution in order to be admitted to Georgia Gwinnett College in "good standing."
- 3) Transfer applicants whose cumulative grade-point averages are below 2.00 will be reviewed by the Georgia Gwinnett College Admissions Committee to determine the student's potential for college-level academic work at the junior/senior level.
- 4) Transfer applicants must present minimum grades of "C" on all courses directly related to their Program of Study (Area F in the General Education Core and courses accepted into the major).
- 5) Transfer applicants whose academic status was probation or dismissal when last enrolled at any institution will be reviewed by the Georgia Gwinnett College Admissions Committee to determine the student's potential for college-level academic work at the junior/senior level. Transfer applicants who were excluded from a collegiate institution may not be considered for regular admission to Georgia Gwinnett College unless they are academically eligible to return to the college they last attended.
- 6) Transfer applicants must provide evidence of immunization by completing the immunization form provided by the Office of Admissions.
- 7) International students who are present in the United States on a Permanent Resident Alien status must submit a copy of their Permanent Resident card. Georgia Gwinnett College is not approved by the US Department of Homeland Security to enroll international students on any other status other than Permanent Resident Alien for the 2007-2008 academic year.

Transfer of Credit Policies

Evaluations of transfer credit are mailed to applicants prior to registration as long as the admissions file was complete by the application deadline. Otherwise, evaluations of transfer credit will be mailed to students during the first semester of enrollment.

- 1) Credit earned in regionally accredited colleges may be transferred at full value to Georgia Gwinnett College provided the course content is comparable to that of a course offered by Georgia Gwinnett College or, for non-comparable courses, those that satisfy the guidelines of the University System of Georgia.
- 2) Transfer students are required to earn a grade of "C" or better in all Area A requirements (ENGL 1101 and 1102, MATH 1111, or equivalents) in order for those courses to transfer to Georgia Gwinnett College.
- 3) Other courses earned at regionally accredited institutions may be permitted to transfer with grades of "D," to the extent that the grades on all credits accepted for transfer average to at least 2.00.
- 4) The transfer grade-point-average (GPA) will not be included in the student's cumulative institution GPA at Georgia Gwinnett College but will be included into the GPA required by certain financial aid sources (i.e., HOPE scholarship).
- 5) The total number of combined hours through military experiences shall not exceed 15 semester hours. In order to determine military credit, the student must submit discharge paperwork (DD-214) or a military course transcript (AARTS, SMART, CCAF, etc.). Veterans with 12 months or more active military service may request a waiver of the required physical education credits.

- 6) Transfer credit from colleges and universities outside the United States must be evaluated by an organization with experience in evaluating foreign credentials. Georgia Gwinnett College suggests using Joseph Silny & Associates (www.jsilny.com). The student must submit transcripts to Silny or other similar organization and request that an appropriate evaluation be submitted to the Georgia Gwinnett College Admissions Office.
- 7) Transfer students must complete the Regents Examinations in Reading and Writing prior to graduation. Completion of the Regents Examinations at a previous University System of Georgia institution will transfer to Georgia Gwinnett College.
- 8) Transfer students must complete requirements in United States History and Constitution as well as Georgia History and Constitution prior to graduation. Completion of American History and American Government at a previous University System of Georgia institution will transfer to Georgia Gwinnett College. Completion of American History and American Government at a non-University System of Georgia institution (including out-of-state institutions) will satisfy the US History and Constitution requirement upon transfer, but not the Georgia History and Constitution requirement. A proficiency examination in these legislative requirements is available for the student to complete prior to graduation.

Attendance Policy

The classroom experience is a vital component of the college learning experience. Interaction with instructors and with other students is a necessary component of the learning process. Students are expected to attend regularly and promptly all class meetings and academic appointments. Students who are absent from classes bear the responsibility of notifying their instructors and keeping up with class assignments in conjunction with instructor provisions in the course syllabus. An individual instructor bears the decision as to whether a student's absence is excused or unexcused and whether work will be permitted to be made up; the decision of the instructor in this case is final. Students who are absent because of participation in college-approved activities (such as field trips and extracurricular events) will be permitted to make up the work missed during their college-approved absences.

Students whose absences exceed two-thirds of the total class meetings in a semester may be administratively withdrawn from the course by the instructor. This includes excused and unexcused absences. A student administratively withdrawn from a course due to excessive absences may re-enroll for that course in a subsequent semester during which the course is offered.

Academic Standards of Progress

Course Load

Twelve (12) semester hours constitutes a full-time course load for each semester of enrollment. Any enrollment less than 12 semester hours constitutes a part-time course load for the semester of enrollment.

Grading System

Student progress in a course is measured at the end of each semester in the form of a grade assigned by the course instructor based on the student's completion of course requirements as stated in the course syllabus. The grade for a course is officially recorded on the student's academic transcript in the Registrar's Office. The student is notified of his/her final grades via the college's web-based academic records system. Students who wish to have their grades mailed to them in paper form must complete a request form for that service in the Registrar's Office. Grade reports reflect a semester grade-point average as well as a cumulative grade-point average of all work completed at Georgia Gwinnett College.

Grading Scale

Georgia Gwinnett College complies with the University System of Georgia uniform grading system. The final grades and their definitions are as follows:

<u>Final Grade</u>	<u>Definition</u>	<u>Quality Points per Credit Hour</u>
A	Excellent	4
B	Good	3
C	Satisfactory	2
D	Passing, but less than satisfactory	1
F	Failing	0
WF	Withdrew Failing	0
W	Withdrew	0
I	Incomplete	0

The minimum passing grade for most courses is the “D” grade. ENGL 1111, ENGL 1112, and MATH 1111 (or equivalent courses) must be passed with a minimum grade of “C.” Courses in Area F of the Common Core as well as all courses in the student’s major must be passed with a minimum grade of “C.”

The following grade symbols will be used in the cases indicated but will not be included in computing the student’s grade-point average:

I - indicates an incomplete grade for the course due to non-academic reasons which prohibited the student from completing the requirements for a course. The assignment of the “I” grade is at the discretion of the course instructor but should only be assigned if the student has completed satisfactory work up to the last two weeks of the semester then faced extreme personal hardships in completing the semester. Prior to the last two weeks of the semester, the grade assigned should be “W” or “WF.” Assignment of an “I” grade indicates that the instructor and the student have worked out a plan for completing the remaining course requirements. The deadline for removing an “I” grade is the midterm of the next semester in which the student is enrolled or by the end of one calendar year if the student is not enrolled. If the “I” grade is not removed within the defined time period, the “I” converts to a grade of “F” and is then factored into the student’s grade-point average.

IP - indicates a student has made progress in a Learning Support course, but not sufficient progress to meet the requirements for the next course in the Learning Support sequence. The “IP” grade is not included in the calculation of the student’s grade-point average.

K - indicates credit given by external examination (CLEP, AP, etc.). The “K” grade is not included in the calculation of the student’s grade-point average and will exempt students from Learning Support requirements.

S - indicates successful completion of the Regents’ Writing Skills course and/or the Regents’ Reading Skills course and successful completion of the corresponding Regents’ Test. The “S” grade is not included in the calculation of the student’s grade-point average.

U - indicates unsuccessful completion of the Regents’ Writing Skills course and/or the Regents’ Reading Skills course and unsuccessful completion of the corresponding Regents’ Test. The “U” grade is not included in the calculation of the student’s grade-point average..

V - indicates the student audited the course. The “V” grade is not included in the calculation of the student’s grade point-average.

W - indicates that a student was permitted to withdraw without penalty. Withdrawals without penalty will not be permitted after midsemester except in cases of hardship as determined by the Registrar.

WF - indicates withdrawal with penalty (0 quality points are factored into the grade-point average). WF may be assigned by an instructor prior to midsemester if the student is not passing the course at the time of withdrawal. WF is also assigned for withdrawal after midsemester (except for cases of hardship as determined by the Registrar).

Grade Changes

Errors in grades must be reported to the Office of the Registrar immediately by the course instructor. An instructor will not be permitted to change a student’s grade in the web-based records system once the first grade has been posted. In general, no grade changes will be made after the end of the next semester after the grade was assigned, except with approval of the Vice President of Academic and Student Affairs. A petition for a grade change will not be accepted after the student’s date of graduation.

Mid-Term Grades

Instructors will post mid-term grades to the student's web-based academic record, but the mid-term grades do not calculate into the student's grade-point average for that semester or into the student's cumulative grade-point average. The mid-term grade on a course is not an official grade report and therefore is not permanently recorded on the student's academic transcript; it is a periodic evaluation of the student's progress in a course in the middle of the semester.

Academic Standing

Good Standing -- Georgia Gwinnett College students are in Good Standing (making progress toward the required 2.00 grade-point average requirement for graduation) if their cumulative GGC grade-point average falls within the minimum acceptable range for the number of attempted hours plus transfer hours:

Semester Hours Attempted Plus Transfer Hours	Minimum Cumulative GPA (GGC Credit Only)
0-15	1.50
16-30	1.60
31-45	1.80
More than 45	2.00

Academic Probation

Students will be placed on academic probation when they have attempted the number of credit hours shown in the left column in the above table and have not earned at least the GGC-cumulative GPA shown in the corresponding right column. A student on academic probation will be restricted to a maximum of 14 semester hours of coursework in the subsequent semester of enrollment and may not represent the college in any official capacity (student clubs, organizations, athletics, etc.). A student on Academic Probation may be subject to a loss of certain financial aid funds and should check with the Financial Aid Office regarding Satisfactory Academic Progress regulations for Financial Aid.

Continued Probation

Students who earn a 2.00 GPA during any semester in which they are on probation, but do not raise their GGC-cumulative GPA sufficiently to be removed from probation, will continue on Academic Probation and thereby avoid immediate dismissal from the College.

Academic Dismissal

Following the probationary semester, students on Academic Probation will be dismissed from the College for a minimum of one semester unless:

- a) they remove themselves from probation by achieving the appropriate GGC-cumulative GPA given in the above table; or
- b) they achieve a 2.00 term GPA for the current semester of enrollment (see above).

After a first Academic Dismissal, a student may apply for re-admission after an absence of one semester (including the entire summer term). After a second Academic Dismissal, a student may apply for re-admission after an absence of one calendar year from the end of the semester in which the second dismissal occurred. Upon re-entry, the student enters the College on Academic Probation status and is subject to the cumulative GPA requirements listed above. After a third academic dismissal, a student is not eligible for readmission to Georgia Gwinnett College. Any exceptions to this policy must be appealed to the Vice President for Academic and Student Affairs.

Student Complaints

Georgia Gwinnett College has formal and informal student complaint procedures. The complaint may be alleging the student's rights have been abridged by violating college rules and procedures. Students who disagree with a decision made by a college official and wish to file a written complaint should contact the Dean of Students Office. Grievances will be directed to the next level of authority above which the decision was made.

Informal Procedure

The student is encouraged to first discuss the matter with the other party. Every effort should be made to follow the chain of command in the resolution of the complaint first. If the student wishes to pursue the grievance, the matter is referred to the Dean of Students Office. Completion of the informal resolution process is a prerequisite to filing a formal complaint. The Dean will review the complaint and a decision shall be given to the student within 7 working days after the matter has been presented. The time may be extended for extenuating circumstances. If the complaint deals with a grade issue, the complaint should be made first to the instructor and then to the appropriate school dean. Their decision can be appealed to the Vice President for Academic and Student Affairs.

Formal Resolution of Complaint

If the complaint cannot be resolved to the satisfaction of the student at the informal level, the student may file an appeal in writing with the Associate Vice President for Student Affairs stating the reasons and grounds for the appeal within 7 working days of receiving the informal decision of the Dean of Students. The appeal shall be reviewed by a Campus Appeals Committee comprised of 2 faculty, 2 students and one administrator. The committee shall assemble to hear the complaint and decide by a majority vote based upon the evidence presented. The committee shall make a decision within 3 working days from the appeal hearing and shall inform the student in writing of their decision. If the person directly involved is not satisfied with decision, he or she may file an appeal in writing to the Vice President for Academic and Student Affairs within 10 calendar days.

Appeals

Grade Appeals

Students wishing to appeal a final grade in a course must first discuss the grade appeal with the course instructor within 30 calendar days of the assignment of the final grade. If the student still wishes to appeal beyond the discussion with the course instructor, the student may then file a grade appeal with the School Dean. The student must submit a written request along with all supporting documentation to the School Deans within 15 calendar days of the instructor's decision. An interview with the student and/or the course instructor may be a part of the Dean's decision. If the student wishes to appeal the Dean's decision, he/she may then appeal to the Vice President for Academic and Student Affairs submitting the same documentation as was submitted to the School Dean within 15 calendar days of the Dean's decision. If the student wishes to appeal the Vice President's decision, he/she may then appeal to the President of the College submitting the same documentation as was submitted earlier in the process within 15 calendar days of the Vice President's decision. The decision of the President of the College is final.

Parking Appeals

Students wishing to appeal a traffic/parking fine may appeal to the Traffic Appeals Committee. Traffic/Parking appeals must be filed in the Protective Services Office within seven business days of the issue date of the citation. Students wishing to appeal the decision of the Traffic Appeals Committee may submit a written request for appeal to the Associate Vice President for Student Affairs within 15 calendar days of the decision of the Traffic Appeals Committee. If the student wishes to appeal the Associate Vice President's decision, he/she may then appeal to the President of the College submitting the same documentation as was submitted earlier in the process within 15 calendar days of the Associate Vice President's decision. The decision of the President of the College is final.

In-State Tuition Classification Status (In-State Residency)

Students wishing to appeal In-State Tuition Classification Status may submit a written request for appeal to the Associate Vice President for Enrollment Management within 30 calendar days from the beginning of the academic semester. Documentation of the appeal must include any form of proof of legal residency in Georgia (Georgia State Income Tax, Georgia issued Drivers' License, etc.) or justification for waivers as outlined in Board of Regents policy regarding In-State Tuition Classification Status. If the student wishes to appeal the Associate Vice President's decision, may then appeal to the President of the College submitting the same documentation as was submitted earlier in the process within 15 calendar days of the Associate Vice President's decision. The decision of the President of the College is final.

Guaranteed Tuition Plan Appeals

Students wishing to appeal their classification on the Board of Regents Guaranteed Tuition Plan system may submit a written request for appeal to the Associate Vice President for Enrollment Management within 30 calendar days from the beginning of the academic semester. If the student wishes to appeal the Associate Vice President's decision, he/she may then appeal to the President of the College submitting the same documentation as was submitted earlier in the process within 15 calendar days of the Associate Vice President's decision. The decision of the President of the College is final.

Appeals on Other Matters

Appeals by or on behalf of students on other matters or applicants for admission may be made to the Board of Regents of the University System of Georgia (Board of Regents By-Laws, Article VIII).

Admission Appeals

Prospective students wishing to appeal a denial of admission may submit a written request for appeal to the Admissions Committee of the College. The decision of the Admissions Committee is final.

Student Conduct Appeals

Processes for Student Conduct Appeals are included in an earlier section of this handbook under "Student Code of Conduct."

Academic Integrity

Georgia Gwinnett College students are expected to adhere to the highest standards of academic integrity and are expected to encourage others to do the same. Further, students are expected to take responsible action when there is reason to suspect dishonesty on the part of others. While it is not possible to list all acts of academic dishonesty, examples include:

Cheating: This act of dishonesty includes giving information to or taking information from other students during examinations. Cheating is also committed when students copy from unauthorized sources and/or represent some other person's work as their own. Collaboration on out-of-class assignments or examinations is considered to be cheating if prohibited by the professor.

Plagiarism: This category includes copying material from unpublished or published sources, including electronic resources, and submitting that material as the student's own work. Students are responsible for identifying the proper source and for giving credit to that source anytime that they present ideas which are not their own.

Collusion: This act of dishonesty includes buying or selling material which will be misrepresented as a student's own work. In addition, students who fail to report known acts of academic dishonesty on the part of others are guilty of collusion.

Previously submitted material: Students must not submit work which has been or is being concurrently submitted, in whole or in part, in another class without first having received the permission of all the professors involved.

Misrepresentation or falsification of material: This act includes misrepresenting, fabricating, or altering academic material, such as transcripts, diplomas, grades or records, professors' or administrators' signatures or initials. In addition, students must not take an examination or test in the name of another student or present another student's work as their own.

Misrepresentation of circumstances: Students must not misrepresent personal circumstances (e.g., illness, conflicting responsibilities, etc.) to avoid meeting academic responsibilities.

Academic dishonesty carries severe penalties ranging from a grade of "0" on the affected assignment to dismissal from Georgia Gwinnett College. Each faculty member at Georgia Gwinnett College bears the responsibility for assigning penalties for cases of academic dishonesty. Students may appeal a penalty for academic dishonesty to the Academic Dean of the School in which the course is taught or to the Vice President for Academic and Student Affairs. The decision of the Vice President for Academic and Student Affairs is considered to be final. In cases of dismissal from college, the student may appeal to the President utilizing procedures outlined in the Student Code of Conduct for "Further Review for Cases Resulting in Suspension, Expulsion, Charter Suspension/Revocation and Revocation of College Registration."

Student Code of Conduct

INTRODUCTION

Purpose

Georgia Gwinnett College has as its primary mission the development of an intellectual community within an environment that values honesty, fairness, integrity, and respect for others. Georgia Gwinnett College has adopted conduct regulations for individuals and organizations and has established a student integrity process to foster this environment, to protect the rights and privileges of its students. When a student, club or organization is suspected of violating a conduct regulation, the Office of the Associate Vice President for Student Affairs or his/her designee is responsible for investigating alleged conduct regulation violations and coordinating the student integrity process.

This Code of Conduct has been developed by the Office of the Associate Vice President for Student Affairs to provide useful information to students, clubs and organizations that have been charged with violating a conduct regulation. All procedures for responding to possible violations of conduct regulations, including specifics of the student integrity process, a listing of possible sanctions, and the appeals procedures are included in the Code of Conduct. These procedures have been established to ensure due process and fundamental fairness to all involved in the College's student integrity process.

Student Rights and Responsibilities

Students are not only members of the academic community but are also members of the larger society. Students, therefore, retain the rights, guarantees and protections afforded to and the responsibilities held by all citizens. A student may be subject to prosecution by local, state, or federal law enforcement agencies irrespective of whether the College initiates student integrity proceedings in a given situation. As members of the College community, students have a responsibility to know and follow the College conduct regulations. Violations of these regulations will result in action by the College.

Standards for Georgia Gwinnett College students are higher than those of communities not engaged solely in scholarly pursuits. Not every situation a student may encounter can be anticipated in a written document. Therefore, students are expected to act in a manner that demonstrates integrity and respect for others and the campus environment. In order to provide direction for that expectation, the Georgia Gwinnett College has created an honor code as a means of articulating our core values and expectations for students.

The Honor Statement

"We will not lie, steal, or cheat, nor tolerate the actions of those who do."

As an additional guide, students should consider the three values adopted in the Seal of the State of Georgia: wisdom, justice, and moderation.

COLLEGE AUTHORITY

Generally, the College conduct regulations shall apply to conduct which occurs on College premises. Further, the conduct regulations shall apply to conduct which occurs while a student is attending or participating in any College related activity wherever that activity may take place, or any behavior, on or off College premises, which adversely affects the College community or the pursuit of its objectives.

Proceedings under this code may be instituted against students charged with a violation of a municipal, state or federal law, when the alleged conduct is also a violation of this code. Proceedings under this code may be carried out prior to, simultaneously with or following civil or criminal proceedings.

SEXUAL MISCONDUCT

The college is committed to maintaining a fair and respectful environment for study and work. To that end, and in accordance with federal and state law and Board of Regent's Policy, the college prohibits any member of the faculty, staff, administration, student body, or visitors to campus, whether they be guests, independent contractors, or clients, regardless of the sex of the other party, from sexually harassing any other member of the college community. Incidents of sexual harassment may be met with appropriate disciplinary action.

All students should report any sexual harassment that they may experience, observe, or believe to be occurring to the Dean of Students.

STUDENT INTEGRITY AUTHORITY

The Associate Vice President for Student Affairs and Dean of Students shall develop policies for the administration of the student integrity program and procedural rules for the conduct of hearings that are not inconsistent with provisions of the Code of Conduct.

COLLEGE CONDUCT REGULATIONS

The following actions are prohibited and constitute a violation of the Georgia Gwinnett College Student Code of Conduct. The Office of the Vice President for Academic and Student Affairs handles all cases involving alleged violations of academic dishonesty. The Office of the Associate Vice President for Student Affairs or designee handles all other allegations of conduct violations and any student, club or organization found to have committed a violation of these conduct regulations is subject to the sanctions outlined in this Code.

To determine whether a club or organization is responsible for a violation of the Code of Conduct, all circumstances will be considered, including, but not limited to: a) whether the misconduct was committed by one or more members of the club or organization; b) whether officers of the club or organization had prior knowledge of the misconduct; c) whether the club or organization funds were used; d) whether the misconduct occurred as a result of a club or organization-sponsored function; and e) whether members of the club or organization lied about the incident.

1. Academic Dishonesty

Knowingly performing, attempting to perform, or assisting another in performing any act of academic dishonesty.

More details regarding the Academic Integrity policy for Georgia Gwinnett College may be found in a separate section of this catalog (see Table of Contents).

2. Other Acts of Dishonesty

- A. Furnishing false information to any College official or office.
- B. Forgery, alteration, or misuse of any College document, record, or instrument of identification.
- C. Causing, condoning, or encouraging the completion of any College record, document, or form dishonestly.
- D. Offering or causing to be offered any bribe or favor to a College official in order to influence a decision.
- E. Tampering with the election of any College recognized student club or organization.
- F. Casting or attempting to cast more than one ballot in any election or referendum on campus.

3. Disorderly Conduct

Defined as: a. Loud, threatening or aggressive behavior or behavior which disrupts the orderly functioning of the college, or behavior exhibiting intimidation or harassment tactics, either verbal, physical or oral or actions which disturb the peace and/or comfort of person(s) on the campus; or b. Lewd or indecent conduct or expression, either oral or visual, and by whatever means, on College owned or controlled property, or at a College sponsored or supervised function. Forms of Disorderly conduct include, but are not limited to the following:

- A. Disruption or obstruction of teaching, research, administration or other College activities on or off campus, or other authorized non-College activities taking place on College property.
- B. Engaging in conduct that causes or provokes a disturbance that disrupts the academic pursuits, or infringes upon the rights, privacy, or privileges of another person.
- C. Physical abuse, verbal abuse, threats, intimidation, harassment, coercion, and/or other conduct that threatens or endangers the health or safety of another person or other conduct used to coerce club/organization membership. In recognition and support of the First Amendment of the United States Constitution, freedom of expression and academic freedom shall be considered in investigating and reviewing these types of alleged conduct violations.
- D. Violation of College policy and procedures regarding sexual harassment, other forms of harassment, and non-discrimination policies.
- E. Violation of published College policies, rules, or regulations.
- F. Failure to comply with directions of College officials or law enforcement officers acting in performance of their duties and/or failure to identify oneself to these persons when requested to do so.
- G. Participation in a campus demonstration that disrupts the normal operations of the College and infringes on the rights of other members of the College community.
- H. Intentional obstruction, which unreasonably interferes with freedom of movement (pedestrian or vehicular) on campus.
- I. Entering an athletic contest, dance, social or other event without the proper credentials for admission (e.g., ticket, identification, invitation).
- J. Circulating any advertising media without approval from proper College officials or in a manner that violates or is contrary to policies of Georgia Gwinnett College and state or local law.

4. Alcohol and Other Drug Related Misconduct

Georgia law prohibits possession or consumption of alcoholic beverages by those under the legal drinking age and prohibits making alcoholic beverages available to persons under the legal drinking age. Georgia Gwinnett College expects those who choose to use alcohol to do so responsibly. In addition, the US Department of Education requires that higher educational institutions receiving funds must certify that it has adopted and implements a program “to prevent the unlawful possession, use, or distribution of illicit drugs and alcohol by students and employees.” in order to comply with the Drug Free Schools and Campuses Regulations (EDGAR Part 86.100, Subpart B.)

All students are prohibited from possession and consumption of alcohol on campus. All students are prohibited from the use and possession of illegal drugs on campus. This includes:

- A. Use, possession, distribution, or sale of alcoholic beverages.
- B. Providing or facilitating the use, possession or distribution of alcoholic beverages.
- C. Disruptive or disorderly conduct caused by the influence of alcohol and/or other drugs.
- D. Use, possession, or distribution of narcotic or other controlled substances except as permitted by law.
- E. Providing or facilitating the use, possession, or distribution of narcotic or other controlled substances except as permitted by law.

5. Theft, Damage and Disregard for Property

- A. Taking, attempting to take, or keeping in his/her possession items of College property; items or services rented, leased or placed on the campus at the request of the institution; or items belonging to students, faculty, staff, guests of the College or student groups without proper authorization.
- B. Malicious or unwarranted damage or destruction of items of College property; items rented, leased, or placed on the campus at the request of the institution; or items belonging to students, faculty, staff, guests of the College or student groups is prohibited.
- C. Selling or attempting to sell a textbook unless the seller is the owner of the textbook or has the permission of the owner to do so.
- D. Taking, attempting to take, or keeping items belonging to the library or items placed in the library for display.

6. Fire Safety and Sanitation

- A. Misusing, damaging or tampering with fire safety equipment.
- B. Setting or causing to be set any unauthorized fire on or in College property.
- C. Possessing or using fireworks, explosives or other incendiary devices on College property without authorization.
- D. Making or causing to be made a false fire alarm.
- E. Intentionally or recklessly obstructing a fire exit in any College building.
- F. Failure to exit a College building when the fire alarm sounds.
- G. Failure to maintain an organization’s facilities and/or surrounding property creating a potential danger to the health or safety of the occupants or other individuals.

7. Weapons

Possessing firearms, explosives, other weapons, or dangerous chemicals on College property.

8. Unauthorized Entry/Use of College Property/Facilities/Keys

- A. Unauthorized entry or attempted entry into any building, office, or other College facility.
- B. Making or attempting to make unauthorized use of College facilities.
- C. Unauthorized possession, use, or duplication of College keys or other methods of controlled access (i.e. cards, codes).

9. Misuse/Abuse/Theft of Computer Time/Services

Failure to comply with College computer use policies.

10. Gambling

Conducting, organizing, or participating in any activity involving games of chance or gambling.

11. Hazing

Georgia law prohibits hazing and Georgia Gwinnett College does not condone hazing in any form. Hazing is defined as any intentional, negligent or reckless action, activity or situation that causes another pain, embarrassment, ridicule or harassment, regardless of the individual's willingness to participate. Such actions and situations include, but are not limited to, the following:

- Forcing or requiring the drinking of alcohol or use of other substance;
- Forcing or requiring the consumption of food or any other substance;
- Calisthenics (push-ups, sit-ups, jogging, runs, etc);
- "Treeings";
- Paddle swats;
- Line-ups;
- Theft of any property;
- Road trips;
- Scavenger hunts;
- Causing fewer than six (6) continuous hours of sleep per night;
- Conducting activities that do not allow adequate time for study;
- Forcing or requiring nudity at any time;
- Performing acts of personal servitude for members (e.g., driving them to class, cleaning their individual rooms, serving meals, washing cars, shopping, laundry, etc);
- Forcing or requiring the violation of College policies, federal, state or local law.

12. Interference with the Orderly Operation of the Student Integrity Process

- A. Unreasonably delaying the student integrity process by failing to schedule or appear for a meeting as requested by a College official.
- B. Intentionally providing false, distorted, or misrepresented information to a College official or body or knowingly initiating a false complaint.
- C. Disrupting the orderly operation of a student integrity proceeding.
- D. Attempting to discourage an individual's proper participation in, or use of, the student integrity process.
- E. Harassing and/or intimidating a member of a student integrity body or any participant in a student integrity proceeding prior to, during, or after that proceeding.
- F. Failure to comply with the sanctions imposed under the Code of Conduct.

13. Shared Responsibility for Violations

- A. Acting in concert to violate College conduct regulations.
- B. Knowingly condoning, encouraging, or requiring behavior that violates College conduct regulations.
- C. Allowing, condoning, permitting or providing opportunity for a guest to violate College conduct regulations.

STUDENT INTEGRITY PROCEDURES

Filing a Report

Incidents of alleged violations of conduct regulations are reported to the Associate Vice President for Student Affairs or his/her designee. Individuals or groups filing a report should do so in writing and the report should be submitted as soon as possible after the alleged violation. For individuals filing a report, a meeting can be arranged with a staff member in the Office of the Associate Vice President for Student Affairs and/or Dean of Students or designee to discuss the student integrity process.

After receiving a report, a staff member will be assigned to investigate the circumstances of the incident and determine what conduct regulations, if any, are alleged to have been violated. Reports that indicate the alleged behavior falls outside of the College's jurisdiction and/or does not violate any conduct regulation(s) may result in no action being taken. Additionally, lack of sufficient information may result in no action being taken.

If the staff member, following his/her investigation, finds that the report alleges violations of the conduct regulations and that those alleged violations fall within the College's jurisdiction, he/she will initiate the student integrity process.

When a club or organization is reported and an investigation of alleged violations occurs, the staff member handling the case will notify the president of the club or organization. The president will act as the representative of the club or organization throughout the student integrity process. The president may designate this responsibility to another active member of the club or organization by notifying the Associate Vice President for Student Affairs or his/her designee in writing.

Initiating the Student Integrity Process

Once it is determined that the student integrity process will be initiated, the student, club or organization will be provided with written notification of the allegations. Notification will specify the alleged violation(s). Notification will also request that the student, club or organization arrange a meeting with a staff member.

The student or student, club or organization is responsible for arranging this requested meeting within the parameters stated in the notification. The purpose of the meeting is to insure that the student, club or organization is sufficiently familiar with the Code of Conduct (including the conduct regulations and student integrity process) in order to accurately prepare and present a response to the charges. At this meeting the student, club or organization:

1. Will be advised of the right to decline to make any statements or answer questions and that, in doing so, no inference about responsibility will be drawn.
2. Will be advised of the pending charges.
3. Will be advised of the report submitted.
4. Will be provided with a copy of the Code of Conduct and any other appropriate written material(s).
5. Will be advised of the procedures through which student integrity charges are resolved including the options for and conditions of handling the matter either through informal or formal resolution.
6. Will be advised that an advisor may be present at the student integrity hearing. The advisor may not address the student integrity body or other persons at the hearing. The role of the advisor will be to consult with the student, club or organization at reasonable intervals during the hearing.
7. Will be advised to consult further with the Associate Vice President for Student Affairs and/or Dean of Students or his/her designee concerning any question or interpretation of procedure.
8. Will be advised that formal hearings are scheduled to provide the student, club or organization a minimum of five (5) business days from the date of hearing notification during which to prepare a response.
9. Will be advised that any request for a delay of the hearing must be in writing and submitted to the Associate Vice President for Student Affairs and/or Dean of Students or his/her designee, who will determine whether a delay will be granted.
10. Will be advised that in the event that the College needs to delay the date of a hearing, the student, club or organization will be notified no less than one (1) business day prior to the originally scheduled hearing. The student, club or organization will receive a notification of the new hearing at least five (5) business days prior to the new hearing date.

Resolution of the Student Integrity Process

During the meeting the staff member will advise the student, club or organization about the options for resolving student integrity charges. There are two available options from which the student, club or organization can choose: (1) informal resolution, or (2) formal resolution (hearing).

Informal Resolution

If the student, club or organization agrees that the violation(s) of the conduct regulations cited occurred, he/she/it may decide to have the case resolved through the informal process. A student or club/organization always has the right to refuse the informal process and proceed with a formal hearing. Final resolution of the informal process must meet the following criteria: (1) the staff member handling the case and the student, club or organization agree that informal resolution is a reasonable option given the circumstances; (2) the student, club or organization must accept responsibility for the violation(s) of the specified conduct regulation(s); (3) the student or club/organization must accept the sanctions resulting from the violation(s); (4) if applicable, the victim should accept the sanctions issued for the violation(s) and may propose sanctions that are reasonable and in accordance with the Code of Conduct. Cases that do not meet all four criteria for the informal resolution will be referred to formal resolution (hearing).

Some reports involve possible violations of regulations, but clearly are the result of an unresolved, on-going dispute between students. Other reports do not involve violations of regulations and/or fall outside College jurisdiction, but they too reflect student disputes. In either of these situations, the students will be informed of the option to resolve the matter through mediation. Mediation is a voluntary process that utilizes an impartial, neutral third party who acts as a facilitator to help the parties reach a mutually acceptable outcome.

Decisions for Informal Resolution

If the student, club or organization decides to resolve the student integrity charges informally, and all conditions for such resolution are met, the student, club or organization will receive a written copy of the decision. The decision will be completed by the staff member handling the case and, after reviewing the document, the student or officer of the organization will sign a copy indicating agreement with the method of resolution.

Formal Resolution

If the student, club or organization disputes the investigative finding that a violation of the conduct regulations has taken place, rejects the informal resolution, or does not agree with the sanctions resulting from the informal resolution, the case shall be resolved through the formal resolution procedures as follows:

- A. A written "Notification of Hearing" shall be delivered to the student or club/organization. The notice shall include (1) the specific College conduct regulation(s) which the student, club or organization is alleged to have violated; (2) the alleged factual circumstances supporting the charges; (3) the date, time and place of the hearing; and (4) a list of potential witnesses and any information that may be presented against the student, club or organization at the hearing.
- B. The notice of hearing must be received by the student, club or organization at least five (5) business days prior to the hearing date. The student, club or organization, with the consent of the Associate Vice President for Student Affairs or his/her designee, may waive the minimum notice requirements as long as the waiver is in writing.
- C. The student is deemed to have received notice when he/she is personally given a copy of the notice or, in the case of a club or organization, when any officer of the club or organization is personally given a copy. If it is not possible to deliver the notice in person, the written notification shall be sent by certified mail, return receipt requested, to the student's, club's or organization's most recent local address of record and shall be considered delivered on the date indicated on the signed return receipt. If the notice is returned as undeliverable, the notice will then be sent by certified mail, return receipt requested, to the permanent address of record and shall be considered delivered on the date indicated on the signed return receipt.
- D. The student, club or organization has the right to be assisted by any advisor he/she/it chooses. The student, club or organization is responsible for presenting his/her/its own case. The advisor may be present, but is not permitted to speak or participate directly in any hearing before a student integrity body. The student, club or organization may choose to use an advisor from the College Student Integrity Board. A student, club or organization wishing to use an advisor from the College Student Integrity Board must notify the Associate Vice President for Student Affairs or his/her designee in writing within two (2) business days of receiving the "Notification of Hearing."
- E. Two or more students, clubs or organizations may be required to participate in a joint hearing if they are alleged to have taken part in the same incident, act, event, or series of related acts. The conduct regulation(s) alleged to have been violated and/or the alleged factual circumstances of the violation need not be identical for participation in a joint hearing.
- F. Any student, club or organization required to participate in a joint hearing may file a request for a separate hearing, citing specific reasons that a joint hearing would unfairly prejudice the case. A request for a separate hearing must be submitted in writing to the Associate Vice President for Student or his/her designee within one (1) business day after receipt of the "Notice of Hearing." The Associate Vice President for Student Affairs or his/her designee will make the decision regarding the request and notify the student, club or organization.
- G. The student, club or organization shall be presumed not to have violated a College conduct regulation until such a violation is proven. The standard of proof shall be preponderance of the evidence.

- H. The student, club or organization or College Advocate may request a delay in the hearing. Such a request must be in writing and submitted to the Associate Vice President for Student Affairs or his/her designee. Reasons for a delay must be included in the request and a delay is not guaranteed. The Associate Vice President for Student Affairs or his/her designee will consider the request and determine whether a delay will be granted. If the reason given for the request includes the need for more time to prepare for the hearing AND it is determined that adequate notice of hearing was given in accordance with the Code of Conduct, a delay will not be granted. If it is determined that the reasons for requesting the delay show it to be necessary and a delay is granted, the student/club/organization, College Advocate and the Hearing Panel will be notified no less than one (1) business day prior to the hearing. The student, club or organization will receive written notification of the new hearing date, time and location at least five (5) business days prior to the new hearing.
- I. If the Associate Vice President for Student Affairs or his/her designee needs to delay the hearing, the student, club or organization and Hearing Panel will be notified no less than one (1) business day prior to the hearing. The student club or organization will receive written notification of the new hearing date, time and location at least five (5) business days prior to the new hearing.
- J. If a student, club or an organization fails to attend a scheduled hearing, the Hearing Panel may hear the case at its discretion. Decisions will be made based on the evidence presented and statements made at the time of the hearing.
- K. If the College Advocate fails to attend a scheduled hearing, the Hearing Panel may hear the case at its discretion. Decisions will be made based on the evidence presented and statements made at the time of the hearing.
- L. All hearings of the student integrity system are open to the public pursuant to the ruling of the Georgia Supreme court in the case of *Red & Black Publishing v. Board of Regents of the College System of Georgia* except as determined by the Attorney General Office and/or the courts.
- M. It is expected that all persons making statements or answering questions at the hearing do so truthfully.
- N. The student may request witnesses not be present in the hearing room. These requests are submitted to and approved or denied by the Hearing Panel. In cases of approved requests, witnesses shall not be allowed to be in the hearing room during the hearing. Each witness will be advised by the Hearing Panel to refrain from discussing with any other witness what transpired in the hearing room during his/her presentation. Failure to respect this request may result in being charged with a Code of Conduct violation. Witnesses will be expected to remain available in the event they are recalled or until they are excused by the Panel, but they will not be restricted to a particular room and will not be supervised.
- O. Hearings of the College's student integrity process are not hearings of precedent. Further, matters of local, state or federal law are not considered during these hearings.
- P. The Panel may, at the beginning of the hearing, announce times when they shall recess for meals and announce the time the hearing shall conclude or be continued. Meals will be taken at about the normal time for meals (6:00 p.m. and 12:00 noon). No hearing shall last beyond 10:00 p.m. or a reasonable time thereafter. The Panel shall set the date and time for the hearing to resume while all parties are present.
- Q. The student, club or organization, College Advocate, or any member of the Hearing Panel may request a recess. Recesses should be kept short and to a minimum. If they become excessive in number or in length, the person asking for a recess may be asked to provide a reason for his/her/its request. The Hearing Panel may approve or deny a request for a recess.
- R. All hearings will be recorded. A copy of the record may be requested at the student's, club's or organization's expense. The original will be considered the official record of the hearing.
- S. The order of the hearing shall proceed as follows:
 - 1) The presiding panel member begins the hearing.
 - 2) The parties are introduced, and the charges are read.
 - 3) The College Advocate goes over each side's witness and evidence list for changes to the list or the order in which witnesses will be called.
 - 4) All witnesses are asked to testify truthfully.
 - 5) The College Advocate is asked to share information regarding the alleged violation and pending charges.
 - 6) Witnesses with information regarding the alleged violation are asked to make statements and/or evidence is presented in the order indicated on the witness and evidence list.

- 7) Following each witness's statement, the College Advocate, student, club or organization is given an opportunity to question that witness.
- 8) The Hearing Panel may also ask questions of the witness. When the questioning is concluded, the presiding panelist will ask if anyone (College Advocate/student/club/ organization/Hearing Panel members) wants to recall the witness later in the hearing. If such is not the case, the witness is excused from the hearing.
- 9) When evidence is presented, the student, club or organization may comment on it at the time it is presented.
- 10) After all witnesses sharing information regarding an alleged violation have made statements and/or answered questions, the student or, is asked to share his/her/its evidence.
- 11) The student, club or organization presents his/her/its witnesses and/or evidence.
- 12) When the questioning of each witness for the student, club or organization is concluded, the presiding panelist will ask if anyone (College Advocate, student/Hearing Panel members) wants to recall the witness later in the hearing. If such is not the case, the witness is excused from the hearing.
- 13) The College Advocate and the Hearing Panel may question each of the student's, club's or organization's witnesses.
- 14) In the case of evidence, the College Advocate may comment on it at the time it is presented.
- 15) Following the completion of the student's, club's or organization's case, witnesses may be recalled by the College Advocate, the student, club or organization, or the Hearing Panel.
- 16) The College Advocate is asked if there are any statements he/she would like to make prior to the closing of the hearing. No new evidence is allowed; this is an opportunity to summarize key points already made.
- 17) The student, club or organization is asked if there are any statements he/she/it would like to make prior to the closing of the hearing. No new evidence is allowed; this is an opportunity to summarize key points already made.

Decisions for Formal Resolution

At the conclusion of the hearing the presiding member will call for a recess so that the panel can deliberate. After deliberation and by majority vote the panel will determine whether or not a preponderance of the evidence presented at the hearing indicates that a violation occurred.

If no violation occurred, the panel will indicate that the charge(s) is (are) dismissed. The panel will then reconvene the hearing and inform the student, club or organization of the decision.

If the panel finds that a violation(s) did occur, deliberations will then move to a discussion concerning appropriate sanctions. The panel, after deciding responsibility, will then have access to prior record information, which will be considered when determining sanction(s). The decision, including the sanctions, is recorded and the panel will reconvene the hearing and inform the student, club or organization of the decision.

All deliberation sessions are closed and are not recorded. Delivery of the decision is considered part of the hearing and is, therefore, recorded and subject to all policies governing the process.

After the decision is given, the hearing is officially concluded. The student, club or organization will receive a copy of the decision form at the conclusion of the hearing.

Sanctions

When it has been determined that a student, club or organization has violated a College conduct regulation, the Hearing Panel will assign one or more sanctions. The findings of fact, any particular circumstances, and prior record of the student, club or organization will be the factors considered by the Hearing Panel when determining any appropriate sanctions.

Sanctions for Individuals

The following sanctions may be imposed against a student for the violation of a College conduct regulation. This list is neither exhaustive nor in order of severity and may be enlarged upon or modified to meet the particular circumstances of any given situation.

1. *Expulsion*: Permanent severance of the student's relationship with the College.
2. *Suspension*: Temporary severance of the student's relationship with the College for a specific period of time. The period of time and any requirements that must be satisfied prior to readmission are to be specified in the decision of the Hearing Panel.
3. *Probation*: Notice that further finding of responsibility for the violation of any College conduct regulation(s) as specified in the decision of the Hearing Panel or informal resolution agreement will likely result in suspension or expulsion from the College. The period of probation shall be specified in the decision of the Hearing Panel.
4. *Reprimand*: Stated disapproval or a warning issued to the student.
5. *Restitution*: Reimbursement for a loss caused by the student's actions.
6. *Community Service*: Assignment to work a specific number of hours at a community service site determined by the Hearing Panel and/or the Office Associate Vice President for Student Affairs or his/her designee. Community Service locations exist on and off campus.
7. *Restrictions*: Terms of probation or reprimand restricting privileges. Such restrictions may include, but are not limited to, identification card privileges and/or parking privileges.
8. *Other Educational Sanctions*: Projects or assignments designed to educate a student in connection with the effect of his/her behavior. Educational assignments include, but are not limited to, papers, letters of apology, and/or alcohol education (DUI School, etc).

Minimum Sanctions For Alcohol And Other Drug Violations

All students found in violation, through the College's Student integrity process, of the Alcohol and Other Drug Related Misconduct (see Conduct Regulation 4) will receive:

- 1st offense – Alcohol awareness activity and probation for the remainder of current semester and for the next 2 semesters (Fall and Spring semesters only) enrolled at the College. Probation extends through summer terms and/or any institutional breaks.
- 2nd offense while on probation – suspension from institution for current semester and 1 subsequent semester (Fall or Spring semesters only). Summer suspension may not be substituted for a Fall or Spring semester and will be included if suspension is initiated during Spring semester.

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

Students who are suspended from the College for any length of time should be aware that this action may impact the following:

- Tuition costs and fees (suspension does not forgive financial obligations)
- Student Financial Aid including HOPE Scholarship
- Health insurance (contact your personal health care provider)
- Meal Plan
- Use of College resources and access to College facilities
- Immigration status for international students
- Veterans and dependents of veterans
- Internships, assistantships, and study abroad

This is not an exhaustive list.

Sanctions for Student Clubs and Organizations

The following sanctions may be imposed against a student club or organization for the violation of a College conduct regulation. This list is neither exhaustive nor in order of severity and may be enlarged upon or modified to meet the particular circumstances of any given situation.

1. *Recommendation for Charter Revocation:* An official request to a national office that the local chapter's charter be revoked.
2. *Revocation of College Registration:* Permanent severance of the club's/organization's relationship with the College.
3. *Suspension of College Registration:* Temporary severance of the club's/organization's relationship with the College for a specific period of time. The period of time and any requirements, which must be satisfied prior to re-registration, must be specified in the decision of the Hearing Panel.
4. *Probation:* Notice that further finding of responsibility for the violation of any College conduct regulation(s) as specified in the decision of the Hearing Panel or informal resolution agreement will likely result in suspension or revocation of College registration. The period of probation shall be specified in the decision of the Hearing Panel or the informal resolution agreement.
5. *Reprimand:* Stated disapproval or warning issued to the student club or organization.
6. *Restitution:* Reimbursement for a loss caused by the club's/organization's actions.
7. *Community Service:* Assignment to work a specific number of hours at a community service site determined by the student integrity body and/or the Associate Vice President or his/her designee. Community Service locations exist on and off campus.
8. *Restrictions:* Restriction of some or all of the clubs or organization's activities or privileges, including, but not limited to, social privileges and recruitment privileges.
9. *Other Educational Sanctions:* Projects or assignments designed to educate a club or organization in connection with the effect of its member's actions. Educational assignments include, but are not limited to, alcohol awareness programs, and/or risk management programs.

Interim Suspension

In certain circumstances, the Associate Vice President for Student Affairs or his/her designee may impose an interim suspension from the College prior to a hearing before a Hearing Panel. Interim suspension may be imposed upon individual students, clubs or organizations only:

1. to ensure the safety and well-being of members of the College community or preservation of College property; or
2. if the student club or organization poses a definite threat of disruption of or interference with the normal operations of the College.

During an interim suspension, the student shall be denied access to the campus (including classes) and/or all other College activities or privileges for which the student might otherwise be eligible. During the interim suspension, the student will be permitted on campus for scheduled meetings with the Associate Vice President for Student Affairs or his/her designee and/or other meetings approved by the Associate Vice President for Student Affairs or his/her designee.

If a student club or organization is placed on interim suspension, it will be expected that all organization activities stop. Members of the club or organization are not suspended from the College unless individual suspensions have been imposed.

Notification of Interim Suspension

Upon receiving a report indicating any of the conditions that warrant interim suspension exist and upon an evaluation of the reliability of that report, the Associate Vice President for Student Affairs or a designee shall immediately notify the student, in writing, of the interim suspension. The written notification will be hand delivered or sent by certified mail, return receipt requested. The following information will be contained in that notification:

- a. the College conduct regulation(s) that are alleged to have been violated
- b. a description of the circumstances of the incident as reported to the Associate Vice President for Student Affairs
- c. an explanation of the student integrity process

- d. an explanation of the restrictions placed on the student , club or organization while on interim suspension
- e. notification that a request for a review of the interim suspension may be made to the Associate Vice President for Student Affairs or his/her designee within two (2) College business days
- f. contact information for the Associate Vice President for Student Affairs or designee
- g. clarification that if no request for a review of the interim suspension is made by the student, the interim suspension and student integrity charges would be resolved through the student integrity process, either informally or formally, as established in the Code of Conduct.

The student, club or organization president will have two (2) College business days from the date of receipt of the notification to request a review of the interim suspension. In order for the review to occur, the student, club or organization president must schedule, within that two (2) business day period, a date for the meeting with the Associate Vice President for Student Affairs, or his/her designee. The interim suspension will remain in effect until the meeting with the Associate Vice President for Student Affairs or his/her designee AND a decision regarding the interim suspension has been made. During that meeting, the student may present information that challenges or disputes the interim suspension. The Associate Vice President for Student Affairs or designee may:

1. Overturn the interim suspension and dismiss all student integrity charges. The student, club or organization would be immediately reinstated and student integrity charges would not be pursued in the matter.
2. Overturn the interim suspension, but bring forward the student integrity charges. The student, club or organization would be immediately reinstated and student integrity charges would be handled through the normal student integrity process.
3. Uphold the interim suspension and proceed with the normal student integrity process. The restrictions placed on the student club or organization during the interim suspension would remain in place pending the outcome of the student integrity process.

If a review of the interim suspension is not requested or the interim suspension is upheld, the interim suspension and the student integrity charges would be resolved through the student integrity process, either informally or formally, as described in Section 6 (Student Integrity Procedures) of the Code of Conduct.

If the criteria for informal resolution are not met, the matter will be referred to the Student Integrity Board for a formal hearing. Given the serious nature of the interim suspension, formal hearings will take place as soon as possible and within a reasonable and practical time for all parties concerned.

Appeals

The student, club or organization may appeal the decision from a formal student integrity hearing if that decision resulted in sanctions other than probation and/or a reprimand. Appeal information will be included with the decision issued to a student, club or organization.

Appeal forms are available in the Office of the Associate Vice President for Student Affairs. All appeals must be in writing and submitted within five (5) College business days of receipt of the decision. The purpose of appeal procedures is to provide the student with the opportunity to bring forward questions regarding substantive or procedural errors that occurred during the process. The appeal process is not intended to grant a new hearing at a higher level. Dissatisfaction with a decision is not grounds for an appeal.

All levels of appeal described in these procedures involve written appeals only. Students, clubs or organizations neither meet with nor make oral presentations to the appellant officer. There may be times, however, when the appellant officer requests a meeting in order to gather further information relative to the matters associated with the appeal.

Grounds for Appeal

Appeals must be based on substantive or procedural errors that are allegedly or believed to have occurred during the process or if new evidence not presented at the hearing is discovered. These errors should be addressed in the written appeal and are described as follows:

1. Procedural errors - when the published procedures of the student integrity process were not followed and the error(s) egregiously violated the student's, club's or organization's rights.
2. Substantive errors - when the evidence presented at the hearing was not sufficient to justify the decision reached or if the sanction(s) imposed is (are) unreasonably harsh based upon the circumstances of the case and the prior record of the student.
3. New evidence - when information, existing at the time of the hearing, was not available or known to exist at the time of the hearing.

When an appeal is received in the Office of the Associate Vice President for Student Affairs, it will be forwarded to the Vice President for Academic and Student Affairs or his/her designee for review. In addition to the written appeal, the Vice President for Academic and Student Affairs or his/her designee will receive the following information:

1. The record of the hearing
2. All documents and evidence presented at the hearing
3. The written notice of the hearing
4. The Hearing Panel's decision
5. Any other documents that pertain to the case

The Vice President for Academic and Student Affairs or his/her designee shall determine the method of reviewing these materials and make one of the following determinations:

1. Find no error and uphold the original decision.
2. Find that errors did occur and reverse the decision.
3. Uphold the original finding, but modify the sanction(s).
4. Find that errors did occur and send the case back to the Office of Associate Vice President for Student Affairs for a new hearing. In this event the matter will follow published student integrity procedures for formal hearings.

The Vice President for Academic and Student Affairs or his/her designee will notify the student, in writing, of the decision. The case materials, including a copy of the decision, will be returned to the Office of the Associate Vice President for Student Affairs. The decision of the Vice President for Academic and Student Affairs or his/her designee is considered final and, if applicable, all imposed sanctions take effect.

Further Review for Cases Resulting in Suspension, Expulsion, Charter Suspension/Revocation and Revocation of College Registration

Students and or student clubs and Organizations may apply for further review by the President of the College only if one of the following sanction(s) was issued by the original hearing body AND upheld by the Vice President for Academic and Student Affairs or his/her designee:

1. Suspension from the College (individual student)
2. Expulsion from the College (individual student)
3. Charter Suspension/Revocation (club/organization)
4. Revocation of College Registration (club/organization)

If these conditions exist, the student, club or organization may submit a written request for further review and submit it to the Office of the Associate Vice President for Student Affairs within five (5) business days of receiving the decision of the Vice President for Academic and Student Affairs or his/her designee. Any request for Presidential review must be based on procedural or substantive error(s) made by either the original hearing body or the Vice President for Academic and Student Affairs or his/her designee and must involve the sanctions listed above. A review by the President is not considered a matter of right, but is within the sound discretion of the President. If the application for review is granted, the President will appoint a committee comprised of three faculty members or utilize the services of an existing committee to review the case and make a recommendation to the President. Following his/her review of the committee's recommendation, the President will issue his/her decision.

This is the final appellate proceeding and, if applicable, all imposed sanctions take effect after the President issues his/her decision.

PARENTAL NOTIFICATION

The Family Educational Rights and Privacy Act (FERPA) has given colleges/ universities the option to notify parents or guardians about specific types of information from a student's student integrity record. The Associate Vice President for Student Affairs or Dean of Students will notify parents or guardians the first time and every subsequent time a student is found to have violated Code of Conduct policies on the use or possession of alcohol or other drugs when he/she is under the age of 21.

RECORDS

Confidentiality of Records

A student may authorize the release of his/her disciplinary record to any party by making a written request. Any other party seeking access to a record of a College student integrity hearing must file a written request pursuant to the Georgia Open Records Act (O.C.G.A. §§ 50-18-70, et seq.) with the Office of Public Affairs. Certain information, such as medical information and social security numbers, may be removed from a student's record before it is released to a third party.

Destruction of Records

All records of cases in the College student integrity System shall be maintained in a location designated by the Office of the Associate Vice President for Student Affairs until such time as they are destroyed in accordance with the destruction schedule established by the Office of the Associate Vice President for Student Affairs.

ADOPTION AND AMENDMENTS TO PROCEDURES

Procedures to be followed in conjunction with College student integrity hearings and appeals are developed through the efforts of the Office of the Associate Vice President for Student Affairs in conjunction with the Office of the Vice President for Academic and Student Affairs. These procedures, and any amendments to the procedures, are formally adopted when recommended by the Associate Vice President for Student Affairs and approved by the Vice President for Academic and Student Affairs. Those wishing to propose new procedures or amendments to existing procedures should contact the Associate Vice President for Student Affairs.

Programs of Study

Bachelor of Business Administration (BBA)

Bachelor of Science in Biology (BS)

Bachelor of Science in Psychology (BS)

Bachelor of Science in Information Technology (BS)

Details concerning the General Education requirements as well as course requirements for each of these programs of study may be found in the College Catalog.

Graduation

Upon completion of the student's degree requirements and any other applicable requirements, Georgia Gwinnett College students will receive a diploma reflecting their graduation with a Bachelor's degree in their chosen major. Graduation requirements are detailed in the college catalogue. All questions relating to graduation requirements should be directed to the Campus Registrar or the Associate Vice President for Enrollment Management.

Glossary Of Terms

The term “College” means Georgia Gwinnett College.

The term “Student Integrity Board” refers to a student organization whose members have studied and received extensive training regarding the procedures for College hearings and the College conduct regulations. The Student Integrity Board provides assistance for hearings.

The term “student” includes all persons enrolled at the College. It further includes persons who are eligible to receive any of the rights and privileges afforded a person who is enrolled at the College including, but not limited to, those individuals admitted to the College and attending orientation programs. An individual who is not registered for the summer, but was registered for the previous spring and is or plans to be registered for the fall is considered a student during that summer and through the last day of registration. An individual who registers for a semester and then withdraws, or is withdrawn, is considered enrolled for that semester.

The term “faculty member” means any person hired by the College to conduct classroom activities.

The term “College official” includes any person employed to perform assigned administrative, professional or staff responsibilities for the College.

The term “member of the College community” includes any person who is a student, faculty member, College official or any other person employed by the College.

The term “College premises” includes all land, buildings, facilities, and other property in the possession of or owned, used, or controlled by the College including adjacent streets and sidewalks.

The terms “club” and “organization” mean any number of students who have complied with the formal requirements for College registration. Student clubs and organizations that are referred to the student integrity process will be represented by the President of that club or organization. The President may designate another active member to be the representative in his/her place.

The term “business day” means any day on which the offices of Georgia Gwinnett College (excluding College police and library) are open to the general public.

The term “student integrity body” means any person or persons authorized by the Associate Vice President of Student Affairs and Dean of Students or a designee to determine whether a student has violated College Conduct Regulations and to impose sanctions.

The term “appellate officer” means any person authorized to consider an appeal submitted by a student, club or organization in regards to a student integrity body’s decision.

The “Associate Vice President of Student Affairs or his/her designee” is that person designated by the College to be responsible for administration of the College’s student integrity process.

The terms “shall” and “will” are used in the imperative sense.

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

The term “policy” is defined as any written rule or regulation of the College.

The term “preponderance of the evidence” means evidence that would lead a reasonable person to conclude that it is more likely than not that the act in question did occur.

The term “main witness” refers to any individual who submits a written complaint.

The term “advisor” refers to the individual who assists a student, club or organization with preparation for a student integrity hearing. An advisor is any individual the student , club or organization chooses.

The term “College Advocate” refers to the individual from the Student Integrity Board who represents the College in all matters pertaining to formal student integrity hearings.

The term “joint hearing” means a hearing in which two or more students, clubs or organizations are charged with violating one or more conduct regulations pertaining to the same incident.

The term “prior record” means all information related to any conduct regulation violation(s) that occurred and were resolved prior to the incident in question.

IN CLOSING

We hope the information contained in this student handbook has been informative and helpful. Georgia Gwinnett College is delighted you are here and challenges you to help us build “The Campus of Tomorrow” through your involvement in academic and student activities program. Best wishes for a successful year.