

TABLE OF CONTENTS

Student Right to Know	2
Student Affairs Purpose	3
Student Affairs Personnel and Services	3
Academic Terms	5
Logging into COAST	6
Student Email Instructions.....	6
Student Activities, Clubs, and Organization	7
Posting on Campus Policy	9
Free Speech Policy	9
Tobacco Free Policy	9
Campus Wide Services	10
Student Responsibilities and Rights	12
Conduct Code	12
Alternative Dispute Resolution (ADR Program).....	14
Due Process	15
Disciplinary Procedures.....	15
Policy Statement on Student Records	17
Harassment Policy (Includes Sexual Harassment)	18
Non-Grade/Non-Harassment Related Grievances	21
Children on Campus Policy	21
Cell Phone and Other Personal Electronic Devices Policy	21
Use of Computer Policy	22
Drug-Free Policy	24
Controlled Substance Act	24
Alcohol Policy for On-campus Events	26
Community Resources	28
Campus Police	28
Motor Vehicles/Parking Regulations	29

This handbook was updated August 2009.

STUDENT RIGHT TO KNOW

College of Coastal Georgia publishes information regarding graduation rates and campus security in order to be in compliance with federal law. The College will publish two separate lists, and these lists will be made available to students.

The Campus Security Report (CSR) statistics are derived from incident reports initiated and maintained by the Campus Police Department. Data are compiled each calendar year, and the CSR is published and disseminated in January; interim reports may be published throughout the academic year. For brevity in the CSR, only those crimes recognized under the Student Right to Know Act are included. Incidents such as petty theft (the most prevalent on-campus criminal activity) and other less serious offenses are not enumerated.

The graduation/completion rate of new full-time students who are seeking a degree or certificate and the percent of students who complete the requirements for a degree or a certificate within a designated time will be published by the college and made available to students before they incur any financial obligation with the college. A similar graduation/completion rate of full-time students who participate in intercollegiate athletics will also be published by the college. These statistics will also be made available to students before they incur any financial obligation with the college. These statistics will be presented by gender and by ethnic origin. The College will publish these statistics on or about July 1 of each year.

DISCLAIMER

This handbook is prepared for the convenience of students. College of Coastal Georgia reserves the right to change its policies without notice. Although every effort is made to insure accuracy, in the case of any divergence from or conflict with the *Bylaws* of the Board of Regents, the official *Bylaws* of the Board of Regents shall prevail.

The statements set forth in this handbook are for informational purposes only and should not be construed as the basis of a contract between a student and this institution. While every effort will be made to insure accuracy of the material stated herein, College of Coastal Georgia reserves the right to change any provision listed in this handbook, including but not limited to academic requirements for graduation, without actual notice to individual students. Every effort will be made to keep students advised of such changes. Information regarding academic requirements for graduation will be available in the offices of the Registrar, Vice President for Affairs, and the Director of the Camden Center. It is the responsibility of each student to keep himself or herself apprised of current graduation requirements for a degree program in which he or she is enrolled.

STUDENT AFFAIRS

PURPOSE:

The College of Coastal Georgia is administratively divided into three units (Academic Affairs, Business Affairs, and Student Affairs) which act, in partnership, to provide students a comprehensive range of services essential to the development of our educated, responsive, and participating citizenry. Student Affairs educators are committed to the philosophy and purpose of the College of Coastal Georgia. The specific purpose of Student Affairs is to provide programs, experiences, and services which aid and enrich students' education and cultural experiences and which contribute to their intellectual, social, physical, and emotional development.

The commitment of the college and the unit encompasses many challenges to informing individuals about the resources available at the College to helping individuals assess their potential and their goals and to plan programs of study of development based on those assessments, and to assist individuals to transform plans into realities.

The following are sub-units of Student Affairs:

- **Admissions and Registrar**
- **Athletics**
- **Career Services**
- **Student Disability Services/Counseling**
- **Financial Aid/Veterans Affairs**
- **Orientation**
- **Recruitment**
- **Student Life**

Student Affairs is committed to four (4) comprehensive objectives which reflect its basic ideological posture:

1. To assist students in making a smooth transition to college.
2. To provide accurate, thorough information about the college, its programs, and its services before, during and after matriculation.
3. To assist and support students in their educational, career, and personal development while they are affiliated with College of Coastal Georgia.
4. To help students establish meaningful relationships between their educational and co-curricular experiences and their individual worlds.

PERSONNEL:

Dr. Jerry Kiel - Vice President for Student Affairs

Location: Andrews Student Services Center, Second Floor

Hours: Monday – Thursday 8:00 a.m. to 5:00 p.m.

Telephone: 912-279-5801

ADA Service Provider/Counselor

Location: Andrews Student Services Center, Second Floor

Hours: Monday – Thursday 8:00 a.m. to 5:00 p.m.

Telephone: 912-279-5803

Student Life - David Leenhouts, Director

Location – Andrews Student Services Center

Telephone – 912-279-5912

Recruitment - Floyd Phoenix, Coordinator

Location – Andrews Student Services Center

Telephone: 912-279-5805

Admissions/Registration - Lisa Lesseig, Registrar/Director of Admissions

Location – Andrews Student Services Center

Hours: Monday -Thursday 8:00 a.m. to 6:00 p.m. and Friday - 9:00 a.m. to 5:00 p.m.

Telephone: 912-279-5730

Office of Financial Aid and Veterans Affairs - Rodney Clements, Financial Aid Officer

Location – Andrews Student Services Center

Hours: Monday - Thursday 8:00 a.m. to 6:00 p.m. and Friday - 9:00 a.m. to 5:00 p.m.

Telephone: 912-279-5722

Testing Services - Zerelda Jackson, Coordinator of Testing

Location: Andrews Student Services Center, Second Floor

Telephone: 912-279-5809

Athletics - Gerald Cox, Athletic Director

Location: Howard Coffin Building

Telephone: 279-5845

CAMDEN CENTER

Holly Christensen, Director

Location: Kingsland, Georgia

Hours: Monday - Thursday 8am-6pm and Friday – 8am – 5pm

Telephone: 912-510-3300

Financial Aid/Veteran's Affairs Assistance

Monday – Thursday 9am – 5:30pm

SERVICES:

ACADEMIC & CAREER SUCCESS SEMINARS: Throughout the year, Student Affairs sponsors a series of academic success and personal development seminars. Some of the topics include study skills, overcoming test anxiety, interviewing & application strategies, using the library and more. These seminars are held both in Brunswick and at the Camden Center.

COUNSELING SERVICES: A licensed counselor is available for personal counseling at no cost to CCGA students enrolled in 4 or more credit hours of study. Counseling may assist students to develop personal awareness and coping skills to manage life challenges that are interfering with their ability to be successful. Personal counseling may cover a wide range of issues and may be brief or longer term in length. Typical counseling goals may include: controlling test anxiety, coping with depression, or managing relationship difficulties. Appointments are encouraged, but not necessary. To make an appointment, contact Ms. Jean Fleming, Director of Counseling and Student Support at 279-5803, email her at jfleming@ccga.edu. Office located on the 2nd floor of the Andrews Student Affairs Building.

STUDENT DISABILITY SERVICES: The College of Coastal Georgia is committed to assisting students with various learning, physical, and/or medical disabilities. Services currently available include counseling and serving as liaisons for students to faculty and staff. Counseling is provided at no charge through the Counseling Center and is available to all students with disabilities. To be eligible for services, students must self-disclose by filling out a "Voluntary Disclosure" form (available in the Registrar's Office, the Office of Student Affairs, and the Camden Center) and must provide documentation of their disabilities. Students requesting accommodations for a learning disability or ADHD must provide documentation that meets criteria established by the Board of Regents. These criteria can be obtained in the Office of Student Affairs.

STUDENT LIFE: Student Life provides many services and performs many functions on the College of Coastal Georgia campus for students. Activities range from cultural events such as theater, musicals, and art and lecture programs to social events such as dances, entertainers, and cookouts. Students are encouraged to be a part of the many and varied clubs and organizations on campus which are described in detail in the *Student Activities and Organizations* section of this handbook. The College of Coastal Georgia has recently established in conjunction with the Glynn County schools a mentoring program which has proven to be quite successful for both CCGA students and middle school students alike. Students wishing to form a new campus organization should contact the Director of Student Life.

TESTING: Student Affairs administers a variety of tests that includes CLEP, COMPASS, Regents', Independent Study, MAPP and TEAS.

- **COLLEGE-LEVEL PLACEMENT EXAMINATION PROGRAM (CLEP):** CLEP is a national standardized computer based examination that allows the student to obtain college credit for specific courses designated by the College of Coastal Georgia. Each 90-minute test consists of multiple-choice questions; in some cases an additional essay or oral exam is required. Each CLEP institution sets its own policy regarding tests accepted for credit and minimum scores. Accordingly, the College of Coastal Georgia has set a minimum score for credit in each CLEP Subject Examination. Students who pass the exam receive only credit for the course; no grade will be assigned. A list of available examinations, registration and fee information may be obtained from the Office of Student Affairs (912) 279-5809.
- **COMPASS:** This college entrance/placement examination is required of all new students. The exam covers English, reading and mathematics. This diagnostic test is designed to place each student in courses which will prepare them for success and achievement in their educational goals. See the college catalog for more information.
- **MAPP (Measure of Progress and Proficiency):** This test is required for graduation for students enrolled in degree programs. For more information, contact the Office of Institutional Research and Planning.
- **REGENTS':** The Regents test has been developed by the University System of Georgia to assess the competency level in reading and writing for all students enrolled in undergraduate degree programs leading to the baccalaureate degree in University System institutions. Contact 912-279-5809 for additional information.
- **TEAS (Test of Essential Academic Skills) –Nursing program admission test.** For more information call (912)279-5860.

ACADEMIC TERMS **FOR THE BEGINNING COLLEGE STUDENT**

ACADEMIC ADVISOR

A professional staff or faculty member who assists students in academic preparation, including major and career exploration, developing success strategies, understanding major and degree requirements, and planning a course of study.

ASSOCIATE'S DEGREE

Undergraduate degree conferred by a community college or technical college; sometimes called a two-year degree. At the College of Coastal Georgia, an associate's degree is typically completed in 63 credit hours.

CATALOG

Source for information about all of the university degree and program requirements, including course descriptions, prerequisite information, and academic policies and procedures. It also lists the academic credentials of the faculty.

CERTIFICATE

Undergraduate degree conferred by a community college or a technical college; sometimes called a one-year degree. At the College of Coastal Georgia, a certificate is typically completed in less than 60 hours.

COAST

"Coastal Online Academic Scheduling Technology" at the College of Coastal Georgia" is the University's online student information system. Maintained by the Registrar's office, COAST is used for class registration, student information and records, student fees, financial aid, and more.

CORE CURRICULUM

Broad-based liberal arts foundation that distinguishes associate's degrees from more technical degrees. At The College of Coastal Georgia, the core curriculum is divided into areas A-E, common to all students, and area F, which is composed of courses specific to each major. All core courses are 1000- or 2000- level.

CO-REQUISITE

Courses that must be taken together in the same term are co-requisites. Courses that require co-requisites are noted in course descriptions printed in the Catalog.

CREDIT HOURS

The units of a degree program typically equal to the amount of time spent in class per week in a 15-week semester. Credits are awarded to students upon passing courses (earning a minimum grade of "D"). Courses can range from one to 12 credit hours, although most are three-credit hours.

DIVISION

Division within a university which houses various academic departments and majors.

DROP / ADD

A period at the beginning of each semester during which students are able to drop courses for which they have previously registered and/ or add any additional available courses to their schedule. Usually ends on the fourth day of class in a 15-week semester.

FULL- TIME

Students taking 12 or more credit hours are considered full-time; however, students should take 15 or 16 credit hours each Fall and Spring semester in order to graduate in two years.

MAJOR

An academic course of study, with specific requirements within an academic department. To graduate, students must have a major.

MIDTERM GRADES

Progress reports for first- year students issued at midterm. Students receive a grade of Satisfactory (the equivalent of a "C" or better) or Unsatisfactory (a grade lower than a "C"). Midterm grades are not permanent entries onto academic records; however, students receiving a "U" grade in a course at midterm should meet with their instructor and academic advisor in order to develop strategies for improving performance in the course.

PRE-REQUISITE

A course that must be satisfactorily completed prior to taking another course. For example, before taking ENGL 1102, a student must first pass (with a minimum grade of C) ENGL 1101. Prerequisites may be found at the end of course descriptions in the catalog.

COURSE REGISTRATION NUMBER (CRN)

CRNs are five digit numbers assigned to each course allowing a student to register for classes in COAST. These numbers are different each semester.

SEMESTER

Unit of instructional time. During Fall and Spring, semesters are roughly 15 weeks in length. During the summer, semesters are condensed into fewer weeks, although the number of contact hours in the classroom and the amount of material covered stays constant.

SYLLABUS

Outline of course, listing the course description, learning objectives, attendance and grading policies, and the professor's expectations. Some syllabi also contain detailed outlines of topics covered and due dates for specific assignments.

COLLEGE OF COASTAL GEORGIA WEBSITE [HTTP://WWW.CCGA.EDU](http://www.ccg.edu)

Be sure to use **COAST** (Coastal Online Academic Scheduling Technology). CCGA's online information system was created to give you access to academic information, registration, financial aid status, course catalog, and more.

- Select **“COAST”**
- Select **“Login to Secure Area”**
- At “User ID”, enter your Student ID Number (no spaces or dashes).
- At “PIN”, enter your birth date (MMDDYY-no dashes) Click “Login”. You can change your PIN the first time you enter COAST. Choose a new 6-digit number (no space, no dashes). Keep this number confidential for the security of your academic records.
- Select **Student Services & Financial Aid** to access Student Records, Registration, and Financial Aid information.

STUDENT E-MAIL

All students are provided with an e-mail account. This account is created 24 hours after students register for classes the first time. There is no charge for this service. Electronic mail is used heavily on campus for communicating all kinds of information. To find out your e-mail address, go to <http://www.ccg.edu/studres/home.html> click on the link to COAST and, once logged in, click on “Student Information”. You will then see the link related to e-mail information.

At the College of Coastal Georgia, e-mail is an OFFICIAL means of correspondence between the College and its students. The College of Coastal Georgia e-mail messages with official College announcements are transmitted to students using their College e-mail addresses. Check your College e-mail regularly or make sure it is forwarded to an active, private e-mail account that you use. For students without personal computer access, the computer lab in the Clara Gould Library **and the library at the Camden Center is available.**

IMPORTANT NOTE: All e-mail accounts are purged at the end of summer semester.

STUDENT REPRESENTATION ON CAMPUS

“In order to facilitate institution-wide participation in, understanding of, and acceptance of policies, representatives of the student body shall act through participation as full voting members in a system of councils and committees established by the Statutes of the College of Coastal Georgia.”

STUDENT ACTIVITIES, CLUBS, AND ORGANIZATIONS

Student organizations support the purpose and goals of the College and play an important role in the lives of college students. Students may form an organization whose purpose and proposed activities are clearly related to the goals and mission of the college. Students seeking recognition for an organization must submit the following to the Coordinator of Student Life, who will submit the request to the Student Affairs Council for consideration:

- Name of the organization
- Purpose of the organization and an explanation of why it is needed on campus
- Identification of any local or national affiliation
- Qualifications for membership with non-discrimination statement
- Fees, dues, and other considerations for membership
- Office and leadership structure
- Time and manner of elections
- Time and location of meetings
- List of students interested
- Faculty sponsor
- Proposed constitution or by-laws

Before preparing the above, students may wish to hold several organizational meetings to ascertain interest. They should make a list of the persons interested. At least 15 students should sign up, indicating support for the formation of the group. If the request for permission to form an organization is denied, the students desiring to form the organization may appeal the Student Affairs Council's action to the Vice President for Student Affairs. If the request is denied by the Vice President for Student Affairs, the student organizers may appeal to the president of the college. To remain in good standing, the organization's members must keep the following information on file in the Office of Student Affairs:

- Current list of officers
- Current statement of purpose and by-laws
- Name of current sponsor

The members must also follow designated policies and procedures for meetings and programs, college regulations, and budget policies and procedures. For more specific guidelines, see the handbook for organizations, distributed to all sponsors of student organizations. **For meeting information, contact the club sponsor.**

ASTRONOMY CLUB - Sponsors: Dr. Maasha & Jeff LeMieux

The Astronomy Club is open to all students (and community members) who are interested in observing terrestrial objects. The club's activities include star gazing parties and field trips to planetariums.

ATHLETICS - Athletic Director: Gerald Cox

The College of Coastal Georgia participates in intercollegiate basketball and intercollegiate fast-pitch softball for women. The College is a member of the National Junior College Athletic Association, Region XVII, and the Georgia Junior College Athletic Association. Any student who wishes to try out for one of these teams should contact the athletic director for more information. All home events are free to students with valid The College of Coastal Georgia ID cards.

BAPTIST COLLEGIATE MINISTRIES Sponsor: Tony Branham (912) 925-8563 aasubcm@yahoo.com

Baptist Student Union (BSU) is a Christian fellowship organization open to all denominations. Activities include group sharing and lively discussions of campus/social/personal topics, all with a Christian accent.

BRUNSWICK ASSOCIATION OF NURSING STUDENTS (BANS) Sponsors: Diane Denton and Dawana Gibbs

BANS aids in the preparation of student nurses for their future professional responsibilities in nursing. BANS contribute to the development of student nurses by broadening their horizons as individuals and as members of a group.

CHEERLEADING - Sponsor: Vanessa Bell

Cheerleading for the College of Coastal Georgia Mariners is open to both male and female students. Tryouts are usually held in the spring and fall semesters each year. No prior cheerleading experience is necessary, although a willingness to have fun and participate is mandatory.

CIRCLE K CLUB - Sponsor: Niki Schmauch

Circle K International is a student-led service organization for college and university students. Circle K is sponsored by Kiwanis International, a world-wide service organization for men and women. Circle K consists of students who are responsible citizens and leaders with a lifelong commitment to community service worldwide. Members are involved in various community service projects. Circle K is open to all students interested in leadership and service to college and community.

COASTAL GEORGIA INTERNATIONAL ASSOCIATION – Sponsor: Tyler Bagwell

The objective of this organization is to recruit international students, promote awareness of international issues and promote study and teaching abroad. Membership is open to faculty, staff, and students.

CREATIVE ARTS CLUB – Sponsor: Jeff LeMieux

GEORGIA ASSOCIATION OF EDUCATORS-Coastal Chapter - Sponsors: Pat Parsons & Brenda Taylor

Student Georgia Association of Educators (SGAE) promotes interest among young adults who are interested in education careers. SGAE provides members with opportunities for developing personal growth and professional competence, opportunities for gaining an understanding of the history, ethics and program of the education profession, opportunities for participation in cooperative work on the problems of the profession and the community, and provides professional membership on the local, state and national levels during the preparation period for a career in education.

INTRAMURAL SPORTS - Sponsor: Dave Leenhouts

During the course of the year and especially in the spring, one-time, all-campus events are held, such as the Turkey Trot prediction run, and CCGA Olympics. Intramural sports offers a fun way to stay in shape and a good opportunity to meet and interact with others.

MINORITY ACADEMIC SOCIAL DEVELOPMENT ASSOCIATION (MASDA) Advisor: Zerelda Jackson.

MASDA is a support group for all minority students. It provides an opportunity for minority students to gather to help each other with academic matters and to enjoy positive cultural and social activities. MASDA is open to all students.

NON-TRADITIONAL STUDENT ORGANIZATION (NTS) - Sponsor – Dr. Maasha

The NTS organization serves as a source of information and support for non-traditional students. The group includes students who decide to initially enroll or return to college after years away from the academic environment. Many of these students balance school along with jobs and family responsibilities. NTS is open to all students regardless of age.

PHI THETA KAPPA (PTK) Sponsors: Jean Choate & Sheila Ledford

Phi Theta Kappa is a national academic honor fraternity. Students must have a 3.5 GPA to be invited to join. The cumulative grade point average of members must not drop below 3.0. Phi Theta Kappa emphasizes scholarship, leadership, service, and fellowship. Members have the opportunity to attend regional and national Phi Theta Kappa meetings and to meet many fellow Kappans from other colleges. An invitation to membership is a great honor. All students who meet the required GPA requirements are encouraged to join. Incoming students who had a 3.5 GPA upon high school graduation are encouraged to contact the sponsor and discuss Phi Theta Kappa membership.

PRACTICAL NURSING/SURGICAL TECHNOLOGY ORGANIZATION Sponsor: Joyce Tate

The Practical Nursing/Surgical Technology Organization is open to all Practical Nursing/Surgical Technology students and any other interested students. Members gain insight into leadership and professionalism in Practical Nursing and Surgical Technology.

PUBLICATIONS - Sponsor: Sharon Bartkovich

MARINERS' LOG - Mariners' Log is CCGA's award-winning newspaper, published six times per year. Students earn elective credit while working on the paper. Writers, editors, typists, and photographers are always needed. No experience is necessary, but a willingness to learn is a must. Working on the newspaper is a great résumé booster and super experience.

SEASWELLS - *Seaswells* is CCGA's award-winning literary/art magazine. The student staff members compile the artwork, poetry, prose, and photographs into one of the finest literary magazines available. Staff members learn about printing, layouts, and graphics. No experience is necessary—just a willingness to learn.

RADIOGRAPHERS' CLUB - Sponsor: Tonda Highsmith

The Radiographers' Club is designed to assist radiography students in developing high standards of education and training while learning to elevate the quality of care which they will provide to their patients. The club is open to all students, regardless of their majors.

STUDENT GOVERNMENT ASSOCIATION (SGA) Sponsor: Dave Leenhouts

SGA provides leadership to advance student interests. Members participate in recommending students to represent the student body on administrative committees of the College and the University System. They learn leadership and management skills, and they also have fun arranging entertainment and social events for the student body. SGA is open to all students.

STUDENT LIFE - Sponsor: Dave Leenhouts

Student life at The College of Coastal Georgia includes numerous all-campus events that are sponsored by different campus organizations. Events include traditional activities such as a semi-formal dance, dramatic productions, nationally known speakers, art shows, student talent shows, and musical fine arts programs by both local and visiting performers. These programs offer the student a well-rounded college experience and build a sense of community. The Cultural Affairs Committee selects and organizes most of the cultural events.

TORCHBEARERS CLUB - Sponsor: Floyd Phoenix

The mission of The Torchbearers Club is to provide African-American Males the academic, social, and cultural skills needed to complete college or technical college via an intense mentoring program. Although the club was developed to address African-American Male retention in the University System of Georgia, other students are welcome to participate in this organization. The organization will serve as one of the academic and social components in achieving The College of Coastal Georgia's mission. The Torchbearers Club also supports the objectives of the Minority Advising Program and the University System of Georgia's African-American Male Initiative. The Fourteen Black Men of Glynn, Inc. and The College of Coastal Georgia co-sponsor this club.

POSTING POLICY

- All campus fliers and notices must contain the sponsoring organization's information on the flier or notice.
- Use only clean release painters tape or putty to hang flyers and posters.
- Do not post on glass doors, windows or walls.
- Use push pins or tape to post on bulletin boards (no staples)
- Use only bulletin boards for designated campus notices. Do not use departmental bulletin boards.
- Materials should be taken down immediately after the advertised event has occurred. If the responsible party does not remove outdated materials, they will lose posting privileges on campus.
- Outside organizations that wish to post fliers on campus must have their materials approved prior to posting on campus. Approvals will be done by the Office of Student Life. In general, community advertising that does not include a specific outreach or opportunity for the college community will not be posted.
- No posting for alcohol related events, activities or businesses will be posted.
- Outside organizations will be given specific locations as to post their information. These will be the only locations that they may post. Failure to follow designated posting areas guidelines will result in posting privileges being denied.
- No outside agents will post on vehicles on the college campus.

FREE SPEECH POLICY

POLICY:

The College of Coastal Georgia values and encourages the right of all members of our community to exercise free speech. The College supports the rights of all members of its campus community to discuss varying perspectives on complex issues. This is often known as intellectual diversity. Public speeches and assemblies can be valid expressions for dissenting opinions provided they do not disrupt academic and administrative functioning of the College. The College maintains a position of neutrality as to the content of any written or spoken material or presentation displayed on its campuses under this policy. The College expects members of the faculty, staff, student body and community to refrain from and discourage behaviors that threaten the rights, freedoms and respect that every individual deserves.

SCOPE:

This policy shall apply to all non-commercial speech on the College of Coastal Georgia's campuses and facilities. Commercial speech is regulated by the College's Solicitation Policy (**Faculty Handbook**, January 2008, page 89) and Use of College Facilities by Outside Individuals or Groups Policy (**Faculty Handbook**, January 2008, page 80).

PROCEDURES:

The following procedures and guidelines are meant to support the rights and freedoms of individuals and to clarify the functions and responsibilities expected of faculty, staff and students as well as community and campus visitors.

I. Notification and Request

Anyone wishing to hold an event or expressive activity on the College of Coastal Georgia's property must submit a written request three working days in advance of the event. The request will be authorized by the Director of Student Life or his/her designee (or the Director of the Camden Center at the Camden Center) and approved by the Vice-President for Student Affairs or the President's Cabinet. Requests will be reviewed on the basis of assuring equal opportunity for all persons; preserving order within the College's property; and providing a secure environment to the individuals exercising freedom of expression.

The College encourages and welcomes the expression of diverse opinions and viewpoints. However, if the presentation by any group or individual is determined to threaten the security of the campus and the safety of any member of the campus community, the request may be denied. The Office of Campus Police and any other appropriate administrative offices and administrators (including but not limited to the Office of the President and the Offices of the Vice-President for Business Affairs and Academic Affairs) will be notified upon receipt of a written request for an event or expressive activity.

II. Guidelines and Responsibilities

Upon approval of a request those who are organizing the event or expressive activity must agree to the following guidelines:

Groups or individuals are expected to adhere to the College of Coastal Georgia's student code of conduct, the laws of the state of Georgia and all federal laws. The College reserves the right to refuse to permit anyone to hold an event or expressive activity if they refuse to abide by these procedures and guidelines. Likewise, the College reserves the right to modify these guidelines if necessary to ensure the academic and personal rights of the students, faculty, and staff of the College. The designated agent or individual in charge of the event or expressive activity is required to sign in compliance with these guidelines; acknowledge that the College will not be held responsible for the actions of participants, and agree to make restitution for any litter or property damage that occurs during the event.

The College will designate a location for the event or activity to occur. All participants must remain within the designated location. Pointing out specific students for harassment or solicitation, obstruction, disruption or interference with authorized or scheduled college functions is prohibited. Sound amplification (including hand held devices) is not permitted without prior approval from the College administration. Sound amplification should be included in the written request by those desiring to have the event. In general, the use of sound amplification will not be allowed due to the disruption of classes and other academic activities. There will be no motorized vehicles. Upon completion of the approved activity, all signs, placards, litter and other materials must be removed by the group or individual.

III. Requests for Political Speeches

According to the Board of Regents' Policy Manual (Section 910.06), "The President of each institution may authorize the use of institution facilities for political speeches. However, such use shall be limited to meetings sponsored by recognized organizations of the institution and shall be held only at places designated by the president. The use of System materials, supplies, equipment, machinery, or vehicles in political campaigns is forbidden." Therefore, all requests for political speeches must be directed to the College of Coastal Georgia's President for approval.

TOBACCO-FREE CAMPUS POLICY

Policy Statement

The College of Coastal Georgia prohibits the use of tobacco products on any property owned, leased or controlled by the College of Coastal Georgia effective July 1, 2009.

Reason for Policy

The use of tobacco products is widely accepted as a leading cause of avoidable death. The mortality and morbidity or tobacco use has adverse effects among tobacco users and non-users alike including respiratory disorders, heart disease and various forms of cancer. Tobacco smoke contains 4,000-plus chemical compounds, more than 60 of which are known or suspected to cause cancer. People exposed to secondhand smoke absorb nicotine and other toxic chemicals just as smokers do. Because of the deleterious effects of tobacco use, the College of Coastal Georgia has committed to a tobacco-free campus for the purpose of promoting a healthy environment for all persons, including faculty, staff, students, and visitors.

Entities Affected By This Policy

All faculty, staff, students, visitors, vendors, contractors, and all others are prohibited from using any tobacco products i.e. cigarettes, cigars, smokeless tobacco, snuff, chewing tobacco, etc while on CCGA property.

Who Should Read This Policy

All College of Coastal Georgia faculty, staff, students, visitors, vendors, contractors, and all others should read and follow this policy.

Contacts: Human Resources, 912-279-5740, hr@ccga.edu

Website Address for This Policy-

www.ccga.edu/faculty/HumanResources/Forms-Documents/PolicesProcedures

Definitions: These definitions apply to these terms as they are used in this policy:

- a. Employee – any individual who is employed by the College of Coastal Georgia for direct or indirect monetary wages and profit.
- b. Student – any individual who is registered to take classes at the College of Coastal Georgia.
- c. Visitor – any individual who is on CCGA property who is not an employee or student.
- d. CCGA property – includes but is not limited to all buildings, surrounding land, parking lots, green space, and adjacent sidewalk areas owned, leased or controlled by the College of Coastal Georgia.
- e. Green Space – Green space includes the landscaped and grassy areas of the campus.
- f. Tobacco product – Any product derived from cultivated tobacco, including but not limited to cigarettes, cigars, bidis, kreteks, pipes, and smokeless tobacco.

Overview

Faculty, staff, students, visitors, vendors, contractors, and all others are prohibited from using any tobacco products while on property owned, leased, or controlled by the College of Coastal Georgia, including but not limited to all buildings, surrounding land, parking lots, green space, and adjacent sidewalk areas. Use of tobacco products in vehicles that are on CCGA property is prohibited.

ENFORCEMENT: Faculty, staff and students of CCGA are expected to be positive role models and good ambassadors of the Tobacco Free initiative to non-CCGA persons on campus.

- 1) All CCGA supervisors must inform subordinate staff members of this policy and inform them that failure to comply can be grounds for disciplinary action, up to and including dismissal. Employees will be informed of the penalties for violation of work rules and policies for faculty and students.
- 2) The monitoring and enforcement of the tobacco free workplace policy is the responsibility of all CCGA faculty, staff and students. Each member should consistently and politely bring any infraction of this policy to the attention of the person or persons observed violating the policy.
- 3) Visitors, vendors, or contractors, and others not specifically employed by CCGA will be reported to the department responsible for their presence on campus. Attempts should be made to remedy violations prior to contacting CCGA Campus Safety. In circumstances where departmental leadership is unable to remedy the situation, then CCGA Campus Safety will be contacted for assistance.
- 4) CCGA will inform and remind faculty, staff, students, visitors, vendors and contractors of this policy by posting signage in strategically located areas. Faculty and staff will also be informed and reminded of this policy as part of pre-employment processes, new employee orientation and other general employee communications.
- 5) CCGA will make every effort to make available referral options and support to faculty, staff, students, and others who choose to pursue cessation programs.
- 6) Visitors who violate this policy will be informed that they may be asked to leave the premises. Vendors and contractors may be subject to action, up to and including, the legal termination of a contract.

Responsibilities: The responsibility each party has in connection with the Tobacco-Free Campus Policy (Tobacco Policy) are:

(Party)	(Responsibility)
President’s Cabinet	Responsible for oversight of adoption and communication of the Tobacco Policy
VP for Student Affairs	Responsible for informing current and prospective students of this policy.
Director of Human Resources	Responsible for communicating the policy to current and new faculty and staff members.
All CCGA Supervisors	Responsible for informing subordinate staff members of the Tobacco Policy and the consequences of non-compliance.
All CCGA, faculty, staff and students	Responsible for adhering to the policies of the College of Coastal Georgia; responsible for monitoring and enforcing the Tobacco Policy.

CAMPUS-WIDE SERVICES

BOOKSTORE: The College of Coastal Georgia bookstore in Brunswick is located on the first floor of the Andrews Student Center and is open Monday through Thursday from 8:00a.m. to 5:00p.m. and Friday from 8:00a.m. to 3:00p.m. During the first week of every semester, the bookstore is open extended hours. Students may purchase textbooks for all their classes at the bookstore, as well as study guides for specific courses and for various standardized tests. A wide variety of school supplies and clothing items with the CCGA logo is also available.

The bookstore has a “book buy-back” program which gives students an opportunity to sell their textbooks back to the bookstore. The dates and times of each semester’s “buy-back” are generally posted in the bookstore and in the Student Activity Center approximately 10 days prior to the end of each semester. The bookstore reserves the right to buy or not buy any textbook based on supply and condition. For more information regarding the book “buy-back” program, call or visit the bookstore. In addition, students may post books for sale, loan, or trade on the bulletin board located in the Student Activity Center.

The Camden Center sells books for courses being offered at the Camden Center. Books are on sale Monday - Thursday from 9:30a.m. to 5:30p.m.. The book-buy-back program is also available at the Camden Center, dates and times posted.

FOOD: The Coastal Café, located in the Andrews Student Services Center, is open daily from 7:30a.m. until 11:30p.m.. Vending machines and microwave ovens are located in the Student Activity Center and can be accessed whenever the Student Activity Center is open. Vending machines are located in all academic buildings on campus. Please note that food and drinks are prohibited in campus classrooms as well as in the library. **For those taking classes at the Camden Center, vending machines and a microwave are available at various locations in the building.**

FITNESS CENTER: The College of Coastal Georgia’s Wellness and Fitness Center is located downstairs in the Coffin Building. The Wellness/Fitness Center houses a fully renovated circuit area, free weight area and a cardio arena. In adjacent to the Wellness/Fitness Center is our Aerobics Room, and upstairs in the Coffin Building we have our Cycle Room. Each semester we have established operation hours for the Wellness/Fitness Center and we also have a schedule of aerobics classes being offered. The operating hours and Aerobics Schedule are posted for each semester. All current students, with valid I.D.’s, are allowed to use the facility and partake in the classes. Policies and procedures are posted for all those utilizing the facilities. Please contact Dr. Gerald Kiel, Vice President for Student Affairs, or Teresa Peeples, Associate Professor and Lead Faculty for Physical Education, if you have any additional questions or concerns.

GYMNASIUM: The Howard Coffin Gym is located on the far north side of the campus. The Gym has a full-sized **basketball court**, a two-mile **PAR course**, six outside **tennis courts**, and six outside **racquetball/handball courts**. Outside courts are available to students any time during the week unless a class is in session.

CHECK CASHING: Students may cash personal checks up to \$15.00 at the Cashier’s Window in the Business Office Monday through Friday from 8:00 a.m. to 4:00 pm or at the Camden Center, Monday –Thursday 8:30am - 5:30pm and Friday 9:am -3:00pm. A service charge of \$15.00 is levied for each check that is returned for “non-sufficient funds.”

TRANSCRIPT FEE: A \$1.00 fee (after the first request) will be charged for each transcript requested by a student. This fee is subject to change.

PARKING: Parking for students is available in the parking lot directly behind the Andrews Student Services Center and in the parking lot next to the gym.

PARKING DECALS: All College of Coastal Georgia students are required to purchase a parking decal and affix it to their vehicles. The cost of a parking decal is \$2.00. Those who do not have a parking decal on their vehicles will be ticketed. Students driving vehicles other than their own should obtain temporary decals from the Business Office or the Library. (See Motor Vehicle/Parking Regulations.) **Camden Center students may purchase parking decals for the Brunswick campus in the Camden Center office.**

LAKE: Students, faculty, staff, and their guests may utilize the lake for fishing. Students, faculty, staff and their guests who engage in fishing are required to have with them current Georgia fishing licenses and are required to comply with all rules and regulations as published by the Georgia Department of Natural Resources in the current edition of the Georgia Fishing Regulations. Fishing is permitted daily from sunrise to sunset. Officials at College of Coastal Georgia are not responsible for injuries and/or accidents which may occur during any activity on the lake. **Swimming is prohibited.** Students may barbecue by the lake with the permission of the Vice President for Student Affairs.

INFORMATION COMMONS (LIBRARY) AND THE LEARNING CENTER: The Information Commons is open on a regular basis for students to use. Hours of Operation while classes are in session are as follows:

BRUNWICK:	Monday - Thursday - 8:00 a.m. to 10:00 p.m.	Friday - 8:00 a.m. to 5:00 p.m.
	Saturday – Closed during fall semester 2009	Sunday 2:00 p.m. to 6:00 p.m.
CAMDEN CENTER:	Monday - Thursday – 9:00 a.m. to 9:00 p.m.	Friday 9:00 a.m. - 4:00 p.m.

Library and Learning Center hours at each location between semesters are Monday through Friday 8:00a.m. to 5:00p.m. The Library and Learning Center close on holidays. Students wishing to check out library material may do so with a valid College of Coastal Georgia ID card. ID cards are also required when using the computers in the Library or Academic Computing Lab. ID cards are made at the library and are free for the initial card. Replacements cost \$10.00. Reference books, reserve materials, videos, journals, special collection, and archive materials are available for library use only and may not leave the library. Photocopiers are available for making copies from materials that cannot be checked out. Books that are allowed to circulate may be checked out for an initial period of 28 days and may not be renewed twice.

In addition to having access to the books and journals owned by the library, students may borrow books from other University System of Georgia libraries, either by visiting the library in person, or remotely using GIL Express (<http://giluc.usg.edu>). Students may request articles located in journals or books from other libraries using ILLIAD, which is the library's Web-based interlibrary loan request service. ILLIAD can be accessed on the Library's Website (<http://www.CCGA.edu/Library/>) under the link entitled Interlibrary Loan. Books, journals, and videos owned by the library may be located by using GIL (<http://CCGA.edu>), which is the name of the library's online catalog. Students may renew checked-out materials and lookup the current GALILEO password using GIL.

While the library does not charge fines for overdue books, a hold is placed on the student's record and in the library's automated system if materials are not returned on time. Also, books may not be renewed once they are overdue. Books that are overdue by 90 days are recorded as lost. The total fee for lost books is \$60.00. There is a \$10.00 processing fee for lost books that are returned.

Students have access to over 100 electronic database resources through GALILEO. NetLibrary is also available through GALILEO. NetLibrary provides access to about 29,000 electronic, full-text books. GALILEO and NetLibrary are available through the Internet and can be accessed from home. A password is required to access GALILEO or Netlibrary from home. The password changes each semester and can be looked up through IL (<http://gil.CCGA.edu>).

The Learning Center provides students with access to tutoring resources. The tutoring resources provided include live tutors, computer resources such as PLATO (self-paced, customized computer instruction) and A.D.A.M. (anatomy & physiology software), as well as DVD based instructional materials. Schedules for live tutors are available at the Learning Center. Live tutors are available for English and Mathematics. Tutoring in other subjects is limited and determined by the availability of qualified tutors.

PAY PHONES: Pay phones are located in the gym, in the courtyard of the Andrews Student Services Center, and at the Allied Health Building and Academic Buildings.

STUDENT VOTING PRIVILEGES: Students are encouraged to vote in all federal, state, and local elections. A student whose class schedule prevents him or her from voting will be permitted an excused absence for the interval reasonably required for voting.

TRIO PROGRAM - The Student Support Services Program (TRIO), located in the Library, is a federally funded program that is sponsored by the U.S. Department of Education. The program is funded to serve 160 eligible students at CCGA in an Associate of Arts or Associate of Science program. The following criteria are used to determine eligibility:

- First-generation college student (neither parent or legal guardian completed a bachelor's degree)
- Low-income (determined by the combined factors of income and family size based on U.S. census Bureau definitions)
- Disabled (documentation concerning the disability must be on file with the College)

STUDENT RESPONSIBILITIES AND RIGHTS

CONDUCT CODE

Students who enroll at the College of Coastal Georgia are expected to conduct themselves responsibly and to pursue their studies with integrity. By enrolling at the College of Coastal Georgia, students agree to comply with the College's rules and regulations. When students act as individuals or in concert to violate any of the following College regulations, they have individual and joint responsibility for such violations. The following delineation of these regulations is not exhaustive and may be added to, changed, and/or superseded. All regulations are subject to the policies of the Board of Regents.

VIOLATIONS OF LAW AND DISCIPLINARY REGULATIONS

Students may be accountable to both civil authorities and to the College for acts which constitute violations of law and of this code. Disciplinary action at the College will normally proceed regardless of the status of criminal proceedings.

INTERPRETATION OF REGULATIONS

Disciplinary regulations at the College are set forth in writing in order to give students general notice of prohibited conduct. The regulations should be read broadly and are not designed to define misconduct in exhaustive terms.

INHERENT AUTHORITY

The College reserves the right to take necessary and appropriate action to protect the safety and well-being of the campus community.

PARENTAL NOTIFICATION

Students are expected to notify their parents or guardians of their referral to the discipline system. College officials may assume, unless notified otherwise, that the student is a dependent according to the Internal Revenue Code of 1954, Section 152, and may at their discretion notify the student's parents or guardian of the discipline case.

CASE REFERRALS

Any person may refer a student suspected of violating this code to the judicial system. Persons making such referrals are required to provide information pertinent to the case and will normally be expected to participate in proceedings conducted to resolve the case. **The complaint should be made in writing, providing the dates and times of the complaint, and the names of people who can provide further documentation of the complaint.** All referrals are to be made to the Vice-President for Student Affairs.

ACADEMIC RESPONSIBILITIES

- A student shall not take passages or ideas from another and use them as his/her own.
- A student should consult his/her instructor on proper documentation methods.
- A student shall not receive or give assistance not authorized by the instructor in the preparation of any academic assignment such as an essay, laboratory report, or examination.
- A student shall not obtain or attempt to obtain in an unauthorized manner any material pertaining to a class or course work.
- A student is prohibited from selling, giving, lending or otherwise furnishing to any unauthorized person the questions and/or answers to any examination or test known to be scheduled to be given at a subsequent date.
- A student shall not fabricate, forge, or falsify information or citations.
- A student shall not cheat or be dishonest in any way in his/her academic work.
- Academic dishonesty cases will be dealt with through the Academic Appeals Process. Appeals of decisions made by the Vice President for Academic Affairs, which recommend academic expulsion or suspension, may be made to the Vice President for Student Services for a due process hearing.

NON-ACADEMIC RESPONSIBILITIES

Alcoholic Beverages: College of Coastal Georgia follows the Board of Regents' Policy (406.3) on alcohol on campus. The sale, possession, distribution, and consumption of alcoholic beverages are prohibited on the campus and at College-sponsored events off campus. (See General Policies.)

Damage to College Property or to Property at College-Sponsored Events: Malicious or unauthorized intentional damage or destruction of property belonging to the College, to a member of the College community, or to a visitor to the campus or to facilities used for College-sponsored events is prohibited.

Disruptive Behavior: Assembly on campus for the purpose of creating a riot, destruction, or disorderly diversion, which interferes with the normal operation of the College, is prohibited. This should not be construed so as to deny the right of peaceful, non-disruptive assembly. Obstruction of the free movement of persons about the campus (this includes any and all verbal, physical, or sexual harassment), interference with the use of College facilities, or interference with the normal operations of the College is prohibited. The abuse or unauthorized use of sound amplification equipment indoors or outdoors is prohibited.

Disorderly Conduct: Disorderly conduct or breach of the peace on College property or in College facilities (this includes all classroom situations) is prohibited. Physically assaulting, otherwise harassing, or threatening to do the same to a person on the College premises or at College-sponsored activities is prohibited. Conduct on College property or in College facilities, which materially interferes with the normal operation of the College, is prohibited. Entering or attempting to enter any dance, or any social, athletic, or other event sponsored or supervised by the College or any recognized College organization without credentials for admission (i.e., ticket, identification card, invitation, and so on) is prohibited. Interference with or giving false identification to or failure to cooperate with any properly identified college faculty, administrator, or staff personnel while these persons are in the performance of their duties is prohibited. Conduct that is a

crime under local, state, or federal law and which takes place on College property or at a College-sponsored event is prohibited. **No person shall interfere with or fail to cooperate with any college faculty member or employee while these persons are in the performance of their duties. This includes disrupting the teaching or learning process within the classroom or laboratory.**

Drugs: Unauthorized manufacture, distribution, or possession for purposes of distribution of any controlled substance or illegal drug on College premises or at College-sponsored activities is prohibited. Use or possession of any illegal drug or controlled substance (without valid prescription) on College premises or at College-sponsored activities is prohibited. Conviction for a felony offense includes forfeiture of academic credit and may result in permanent suspension.

Falsification of Records: No student shall alter, counterfeit, forge, falsify, or cause to be altered, counterfeited, forged, or falsified, any record, form, or document used by the College. Nor shall a student furnish false information to the College.

Explosives: No student shall possess, furnish, sell, or use explosives of any kind in or on College property or at College-sponsored events.

Gambling: The playing of cards or any other game of skill or chance for money or other items of value is prohibited.

Fire Safety: No student shall tamper with fire safety equipment. The unauthorized possession, sale, furnishing, or use of any incendiary device is prohibited. No student shall set or cause to be set any unauthorized fire in or on College property or at a College-sponsored event. The possession or use of fireworks in or on College property or at a College-sponsored event is prohibited. No student shall make or cause to be made a false fire alarm.

Weapons: The College is considered to be a "school safety zone" as defined by the laws of the State of Georgia in GA. Code 16-11-127.1. This means that it is a felony under Georgia Code for any person (student or campus visitor) to possess any weapon within 1,000 feet of the College campus. Weapon means and includes any firearm (a weapon designed to propel a missile of any kind), any knife having a blade of two or more inches, a straight edge razor, any bludgeon type weapon (exclusive of but not limited to blackjacks, metal knucks, spring sticks, bats, or clubs), any flailing instrument consisting of two or more rigid parts connected in such a manner as to allow them to swing freely (inclusive of but not limited to a nun chahka or chuck, fighting chains, or shuriken), any disc, of whatever configuration, having at least two points or pointed blades which is designed to be thrown or propelled, and any stun gun. This excludes any of these instruments used for classroom work as authorized by the instructor.

Hazing: All rites and ceremonies of induction, initiation, or orientation into College life or into any College group which tend to inflict or allow physical or mental suffering are prohibited.

Smoking: *THE USE OF ALL TOBACCO PRODUCTS IS PROHIBITED ANYWHERE ON THE CAMPUSES. See Tobacco Free policy on page 9.*

Eating and/or Drinking: Certain rooms on campus are available in which students may enjoy a snack. However, where designated, eating and/or drinking are prohibited.

Student Identification Cards: Lending, selling, or otherwise transferring a student identification card is prohibited. The use of a student identification card by anyone other than its original holder is prohibited. Students must present and/or surrender a student identification card when requested to by college officials, including public safety personnel acting in the performance of their duties.

Theft: No student shall take, attempt to take, or keep in his/her possession items of College property or items belonging to students, faculty, staff, student groups, or visitors to the campus.

Unauthorized Entry or Use of College Facilities: No student shall make unauthorized entry into any College building, office, or other facility, nor shall any person remain without authorization in any building after normal closing hours. No student shall make unauthorized use of any College facility.

Parking: Parking is permitted only in appropriately designated areas. Vehicles parked in unauthorized areas will be subject to removal at the owner's expense and/or other penalties. (See Motor Vehicle/Parking Regulations.)

Conviction of Felony Offenses (Controlled Substances or Other Illegal Drugs): Georgia law and policies of the Board of Regents of the University System of Georgia specify that students convicted of felony offenses involving the manufacture, distribution, sale, possession, or use of marijuana, controlled substances, or other illegal or dangerous drugs shall forfeit academic credit and be suspended or permanently expelled from the College.

Repeated Violations: Repeated violations of published rules or regulations of the College which cumulatively indicate an unwillingness or inability to conform to the standards of the College or student life are prohibited.

DISCIPLINARY SANCTIONS

The following is a list of possible disciplinary measures that may be imposed as a result of the violation of the conduct code. The list is by no means exhaustive, and the College reserves the right to modify or enlarge the list at any given time.

Expulsion: Permanent severance of the student's relationship with the College.

Forced Withdrawal: Withdrawal from the academic course within which the offense occurred without credit for the course.

Suspension: Temporary severance of one's relationship with the College for a specific period of time.

Temporary Suspension From a Course: Temporary severance of a student's relationship with a course, not to exceed two class meetings.

Disciplinary Probation: Notice to the student that any further major disciplinary violation may result in suspension. This action might also include one or more of the following: the setting of restrictions on social activities, the issuing of a reprimand, and restitution.

Reprimand:

Oral: An oral disapproval issued to the student.

Written: A written statement of disapproval to the student.

Restrictions: Exclusion from participating in social activities or from holding office in college clubs and organizations.

Restitution: Reimbursement for damage or misappropriation of property. This may take the form of appropriate service or other compensation.

Change in Grade for the course in which an academic irregularity occurred.

Change in Grade for the test, paper, or work in which an academic irregularity occurred.

Interim Suspension: The Vice President for Student Affairs or a designee may suspend a student for an interim period pending disciplinary proceedings or medical evaluation, such interim suspension to become immediately effective without prior notice, whenever there is evidence that the continued presence of the student on the college campus poses a substantial threat to the student or to others or to the stability and continuance of normal college functions. A student suspended on an interim basis shall be given an opportunity to appear personally before the Vice President for Student Affairs or a designee within five business days from the effective date of the interim suspension. A hearing shall then be held on the following issues only:

- The reliability of the information concerning the student's conduct.
- If the conduct and surrounding circumstances reasonably indicate that the continued presence of the student on the College campus poses a substantial threat to self or to others or to the stability and continuance of normal college functions.

ALTERNATIVE DISPUTE RESOLUTION (ADR) PROGRAM

Various sections of this handbook refer to procedures for filing formal appeals or grievances. The formal procedures vary according to the nature of the problem. Unfortunately, formal appeals and grievances processes usually require a great deal of time and energy, result in high levels of frustration, and produce a less than satisfactory outcome for either or both parties. If a hearing must be conducted, both parties must spend a great deal of time preparing their statements, presenting witnesses and other data, and relying on another person or committee of persons to decide the outcome. At the end of the process one party "wins" and one party "loses." This almost always further erodes the relationship between the parties. In addition, records of the proceedings are prepared and kept on file, limiting the confidentiality of the nature of the dispute. Therefore, prior to filing a formal appeal or grievance, persons with a complaint should consider using the College's Alternative Dispute Resolution Program. Alternative Dispute Resolution, commonly referred to as ADR, involves using one or more dispute resolution processes as an alternative to the traditional appeals and grievance processes. Alternative methods of dispute resolution may include one or more of the following:

- (1) frank and open discussion between the parties to dispel any miscommunication which may have occurred;
- (2) determining the "issues" to be resolved and negotiating with each other to reach an acceptable conclusion;
- (3) or participating in a mediation session with an objective third party. The third option, mediation, has been highly successful in the corporate world and is becoming much more widely used in educational settings.

ADR is an appropriate process to use regarding issues of intellectual diversity (when someone feels they have been treated unfairly by an instructor because of their ideas or opinions on a specific issue).

Mediation is a voluntary process in which an impartial third party facilitates communication and negotiation between the disputing parties in order to reach a mutually acceptable agreement. The mediator has no firsthand knowledge of the problem nor any preconceived ideas of how the dispute should be settled. The mediator does not maintain a record of the session—the only written document is the negotiated agreement which is given to both parties.

A detailed brochure about the College's Alternative Dispute Resolution Program is available in the Office of Human Resources located in Room 109-C in the Administration Building. Persons who wish to request mediation services may call 279-5740.

DUE PROCESS

Students subject to disciplinary expulsion, suspension, restitution, forced withdrawal, or a change in grade will be afforded an opportunity to have a hearing before the Student/Faculty Judicial Commission or the Vice President for Student Affairs. Students subject to less severe sanctions will have an informal disciplinary conference with the Vice President for Student Affairs or a designee.

The focus of the inquiry in disciplinary proceedings shall be the guilt or innocence of those accused of violating disciplinary regulations, and decisions shall be based upon the preponderance of all available evidence in each case. Disciplinary hearings are not legalistic proceedings, and formal rules of evidence do not apply.

All complaints of alleged violations by students shall be made in writing to the Vice President for Student Affairs. Each complaint shall contain a statement of facts outlining each alleged act of misconduct.

DISCIPLINARY PROCEDURES:

When a student is charged with violation of conduct regulations, disposition of the student's case shall follow the procedures outlined below.

1. The Vice President for Student Affairs or a designee will review case referrals and determine the disciplinary charges to be filed. He/She may also meet with persons identified in the complaint who may have knowledge of the complaint. If he/she determines at any point during the development of a case that the alleged misconduct might result in disciplinary expulsion, suspension, restitution, forced withdrawal, or a change in grade, the student defendant shall be afforded the opportunity for a hearing. All other cases shall be resolved through informal disciplinary conferences.
2. Students shall be notified in writing of their alleged misconduct and scheduled for a conference to discuss the alleged violations. They shall be informed of the complaint and the nature of evidence against them, and they shall be asked to plead guilty or not guilty to the charges.

3. Students subject to disciplinary expulsion, suspension, restitution, forced withdrawal, or a change in grade shall be given a choice as to how they wish their cases to be resolved. They may elect to have a hearing before the Vice President for Student Affairs or a designee or before the Student/Faculty Judicial Commission, or they may waive a hearing and elect to have their case settled through an informal disciplinary conference. If they waive their right to a hearing, the full range of sanctions authorized by this code may be imposed, and the right to appeal shall not be applicable.
4. Students subject to or electing to participate in an informal disciplinary conference, which will be conducted by the Vice President for Student Affairs or a designee, are accorded the following procedural protection:
 - Written notice of charges prior to the scheduled conference.
 - An explanation of the evidence against them.
 - An opportunity to respond to evidence against them and to produce evidence on their behalf.
 - The right to request administrative review of their case at the next highest level if the sanction includes disciplinary expulsion, suspension, restitution, forced withdrawal, or a change in grade.
5. Student defendants in disciplinary hearings are assured the following procedural safeguards:
 - Adequate written notice of the hearing and the specific charges against them.
 - The right to produce evidence, call and question witnesses, raise questions as to the procedure, or remain silent.
 - The right to be present at the hearing without academic action resulting from class absence.
 - The right to have an advisor present.
 - Defendants or complainants participating in a disciplinary hearing may be accompanied by an advisor, who may be an attorney. Those who will be accompanied by an attorney must so inform the Office of the Vice President for Student Affairs in writing at least two business days prior to the scheduled date of the hearing. Attorneys will participate only as advisors to their clients. Advisors may not appear in lieu of student participants.
 - The right of access to a tape recording or written summary of the proceedings, which will be made available at the student's expense if requested at least twenty-four hours before the hearing.
 - The right to appeal disciplinary decisions of disciplinary expulsion, suspension, restitution, forced withdrawal, or a change in grade.
 - The right to attend classes and have access to College facilities until the hearing process is completed. An exception may be made in the case of an interim suspension.
6. Decisions reached by the Student/Faculty Judicial Commission shall be communicated in writing as recommendations to the Vice President for Student Affairs or a designee. The hearing body will specify the verdict, recommended sanctions, and the rationale for its decision. After review of the recommendations, the Vice President for Student Affairs will inform the student defendant of the decision of the commission.

RESOLUTION OF DISCIPLINE CASES

Disciplinary proceedings as provided in this code may be held in the following ways:

Disciplinary Conferences: Informal disciplinary conference will be conducted by the Vice President for Student Affairs or a designee to resolve cases not referred to a hearing. In complex or contested cases, the administrator may solicit the opinion of a conference panel to be appointed by the administrator.

Student/faculty Judicial Commission Hearings: When student defendants choose this option (in cases which may result in disciplinary expulsion, suspension, restitution, forced withdrawal, or a change in grade), the Student/Faculty Judicial Commission conducts a disciplinary hearing. The Commission consists of five (5) members, of whom three (3) shall be members of the faculty appointed by the President of the College and two (2) shall be regularly enrolled students recommended by the President of SGA and appointed by the President of the College. The commission recommends outcomes to the Vice President for Student Affairs or a designee.

Administrative Hearings: When student defendants choose this option (in cases which may result in disciplinary expulsion, suspension, restitution, forced withdrawal, or a change in grade), the Vice President for Student Affairs or a designee conducts disciplinary hearings.

Ad Hoc Boards: Such boards may be appointed by the Vice President for Student Affairs or a designee when the Judicial Commission is unable to obtain a quorum (two faculty members and at least one student) or is otherwise unable to hear cases in a timely manner. Each ad hoc board shall be composed of three members, including at least one student. Ad hoc boards recommend outcomes to the Vice President for Student Affairs or a designee.

Hearing Procedures: The following procedural guidelines shall be applicable in disciplinary hearings:

- Defendants shall be given adequate notice of their hearing date and the specific charges against them and shall be apprised of the nature of the evidence and the names of witnesses expected to be present.
- The Vice President for Student Affairs or a designee may summon witnesses to appear at hearings. College students and employees are expected to comply with summons issued pursuant to this procedure, unless compliance would result in significant and unavoidable personal hardship or substantial interference with normal College activities.
- Defendants who fail to appear after proper notice will have their cases heard in absentia.
- Hearings will be open to the public.
- The presiding officer shall exercise control over the hearing to avoid needless consumption of time and to prevent the harassment or intimidation of witnesses. Any person, including the defendant, who disrupts a hearing or who fails to adhere to the rulings of the

presiding officer or commission advisor may be excluded from the proceedings.

- Hearings may be tape recorded. If a recording is not made, the decision of the commission must include a summary of the testimony.
- Defendants and complainants shall be accorded an opportunity to question witnesses.
- Any party may challenge a commission member on the grounds of personal bias. Commission members may be disqualified upon majority vote of the remaining members of the commission, conducted by secret ballot, or by the Vice President for Student Affairs or a commission advisor.
- Formal rules of evidence shall not be applicable in disciplinary proceedings. The presiding officer shall admit into evidence any information or testimony deemed relevant to the proceeding. Unduly repetitious or irrelevant evidence may be excluded. Disciplinary outcomes shall be based on a preponderance of all available evidence.
- Affidavits shall not be admitted into evidence unless signed by the affiant and witnessed by a College employee or by a person approved by the Vice President for Student Affairs or a designee.
- Commission advisors are members of the Student Affairs staff appointed by the Vice President for Student Affairs. They may comment on questions of procedure and admissibility of evidence and will otherwise assist in the conduct of hearings. Advisors will be accorded all the privileges of commission members but shall not vote. Advisors are responsible to the Vice President for Student Affairs.
- A determination of guilt shall call for further deliberation to arrive at a recommendation regarding sanctions to be imposed. The disciplinary record of the defendant shall be made available to the commission after a determination of guilt.
- Final decisions of all judicial panels shall be by majority vote and shall be accompanied by a brief, written opinion.

Appeals: Any disciplinary determination may be appealed by the defendant to the President. Requests for appeals must be submitted in writing to the Office of the Vice President for Student Affairs within five (5) business days of the date of the notification of the defendant of the original decision. Failure to appeal within the allotted time will render the original decision final and conclusive. Written requests for appeals must be specific and detailed as to the nature and substance of the defendant's complaint and must clearly indicate what action is requested. Appeals shall be decided upon the record of the original proceedings, the written appeal submitted by the defendant, and any written briefs submitted by other participants. Cases will not be reheard on appeal. If the original decision in the case was not rendered by the Vice President for Student Affairs, the Vice President may consider the appeal and give a decision in lieu of the President. If the student is dissatisfied with the decision of the Vice President, the student may request in writing that the President consider the appeal, but such a request must be made within two business days or the Vice President's decision will be considered final and conclusive. The President may appoint a committee or utilize the services of an existing committee to review the case and make a recommendation regarding the appeal. The President's decision shall be final so far as the College is concerned. Should the student be dissatisfied with the President's decision, written application may be made to the Board of Regents for a review of the decision. This application must be submitted within twenty days following the decision of the President. Additional information regarding procedures for appealing to the Board are available in the Office of the Vice President for Student Affairs. The decision of the Board shall be final and binding for all purposes.

Admissions or Suspension Appeals: Whenever an applicant for admission to any institution is denied admission or feels that an application has not been given due consideration or whenever a student is expelled or suspended, such applicant or student shall have the right to appeal in accordance with the following procedures:

1. The person aggrieved shall appeal in writing to the president of the institution within five (5) days after the action of which the person complains. The president of the institution within five (5) days appoints a committee composed of three members of the faculty of the institution or utilizes the services of an appropriate existing committee. This committee shall review all facts and circumstances connected with the case and shall within five (5) days make its findings and report thereon to the president. After consideration of the committee's report, the president shall within five (5) days make a decision which shall be final so far as the institution is concerned.
2. Should the aggrieved person be dissatisfied with said decision, application may be made to the Board of Regents, without prejudice, for a review of the decision. The application for review shall be submitted in writing to the Executive Secretary of the Board within a period of twenty (20) days, following the decision of the president. This application for review shall state the decision complained of and the redress desired.

A review by the Board is not a matter of right but is within the sound discretion of the Board. If the application for review is granted, the Board, a committee of the Board, or a Hearing Officer appointed by the Board shall investigate the matter thoroughly and report its findings and recommendations to the Board. The Board shall render its decision thereon within sixty (60) days from the filing date of the application for review or from the date of any hearing which may be held thereon. The decision of the Board shall be final and binding for all purposes.

CCGA POLICY STATEMENT ON STUDENT RECORDS

The Family Educational Rights and Privacy Act (FERPA) afford students certain rights with respect to their education records. These rights include:

1. The right to inspect and review the student's education records within 45 days of the day the College receives a request for access. Students should submit to the registrar, written requests that identify the record(s) they wish to inspect. The College official will make arrangements for access and notify the student of the time and place where the records may be inspected. If the records are not maintained by the College official to whom the request was submitted, that official shall advise the student of the correct official to whom the request should be addressed.
2. The right to request the amendment of the student's education records that the student believes is inaccurate. Students may ask the College to amend a record that they believe is inaccurate. They should write the College official responsible for the record, clearly identify the part of the record they want changed, and specify why it is inaccurate. If the College decides not to amend the record as requested by the student, the College will notify the student of the decision and advise the student of his or her right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the student when notified of the right to a hearing.
3. The right to consent to disclosures of personally identifiable information contained in the student's education records, except to the extent that FERPA authorizes disclosure without consent. One exception, which permits disclosure without consent, is disclosure to school officials with legitimate educational interests. A school official is a person employed by the College in an administrative, supervisory, academic or research, or support staff position (including law enforcement unit personnel); a person or company with whom the College has contracted (such as an attorney, auditor, or collection agent); or a student serving on an official committee, such as a disciplinary or grievance committee, or assisting another school official in performing his or her tasks. A school official has a legitimate educational interest if the official needs to review an education record in order to fulfill his or her professional responsibility.
4. The right to file a complaint with the U.S. Department of Education concerning alleged failures by The College of Coastal Georgia to comply with the requirements of FERPA. The name and address of the Office that administers FERPA is: Family Policy Compliance-Office of U.S. Department of Education

400 Maryland Avenue, SW
Washington, DC 20202-5901

Directory information, which is information that is generally not considered harmful or an invasion of privacy if released, can also be disclosed to outside organizations without a student's prior written consent. If you do not want CCGA to disclose directory information without your prior written consent, you must notify the College in writing. CCGA has designated the following information as directory information: student's name; participation in officially recognized activities and sports; address; telephone listing; weight and height of members of athletic teams; electronic mail address; photograph; degrees, honors, and awards received; date and place of birth; major field of study; dates of attendance; grade level; the most recent educational agency or institution attended.

POLICY AGAINST HARASSMENT (INCLUDING SEXUAL HARASSMENT)

PROCEDURES FOR STUDENTS

1. Introduction

It is the policy of The College of Coastal Georgia (CCGA) that all employees and students have the opportunity to work and attend classes in an atmosphere and environment free from any form of harassment or retaliation based on race, color, religion, gender, sex, national origin, age, or disability. Such forms of harassment or retaliation constitute discrimination under various state and federal laws and will not be tolerated by the College.

This Policy and the ensuing complaint procedures are intended for CCGA students who perceive they are being harassed due to their race, color, religion, gender, sex, national origin, age, or disability. These procedures are available to all students.

Students who perceive they are being harassed, whether it be sexual harassment or other forms of harassment covered in this Policy, are encouraged and expected to report the harassing behavior using the **Complaint Procedures** outlined in this Policy.

2. Harassment Defined

- 2.1 **Harassment** is defined in this Policy as verbal or physical conduct or actions that denigrate or show hostility toward an individual because of his or her race, color, religion, gender, sex, national origin, age, or disability, or that of his/her relatives, friends, or associates and that:

- Has the purpose or effect of creating an intimidating, hostile, or offensive working or learning environment; or
- Has the purpose or effect of unreasonably interfering with an individual's work or academic performance; or otherwise adversely affects an individual's employment or learning opportunities.

Examples of harassing conduct include, but *are not limited to*, the following:

- Epithets, slurs, negative stereotyping, or threatening, intimidating, or hostile acts that relate to race, color, religion, gender, sex, national origin, age, or disability;
- Written or graphic material that denigrates or shows hostility toward an individual or group because of race, color, religion, gender, sex, national origin, age, or disability and that is placed on walls, bulletin boards, or elsewhere on College premises, or is circulated, transmitted, or distributed in any manner in the College's work or learning environment.

2.2 **Sexual harassment** is defined as *unwelcome* sexual advancements, requests for sexual favors, and other verbal or physical conduct of a sexual nature when:

- Submission to such conduct is made explicitly or implicitly a term or condition of employment or academic standing; or
- Submission to, or rejection of, such conduct by an individual is used as a basis for employment or academic decisions affecting the individual; or such conduct unreasonably interferes with an individual's work or academic performance or creates an intimidating, hostile, or offensive working or academic environment.

Sexual harassment in any situation is reprehensible. It subverts the mission of The College of Coastal Georgia and threatens the careers of students, faculty, and staff. It is a violation of Title VII of the 1964 Civil Rights Act.

Federal law provides that it shall be an unlawful discriminatory practice for any employer, because of the sex of any person, to discharge without cause, to refuse to hire, or otherwise discriminate against any person with respect to any matter directly or indirectly related to employment or academic standing. Sexual harassment of students is prohibited and shall subject the offender to dismissal or other sanctions after compliance with procedural due process requirements.

It must be stated that sexual harassment may involve males or females being harassed by members of either sex and is not limited to the supervisor/employee or professor/student relationship. Examples of sexually harassing conduct may include, *but are not limited to*:

- Sexual innuendo, suggestive comments, insults, threats, jokes of a sexual nature or about gender-specific traits, comments or questions about a person's sexual behavior, comments about a person's body, sexual propositions;
- Making suggestive or insulting noises, leering, whistling, making offensive gestures or motions, staring at a person's body, displaying sexually oriented materials in the College's work or learning environment, engaging in indecent exposure;
- Touching, pinching, and brushing against the body, coercing sexual intercourse, assault;
- Distributing or electronically transmitting sexually oriented materials to others.

3. Consensual Relationships

Consenting romantic and sexual relationships between faculty and student or between supervisor and employee, while not expressly forbidden, are generally deemed very unwise. Codes of Ethics for most professional associations forbid professional-client sexual relationships. In the view of the College of Coastal Georgia, the professor-student relationship is one of professional and client. The respect and trust accorded a professor by a student, as well as the power exercised by the professor in giving praise or blame, grades, recommendations for further study and future employment, and so on, greatly diminish the student's actual freedom of choice should sexual favors be included among the professor's demands. Therefore, faculty are warned against the possible costs of even an apparently consenting relationship in regard to the academic efforts of both faculty member and student. A faculty member who enters into a sexual relationship with a student or supervisor with an employee where a professional power differential exists must realize that if a charge of sexual harassment is subsequently lodged, it will be exceedingly difficult to prove immunity on grounds of mutual consent.

4. Complaint Resolution

Informal Resolution

You may be able to stop or prevent harassment by immediately and directly expressing your disapproval of the individual's conduct or behavior. If you feel comfortable using this approach, then you are encouraged to talk to the individual and ask them to stop the conduct or behavior which you find offensive. If the harassing conduct or behavior stops, then no formal complaint may be necessary. If you do not feel comfortable approaching this individual, or if you have already spoken with the individual and the behavior did not stop, you should immediately proceed with the formal complaint process below.

To File a Formal Complaint

Students may file formal complaints of harassment with the Vice President for Student Affairs or the Human Resources Director. However, if you are a student worker at CCGA who is lodging a complaint about harassment occurring in your CCGA job or working environment, you should file a formal complaint with any of the following: the Vice President for Student Affairs, the Director of Human Resources, your supervisor, or an Administrator in your supervisor's chain of command.

Regardless of where the complaint is filed or the nature of the complaint, if the alleged harassment is between a student and an employee, the Vice President for Student Affairs and the Director of Human Resources will communicate regarding the complaint and the outcome of the investigation.

Ideally the complaint should be submitted in writing so that a proper investigation may begin promptly; however, all complaints will be taken seriously and investigated, whether oral or written. The complainant (you) should include all the facts available regarding the harassment or unfair treatment such as: the type of harassment or unfair treatment you are experiencing, and from whom; the nature of the incidents which lead you to file the complaint, including dates, times, and places the incidents occurred; the names of other people, if any, who may have knowledge of these incidents; the names of others whom you believe may have been subjected to similar harassment by this individual; and any steps you may have already taken to try and stop the harassment.

5. Investigations and Resolution of Formal Complaints

All reports of harassment will be taken seriously. The Vice President for Student Affairs, and in the case of a complaint against a college employee, the Human Resources Director and the appropriate Senior Administrative Officer will assure that a proper and impartial investigation is conducted. Every attempt will be made to treat all complaints and investigations confidentially. However, the College cannot insure absolute confidentiality. The identity of the complainant may have to be revealed to the respondent (the alleged harasser) and, if necessary, to others who must be interviewed as part of the investigation. Following the investigation, all records and documents pertaining to complaints of harassment against an employee will be securely maintained by the Human Resources Director.

For complaints against students, all records and documents will be maintained by the Vice President for Student Affairs.

In determining whether the respondent engaged in harassing conduct, those entrusted with carrying out this Policy will look at the record as a whole and at the totality of the circumstances, such as the context in which the alleged incidents occurred, and will take into account any prior settlements or substantiated complaints against the respondent. After the investigation is completed, the parties involved will be notified of the outcome. If it is determined that harassment did occur, prompt remedial action will be taken as appropriate.

6. Disciplinary Action

Any employee who is found to have engaged in harassing behavior will be subject to appropriate disciplinary action ranging from a written warning to termination, depending on the findings of the investigation. Any student who is found to have engaged in harassing behavior will be subject to appropriate disciplinary action ranging from written warning to suspension or expulsion. Furthermore, a student who is found to have knowingly and purposely filed a false complaint will also be subject to disciplinary action.

An employee or student who wishes to appeal a disciplinary action imposed on him/her as a result of the harassment investigation may file a written appeal with the President of the College within ten (10) working days from the date the employee or student is notified of the intended action.

7. Cooperation and Non-retaliation

All employees and students, including the complainant and the respondent, are required to cooperate with an investigation of harassment. Persons who are asked to provide testimony are expected to cooperate fully and truthfully and to maintain the confidentiality of the investigation. Employees or students who fail to cooperate or who provide false testimony may be subject to disciplinary action ranging from a written warning to termination or suspension/expulsion. Retaliatory actions against an individual for reporting harassment or for providing testimony in an investigation are prohibited. Such retaliation may result in disciplinary action up to and including termination or suspension/expulsion. Such conduct by an employee should be reported to the Human Resources Director. Such conduct by a student should be reported to the Vice President for Student Affairs. CCGA trusts that employees and students will act in a responsible and professional manner to establish a working and learning environment that is free of discrimination and harassment.

ON CAMPUS RESOURCE PERSONS FOR HARASSMENT COMPLAINTS

- Vice President for Student Affairs – Andrews Student Services Center, 2nd Floor (912) 279-5801
- Director of Human Resources & AA/EEO Officer (for charges related to employees)
Administrative Building, Room 109 (912) 279-5743
- Vice President for Business Affairs - Administrative Building, Room 104 (912) 279-5757
- Vice President for Academic Affairs - Administrative Building, Room 138 (912) 279-5712

Civil Rights: The College of Coastal Georgia as a unit of the University System of Georgia shall comply with the provisions of Title VI of the Civil Rights Act of 1964, as amended.

Sexual Assault Bill of Rights: Although this Bill of Rights speaks to a situation on the College campus, a student may expect the same compassionate concern and assistance from the counselors, advisors, and administrators for any student who has been sexually assaulted. Victims should seek assistance from these persons or from one of the agencies identified in this handbook.

The following rights shall be accorded by all campus officers, administrators, and employees of The College of Coastal Georgia to victims of campus-related sexual assaults:

1. The right to have any and all sexual assaults against them treated with seriousness;
2. The right, as victims, to be treated with dignity;
3. The right for campus organizations that assist such victims to be accorded recognition;
4. The right to have the sexual assaults committed against them investigated and adjudicated by the duly constituted criminal and civil authorities of the governmental entity in which the crimes occurred;
5. The right to the full and prompt cooperation and assistance of campus personnel in notifying the proper authorities; (The rights stated in 4 and 5 are in addition to any campus disciplinary proceedings.)
6. The right to be free from any kind of pressure from campus personnel because the victims (i) did not report crimes committed against them to civil and criminal authorities or to campus law enforcement and disciplinary officials, or (ii) reported crimes as lesser offenses than the victims perceive them to be;
7. The right to be free from any kind of suggestion that campus sexual assault victims not report or under-report crimes because (i) victims are somehow “responsible” for the commission of crimes against them; (ii) victims were contributory negligent or assumed the risk of being assaulted; or (iii) by reporting crimes, they would incur unwanted personal publicity;
8. The same right to legal assistance or ability to have others present in any campus disciplinary proceeding that the institution permits to the accused and the right to be notified of the outcome of such proceeding;
9. The right to full and prompt cooperation from campus personnel in obtaining, securing, and maintaining evidence (including a medical examination) as may be necessary to the proof of criminal sexual assault in subsequent legal proceedings;
10. The right to be made aware of and assisted in exercising any options, as provided by state and federal laws or regulations, with regard to mandatory testing of sexual assault suspects for communicable diseases and with regard to notification to victims of the results of such testing;
11. The right to counseling from any mental health services established by the institution, or by other victim-service entities, or by victims themselves;

12. After campus sexual assaults have been reported, the right to require that campus personnel take the necessary steps or actions reasonably feasible to prevent any unnecessary or unwanted contact or proximity with alleged assailants, if requested by the victim. The College of Coastal Georgia complies with these requirements (Federal Campus Sexual Assault Victims' Bill of Rights Act of 1991, effective September 1, 2002).

The following guidelines reflect the recommendations of the American College Health Association and the current Federal and state laws related to AIDS.

Acquired Immune Deficiency Syndrome (AIDS): is a serious condition characterized by a defect in the body's immune system, resulting in the development of life-threatening infections and unusual cancers.

Human Immune Deficiency Virus (HIV): is the virus that attacks the immune system and causes AIDS. Consideration of the existence of AIDS or a positive HIV antibody test will not be a part of the initial admission decision for those applying to the College of Coastal Georgia. The College of Coastal Georgia will not undertake HIV antibody screening for newly admitted or current students except as may be required by agencies with which the College has affiliation agreements. No students shall be asked to provide information as to his or her sexual orientation. Students who desire testing for HIV and/or counseling concerning HIV and/or AIDS may contact Glynn County Health Dept.(912) 264-3961 Camden County Health Dept.(912)729-4557. See Community Resources on page 23 of this handbook.

NON-GRADE/NON-HARASSMENT RELATED GRIEVANCES

There are times in which students have a grievance, complaint, or issue with another student, a faculty member, or a college staff member which is of a non-grade/non-harassment related nature. These grievances could include issues of intellectual diversity (when someone feels they have been treated unfairly by the institution because of their ideas or opinions on a specific issue). It is recommended in these situations that student follow these informal procedures:

1. In a situation where it is a grievance or complaint with a fellow student, students are encouraged to meet with the Vice President of Student Affairs. The Vice President or his/her designee will investigate the situation and assist the students involved in resolving the problem or grievance in a collaborative manner.
2. In a situation where it is a grievance or complaint with a faculty or college staff member, students are encouraged to meet one-on-one with the person with whom they have a complaint or issue in order to discuss the issue openly. If this does not resolve the situation, students should meet with the immediate supervisor or supervisors of the college personnel with whom they have the complaint or grievance. If the situation still is not resolved, students are encouraged to meet with the Senior Administrator in the employee's chain of command.
3. If this informal process does not resolve the issue, students are encouraged to consider using the Alternative Dispute Resolution (ADR) Program. The ADR program is fully explained in this handbook. This program may provide mediation as an option to the parties involved at no cost to the student.

CHILDREN ON CAMPUS POLICY

It is the goal of The College of Coastal Georgia to provide a safe and effective learning environment for all students. Any action which interferes with this goal will not be permitted. Children must not be left unattended at any time on campus. If an emergency arises which requires a student to bring an underage child (defined as any child under the age of sixteen who is not a CCGA student enrolled in credit courses) to campus, the child must be under the direct supervision of an adult at all times. Parents or guardians of children considered disruptive or unsupervised will be asked to remove the children from the immediately.

Bringing children to the classroom is not permissible under most circumstances. However, if an emergency arises which necessitates bringing a child to class, the student must receive the prior consent of the faculty member involved. Children who are ill may not be brought to class regardless of the circumstances. Due to the nature of the equipment, the subject matter involved, and the level of supervision necessary, underage children will not be allowed in college laboratories or in the Learning Center at any time and/or under any circumstances.

Similarly, the College of Coastal Georgia must provide an effective working environment. Therefore, children of employees should not be brought to campus. If an emergency arises which requires an employee to bring a child to campus, it must be with the consent of the faculty/staff members immediate supervisor. The faculty member or staff member whose child is considered disruptive or unsupervised will be asked to remove the child immediately.

Children enrolled in non-credit classes must be under the direct supervision of an adult at all times. Likewise, children attending campus events must be supervised at all times. Any child under the age of 16 must be under the direct supervision of his/her parent, legal guardian, or other responsible adult when in the college library unless the child is part of a class AND the supervising teacher or paraprofessional is present.

CELL PHONE AND OTHER PERSONAL ELECTRONIC DEVICES

The carrying and use of cell phones, pagers, and other personal electronic devices are allowed in the CCGA Brunswick and Camden Center. Users of these devices, however, must be attentive to the needs, sensibilities, and rights of other members of the College community. Furthermore, the use of these devices must not disrupt the functions of the College overall and its classrooms and labs. Students participating in off-campus course related activities must follow the electronic devices policies of the agency or organizations where they are visiting or working.

Cell Phones, pagers, other personal electronic devices must be off and out of sight in classrooms, laboratories, the library, study spaces and other academic settings and during such events as plays, concerts, lectures and College ceremonies. The term "laboratories" includes computer labs. These electronic devices may be turned on and set on silent mode only with the expressed consent of the instructor. In addition, cell phones and other personal electronic devices incorporating a camera must be turned off and out of sight in any area in which an individual has a reasonable expectation of privacy such as restrooms, locker rooms, showers and other locations.

Beyond the basic College policy stated herein, faculty members, at their discretion, also may have strict individual policies related to cell phones, pagers, and other personal electronic devices outlined in their syllabi in order to provide and maintain a classroom environment that is conducive to learning and the respect of others. These policies may include penalties for violation. If cell phones, pagers, calculators, recorders, digital cameras, PDA's, MP3 players or other personal electronic devices are used inappropriately for the purposes of cheating or academic dishonesty, then the students who do so will be penalized appropriately under the Academic Honesty policy of The College of Coastal Georgia.

USE OF COMPUTERS POLICY

PURPOSE: Technology resources (hardware and software) provided by The College of Coastal Georgia are made available to students, faculty, and staff primarily as tools for enhancing and facilitating teaching, learning, scholarly research, communications, and the operation and administration of the institution. Uses which are not directly related to these purposes shall be considered secondary activities and should such secondary activities in any way interfere with the primary activities, access to institutional technology resources may be terminated immediately. Access to and usage of such resources is a privilege and is not a right; it is therefore deemed appropriate and necessary that certain guidelines for the use of these technology resources be set forth and explained.

SCOPE: These policies are applicable to all campus units as well as all users who operate or use any of the computing systems and networks of the College. Campus units that manage their own computers or networks may add, with the approval of the Director of Computer Services, individual guidelines that supplement but do not change the intent of these policies.

ACCEPTANCE OF POLICIES: Users of the College's computing and networking facilities agree by using these facilities that they will comply with and be subject to these policies and conditions of use. Changes in policies may occur at any time. Changes will be available on the college's web site.

ELIGIBILITY FOR SERVICES: Current or retired The College of Coastal Georgia employees and current students are permitted to use these facilities for purposes described in Section I.A. unless prohibited by Section I.F. The facilities available to an individual user are determined by the intended use and the resources available.

- User IDs for all students are valid for the academic year in which they are enrolled.
- Technology resources are not routinely provided for use by spouses, parents, children, or friends of validated users.

PENALTIES FOR MISUSE OF SERVICES: If the college becomes aware of violations of these policies or detects illegal use or practices designed to operate to the detriment of the user community, it will take immediate corrective action. Such action may include suspension of services to the user(s) determined to be at fault, who may also be subject to disciplinary action, up to and including termination.

COLLEGE SOFTWARE LICENSING AGREEMENTS: The user community must adhere to the licensing agreements that the college has with its vendors.

USAGE

- A. No one shall assist in, encourage, or conceal from authorities any unauthorized use, or attempt at unauthorized use, of any of the College's computers or network facilities. The following specific computer crimes are defined by state law (Ga. Code 16-9-90 et seq.):
 - Computer theft (including theft of computer services, intellectual property such as copyrighted material, and any other property);
 - Computer trespass (unauthorized use of computers to delete or alter data or interfere with others' usage);
 - Computer invasion of privacy (unauthorized access to financial or personal data or the like);
 - Computer forgery (forgery as defined by other laws, but committed on a computer rather than on paper);
 - Misleading transmittal of names or trademarks (falsely identifying yourself or falsely claiming to speak for a person or organization by using their name, trademark, logo, or seal - Ga. Code 16-9-93. 1).
- B. No one shall knowingly endanger the security of any College computer or network facility, nor willfully interfere with others' authorized computer usage.
- C. No one shall use the College's communication facilities to attempt unauthorized use, nor to interfere with others' legitimate use, of any computer or network facility anywhere. State and federal laws forbid malicious disruption of computers. The College does not tolerate individuals who invade others' privacy, steal computer services, or commit misrepresentation or fraud; nor pranksters who attempt to disrupt computers or network facilities for any other purpose.
- D. No one shall connect any computer to any College network unless approved by the college's Office of Computer Services.

- E. No one shall give any password for any College computer or network facility to any unauthorized person, nor obtain any other person's password by any unauthorized means whatsoever.
- Giving your password to an unauthorized person can be a crime under Georgia law. The criterion is not whether you trust them, but whether the College has authorized them.
 - You are responsible for choosing a secure password. Do not use names, nicknames, phone numbers, or recognizable words in any language. A good way to make up a secure password is to use the initials of a phrase that includes some numbers as well as letters, such as 57ityMwb - "57 is the year Michael was born."
- F. No one shall misrepresent his or her identity or relationship to the College when obtaining or using College computer or network privileges.
- You must not falsify your name, address, email address, or affiliation when sending email or other messages from a College computer. Doing so can be illegal (Ga. Code 16-9-93.1 and other laws against misrepresentation) as well as being an unacceptable use of the College's facilities.
 - Deceptive communication, in which you claim to be some other specific person, is never permitted.
 - Use prudent caution when sending out any message that appears to be an official communication from the College.
 - If the header identifies your message as coming from an administrative office or from the office of someone other than yourself (e.g., "President's Office"), recipients will presume that you are speaking for that office or person.
- G. Without specific authorization, no one shall read, alter, delete or use any other person's computer files, electronic mail or workstation.
- H. No one shall copy, install, or use any software or data files in violation of applicable copyrights or license agreements. This rule forbids making unauthorized copies, for use elsewhere, of software residing on the College's computers. It also forbids installing or using pirated software on College computers.
- I. No one shall create, install, or knowingly distribute a computer virus, "Trojan horse," or other surreptitiously destructive program on any College computer or network facility, regardless of whether any demonstrable harm results.
- A virus is a hidden computer program that secretly copies itself onto users' disks, often damaging data. A Trojan horse is a program with a hidden, destructive function, or a program designed to trick users into revealing confidential information such as passwords.
- J. Without proper authorization, no one shall modify or reconfigure the software or hardware of any College computer or network facility.
- K. Confidential information shall not be placed in computers without protecting it appropriately.
- The College cannot guarantee the privacy of computer files, electronic mail, or other information stored or transmitted by computer unless special arrangements are made.
 - Ordinary electronic mail is not private. Do not use it to transmit computer passwords, credit card numbers, or information that would be damaging if made public. Bear in mind that students' educational records are required by law, and by University System of Georgia policy, to be kept confidential. It may also be necessary to protect confidential information about employees.
 - The College will normally respect one's privacy but cannot guarantee it absolutely. Because of the nature and technology of electronic communications, the College can assure neither the privacy of an individual user's use of the College's electronic mail resources nor the confidentiality of particular messages that may be created, transmitted, received, or stored thereby.
 - The Georgia Open Records Act applies to information stored in computers. This act gives citizens the right to obtain copies of most public records, including any record prepared, received, or maintained by the College in the course of its operations. Some kinds of records are exempt from public disclosure, such as student records. Requests for information must be made through proper administrative channels.
 - System administrators shall respect the privacy of users as far as possible and shall refer all disciplinary matters to appropriate authorities. The Electronic Communications Privacy Act (18 USC 2701-2709) and other wiretap laws prohibit unauthorized interception of electronic communications, including electronic mail.
- L. The College's computers, network facilities, and resources for electronic mail are to be used for College business, which may include academic pursuits and fund raising events for College benefit only. An electronic bulletin board can be used to post other community service activities. Incidental and occasional personal use of computer resources may occur when such use does not generate a direct cost for the College. Any such incidental and occasional use of resources is subject to the provisions of this policy. It is always improper to use the College's resources for political campaigns and commercial enterprises. As a public institution covered by laws which govern private use of state property, the College can only provide computer services for its own work, not for private use. In this respect the College's computers are different from those owned by private colleges or corporations.
- M. Users shall take full responsibility for messages they transmit through the College's computers and network facilities.
- No one shall use the College's computer resources to transmit fraudulent, defamatory, harassing, obscene, or threatening messages or any communications prohibited by law.
 - In addition, it shall not be an acceptable use of the College's resources to download, view, copy or retrieve materials that may be deemed, by the reasonable person standard, to be pornographic in nature.
 - Laws against obscene or harassing telephone calls apply to computers that are accessed by telephone.

- N. The use of electronic mail (e-mail) is included in all the foregoing policies regarding computer usage. In addition to the foregoing policies, the use of e-mail shall also be governed by the following:
- Inclusion of the work of others into electronic mail communications in violation of copyright laws is not permitted.
 - Capture or “opening” of electronic mail, except as required in order for authorized employees to diagnose and correct delivery problems, is not permitted.
 - Use of electronic mail to interfere with the ability of others to conduct College business is not permitted.
 - Use of electronic mail systems for any purpose restricted or prohibited by laws or regulations is not permitted.
 - “Spamming,” i.e., deliberately flooding a computer with excessive amounts of electronic mail is not permitted.
 - “Spoofing,” i.e., constructing an electronic mail communication so it appears to be from someone else, is not permitted. All users should be aware that there is no guarantee that electronic mail actually came from the person or site indicated in it. Deceptive electronic mail is easy to fake, including the technical information in the header. Doing so is, of course, prohibited and is, in many cases, against the law.
 - “Snooping,” i.e., obtaining access to the files or electronic mail of others for the purpose of satisfying idle curiosity, with no substantial College business purpose, is not permitted.
 - Use of electronic mail for business solicitations, business slamming, chain letters, pyramid schemes, or religious proselytizing is not permitted.
 - Attempting unauthorized access to electronic mail or attempting to breach any security measures on any electronic mail system, or attempting to intercept any electronic mail transmissions without proper authorization, is not permitted.
 - Hoaxes, scams, pranks, and con games are common on the Internet. Be on the lookout for misguided “warnings” (about computer viruses, impending legislation, etc.) and false appeals for charity (usually involving dying children). If you get a message that spurs you to take immediate action, it is very likely a hoax, even if the person who passed it along to you was perfectly sincere.
 - Also, genuine appeals that are several years old are still circulating as if they were current.
- O. The University System of Georgia provides an extensive collection of Web-based databases under the GALILEO project (www.galileo.peachnet.edu). GALILEO is accessible by anyone at the libraries of public colleges and universities, local public libraries, K-12 schools, and technical institutions in the state of Georgia. Individuals who have the current password may access GALILEO from home. Passwords are available to students and faculty through their college library. GALILEO was established to provide electronic access to library materials, information resources and services, regardless of geographical location or size of institution.

DRUG-FREE POLICY

The College of Coastal Georgia recognizes and supports the “A Drug-Free Postsecondary Education Act of 1990”, all local, State of Georgia and Federal laws, and the University System of Georgia Board of Regents policies that strictly prohibit the sale, manufacture, dispensation, possession or use of illegal controlled substances or alcoholic beverages on college campuses and at college sponsored activities. Standards of Conduct for all College of Coastal Georgia students is as follows:

- I. The State of Georgia has declared that it is unlawful for any person under 21 years of age to possess or consume alcohol beverages,
- II. The State of Georgia has declared that it is unlawful to sell, or server or permit to be served alcoholic beverages to a person under 21 years of age,
- III. The State of Georgia has declared that it is unlawful to be under the influence of, use, posses, distribute, sell, offered or agree to sell, or represent to sell narcotics, hallucinogens r dangerous drugs or controlled substances, except as where permitted by prescription or law,
- IV. No employee or student of The College of Coastal Georgia may illegally engage in the manufacture, distribution, possession, or use of a controlled substance at his work place or on campus. Such unlawful activity will be considered a sufficient ground for a serious adverse personnel action, including dismissal from employment and/or loss of financial assistance,
- V. If an employee or student is convicted (including a plea of nolo contendere) of violating any criminal drug statute at the work place or on campus, the employee or student receiving financial aid must notify the Vice President for Business Affairs of Coastal Georgia Community in writing of each conviction as soon as possible which must be within five (5) calendar days of the conviction,
- VI. Failure to comply with any part of this policy will result in serious adverse personnel action, including possible dismissal from employment or loss or financial aid. Any student questions concerning this policy should be directed to the Vice President for Business Affairs.

CONTROLLED SUBSTANCES ACT SCHEDULE

I & II Drug: Others (does not include marijuana, hashish, or hash oil)

Quantity: Any

1st Offense: Not more that 20 years. If death or serious injury, not less that 20 years, not more than life. Fine \$1 million individual, \$5 million not individual.

2nd Offense: Not more than 30 years. If death or serious injury, life. Fine \$2 million individual. \$10 million not individual.

III. Drug: All (included in Schedule III are anabolic steroids, codeine and hydrocodone with aspirin or Tylenol, and some barbiturates)

Quantity: Any

1st Offense: Not more than 5 years. Fine not more than \$250,000 individual, \$1 million not individual.

2nd Offense: Offense: Not more than 10 years. Fine not more than \$500,000 individual, \$2 million not individual.

IV. Drug: All (included in Schedule IV are Darvon, Talwin, Equanil, Valium, and Xanax)

Quantity: Any

1st Offense: Not more than 3 years. Fine not more than \$250,000 individual, \$1 million not individual.

2nd Offense: Not more than 6 years. Fine not more than \$500,000 individual.

V. Drug: All (over the counter cough medicines with codeine are classified in Schedule V)

Quantity: Any

1st Offense: Not more than 1 year. Fine not more than \$100,000 individual, \$250,00 not individual.

2nd Offense: Not more than 2 years. Fine not more than \$200,000 individual, \$500,000 not individual.

Drug: Marijuana (includes hashish and hashish oil)

Quantity: 1,000 kg or more mixture; or 1,000 or more plants

1st Offense: Not less than 10 years, not more than life. If death or serious injury, not less than 20 years, not more than life. Fine not more than \$10 million other than individual.

2nd Offense: Not less than 20 years, not more than life. If death or serious injury, not more than life. Fine not more than \$8 million individual, \$20 million not individual.

Drug: Marijuana Quantity: 100 kg to 999 kg mixture, or 100-999 plants

1st Offense: Not less than 5 years, not more than 40 years. If death or serious injury, not less than 20 years, not more than life. Fine not more than \$2 million individual, \$5 million not individual.

2nd Offense: Not less than 10 years, not more than life. If death or serious injury, not more than life. Fine not more than \$4 million individual, \$10 million not individual.

Drug: Marijuana Quantity: 50 to 99 kg mixture or 50 to 99 plants

1st Offense: Not more than 20 years. If death or serious injury not more than 20 years, not more than life. Fine \$1 million individual, \$5 million not individual.

2nd Offense: Not more than 30 years. If death or serious injury, not more than life. Fine \$2 million individual, \$2 million individual, \$10 million not individual.

Drug: Marijuana Quantity: Less than 50 kg mixture

Hashish Quantity: 10 kg or more

Hashish Oil Quantity: 1 kg or more

1st Offense: Not more than five years. Fine not more than \$250,000 individual, \$1 million not individual.

2nd Offense: Not more than 10 years. Fine \$500,000 individual, \$2 million not individual.

Drug: Methamphetamine Quantity: 100 gm or more pure or 1 kg or more mixture

1st Offense: Not less than 10 years, not more than life

2nd Offense: Not less than 20 years, not more than life

Drug: Heroin Quantity: 1 kg or more mixture

1st Offense: Not less than 10 years, not more than life

2nd Offense: Not less than 20 years, not more than life

Drug: Cocaine Quantity: 5 kg or more mixture

1st Offense: Not less than 10 years, not more than life

2nd Offense: Not less than 20 years, not more than life

Drug: Cocaine Base Quantity: 50 gm or more pure or 1 kg or more mixture

1st Offense: If death or serious injury, not less than 20 years or more than life

2nd Offense: If death or serious injury not less than life

Drug: PCP Quantity: 100 gm or more pure or 1 kg or more mixture

1st Offense: Fine of not more than 44 million individual, \$10 million not individual.

2nd Offense: Fine of not more than \$9 million individual, \$20 not individual.

Drug: LSD Quantity: 10 gm or more

1st Offense: Fine of not more than 44 million individual, \$10 million not individual.

2nd Offense: Fine of not more than \$9 million individual, \$20 not individual.

Drug: Fentanyl Quantity: 400 gm or more mixture
1st Fine of not more than 44 million individual, \$10 million not individual.
2nd Offense: Fine of not more than \$9 million individual, \$20 not individual.

FEDERAL PENALTIES AND SANCTIONS FOR ILLEGAL TRAFFICKING AND POSSESSION OF A CONTROLLED SUBSTANCE

21 U.S.C. 844

(a) 1st conviction: Up to 1 year imprisonment and fined at least \$1,000 but not more than \$100,000, or both. After 1 prior drug conviction: At least 15 days in prison, not to exceed 2 years and fined at least \$2,500 but not more than \$250,000, or both

After 2 or more prior drug convictions: At least 90 days in prison, not to exceed 3 years and fined at least \$5,000 but not more than \$250,000, or both.

Special sentencing provision for possession of crack cocaine: Mandatory at least 5 years in prison, not to exceed 20 years and fined up to \$250,000, or both, if:

- (a) 1st conviction and the amount of crack possessed exceeds 5 grams
- (b) 2nd crack conviction and the amount of crack possessed exceeds 3 grams
- (c) 3rd or subsequent crack conviction and the amount of crack possessed exceeds 1 gram

21 U.S.C. 853(a) (2) and 881 (a) (7) Forfeiture of personal and real property used to possess or to facilitate possession of a controlled substance if that offense is punishable by more than 1-year imprisonment. (See special sentencing provisions re: crack)

21 U.S.C 881 (a) (4) Forfeiture of vehicles, boats, aircraft or any other conveyance used to transport or conceal a controlled substance.

21 U.S.C. 844a Civil fine of up to \$10,000 (pending adoption of final regulations).

21 U.S.C. 853a Denial of Federal benefits, such as student loans, grants, contracts, and professional and commercial licenses, up to 1 year for first offense, up to 5 years for second and subsequent offenses.

18 U.S.C. 922(g) Ineligible to receive or purchase a firearm. Miscellaneous: Revocation of certain Federal licenses and benefits, e.g. pilot licenses, public housing tenancy, etc are vested within the authorities of individual Federal agencies.

STATE OF GEORGIA PENALTIES AND SANCTIONS FOR ALCOHOL AND ILLICIT DRUG OFFENSES

STATE OF GEORGIA SANCTIONS FOR ALCOHOL OFFENSES

Offense: Possession or attempt to purchase alcohol by a person under age 21.

Typical Penalty: \$300 fine. 12 months in jail.

Offense: Driving under the influence (DUI)

Typical Penalty: \$300 to \$1,000 fine. Forty-eight hours community service. Incarceration for 10 to 12 days.

Offense: Using false drivers license, false identification or allowing someone else to use your driver's license or identification to purchase alcohol.

Typical Penalty: \$200 fine, 12 months probation

Offense: Providing alcohol to a person under 21 years or age.

Typical Penalty: \$500 to \$2,000 fine, 12 months probation.

STATE OF GEORGIA SANCTIONS FOR ILLICIT DRUG OFFENSES

Offense: Possession of a controlled substance

Typical Penalty: One year probation, \$1,000 fine.

Offense: Trafficking a controlled substance

Typical Penalty: 1-10 yrs. Incarceration, \$2,000 fine

Offense: Possession of one ounce or less of marijuana

Typical Penalty: 12 months incarceration, probation, \$1000 fine.

Offense: Possession of more than one ounce of marijuana.

Typical Penalty: Felony. 1-10 yrs. incarceration, probation with minimum fine if \$1,000-\$5,000.

Offense: Trafficking Marijuana

Typical Penalty: Felony, 1-10 years incarceration with fine of \$1,00 to \$5,000.

Offense: Trafficking Marijuana to a Minor

Typical Penalty: 1-20 yrs. incarceration with fine ranging from \$5,000-\$20,000.

The State of Georgia law declares that any student of a public institution who is convicted of any felony offense involving the manufacture, distribution, sale, possession, or use of marijuana, a controlled substance, or a dangerous drug shall as of the date of the conviction be

suspended from the public institution in which such person is enrolled. The suspension shall be effective as of the date of conviction for the remainder of the semester. A convicted student would forfeit any right to any academic credit otherwise earned or earnable for such semester. If the college has taken disciplinary action for the same offense prior to the date of conviction, the students' suspension will be effective from the date of the colleges' action. Any student who violates the above state or federal laws while on the College of Coastal Georgia campus or at college sponsored activities is subject to the colleges disciplinary sanctions as well as the state and federal sanctions. The College of Coastal Georgia's disciplinary sanctions for violators of the Drug and Alcohol Policy is listed in this handbook.

COLLEGE OF COASTAL GEORGIA ALCOHOL POLICY FOR ON-CAMPUS EVENTS

General Rules

The following rules apply to all on-campus events at which alcohol is to be served:

- A. The sale or service of alcohol is prohibited on-campus unless specifically authorized by the College President and/or her/his designee, the Office of Business Affairs. No cash bars are permitted under any circumstances. To seek permission to serve alcohol at an on-campus event ("Event"), a "Request to Serve Alcohol on Campus" form ("Request Form") must be submitted. A Request Form and corresponding "Routing Sheet" are attached hereto. The sponsor of the Event ("Event Sponsor") must complete and route both documents for signature by all departments identified on the Routing Sheet **prior** to submitting the documents to the Office of Business Affairs for review. The Request Form must be received by the Office of Business Affairs for consideration no less than **two (2) weeks prior to the Event**. The Event Sponsor is responsible for delivering to the Event Caterer a copy of the College of Coastal Georgia's Alcohol Policy for On-Campus events and executing an Event Caterer Agreement with the Event Caterer serving alcohol at the Event prior to the day of the event.
- B. If approved, the service of alcohol at an Event is limited to a two-hour time period unless a special allowance is granted for extended service. All service of alcohol must end no later than forty-five (45) minutes before the scheduled end of the Event. Absolutely no consumption of alcohol at on-campus events by underage persons will be permitted or tolerated by the College.
- C. An Event for which the service of alcohol has been approved must be held in strict compliance with the requirements set forth in this document; an Event must also comply with the College Alcohol Policy located at <http://www.ccgga.edu/sdservices/Files/StudentHandbook/CCGASStudentHandbook09.pdf>.
- D. The service of alcohol at an Event must be provided through a licensed and insured caterer ("Event Caterer") or an Event Caterer's subcontractor (the Event Caterer's Designee). At a function where alcohol will be served, the Event Caterer must purchase and deliver the alcohol to a secure area on the College Campus identified by the Event Sponsor prior to the starting time of the event. All alcoholic beverages must remain inside the reserved or designated Event space during the actual Event. Any alcohol remaining at the end of the Event will be removed from the premises by the Event Sponsor or designated College personnel; no alcohol may be released to a person who is visibly intoxicated.
- E. If students or minors may attend the Event, then the Event Sponsor and Event Caterer must ensure that all bartenders (whether employed by or contracted for by Event Caterer) check the ID's of anyone ordering alcohol at the Event who appears to be younger than thirty (30) years old. Further, at such Events, a sign must be posted at each bar station stating that all persons who appear younger than thirty (30) will have their IDs checked. Failure to comply with this requirement may result in the immediate cancellation of the Event but will not release the Event Sponsor from any and all charges associated with the Event. Further, the College may report to the police any provision of alcohol to minors by the Event Sponsor and Event Caterer, may ban future use of the facilities by Event Sponsor, and may ban the Event Caterer from providing services at any functions held on campus.
- F.
 1. There may be no pass service of alcohol at functions that students or minors may attend. For purposes of this Policy, "pass service" shall mean the service of alcohol carried out by catering staff moving about the Event facility and pouring or distributing wine or other alcoholic beverages for Event attendees.
 2. Event Sponsors shall report to a security officer, if one is in attendance at the Event, or to the College Police any provision of alcohol by of-age Event attendees to underage Event attendees. If either person involved is a College of Coastal Georgia student, then the Event Sponsor shall also report the incident to the Vice President of Student Services who shall file charges against those involved for violation of the Student Code of Conduct. The involved Event attendees are required to immediately leave the event after Event security or College Police have been informed of the offense.
- G. No State Funds, including Student Activity Fees, may be used to purchase alcoholic beverages. No functions will be allowed where alcohol will be the focal point or the only beverage served for an Event.**
- H. Failure to comply with the rules set forth in this document, State Law or with the College Alcohol Policy, as applicable, may result in the immediate cancellation of an Event but will not release the Event Sponsor from any and all charges associated with the Event. Failure to comply may also result in the loss of on-campus space reservation privileges, College disciplinary proceedings and/or criminal charges.

College Departments

For an Event sponsored or co-sponsored by a College department, the following are required:

- A. A faculty or staff member must assume direct responsibility for ensuring compliance with the College Alcohol Policy. This person must be present during the entire Event and must serve as the contact between the staff of the Event Facility and the Event Caterer.
- B. Approval of the Event by the Vice President of the sponsoring department is required.
- C. For an Event co-sponsored by a College department and a non-College entity, all co-sponsors are jointly and individually responsible for ensuring compliance with the College Alcohol Policy.
- D. Event Sponsors are responsible for ensuring that non-alcoholic beverages will be continuously available at the Event.

Event Caterer

- A. The Event Caterer must be licensed and have liquor liability insurance coverage of not less than \$1,000,000 per occurrence; provided, if the Event Caterer subcontracts for service of alcohol, then this Designee of the Event Caterer must ensure that its Designee has liquor liability insurance coverage of not less than \$1,000,000 per occurrence. Upon request, a copy of the pertinent insurance policy must be submitted to the Office of Business Affairs.
- B. The Event Caterer must purchase and deliver the alcohol to a secure area on the College Campus identified by the Event Sponsor prior to the starting time of the event. All alcoholic beverages must remain inside the reserved or designated Event space during the actual Event.
- C. The Event Caterer is responsible for ensuring that no Event attendee who is underage or visibly intoxicated is served alcohol at the Event. If the Event Caterer becomes aware that alcohol that was served to of-age Event attendees is then being provided by such attendees to underage Event attendees, then the event Caterer shall immediately report this situation to the Event Sponsor and a security officer if one is in attendance at the Event.
- D. At Events that students or minors may attend, the Event Caterer is responsible for ensuring that the age of all Event attendees requesting service of alcohol is verified via state ID, driver's license or passport. No one under the age of 21 may be served alcohol. The Event Caterer is responsible for ensuring that bartenders check the ID's of anyone ordering alcohol at the Event who appears to be younger than thirty (30) years old. Further, at such Events, a sign must be posted at each bar station stating that all persons who appear younger than thirty (30) will have their IDs checked. The Event Caterer must also ensure compliance with all applicable state and local laws as well as with the College Alcohol Policy, including limiting the service of alcohol to no more than two (2) hours and making sure alcohol service ends at least forty-five (45) minutes prior to the end of the Event.
- E. Any alcohol remaining at an Event canceled for non-compliance with the College Alcohol Policy must be removed by the Event Caterer or its designee before leaving the Event facility and no reimbursement or other compensation will be due the Event Sponsor for the alcohol or alcohol service.
- F. The Event Caterer must ensure that non-alcoholic beverages and food are available throughout the Event.
- G. At the conclusion of alcohol service, the Event Caterer must properly dispose of all alcohol in single-serving containers that have been opened. Any open multiple-serving alcohol containers may be returned to the Event Sponsor at the conclusion of the event so long as the containers are able to be re-closed. The Event Caterer may only release any alcohol remaining at the end of the Event to the Event Sponsor. Any alcohol that is released to the Event Sponsor must be removed from campus immediately or stored in a secure location identified by the College and may not be opened/reopened while on property owned or controlled by the College.

COLLEGE OF COASTAL GEORGIA DISCIPLINARY SANCTIONS FOR ALCOHOL/DRUG OFFENSES

The following is a list of sanctions that may be imposed by the College of Coastal Georgia for violators of the Alcohol and Drug Policy. This list is by no means exhaustive, and the college reserves the right to modify or enlarge the list at any given time.

Expulsion: Permanent severance of the students' relationship with the college.

Forced Withdrawal from the academic course within which the offense occurred without credit for the course.

Suspension: Temporary severance of students' relationship with the college for a specific period of time.

Disciplinary Probation: Notice to the student that any further major disciplinary violation may result in suspension. This action might also include one or more of the following: the setting of restrictions on social activities, the issuing of a reprimand, and restitution.

Reprimand: **Oral:** Oral disapproval issued to the student. **Written:** A written statement of disapproval to the student.

HEALTH RISKS ASSOCIATED WITH USE OF ALCOHOL AND ILLEGAL DRUGS

Alcohol: Alcohol consumption causes a number of changes in behavior and physiology. Even low doses significantly impair judgment, coordination, and abstract mental functioning. Statistics show that alcohol use is involved in a majority of violent behavior on college campuses, including acquaintance rape, vandalism, fights, and incidents of drinking and driving. Continued abuse may lead to dependency, which often causes permanent damage to vital organs and deterioration of a healthy lifestyle.

Cannabis (Marijuana, Hashish): the use of marijuana may impair or reduce short-term memory and comprehension, alter sense of time, and reduce coordination and energy level. Users often have a lowered immune system and an increased risk of lung cancer. The active ingredient in marijuana, THC, is stored in the fatty tissues of the brain and reproductive system for a minimum of 28 to 30 days.

Hallucinogens: Lysergic acid (LSD), mescaline, and psilocybin cause illusions and hallucinations. The user may experience panic, confusion, suspicion, anxiety, and loss of control. Delayed effects or flashbacks can occur even when use has ceased. Phencyclidine (PCP) affects the section of the brain that controls the intellect and keeps instincts in check. Because the drug blocks pain receptors, violent PCP episodes may result in self-inflicted injuries.

Cocaine/Crack: Cocaine users often have a stuffy, runny nose and may have a perforated nasal septum. The immediate effects of cocaine use include dilated pupils and elevated blood pressure, heart rate, respiratory rate, and body temperature, followed by depression. Crack, or freebase rock cocaine, is extremely addictive and can cause delirium, hallucinations, blurred vision, severe chest pain, muscle spasms, convulsions, and even death.

Amphetamine-Amphetamines can cause a rapid or irregular heartbeat, tremors, loss of coordination, collapse, and death. Heavy users are prone to irrational acts.

Heroin-Heroin is an opiate drug that causes the body to have diminished pain reactions. The use of heroin can result in coma or death due to a reduction in heart rate.

DRUG AND ALCOHOL TREATMENT PROGRAMS

The College of Coastal Georgia has no drug and alcohol treatment programs. Contact counselor at (912) 279-5803 for a list of referrals for both Brunswick and Camden.

COUNSELING: Contact counselor at (912) 279-5803 for a list of referrals for both Brunswick and Camden.

COMMUNITY RESOURCES

AIDS Resources

Glynn County Health Dept. – 264-3961

Camden County Health Dept. - (912) 729-4557

Southeast Ga. Medical Center – 466-7000

National Aids Information – 1-800-232-4636

Battered Women

Amity House –

Brunswick (912) 264-4357

Camden County – (912) 882-7858

Child Abuse/Family Crisis

Department of Family & Children Services (DFACS)

Glynn County – (912)262-3200

Camden County (912)729-4583

Disaster/Emergency Service

American Red Cross – (912) 265-1695

Down on your Luck

Sparrows Nest of Brunswick (A Faith Works Ministry) – (912) 261-8959

MANNA HOUSE, Brunswick– (912) 264-1594

The Salvation Army -Brunswick (912) 265-9381 Camden (912) 882-2200

United Way – Brunswick (912) 265-1850 Camden (912) 729-5362

Drug Abuse (Alcoholism/Narcotics Addiction)

Alcoholics Anonymous (AA) - 265-0892

AI ANON of Brunswick – 267-8615

Narcotics Anonymous- (912)262-6099

NARANON of Brunswick (912) 264-1614

Drug Abuse Help-Line 1-800-338-6745

Gateway Alcohol &Drug Program (912)264-7340

Gambling Addiction

Georgia Gambling Helpline 1-800-699-7117

www.gagamblinghelpline.org

RAPE

Department of Family & Children Services

Glynn County (912) 262-3200

Camden County (912) 729-4583

RUNAWAYS

Safe Harbor 267-6000

2215 Gloucester Street

Brunswick, GA. 31520

CAMPUS POLICE

The purpose of the College of Coastal Georgia Police Department is to maintain a secure environment and to serve its jurisdiction with a proactive approach to the prevention of crime. The Department meets all the requirements set by state law governing police agencies and has the primary jurisdiction on the campus. Certified police officers are on duty twenty-four hours a day, seven days a week. It is the policy of the College of Coastal Georgia that all emergencies and campus crimes be reported to the on-duty officer to enable prompt reporting and/or action. **To report a campus emergency or crime, call extension 3133 from campus system telephones or 258-3133 from public telephones. For business or service related calls dial 279-5820.**

MOTOR VEHICLES / PARKING REGULATIONSVEHICLE REGISTRATION

All students (credit and non-credit) **MUST** register their vehicles. Credit students may obtain a permit for \$10.00 at the Business Office. For non-credit students, the parking fee for one vehicle is included in the course fee. Additional cars may be registered for \$10.00 each. The parking decal must be affixed to and visible from the rear of the vehicle. It may be applied to the rear window, bumper, or body of the registered vehicle. The decal number must be visible. **If, for some reason, the student must drive an unregistered vehicle, he/she should obtain a temporary permit at the Business Office before parking.**

PARKING AND SPEED LIMIT

Parking is available in the large, paved lot east of the Student Center and in the unreserved spaces in the lot west of the Howard Coffin Building. Parking in the small lot in front of the library is restricted to library patrons and campus visitors. Students with a disability should contact the Office of Student Affairs for information regarding special parking privileges. Parking **is not** permitted in drives, roadways, sidewalks, crosswalks, or yellow curb areas. Traffic flow directions are clearly marked. **Backing into parking spaces is not allowed**, and violators are subject to a fine.

MONETARY PENALTIES

The College of Coastal Georgia's campus police officers are certified law enforcement officers with full powers of arrest and should be contacted in case of accident, investigation or any other matters requiring police attention. Campus Police actively patrol the campus 24 hours a day and will issue violation tickets as needed. It is their responsibility to enforce Georgia law and campus rules relating to safety and security.

The following monetary penalties will be levied for the violations which are listed, in lieu of disciplinary action, by college officials or college committees:

- Failure to register vehicle/display decal \$ 10.00
- Improper display of decal \$ 5.00
- All moving violations \$ 20.00
- Parking in a restricted area: 1st offense \$5.00 2nd offense \$10.00 3rd offense Disciplinary Action
- Parking in handicapped area \$ 20.00

Fines must be paid to the Business Office, located in the Administration Building, within five business days of the violation. Effective September 1, 1993, a \$10.00 late fine will be assessed in any case where a ticket is not paid or otherwise resolved within five business days. Students who do not pay fines promptly will also have their student records placed on hold until payment is received.