

Students who enroll at College of Coastal Georgia are expected to conduct themselves responsibly and to pursue their studies with integrity. By enrolling at College of Coastal Georgia, students agree to comply with the College's rules and regulations. These rules and regulations are outlined in the "Student Code of Conduct" found online at: <http://ccga.finalsite.com/page.cfm?p=617>.

Off-Campus Activities and Behaviors

College of Coastal Georgia is not responsible or liable for off-campus activities and behaviors; however, it reserves the right to take action in response to off-campus activities and behaviors that contradict the College's interests and purposes. Students and student organizations are expected to conduct themselves as representatives of the College.

When a student is charged both with a criminal offense off campus and charged with a violation of the Student Code of Conduct or Honor Code at the College, the two processes are unrelated and conducted independently of each other. A student found not guilty in one setting may be found guilty in the other.

Grievances (Non-Grade/Non-Harassment Related)

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 or designee. The Vice President or 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.

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 Hargett Administration Building. Persons who wish to request mediation services may call 912-279-5740.

Reports of Student Misconduct *(Updated: August 2017)*

All members of the of College community may file formal complaints about student, faculty, or staff conduct with the Dean of Students. Complaints to the appropriate department and/or person(s) should include as much information as possible such as: (1) the type of misconduct alleged; (2) the name and contact information of the individual(s) accused of misconduct; (3) the date(s), time(s), and place(s) of the misconduct; (4) the name(s) and contact information of any individual(s) with knowledge of the incident; (5) whether any tangible evidence has been preserved; and (6) whether a criminal complaint has been made. Complaints will be investigated and resolved as outlined in the Student Code of Conduct or through Human Resources. More information about reporting student conduct can be found in the Student Code of Conduct at <http://ccga.finalsite.com/page.cfm?p=617>.

Academic Integrity *(Updated: August 2017)*

Academic and intellectual integrity is expected of all individuals at the College of Coastal Georgia. The College expects students to be honest and present work that is only their own. Scholarship and fairness require that improper work be rejected and that violations be investigated and, appropriate sanctions administered. Academic dishonesty includes plagiarism, cheating, giving or receiving assistance not authorized by the instructor, using one’s own prior work, and in any other way presenting work that is not that of the student to whom an assignment was made. More information about Coastal Georgia’s Academic Integrity policy can be found in the Student Code of Conduct at <http://ccga.finalsite.com/page.cfm?p=617>.

Sexual Misconduct Policy *(Updated: August 2017)*

In accordance with Title IX of the Education Amendments of 1972 (“Title IX”), the University System of Georgia (USG) does not discriminate on the basis of sex in any of its education programs or activities or in employment. The USG is committed to ensuring a safe learning and working environment for all members of the USG community. To that end, this Policy prohibits sexual misconduct, as defined in the Student

Code of Conduct. More information about Coastal Georgia's Sexual Misconduct Policy can be found in the Student Code of Conduct at <http://ccga.finalsite.com/page.cfm?p=617>.