

STUDENT HANDBOOK 2016-2017



AT THE UNIVERSITY OF WEST GEORGIA

INTEGRITY SCHOLARSHIP SERVICE LEADERSHIP

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IMPORTANT NUMBERS

Gunn Hall Administrative Floor Fax Number	678-839-2685
Academy Night Emergency Number (RESTAR)	678-839-4718
The Honors College/Wagner House	678-839-6249
Auxiliary Services (Meal Plans)	678-839-6525
Bookstore	678-839-6523
Bursar's Office (Fee Payment)	678-839-4737
Campus Mail	678-839-6522
Center for Academic Success (Tutoring)	678-839-6280
Health Services	678-839-6452
Housing and Residence Life	678-839-6426
Information Technology Services (Service Desk Support)	678-839-6587
Library	678-839-6350
Math Tutoring Center	678-839-4140
Parking and Transportation	678-839-6629
*University Police/Emergency	678-839-6000
University 24 Hour Information	678-839-5000
University Writing Center	678-839-6513

**In the case of an emergency, do not dial 911. Dialing 911, rather than this number, will delay response.*

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UWG AND ACADEMY 2016-2017 CALENDAR

FALL SEMESTER 2016

August 1	Fall Tuition and Fees Payment Deadline – by 6PM
August 16	Fall Full Bill Payment Deadline
August 7	Academy Move-In Day (Residential Students)
August 8	1:30PM Academy Residential Student Vision Cast, etc. - required of all returners
August 9	Fun Activities on Campus and in Gunn Hall! All Students are expected to come to Campus (times TBA).
August 10	Classes Begin
August 10-15*	Drop/Add and Late Registration for UWG *Academy students are expected to drop/add before 5PM on Aug 12! **Drop: August 10-12 only. **Add: August 10-15 only (see Drop-Add on page 10).
September 5	Labor Day Holiday (No Classes, Offices Closed)
September 30	Last Day to Withdraw with a Grade of W
October 15	PSAT @ 9 am (Location TBA)
November 21-25	Thanksgiving break (no classes, offices open 21st, 22nd and 23rd)
November 30	Community Service and Engagement for Fall Semester Due
December 3-9	Final Instruction/Examinations; Students will be expected to check-out within 24 hours after their last final.
Date TBA (usually mid-December)	Spring Tuition and Fees Payment Deadline
December 10-January 6	Winter Break (No Classes Dec 10-Jan 6, Offices Closed Dec 26-Jan 3)

SPRING SEMESTER 2017

TBA	Residence Hall Reopens @ 3 pm
January 7	Classes Begin
January TBA	Drop/Add and Late Registration *Academy students are expected to drop-add by 5PM on last announced day
January 14	Academy Decathlon
January 16	Martin Luther King Holiday (No Classes, Offices Closed)
TBA	Last Day to Withdraw with a Grade of W
March 20-24	Spring Break (No Classes).
April 15	Final Community Service Deadline for the Year
TBA	Honors Convocation (Classes Cancelled 1-4 pm)
April 22	Academy Recognition Ceremony @ 1 pm (Lower Level of Z-6)
May 3-9	Final Instruction/Examinations; Students will be expected to check-out within 24 hours after their last final.

***Other Academy and UWG events will be announced throughout the year.

Dear Academy Students:

Welcome to The Advanced Academy of Georgia! The Advanced Academy has been designed to give you the opportunity to accelerate your education and personal growth. The Academy offers you more freedom and more responsibility than is offered in traditional high school, but less freedom and more supervision than is offered to most college students.

It is important that you realize that your acceptance into The Advanced Academy of Georgia was based on your past academic performance and potential to benefit from and contribute to the Academy and UWG communities. Your membership in the Academy community is a privilege, not a right. Students must earn continued membership in The Academy through their academic performance and behavior, both in and out of the classroom

As an Academy student, you are required to follow the UWG Student Handbook and Student Code of Conduct (including the UWG Academic Integrity and/or the UWG Honor Code) and if you are a residential student you must also follow the policies in UWG's Residence Life Handbook (both available on UWG's website). The policies, codes of conduct, and procedures in these handbooks shall apply to conduct that occurs on university premises, at university sponsored activities, and to off campus conduct that adversely affects the university and/or Academy community and/or pursuit of their objectives.

Every Academy student is responsible for knowing and adhering to all of the policies in this handbook as well. If and when policies differ, this handbook takes precedence over all others. Rules and regulations cannot possibly cover every situation. The best guides for behavior are the Academy Values of Honesty, Principle, Respect and Caring, Responsibility, and Commitment to Excellence. The Academy Values, printed in this handbook, sum up the qualities we are looking for in Academy students. Read them, learn them, and live up to them.

Parents/Guardians:

Please keep in mind that as an Academy student your son or daughter is leaving the relative security of your home and high school to take on challenges offered through college course work, and for second year students, residence hall living. It is common to have some concerns as to how your student will fare. The Academy staff shares your concern for your student's well-being. We want to assist you in helping your student overcome any difficulties that may arise and will contact you to keep you informed of your student's progress and Academy events. It is not always possible for us to be aware of what students are experiencing. We depend on your student and you to communicate with us. Please feel free to contact us if you have questions, suggestions, or concerns. We will always seek to protect the confidentiality of students, parents, and guardians. The staff respects your right to grant permission to your student to engage in certain activities or go to certain places. It is not the staff's intention to

override your authority. However, if your student does something with your permission that violates Academy policies, then the Academy staff reserves the right to enforce its policies.

Also, please remember that you are welcome at The Academy at any time. We believe that the best possible relationship Academy staff and parents or guardians can have is a partnership—a shared responsibility to help the student succeed academically and mature into a responsible young adult.

We look forward to a successful 2016-2017 academic year at The Advanced Academy of Georgia!

Adriana T. Stanley, M.Ed.
Director

ACADEMY MISSION STATEMENT

The mission of The Advanced Academy of Georgia at the University of West Georgia is to provide an enriched, fulltime, early entrance to college opportunity for carefully selected bright and motivated high school aged students who are interested in accelerating their academic careers. The Academy seeks to provide opportunities for educational advancement in an environment that also supports students in developing the skills that will help to ensure their success, both in The Academy and as future leaders.

ACADEMY LEADERSHIP

The Academy is part of Academic Affairs under the leadership of the Executive Director of Advanced Academy, Transdisciplinary Programs, and Debate. The Academy Director oversees all aspects of the program including, student conduct and college guidance and planning. The Academic Advisor is responsible for, among other duties, the academic advisement, registration, coordinating with high school counselors, and facilitating the admissions process.

The Housing and Residence Life Residence Hall Coordinator and The Residence Hall Graduate Student Residential Director are responsible for, among other duties, the daily management of the residential program, supervising the Resident Assistants, assisting in enforcing Academy policies. Resident Assistants are undergraduate students who reside with the students and provide mentoring, guidance, and document policy violations. Any changes to the staff will be communicated to the students and parents/guardians.

ACADEMY VALUES

The Advanced Academy of Georgia admits carefully selected bright and motivated students to our program at the University of West Georgia with the goal of providing them with an enriched academic environment that will facilitate their pursuing an accelerated academic career and developing skills that will help support their success in life and as future leaders. Students who choose to accept admission to this program are expected to adhere to the following academic and personal values:

Honesty Academy students are, above all, worthy of trust. They are honest in all their actions and communications. They do not deliberately mislead or deceive others by misrepresentations, overstatements, partial truths, or selective omissions. They do not evade the truth or importance of an issue by raising trivial distinctions and/or objections.

Principle Academy students demonstrate moral courage by doing what is right even in the face of pressure to do otherwise. They make every reasonable effort to fulfill the letter and spirit of their promises and commitments.

Respect and Caring Academy students demonstrate respect for others and their property by valuing human dignity, privacy, and personal rights. They treat others with equal dignity, fairness, and benevolence. They show tolerance and acceptance of diversity. They are interpersonally caring, compassionate, and kind. They always seek to treat others as they would like to be treated.

Responsibility Academy students acknowledge and accept personal responsibility for their academic and personal decisions and behaviors. They accept personal accountability for the ethical quality of their decisions and omissions to themselves, their student colleagues, faculty, Academy staff, UWG, and their communities.

Commitment to Excellence Academy students pursue excellence in their academic endeavors, seek to be leaders and role models for other students, and strive to create an Academy environment in which these values are highly prized. They seek to build The Advanced Academy's good reputation.

PLEASE NOTE:

This handbook does not constitute a contract between The Advanced Academy and the University of West Georgia and students or parents/guardians. It is intended to function as a guidebook for general information. Because The Academy is a dynamic program, and because needs and expectations change, Academy policies are subject to change. Students and parents/guardians will be notified of any policy changes and are responsible for being aware of those changes. The Academy Handbook is posted on the Academy web site at www.advancedacademy.org. The online version will be considered the most recent version.

ACADEMIC EXPECTATIONS

Students are expected to maintain a minimum level of academic achievement, measured by the grade point average, or GPA. **If a student's GPA falls below 3.5, he or she may be limited in future educational and scholarship opportunities and may be better served by returning to high school.** The Director reserves the right to dismiss any student who has not maintained a 3.0 GPA and has not proven to the staff that he or she has the motivation, maturity, and ability to excel academically. The adjustment to college life and academics presents challenges for many students, thus Academy students are **EXPECTED** to keep staff members informed of any academic difficulties so that appropriate help and guidance may be offered.

ACADEMIC POLICIES AND INFORMATION

Academic Integrity and the Honor Code

Students are expected to abide by the UWG Academic integrity and Honor Code as outlined in the UWG Connection and Student Handbook found at www.westga.edu/handbook/.

It has become apparent that universities/colleges value and emphasize academic integrity far more than do many high schools. If a student is not completely clear as to what constitutes cheating, fabrication, or plagiarism, he or she should ask for clarification. It is also clear that a major factor in academic dishonesty, other than not understanding, is failure on the student's part to exercise good time management skills; last minute work fosters the desperation that might cause an otherwise strong student to exercise a lapse in good judgment.

Daily Communication with Academy Staff

All Academy students are assigned an email account through the myUWG system on UWG's website at <http://www.westga.edu/>. This email account should be checked DAILY. The Academy staff communicates all important academic and residential information primarily through email, either individually or through the Academy listserv. The Academy also maintains a parent listserv so that valuable information can be shared with parents/guardians.

Advisement and Registration

Advisement includes the process of discussing high school graduation requirements, college Core requirements, and other academic interests with the Academic Advisor, and then selecting the wanted and/or needed courses, and arranging these courses into a schedule. The Academic Advisor will register students for their classes; students are NOT allowed to register themselves on Banweb. Tuition and fees must be paid by the published advance registration fee payment deadline. Failure to pay fees on time will result in the loss of a student's schedule. Fee payment deadlines are available on UWG's website under the Bursar's Office, are printed on students' schedules at the time of registration, and are announced by the Academic Advisor. UWG does not mail bills to students; students are expected to access their bills through their myUWG accounts. However, as a courtesy The Academy typically mails a copy of the bill along with an explanation letter to help families understand the charges and fee payment process.

Academy students have the privilege of registering for classes earlier than the majority of UWG students so that their graduation from high school will not be compromised by the unavailability of required courses. Advance registration dates are published on UWG's website under "The Scoop" and will be announced by the Academic Advisor. Students are to schedule an advisement appointment with the Academic Advisor prior to the first date of early registration. Students who have declared a major will also see his or her faculty advisor (if applicable) prior to the first day of early registration. Students who fail to follow this process risk paying a late registration fee, being closed out of required classes, and delaying high school graduation. **Students who have an outstanding fine (parking, library, etc.) will not be allowed to register until the fine is paid.**

Drop/Add

Typically, the first few days of class each semester is the drop/add period for The Academy. If a student wishes to make a change to the schedule, he or she must contact the Academic Advisor before 5 pm on the announced last day for Academy drop/add. **This may be different than the last drop/add day for traditional UWG students! Academy students may not drop or add classes on Banweb.**

Course Withdrawal Policy

Students are discouraged from withdrawing from a course for the following reasons:

- It may prevent a student from graduating from high school on time.
- Prospective universities and employers may view a Withdrawal (W) on a transcript, particularly if there is more than one, unfavorably.

If an Academy student believes that there is a legitimate reason to withdraw from a course, he or she must consult with the Academic Advisor to discuss and process the withdrawal. **Academy students may not**

withdraw from classes on Banweb. UWG policy permits a student to withdraw from a course up to the midpoint of the semester with a grade of W. This grade does not affect the student's GPA in any way. If a student withdraws after the published midpoint date, the grade is an automatic WF, which is the equivalent of an F in its effect on the GPA.

Grade Replacement Policy

In the event that a student makes an unsatisfactory grade, the student has the option of repeating the course at a later date to replace the grade in the cumulative GPA. **While the original grade will remain printed on the transcript for the term in which it was earned, the grade points and hours attempted for that course will be removed and the new grade will be averaged into the student's cumulative GPA.** Any course, regardless of the grade earned, may be repeated an unlimited number of times. However, the last attempt will always be the grade used in the GPA, even if the last attempt results in a lower grade. In addition, a student wishing to replace a grade in an honors course may do so only by retaking that course as an honors course. The grade replacement policy is a UWG, not Academy, policy. The GPA may be recalculated if the student transfers to another institution.

Class Attendance

Each professor distributes a class syllabus the first day of the semester that will clearly outline his or her expectations, including the class attendance policy. Students are responsible for all of the information contained on these syllabi. **Academy students are expected to attend ALL classes unless they are physically unable to do so, regardless of their professors' class attendance policies.** Class attendance and performance will be monitored throughout the year. It is the student's responsibility to immediately contact professors regarding ANY absences and missed work, regardless of the circumstances or reasons. If a student exceeds the professor's number of allowed absences, the professor has the right to withdraw the student with either a W or WF (see Course Withdrawal Policy on pages 8-9).

Class Preparation

Students are expected to study (read, review notes, do practice or homework problems, etc.) 2 to 3 hours for each hour they are in class. If a student is enrolled in 15 semester hours, the expectation is that he or she will be studying outside of class 30 to 45 hours per week. The Academy Student Study Lounge and study rooms are intended to be environments conducive to study. For this reason, there are designated quiet hours, as well as study cubicles and computers available for student use.

Academic Support

It is not unusual for Academy students to experience difficulty in a university class. In these instances their first recourse is the professor. Students are responsible for initiating contact with a professor and/or other sources of help on campus. These other resources include the Math Tutoring Center, the Writing Center, and the Center for Academic Success, which provide free tutoring in all core curriculum courses. Informal and formal academic assistance within The Academy is also available. Students are also encouraged to form study groups with others in their classes. If a student is struggling, he or she should make an appointment with the Academic Advisor as soon as possible to discuss, and receive assistance with, the situation.

Academy Probation

A student will be placed on Academy probation if either the semester or cumulative GPA falls below 3.2, or the Advanced Academy staff determines that it is in the student's best interest. This may occur, for example, if a student receives a final grade of D or F in any course. This is not intended as a punitive measure, but as a supportive one to help the student to achieve academically. While on Academy probation a student:

- must meet regularly with the Program Academic Advisor and/or the professional staff person(s) indicated in the notification letter,
- must attend all scheduled classes,
- must work with the Academic Advisor during Drop/Add to adjust the number of credit hours as determined to be appropriate for the student
- must work with tutors and academic support staff as suggested by Academy staff and provide documentation to demonstrate attendance,
- cannot hold an officer's position with the Residence Hall Council,
- cannot be a team captain for an intramurals sports team,
- cannot be an Academy Ambassador,
- is strongly discouraged from working.

Concerning the restrictions listed above, the Director may grant an exception based on the student's overall academic performance, character, and reasons for wanting to take on a certain role. However, academic success is the goal and a student who is granted an exception may be required to leave a position if he or she is doing poorly in a class (C or less) while on Academy probation.

A student who does not maintain a GPA of 3.0 or higher may not be able to continue participation in the Academy. The struggling student must demonstrate to the Director that he or she has the maturity, responsibility, and motivation to achieve in an accelerated setting. Being placed on Academy probation is an opportunity for the student to prove that he or she is capable of achieving academically. Only those students who are struggling, but have displayed the qualities listed above, will be allowed to continue in The Academy on probation.

ACADEMIC AND/OR INTEGRITY/HONOR CODE DISMISSAL FROM THE ACADEMY

An Advanced Academy student with a documented violation of the UWG Academic Integrity and/or the UWG Honor Code (see UWG Connections and Student Handbook www.westga.edu/handbook/), will no longer be able to participate in the Advanced Academy. The student may also be subject to UWG Policies and Procedures as outlined in the UWG Connections and Student Handbook.

Honors Courses

The University of West Georgia was awarded the distinction of having the first Honors College in Georgia, in recognition of the quality of its Honors Program. Academy students, upon acceptance, are classified as honors students and are encouraged to take honors courses. Students must maintain the Honors College minimum GPA of 3.2 to remain eligible to take these courses. Honors courses offer many advantages for Academy students including smaller class size, another group of academically oriented students with whom to interact, greater ease in developing mentoring relationships with professors, and an opportunity for more in-depth learning. In addition to the many honors courses taught each semester, some courses may be converted into an honors course by agreement with the instructor. The conversion form may be picked up at the Wagner House and must be completed by the published date.

Research

A hallmark of The Advanced Academy and the Honors College is the opportunity to conduct original research under the supervision of a faculty member. All students are encouraged to work closely with a professor in an area of interest and develop an original, independent research project to enhance their learning experience. Opportunities are available to present these projects at regional and national conferences. Summer research opportunities are also available. Contact the Honors College, or any Academy staff member for advice and assistance.

Mandatory High School Standardized Testing

The Advanced Academy works with high school counselors and the Georgia Department of Education to administer the required standardized tests on UWG's campus for residential students attending Georgia public high schools. Academy students must follow the testing requirements of the high school from which they will graduate in order to earn a high school diploma. Non-residential students should coordinate testing with their high school counselors.

High School Honors/Awards

The Academy does not choose a valedictorian, salutatorian, or Star Student. Students coming to The Academy who anticipate receiving one of these honors through their home high school are encouraged to discuss their eligibility with their high school. Some schools/districts have rules/policies that require students meet certain requirements, such as attending a minimum number of classes at the high school, to be eligible. Some schools/districts may have never developed any rules/policies if they have not encountered a student completing their high school requirements through a full time dual enrollment program like The Academy. Asking questions early could alleviate any concerns for both the student and the school/district.

PSAT

The PSAT/NMSQT (National Merit Scholarship Qualifying Test) administered in the fall of the high school junior year is the initial screening for students who wish to compete in the National Merit Scholarship Program. The PSAT will be administered on campus on the nationally mandated date.

Letters of Recommendation

Students will need letters of recommendation as they apply for post Academy college admission and scholarships. In a student's junior year, he or she should consider and decide who should be asked to write a recommendation, and to that end, should make the effort to know a faculty member or Academy staff member personally. Academy administrators and UWG professors will usually be willing to write a letter on a student's behalf. However, students should not wait until the last minute. **It is best to give a minimum of four weeks' notice**, since staff and faculty will be writing letters for many students during the same time period. Good letters of recommendation take time and effort to write; students should not compromise their chances of gaining admission to a selective school or being awarded a competitive scholarship because of procrastination. Students should thank anyone who writes a letter of reference for them.

Transfer Credit

Most courses taken at UWG can be transferred to most institutions within the University System of Georgia. **Students wishing to attend any private or out of state institution will want to check with that school concerning what courses will transfer.** The more prestigious schools often require that students complete all coursework at their institution. Some will accept a limited number of courses.

Transcripts

Students must request official UWG transcripts verifying their coursework for their college and scholarship applications. **The Academy staff cannot prepare transcripts.** Transcripts are available from

the Enrollment Services Center, or can be ordered online through the student's myUWG account. Requests may take 5 business days to prepare.

UWG Application

All Academy seniors are strongly encouraged to submit an application to the University of West Georgia.

FINANCIAL ASSISTANCE

Move On When Ready (MOWR)

MOWR is the current law pertaining to dual enrollment funding in Georgia. MOWR provides for payment of tuition and mandatory fees for students enrolled in both a college/university and a public/private/home high school.

MOWR covers:

- Tuition up to the amount charged for 15 credit hours per semester
- Books for classes up to 15 credit hours per semester
- Mandatory fees, as defined by UWG and BOR policy

MOWR does not cover:

- Books for classes beyond 15 credit hours per semester
- Supplies for classes (access codes, notebooks, art supplies, calculators, etc.)
- Fees associated with specific classes (i.e. lab science fees, etc.)
- Daily transportation costs
- Health Fee – if a student wants to have access to the UWG Health Center, he/she can choose to pay this fee in order to receive access.

Academy Scholarships

Through the generosity of others, The Academy is able to offer a limited number of need-and merit-based scholarships. A student wishing to be considered will need to complete the scholarship application, available on the Academy's website, and provide all requested supporting documentation by the deadline indicated.

Academy students are NOT ELIGIBLE for federal aid, such as the Pell Grant or federally subsidized loans, since they have not graduated from high school.

RESIDENTIAL STUDENT LIFE PHILOSOPHY

The Academy is a unique living-learning community designed to promote academic achievement and personal growth. Our community is successful when the members are respectful of each other and are focused on academic success and personal growth. The staff desires to maintain a structure that is safe, fun, comfortable, accepting of diversity, and conducive to learning, and policies have been developed through time and experience to achieve this goal. As an Academy member, you have privileges and responsibilities to the community.

Your **privileges** in the Academy community include: socializing in lobbies and in your room; sleeping and studying without disturbances; living in a supportive educational community; living in a safe, secure, healthy, clean environment; enjoying access to a variety of programs; and involving yourself and others in promoting an educational, open, respectful, responsible, caring, and celebrative community.

Your **responsibilities** in our community include: considering the needs of other residents and balancing them with your own needs; upholding and promoting Academy Values; promoting the care of physical facilities and equipment; communicating with other residents and staff members; letting other residents know (in a civil manner) when they are disturbing you; demonstrating a commitment to the community by getting involved; promoting campus and individual safety; and demonstrating dignity and respect for all individuals.

All Academy permission forms referred to in this handbook are available on the Academy's website www.advancedacademy.org. Signed permission forms can be faxed to the Academy Fax at 678-839-2685 or scanned and emailed to the Director or Academic Advisor. EMAILS WILL NOT BE ACCEPTED IN PLACE OF A SIGNED PERMISSION FORM.

As stated earlier, all Academy students are assigned an email account. This email account should be checked daily. The Academy staff communicates all important academic and residential information primarily through email, either individually or through the Academy listserv. The Academy also maintains a parent listserv so that valuable information can be shared with parents/guardians.

GENERAL RESIDENTIAL INFORMATION

Academy Provided Transportation

The Academy provides transportation ONLY for current residential Academy out of state and International students who need transportation to and from the airport for the breaks during which residence halls are closed. Students needing transportation otherwise are encouraged to ask fellow students

(provided the students are legally eligible to have passengers - see Driving and Providing Transportation for Other Students on page 37) and may ask the RA staff. However, the RA staff is not expected as part of their job duties to provide transportation.

Academy students must coordinate with the Director for transportation to and from the university and the airport at least one month before arrival and departure dates.

Bicycle Security

Students are encouraged to keep their bikes securely locked to one of the bicycle racks provided around campus (refer to UWG recommendations for bicycle locks). Students may not keep bicycles in their rooms, as they are hazardous obstacles. Any bicycles left at the end of spring semester will be considered abandoned property (see Abandoned Items/Items Left in Public Areas on pages 28).

Contacting the Academy

The Academy desires to be as accessible as is possible for parents/guardians. The following outlines how best to contact an Academy staff member:

- The professional staff members can be contacted Monday through Friday 8 am until 5 pm at their office numbers.
- From 5 PM to 8 AM on weeknights or on weekends, if there is an emergency and a parent needs to contact UWG Housing and Residence Life or an Advanced Academy staff person please call the Academy Night Emergency Number (RESTAR).

In the case of an emergency, and if a staff member is not available or cannot be reached for some reason, parents/guardians can always contact UWG Police who will be able to contact any appropriate staff members. Staff members will be notified by the Police of the situation and the parents/guardians will be called back by an appropriate staff member.

Dangerous Weather

From time to time, severe weather conditions develop in the Carrollton area. Residence Hall Staff will instruct you in the proper procedures in the event of a weather emergency. Also, University Police can be contacted for further information if needed. Students and parents are strongly encouraged to sign up for Wolf Alert (details are available on the University Police Department website).

Family and Personal Emergencies

Parents/guardians and students should contact the Director in the case of a death or major illness in the family, or any other instance during which they need assistance. If needed, the Academic Advisor will notify faculty members to explain class absences. There is always an Academy professional staff person on call to respond to any emergencies (health or otherwise), serious discipline infractions, or any other unusual matters that may arise.

Fire Safety

If students discover a fire, they should pull the nearest alarm pull station, notify residential and/or professional staff of the fire, and call UWG Police.

When the fire alarm sounds, students should:

- *leave the building immediately,
- *use the designated fire exits (if passable),
- *close all doors behind them as they exit,
- *walk, NOT RUN, as they exit the building,
- *stand clear of the building after evacuating, and
- *not re-enter the building until the fire alarm is silenced and they are instructed to enter.

Fire Safety Tips:

- *Students should not open the door if the door or doorknob is hot.
- *If students cannot leave the room, they should go to the window and signal for help.
- *If there is smoke in the room, students keep low to the floor.
- *Students should NOT attempt to fight the fire when the alarm has sounded.
- *For their own protection, students should obey fire regulations. Failure to evacuate the hall anytime the alarm has sounded or tampering with fire safety equipment will result in disciplinary action.

Residence Hall Closures

Residence halls will close Thanksgiving and the winter and spring breaks. Closing and reopening dates will be announced at floor meetings and through email. If distance and the expense of travel make going home impractical, students are encouraged to go home with a friend. Students should contact the Director if they have questions or concerns.

Health and Safety Inspections

Health and safety inspections will be performed by the residential staff several times every semester. Students will be given proper notice when inspections will be performed. Students will be informed of the expectations during floor meetings.

If there are any violations, the student(s) will be informed of when and how the situation must be remedied. The timeline will depend on the nature of the violation. Both roommates are responsible for the condition of their room and will both be held accountable.

Health Services and Health Emergencies

Please acquaint yourself with the Health Services Web site: <http://www.westga.edu/health/>. There you will find the clinic hours, services, and other health services related information for students.

MOWR students must pay the Health Services Fee to use UWG Health Services. Students who wish to use UWG Counseling Services must pay the UWG Health Services fee or have proof of other health of insurance.

Residential students are encouraged to use UWG's Health Services. However, if an illness or injury occurs that requires more care than Health Services can provide, or at a time when Health Services is closed, students should immediately contact an HRL staff person or UWG Police. If an ambulance was not required, a professional staff member will provide transportation for students to the emergency room at Tanner Medical Center in Carrollton. Parents/guardians will be notified immediately and are expected to come to the emergency room if at all possible. The staff person will remain with the student until a parent/guardian arrives or the student is discharged and can return to the residence hall. If the situation is serious enough to require an ambulance, then one will be called. All medical expenses are the responsibility of the parents/guardians.

Liability

The University of West Georgia and The Advanced Academy are not liable for damage to or loss of personal property, or for injury or inconvenience to persons.

Motor Vehicles

Students may bring automobiles, motorcycles, motorbikes, mopeds or other licensed motor vehicles to campus if they possess a valid driver's license. Required hangtags/decals and a copy of the parking regulations can be obtained at Parking and Transportation in Row Hall. Parking fees are included in UWG's transportation fees. All parking fines must be paid before a student may be registered for the next semester's classes. See Driving and Providing Transportation for Other Students on page 37 for more information concerning students and their driving privileges.

ALL Academy students are strongly encouraged to have a cell phone if possible. Cell phones will be the first way Academy staff will attempt to contact a student in the case of an emergency, or any other situation in which the student needs to be contacted, and cannot be located in Gunn Hall.

ACADEMY OPPORTUNITIES

The Academy offers many opportunities for students to develop socially and to gain valuable leadership experience for their future educational and career endeavors. There are also many fun activities that are similar to those offered in a traditional high school setting. The following is not a complete list of all Academy opportunities; more information will be provided throughout the year.

Ambassadors

Academy Ambassadors represent The Academy by assisting with visitation and preview days, giving tours to prospective students and their families. Ambassadors are expected to be model students and promote The Academy Values, so only those students who are doing well academically and behaviorally will be accepted. Ambassadors will engage with first year students and become a support for those students. An ambassador can be dismissed from this role due to academic and/or disciplinary issues at the discretion of the professional staff. An Academy Ambassador of the Year Award is presented each year at the Recognition Ceremony. For more information, students should contact the staff.

Campus Engagement and Community Service

Academy students are part of a unique community of scholars and are also UWG students with access to many UWG services, events, programs, etc. As such, Academy students are expected to be engaged, active, contributing members of the Academy and UWG communities. To facilitate this engagement,

students are required to earn 10 Academy Engagement Points and 10 hours of community service each semester.

Students can earn engagement points for the following:

- Academy Speaker Events, 3 points each. There will be two Academy Speaker Events (formerly known as TNDs) each semester, during which a guest speaker will present on a topic of interest to the Academy community. We strongly encourage attendance at all speaker events; therefore, those events are worth the highest number of points.
- Academy Workshops, 2 points each. Throughout the semester, Academy staff will host workshops on a variety of topics to include SAT/ACT prep, Syllabus 101, social media use, note-taking and annotating, organization, time-management, personal success, and other topics to be announced.
- UWG Campus Events, 1 point each. This includes, but is not limited to, athletic events, film screenings, creative readings, theater productions, musical performances, lectures, debates, club meetings, etc.
 - Students are required to earn at least 1 point for attending a UWG Campus Event. Failure to complete this requirement within the first ten weeks of each semester will result in an Academy Conduct Code Violation and mandatory attendance at an agreed upon campus event.

Attendance will be taken at Academy Speaker Events and Academy Workshops. For UWG Campus Events, students will submit proof of attendance (i.e. ticket stub; program; photograph post to Instagram, Twitter, or Facebook with #AcademyEngagement; etc.) to the Academic Advisor no more than two weeks after the event.

Academy students are REQUIRED to participate in at least 10 hours of community service each semester. Students may receive credit for up to 3 hours for donations of goods. At least 7 hours must involve giving of one's time, talents, and efforts. The staff will plan events throughout the year and will share events happening on campus that will provide opportunities for students to fulfill this requirement. Students may also participate in community service projects of their own choosing. Students are encouraged to contact the Coordinator for Student Volunteer Programs in the Center for Student Involvement (CSI) located in the Campus Center to inquire about additional opportunities.

Students can receive credit for up to 5 hours of community service completed during the summer or Thanksgiving break for fall semester, and winter or spring break for spring semester. The deadline to submit Academy Community Service Forms will be two weeks prior to the last day of the semester, and this is the official means of submitting hours. Students are also encouraged to document any hours they earn through UWG at the time they are performed via OrgSync. Students volunteering service for any organization not hosted through UWG are encouraged to manually input their volunteer service hours through OrgSync. Printed OrgSync documentation can be submitted with an Academy Community Service Form if a sponsor signature cannot be obtained on the form for UWG service events.

The Academy views community service as much more than an opportunity or requirement. It is considered to be a defining aspect of The Academy experience. As gifted, exceptional individuals, Academy students

are expected to give back to their community. Furthermore, students also ultimately benefit by participating in activities that will become part of their resumes and college and scholarship applications. Approved community service activities must benefit the community, and must be performed on a volunteer basis (for no remuneration). Students cannot count hours for doing activities for an organization they're part of, but they can "double dip" and count hours for us and an organization. For example, if a student is part of BCM, she could not receive community service hours for being part of the BCM production. However, if the BCM does a community clean-up project, the hours from that project can be counted. Or, for another example, if a student works on a Habitat for Humanity build with his Beta Club, those hours can count both for Beta Club and for us. Those students who do not complete at least 10 total hours each semester will receive an Academy Conduct Code Violation.

Recognition Ceremony

At the end of each school year, The Academy has a Recognition Ceremony, similar to a high school graduation, during which the seniors are honored. Awards are given for academic success, community stewardship, leadership, and community service. ALL students are required to attend, regardless of grade level. An invitation will be sent to each senior's family, and parents/guardians are strongly encouraged to attend. **This year's ceremony will be on Saturday, April 22, 2017 at 1 pm in the lower level of Z-6.**

Other Opportunities

Some other opportunities within The Academy include:

- Gunn Gazette
- Intramurals
- Residence Hall Council
- Yearbook
- Community Council

Information concerning these and other opportunities will be available at the beginning of the academic year.

ACADEMY CONDUCT POLICY AND PROCESS

In what follows, **we have spelled out in detail those academy policies which are more restrictive than university policies.** If a policy listed in the Student Conduct Code in the UWG Connection and Student Handbook (<http://www.westga.edu/handbook/>) is not listed in this handbook, the academy

policy is the same as university policy. Also for residential students, if a policy listed in the UWG's Residence Life policies handbook (<http://www.westga.edu/housing/5275.php>) is not listed in this handbook, the academy policy is the same as the university policy.

Students are responsible for knowing and adhering to all of the policies in this Advanced Academy Student Handbook, as well as the Student Conduct Code and Student Handbook (<http://www.westga.edu/handbook/>) and for residential AAG students the UWG's Residence Life policies (<http://www.westga.edu/housing/5275.php>) as well.

Academy Students will also be responsible for Other Published University Regulations:

http://www.westga.edu/assetsSA/handbook/2015-2016_Student-Code-of-Conduct_Rev062415.pdf

Violation of University regulations or policies, as approved and published by various units of the University. These include, but are not limited to, the University policy prohibiting sexual misconduct, as well as policies administered by the Center for Student Involvement, Information Technology Services, or other University entities regarding the use of University facilities, vehicles and amplification equipment, as well as campus demonstrations.

Violation of Student Affairs and Enrollment Management policies. (<http://www.westga.edu/vpsa/index.php>)

Violation of Information Technology Services (ITS) policies. (<http://www.westga.edu/its/>)

Violation of Center for Student Involvement policies. (<http://www.westga.edu/csi/1974.php>)

Violation of Campus Center policies. (<http://www.westga.edu/urec/index.php>)

Violation of other published University policies.

The Academy student conduct process is an educational process designed to be a learning experience for students involved and also designed to protect the academic environment of the Academy and the University.

If, and when Academy and UWG policies differ, this handbook takes precedence over all others. However, an Academy student may still be subject to UWG's conduct policies and procedures as outlined in the Student Conduct Code and in the UWG Student Handbook (<http://www.westga.edu/handbook/>) as well as UWG's Residence Life policies (<http://www.westga.edu/housing/5275.php>).

Failure to abide by local, state and federal laws, excluding minor traffic violations, will not be tolerated and will disqualify a student from participation in the Advanced Academy. Students, who

habitually violate minor policies, will be considered not mature enough to be in the Academy community and may be dismissed from the program.

The UWG Student Handbook and Student Code of Conduct (including the UWG Academic Integrity and/or the UWG Honor Code) and the policies in UWG's Residence Life Handbook (both available on UWG's website) as well as the Advanced Academy handbook shall apply to conduct that occurs on university premises, at university sponsored activities, and to off campus conduct that adversely affects the university and/or Academy community and/or pursuit of their objectives.

Academy students are expected to conduct themselves in a manner that reflects positively on self, family, fellow students, Academy staff and alumni, the Advanced Academy and the University of West Georgia. Students are expected to practice self-discipline and to assume shared responsibility for ensuring a safe, comfortable, and civil learning community. Students are expected to live by the Academy values of Honesty, Principle, Respect and Caring, Responsibility, and Commitment to Excellence. **Behavior that disregards and/or violates the Academy Values will be considered conduct unbecoming of an Academy student and will be considered a conduct code violation resulting in conduct demerits, educational sanctions, and/or the loss of privileges.** Students earn continued membership in The Advanced Academy program through academic performance and their contribution to the Academy which is in large part affected by a student's behavior and conduct record.

Note to Parents/Guardians: The staff respects your right to grant permission to your student to engage in certain activities or go to certain places. It is not the staff's intention to override your authority. However, if your student does something with your permission that violates Academy policies, then The Academy reserves the right to enforce its policies. Furthermore, if your residential student does not follow the policies concerning curfew and leaving campus, then you will be contacted. As a parent/guardian, you may be aware of the situation, but we do not know that unless we speak with you. Please be aware that the safety and well-being of your student will be the staff's first priority at all times, even if it means inconveniencing you with a late night call.

It is not always possible for the staff to know what your student is experiencing, academically or personally. We depend on open communication between and among parents, students, and staff. You may be contacted at any time, about any situation or incident, if the staff believes it to be in the best interest of your student and/or the Advanced Academy community. Parents/guardians should feel free to contact any member of the staff if they have any questions, suggestions, or concerns.

STUDENTS AND PARENTS/GUARDIANS: THE ACADEMY PROFESSIONAL STAFF RESERVES THE RIGHT TO INFORM PARENTS OF ANY SITUATION/INCIDENT THAT, ACCORDING TO THEIR JUDGMENT, IS DETRIMENTAL TO THE STUDENT ACADEMICALLY, SOCIALLY, EMOTIONALLY, AND/OR PHYSICALLY.

Demerit Conduct System

The Academy has assigned a demerit point value for conduct violations. **Once a student accumulates 100 demerits, he or she will no longer be eligible to participate in The Academy (see Dismissal from The Academy on pages 29-30).** Accumulating demerits may also result in the loss of privileges and/or the imposition of sanctions. The following level system is intended as a guideline for professional staff in assessing the nature of given violations and for administering and adjudicating the conduct process consistently. Every effort will be made to assign demerits in a fair and consistent manner, but subjective interpretation of some situations is inevitable. An appeals process is available for those students who feel they have been disciplined unfairly. For each Academy policy the minimum level of demerits is indicated (see Academy Conduct Code p.28)

Level 1: 10 demerits

Level 2: 25 demerits

Level 3: 40 demerits

Level 4: 65 demerits

Once a student reaches level 2, or at the discretion of the staff, the parents/guardians will be notified. Furthermore, the Director will work with the student to develop a behavior agreement that he or she will need to follow. The behavior agreement will clearly state any behavior that must be eliminated and any sanctions will be stated, such as early curfew, loss of privileges, etc.

Students will begin each academic year with zero demerits. **However, the Director reserves the right, based on the severity of a student's previous policy violations and overall conduct, to limit the number of demerits he or she can receive during his or her second year. If the student receives more than the demerits specified for that year, the student will no longer be eligible to participate in the Academy program.** The summer semester will constitute the beginning of the academic year for any students attending.

Conduct Process

Conduct violation consequences include the assignment of demerits, and /or sanctions and loss of privileges, as previously explained. All staff members will document any situation/incident they witness that is contrary to Academy, Housing and Residence Life, and/or UWG policies. The professional staff, and or RA will create an incident report for the Director concerning the alleged violation.

Once the Director receives an incident report for a violation (except for Green Book or Blue Book violations), an email or other written notification stating the offense(s) and a hearing date/time will be sent to the student within 3 business days. Green Book and Blue Book violations resulting in points will have points assigned automatically, and the student will be informed by email /letter. If the student needs to reschedule the hearing date/time, then he or she must make a request by email within 24 hours of when the original email from the Director giving the hearing date/time was sent. Students should discuss with the Director any extenuating circumstances that prevent his or her ability to confirm and/or reschedule the hearing.

During the hearing, the student has the opportunity to present his or her version of the incident. The Director will make clear the conduct policy as well as the level of the violation, and together with the student will brainstorm ways to prevent future problematic behavior. The Director will provide the student with a “Case Resolution Form” (which indicates the final decision and consequences).

If the student does not keep an appointment for the hearing then the Director will determine the consequences without the student having the opportunity to discuss the situation, unless the Director grants an exception due to extenuating circumstances. Failing to attend a scheduled hearing/meeting will result in disciplinary action (see Non-Compliance on p. 32)

The student has the right to appeal the Director’s decision and/or consequences to the Executive Director of the Advanced Academy, Transdisciplinary Programs, and Debate or the Executive Director's designee by submitting a letter or email explaining the situation and action being requested of the Executive Director. The appeal must be submitted within 2 business days of the student’s receipt of the Case Resolution form. Decisions made by the Executive Director are final. Further appeals are only allowed once a student reaches 100 points and is being dismissed from The Academy (see Appeal Hearing).

Level 4 Conduct Violations

Any student accused of committing a level 4 conduct violation will be immediately contacted (by phone, email, or in person), upon professional staff notification of the incident, to attend a meeting with the Director or Director’s designee and at least one other professional staff member. The student will be questioned by the two staff members concerning the incident. Both the staff members and student may call in, or request to have called in, additional students/individuals for questioning, either as witnesses or participants in the alleged conduct violation incident. Any witnesses will be questioned individually in order to protect their privacy. Student witnesses will be required to provide a written, signed statement of their account of the incident in question. The Academy reserves the right to limit communication, either by phone, in person, or through any electronic means, among students involved in a level 4 conduct incident until the questioning is complete.

Once the professional staff has completed the questioning, the Director or Director’s designee has up to 24 hours to render a decision. The decision for assignment of demerits, and subsequent sanctions, and/or dismissal, will be communicated by the Director or the Director’s designee both in a meeting with the student and his or her parents/guardians, and in a letter which will include a statement of the nature of the violation(s) and a summary of the evidence upon which the decision to assign demerits, sanctions and or to dismiss was made.

Dismissal from The Academy

The Director or Director’s designee will dismiss from The Academy a student who has accumulated 100 demerits at any time during the school year. **Being dismissed from The Academy will be documented with UWG. The dismissed student is still subject to UWG’s Conduct process and may be denied**

future enrollment due to the violation(s) that resulted in dismissal. The decision for dismissal will be communicated by the Director or the Director's designee both in a meeting with the student and his or her parents/guardians, and in a letter which will include a statement of the nature of the violation(s). The residential student will be responsible for packing his or her belongings and will be checked out of the residence hall as soon as possible.

Students pursuing an appeal (see Appeal Hearing and Appeal to the Vice President for Academic Affairs and Enrollment Management on p. 27) may remain registered in their classes until a final decision has been rendered, provided that parents/guardians of residential students provide transportation to and from campus for classes or suitable adult supervised living arrangements. Parents/guardians will be expected to discuss the transportation/living arrangements with the Director or Director's designee so that all, parents/guardians and staff, will be assured that the student's health and well-being are being maintained.

Appeal Hearing

A student accused of violation(s) that result in dismissal from The Academy has the right to an appeal hearing. The Executive Director of the Advanced Academy, Transdisciplinary Programs, and Debate or the Executive Director's designee is the UWG official authorized to respond to the student's request for an appeal. The Executive Director or designee may hold a hearing or may convene a panel to hear the student's appeal. In either case, the student must submit a request for a hearing, in writing or email, to the Executive Director within 48 hours of meeting with the Director or Director's designee. The request for an appeal must include the student's basis for the appeal and a list of witnesses whose presence is requested. Students are responsible for notifying their witnesses and arranging for them to be present at the hearing. A parent/guardian is required to attend the hearing, and the Director may also be present. The Executive Director or designee will give the student at least 2 business days' notice by phone or email of the date, time, and location of the hearing.

UWG will afford Academy students the following in a hearing:

- An opportunity to speak and explain his or her version of the incident, present witnesses and evidence on his or her behalf, and examine all evidence introduced at the hearing, and
- May have legal counsel at his or her own expense (legal counsel may be present at the hearing but cannot participate by cross examining any witnesses, giving opening or closing statements, etc.)

The Executive Director or designee may invite any appropriate person(s) to the hearing. Students who fail to appear after proper notice will have their cases heard in absentia. Hearings may be recorded. If a recording is not made, the written decision must include a summary of the testimony. The Executive Director or designee will render a decision within 3 business days following the hearing and any subsequent investigation that may be warranted. If dismissal is deemed to be appropriate, that decision and the student's right to appeal further will be communicated to the student and his or her parents/guardians by phone or in person and followed by an email. Parents/guardians may, at any time during the investigation, up to the time at which the dismissal is communicated by email, request permission to officially withdraw the student from The Academy.

Appeal to the Vice President for Student Affairs and Enrollment Management

If the dismissal is upheld by the Executive Director, the student has the right to further appeal that decision to the Vice President for Student Affairs and Enrollment Management. The student's appeal must be in writing, must be specific and detailed as to the nature and substance of the student's complaint, must clearly indicate the grounds for the appeal, and must specify what action by the Vice President is being requested. The appeal must be delivered to the Vice President within 3 business days of receipt of the decision of the appeal hearing. Failure to appeal within this 3 day period will render the previous decision final. Upon receipt of the written appeal, the Vice President will, if a meeting is necessary, set a date, time, and location for the appeal and give the student 2 business days' notice. The Vice President or the Vice President's designee will contact the parents/guardians and student regarding details of the appeal.

The purpose of an appeal to the Vice President is to determine whether appropriate procedures were followed, not to re-hear the case. Appeals to the Vice President shall be decided on the record of the original proceedings, the written appeal submitted by the student, and any written briefs submitted by other participants. The Vice President shall render a decision to the student and his or her parents/guardians within 1 business day after the appeal is concluded.

ACADEMY CONDUCT CODE

A student who becomes aware that another student is violating a policy is encouraged to inform a staff member. Such conversations will be held in confidence.

Policies are subject to change throughout the year as deemed necessary and appropriate by the professional staff. Any changes will be clearly communicated to students and parents in emails and updated on the online handbook found at www.advancedacademy.org. The online version will be considered the most recent version.

Professional judgment is necessary in determining the demerits assigned for most violations. The **demerit level listed is the minimum level of demerits that may be assigned. Conduct violations may also result in the loss of privileges and/or the imposition of sanctions, and/or dismissal. Attempts to**

commit acts prohibited by this code shall be dealt with in the same manner as completed violations. Demerits may increase based on the severity, repetitive nature, and circumstances of a particular offense.

ALL ACADEMY STUDENTS ARE RESPONSIBLE FOR FOR UPHOLDING AND ABIDING BY THE FOLLOWING POLICIES:

**Abuse of Staff
(Level 2)**

Disrespectful behavior, verbal or written communication, towards UWG faculty or staff, including Resident Assistants, is considered abusive behavior.

**Academic Integrity
(Level 4)**

An Advanced Academy student with a documented violation of the UWG Academic Integrity and/or the UWG Honor Code (see UWG Connections and Student Handbook www.westga.edu/handbook/), will no longer be eligible to participate in The Advanced Academy. The student may also be subject to UWG Policies and Procedures as outlined in the UWG Connections and Student Handbook.

**Accountability
(Level 1)**

The reputation that develops about Academy students' attitudes and behaviors ultimately enhances or detracts from the value of the Academy program. For this reason, students should be motivated to hold one another accountable to the standards that have been set. Students are to work to develop their personal integrity and that of their peers. Therefore, students present at the scene of a violation, or who witness or observe a policy violation, are strongly encouraged to immediately report the violation to an appropriate staff and/ or UWG personnel.

Students who encourage others or conspire with or cooperate with others in the violation of Academy/UWG policies have individual and joint responsibility for such violations. Any conversations concerning policy violations will be kept in confidence and only shared with other staff members as needed.

Alcoholic Beverages (Level 4)

The Academy's policy coincides with state and local laws that prohibit the use, possession, manufacturing, distribution, or sale of alcoholic beverages to those under the age of 21. An Advanced Academy student with a documented violation of the alcoholic beverages policy will no longer be eligible to participate in The Advanced Academy.

The following are violations of this policy:

- Consumption, possession, manufacturing, distribution, sale of or being in the presence of, or transportation of alcoholic beverages by any student under legal age.
- Consumption or possession of alcoholic beverages on university premises or at university sponsored activities.
- Furnishing alcoholic beverages to any student under legal age.
- Being in an intoxicated condition as made manifest by disorderly, obscene, or indecent conduct or appearance.
- Concealment of alcoholic beverages for the purpose of bringing them into a university sponsored activity or facility where alcohol is not permitted.

Even if a student is not drinking, he or she runs the risk of being seen and/or photographed, if the student attends a gathering where alcohol is being consumed or used. This will appear to the Academy staff that the student was drinking, and the student will be no longer be eligible to participate in the Advanced Academy. Students are not permitted to have empty alcohol containers in their rooms, to display beer and/or alcoholic beverage advertising, or wear clothing that advertises any alcoholic beverage.

Behavior Unbecoming an Academy Student (Level 2)

Behavior which in the judgment of Academy professional staff disregards and/or violates the Academy Values will be considered conduct unbecoming of an Academy student and will be considered a conduct code violation resulting in assignment of points, educational sanctions and or the loss of privileges.

Advanced Academy Computer Use (Level 2)

Food and drinks are NOT allowed in the computer labs at any time. Students are NOT allowed to add programs/software to these computers or alter them in any way. Students may not disconnect any computer

or printer in any way, including the Ethernet cord. The computer labs are a public area and students are expected to dispose of their trash and keep these labs clean and free of clutter.

Students are responsible for complying with UWG's Electronic Communication Policy for computer use as detailed in the UWG Connection and Student Handbook and the ITS Acceptable Use and Ethics policy (http://www.westga.edu/its/570_1379.php).

Deception (Level 4)

The following constitute deception: any misuse of any Academy records, forms, or documents through forgery, unauthorized alteration, reproductions, or other means; any giving or receiving of false information to the Academy, Academy administrator, or administrative unit; providing false information to law enforcement officials; possession of any fake or altered identification or any other identification that belongs to another person; any attempt to perpetuate a fraud against The Advanced Academy or a member of the Academy community.

Discourteous and Disrespectful Behavior/Disorderly Conduct (Level 2)

Students are expected to comply promptly and politely with ANY person's request for ceasing of public displays of affection.

Physical altercations (hitting, punching, wrestling, pushing, slapping, biting, or other actions which may be considered as fighting) are considered disorderly conduct.

Inappropriate behavior also consists of rude, vulgar, indecent, or obscene expressions and actions, whether verbal, nonverbal, or written. Any form of harassment, classroom disruptions, and interfering with normal university sponsored activities (see UWG Connection and Student Handbook) are considered disrespectful behavior.

Postings, flags, etc. that may be offensive to other cultures are also considered inappropriate. Offensive postings in the hallways, doors, public areas, or any location where others can see them must be removed when requested by a staff member.

Furthermore, while freedom of speech is protected, expressions of sexism, racism, hatred, intimidation, or prejudice are inconsistent with the University and the Academy's educational mission. Students are expected to demonstrate tolerance of others' culture, religion, race, ethnicity, and/or sexual orientation within the community through his or her speech and actions. See UWG student handbook <http://www.westga.edu/handbook/>.

Driving and Providing Transportation for Other Students (Level 2)

Students who drive and do not follow the laws (see the Georgia Department of Transportation website at <http://www.gateendrivereducation.dds.ga.gov/tadra.html>), or students who knowingly accept rides with other students who are not following the law, are subject to disciplinary action. An Academy student found responsible for any major traffic violation such as a DUI, eluding a police officer, drag racing, reckless driving, hit and run, and any violation that assesses four or more points on the driver's license will no longer be eligible to participate in the Advanced Academy.

Due to the community that develops within The Academy, students who are licensed drivers are often in the position to provide transportation for students who do not have a license or car. The staff encourages students to assist each other in this way, provided that all Georgia driving laws are observed at all times. Due to Joshua's Law, enacted January, 2007, there are specific restrictions placed on new 16-18-year-old drivers, who are only eligible for an intermediate or provisional license. Reference the Georgia Department of Transportation website at <http://www.gateendrivereducation.dds.ga.gov/tadra.html> for information regarding the law.

Drugs (Level 4)

The Academy's policy coincides with federal, state and local rules, regulations, policies, laws and ordinances that totally prohibit the use, possession, manufacturing, distribution or sale of illegal drugs ("controlled substances"). An Advanced Academy student with a documented violation of the drugs policy will no longer be eligible to participate in The Advanced Academy.

The following are violations of the code of conduct:

-The use or possession of any illegal drug or controlled substance including possession of drug paraphernalia.

Drug paraphernalia means any legitimate object constructed or modified for the purpose of making, using or concealing any illegal drug or controlled substance.

-Any activity or conduct involving drugs that is in violation of local, state or federal law, including but not limited to manufacture, cultivation, distribution, sale and/or misuse of any controlled or illegal substance, including designer drugs; use or possession of prescription drugs without a valid prescription.

False Fire Alarms (Level 4)

A student who knowingly, falsely, and maliciously, by any means whatsoever, gives an alarm of fire when there is no fire will be subject to arrest and no longer eligible to participate in The Advanced Academy.

Fire and Safety Equipment (Level 4)

It is against Georgia state law to destroy, remove, or in any manner interfere with the use of any vehicle, tool, equipment, water supply, or other instruments or facilities used in the detection, reporting, suppression, or extinguishing of a fire. Academy students found to have violated this law shall no longer be eligible to participate in The Advanced Academy. Students are required by state law to evacuate any building in which the fire alarm is sounding. Students are not permitted to re-enter a building during a fire alarm unless instructed to do so by Carrollton City Fire or University Police.

Mandatory Academy Functions (Level 1)

Occasionally, there will be events at which students will be required to attend. Any such events will be announced well in advance and the fact that it's required will be made known through email, postings, and floor meetings. The severity of sanctions and points associated with failure to attend will be made known prior to the event.

Non-Compliance (Level 1)

Students are expected to be cooperative at all times with Academy and UWG staff members, including RAs. Students will be subject to demerits and or sanctions for failing to:

- heed an official summons or to comply with directions or requests from an Academy or UWG staff member acting in the performance of his or her duties,
- schedule or appear for a disciplinary hearing or meeting with a staff member after being notified to do so,
- cooperate with or respond to a staff member who is trying to contact the student,
- complete sanctions as assigned by the Director or Director' designee,
- follow proper Academy, Housing and Residence Life, or UWG procedures,
- provide information which would aid a staff member in an investigation or which would assist a staff member in locating or providing assistance to another person,
- use correctly and/or intentional damage of Academy/UWG property including but not limited to: a Residence Hall, a UWG building, furniture, equipment, and community and personal property
- follow directions in an emergency situation.

Theft (Level 4)

Students who have been found guilty of theft will no longer be eligible to participate in the The Academy. This includes theft within Residence halls, as well as other acts of theft, such as shoplifting.

Academy students who bring personal items to campus such as bicycles, TVs, stereos, game systems, computers, or expensive jewelry do so at their own risk. UWG is not responsible for damages to, loss, or theft of personal property. Students are advised to appropriately mark or label their valuables and note the serial numbers. Students are encouraged to lock their doors in order to protect their belongings.

Tobacco Use/Possession (Level 4)

Academy policy is that no student is allowed to be in possession of or use/smoke tobacco products (as defined in UWG policy). If a staff member witnesses, or has credible evidence, of a student being in possession of or using/smoking tobacco products, then the student will no longer be eligible to participate in The Academy if the student is under 18 years of age. According to Georgia law, no one under the age of 18 is allowed to be in possession of tobacco products. Students who are 18 years of age or older will receive a Level 4 violation and may no longer be eligible to participate in the Academy.

In accordance with the USG Tobacco and Smoke Free Campus policy the UWG tobacco policy states that the use of all forms of tobacco products on property owned, leased, rented, in the possession of, or in any way used by UWG is expressly prohibited (see UWG policy at <http://www.westga.edu/tobaccofree>. “Tobacco Products” is defined as cigarettes, cigars, pipes, all forms of smokeless tobacco, clove cigarettes and any other smoking devices that use tobacco such as hookahs or simulate the use of tobacco such as electronic cigarettes. The policy also prohibits any advertising, sale or free sampling of tobacco products on USG properties unless specifically stated for research purposes.)

Vandalism (Level 4)

Vandalism is defined as intentional damage to student rooms, furniture, or any part of a residence Hall, UWG property, vending machines, and recreational equipment, as well as arson. Vandalism is also defined as the intentional tampering with any security system or device. Students who vandalize will be subject to disciplinary action, including, but not limited to, restitution for the repair or replacement of the damaged

property and may no longer be eligible to participate in The Advanced Academy based on the severity of the damage(s) caused.

**Violations of Local, State, and Federal Laws
(Level 4)**

Failure to abide by local, state, and federal laws, excluding minor traffic violations, will not be tolerated and may cause a student to no longer be eligible for participation in the Advanced Academy.

**Weapons and Explosives
(Level 4)**

An Advanced Academy student with a documented violation of the weapons and explosives policy will no longer be eligible to participate in The Advanced Academy.

The following are violations of the code of conduct:

-Unauthorized use, possession or storage of any weapon on university premises or at university sponsored activities.

Weapon means any object or substance designed or used to inflict a wound, cause injury, or incapacitate, including, but not limited to, all firearms, slingshots, numchucks, Billy clubs, pellet guns, BB guns, dart guns, Nerf guns, water guns, and any type of air gun, bludgeons, metal knuckles, crossbows switchblade knives, and knives designed for the purpose of offense or defense.

**ALL RESIDENTIAL ACADEMY STUDENTS ARE RESPONSIBLE FOR
UPHOLDING AND ABIDING BY THESE POLICIES AS WELL:**

UWG's Residence Life policies:

<http://www.westga.edu/housing/a.edu/housing/>

<http://www.westga.edu/housing/5275.php> .

<http://www.westga.edu/housing/2722.php>

Absence from Campus (Level 1)

Anytime a residential student leaves campus, he or she must correctly and legibly indicate the date, time, and destination (i.e. – business, company name, street address, etc.) as well as the date and time of arrival when he or she returns to the Residence Hall, in the “Green Book” using the google doc link provided to each student via email and on the Academy web site. A city/county name will not suffice as the destination. Students may not sign in and/or out for other students.

Overnight absences from campus Sunday through Thursday are not allowed, except in the cases of a family emergency or a situation, such as a doctor’s appointment, that warrants an exception.

Parents/guardians are expected to submit a new signed “Parental Approval of Overnight Absence from Campus” form 48 hours prior to the student’s departure. If the form cannot be submitted 48 hours prior to the departure, parents/guardians are expected to call or email the Director and or the Academic Advisor to discuss the situation and submit the required documentation. Students whose parents fail to follow the overnight absence procedures more than two times will receive conduct points and/or sanctions.

Academy students and their families must follow the policy and procedure outlined below regarding weekend travel from UWG and Carrollton/Carroll County:

Parents/guardians will have to give permission **EACH TIME** a student leaves on the weekend by submitting a signed “Parental Approval of Overnight Absence from Campus” form 48 hours prior to the student’s departure.

There are two three day weekends during the school year, the Labor Day weekend and the Martin Luther King, Jr. weekend. For those two weekends, students whose parents have submitted a new signed “Parental Approval for Overnight Absence from Campus” form are NOT required to return to the residence hall until curfew (11 pm) on Monday night.

Academy Guests (Level 1)

Students will be held responsible for the behavior of their guests. In the event a guest disregards or breaks any of the Academy policies listed in this handbook, the Academy Student will be subject to the corresponding disciplinary action. The visiting guest may be asked to leave the residence hall immediately.

Courtesy and Quiet Hours

(Level 2)

Courtesy hours are in effect 24 hours a day, meaning students must comply promptly with ANY request to lower the volume of conversation, music, the TV, etc. at ANYTIME.

A student is in violation of “quiet hours” if the noise from their room can be heard through the closed door and two doors down. Regular quiet hours are 10 pm to 10 am daily.

“24 hour quiet hours” are strictly observed during the final instruction/examinations week of each semester. If a student is found to be in violation of 24 hours quiet hours, students will be required to return home and commute for their finals. During this week of each semester, NO noise can be heard through a closed door.

Curfew (Level 1)

Students must be in the Residence Hall and on the correct Academy residential floor from 11 pm until 6 am every night. Students must sign their full name in the “Blue Book,” using the google doc link emailed to each student and also available on the Academy web site. Students are expected to call the AAG on call staff by calling RESTAR if they see that they will be unable to sign in on time.

Students may not leave their wing and be in the main lobbies or kitchen after curfew unless they are accepting delivered food, purchasing something from the vending machines, or retrieving laundry.

Signing the book by curfew is a student's word of honor that he or she is in the building for the night. **Once a student has signed the book at night, he or she may NOT leave the residence Hall until 6 am the following morning unless there is an emergency that causes the evacuation of the building.** Students may not sign in for other students.

If a student has parental permission to be away from the residence hall overnight, he or she may not return to Gunn Hall until 6:00am on the day of return. **Parental permission forms must be faxed or scanned to The Director or Academic Advisor by noon the day prior to departure. Prior to departure the student is to sign the Blue book stating that he or she has parental permission for overnight absence listing specific date(s) that he/she will not be in the residence hall.**

The following is intended as a guide for students and staff in determining the appropriate points for the given circumstances:

- Students who violate curfew without legitimate reasons and/or fail to contact the staff prior to curfew will receive one point for every minute they are late up to the first hour. After the first hour they may be dismissed from the Academy.
- Leaving the building after curfew is an automatic level 4 offense.

Curfew may be extended until 12 AM due to academic responsibilities or other situations that warrant an exception. A signed “Parental Approval of Curfew Extension” form must be submitted to the Director or Directors designee 48 hours before the requested extension. Curfew will not be extended for student employment without special permission from the Director. An Academy staff member stays up each time a student has a curfew extension to ensure that the student signs-in within the time frame requested on the form. **The Director reserves the right to limit the number of times a student is granted an extension.**

Visitation (Level 1)

Visitation among Academy students in the opposite gender’s room is permitted during non curfew hours every day with an escort and with permission of all room residents. When an Academy student has a guest in his or her room, the door must remain fully open to 90 degrees or more and nothing may obstruct the view into the room from the hallway. It is expected that the spirit of this policy is understood and upheld irrespective of sexual preference and regardless of the gender of the consensual partner or guest.

Visitation of non-academy guests on the floors and in students’ rooms is permitted from 10 am until 8 pm every day. All guests must be escorted at all times, including to and from the lobbies, in the stairwells, and while on the floor, by his or her Academy host. Academy students are responsible for the actions and behavior of their guests. If visitors do not follow Academy and/or UWG policies, Academy students should notify an RA or another staff member.

After hours visitation in the residence rooms is prohibited without permission from the Director or Director’s Designee. Academy students may host same gender guests overnight, but only one at a time. The Director must receive an “Overnight Guest Registration” form with the Academy student’s parental signature at least 24 hours prior to the visit. Academy students are allowed the same properly registered guest 3 nights within 30 days. Guests (regardless of number of hosts) can only stay in the residence Hall for three nights during a 30-day period. A guest under the age of 18 must have signed written permission from his or her parents/guardians in order to stay in the residence Hall. Guests will be expected to provide proof of age and proper identification.

Visiting other UWG residence halls, sorority and fraternity houses, and any off campus housing in Carrollton/Carroll County is not allowed. However, students may visit fellow Academy students and their families who reside in Carrollton/Carroll County. If the visit is overnight, then the “Parental Approval for Overnight Absence from Campus” form must be submitted. Parents are strongly urged to question their student as to whether the visit will be supervised by an adult before granting permission.