

# University of West Georgia Student Handbook 2015-2016

The content of this handbook was the most up-to-date information available at the time of printing.  
However, policies and procedure updates may happen during an academic year.

**Please refer to the University of West Georgia website for the  
most current version of these policies, processes, and  
procedures.**

This handbook is published by the Division of Student Affairs and Enrollment Management.

For questions or more information, please call 678-839-6423.

Welcome University of West Georgia Students,

The Student Government Association at West Georgia welcomes you to the University of West Georgia and to the Wolf Pack. The UWG Student Government is committed to ensuring that you have the tools and opportunities to be successful here at our prestigious institution. Student Government is always working with Staff and Administration to best serve and represent the students here at West Georgia.

At any time you want your voice to be heard, please do not hesitate to contact Student Government Association through email or OrgSync. We are here to serve you, and the best way to assist you is through clear lines of communication. We have weekly meetings, and all students are invited and encouraged to attend. Our meetings take place Thursdays at 3:30 pm in the Campus Center.

This handbook provides information about our campus and its resources. In addition, it contains an overview of University policies and procedures.

We are honored to serve you during your college experience and we are delighted that you have decided to Go West and Go Wolves.

Sincerely,

**Mr. Chance J. Grzesik**

**Student Government Association President**

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# The University of West Georgia Honor Code

## Introduction

An honor code is essential to the University of West Georgia as an agreement between students and the University to promote commitment to academic integrity. Academic and personal integrity is based upon values such as honesty, trust, fairness, respect, and responsibility. In an environment that recognizes and honors these values, standards of academic excellence must be maintained. An atmosphere of academic integrity enhances ethical and moral development among college students. It is the responsibility of the UWG community, including all students, faculty, and staff, to uphold the inherent values of the Honor Code.

Each student is given a copy of the Honor Code upon enrollment in the University. By signing the pledge, a student is making a commitment to honor the principles of academic and personal integrity, refusing to condone violation of the Honor Code by other students, and supporting imposition of penalties against those who commit violations.

## The Honor Code

*At the University of West Georgia, we believe that academic and personal integrity are based upon honesty, trust, fairness, respect, and responsibility.*

*Students at West Georgia assume responsibility for upholding the Honor Code. West Georgia students pledge to refrain from engaging in acts that do not maintain academic and personal integrity. These include, but are not limited to plagiarism\*, cheating\*, fabrication\*, aid of academic dishonesty, lying, bribery or threats, and stealing.*

### Definitions

Cheating: 'using or attempting to use unauthorized materials, information, or study aids'

Fabrication: 'falsification or unauthorized invention of any information or citation'

Plagiarism: 'representing the words or ideas of another as one's own. Direct quotations must be indicated and ideas of another must be appropriately acknowledged'

Examples of Academic Dishonesty include, but are not limited to:

- Submitting the same work, or essentially the same work, for more than one course without explicitly obtaining permission from all instructors. A student must disclose when a paper or project builds on work completed earlier in his or her academic career.
- Requesting an academic benefit based on false information or deception. This includes requesting an extension of time, a better grade, or a recommendation from an instructor.
- Making any changes (including adding material or erasing material), without the expressed permission of the instructor, on any test paper, problem set, or class assignment being submitted for re-grade.
- Willfully damaging the efforts or work of other students.
- Stealing, defacing, or damaging academic facilities or materials.
- Collaborating with other students planning or engaging in any form of academic misconduct.
- Submitting any academic work under someone else's name other than your own.

## **Penalties for Breach of Academic Integrity**

Each incidence of academic dishonesty is subject to review and consideration by the instructor, and is subject to a range of academic penalties including, but not limited to failing the assignment and/or failing the course. The instructor will notify the Assistant or Associate Dean of the College/School or Library in which the alleged incident took place. The instructor is strongly encouraged to refer the alleged student to the Office of Student Conduct for review and possible student conduct sanctions per the process of adjudicating student conduct cases. Student Conduct sanctions range from verbal warning to suspension or expulsion depending on the magnitude of the offense and/or number of offenses. The incident becomes part of the student's conduct record at UWG.

Academic penalties imposed by instructors may be appealed through a Grade Appeal. Sanction(s) imposed by the Office of Student Conduct may be appealed through the Student Conduct Appeals process.

## **Responsibility for Reporting Violations of Academic Integrity**

### **Students**

Students who are concerned that they may have violated the Honor Code are expected to report their behavior to the instructor or academic advisor. Self-reporting does not signify admission of guilt, but does provide the opportunity for dialogue to resolve misunderstandings and miscommunication. A student who observes a potential violation of the Honor Code by another student is expected to confront that student with his or her behavior and engage in discussion to determine if an actual violation has occurred. If it is determined that a violation has occurred, the student observed is expected to self-report the incident to the instructor or academic advisor. The instructor or academic advisor will review the situation. If the instructor or advisor determines that a violation has taken place, an appropriate referral will be made.

### **Faculty or Advisor**

The instructor or advisor should communicate with the student whom he or she suspects of violating the Honor Code. The instructor/advisor should inform the student of the academic penalty he or she intends to institute per the syllabus. After communicating with the student, the instructor should send a brief report of the case, including the breach of academic integrity and supporting documentation to the Office of Student Conduct. The case then becomes a part of the student's conduct record at UWG.

The University of West Georgia creates a record of students' infringement of academic integrity to create a mechanism for identifying patterns of dishonesty. This will enable the University to take appropriate actions including suspension and expulsion of students with repeated incidents.

## **University of West Georgia Academic Integrity and Honor Code Pledge**

When a student chooses to enroll at the University of West Georgia, he or she pledges the following: Having read the Honor Code of UWG, I understand and accept my responsibility to uphold the values and beliefs described, and to conduct myself in a manner that will reflect the values of the institution in such a way as to respect the rights of all UWG community members. As a UWG student, I will represent myself truthfully and complete all academic assignments honestly. I understand that if I violate this code, I will accept the penalties imposed, should I be found guilty of violations through the processes due to me as a University community member. These penalties may include expulsion from the University. I also recognize that my responsibility includes willingness to confront members of the University community, if I feel there has been a violation of the Honor Code.

# University of West Georgia

## Student Code of Conduct 2015 - 2016

*The Student Code of Conduct is subject to change or update during an academic year. The online version will be considered the most current version. It is accessible at:*  
*<http://www.westga.edu/handbook/60.php>*

Students are admitted to the University of West Georgia with the expectation that they will have developed acceptable personal standards of conduct and ethics. Students are expected to have a responsible attitude toward regulations and standards of the University and the laws of the community, state, and nation and to show respect for their fellow students.

Upon completing the application for admission to the University of West Georgia, the student agrees to abide by the rules and regulations of the University. University regulations go into effect at the time a student enrolls and matriculates, and will continue until the time of graduation or withdrawal.

The Student Code of Conduct shall apply to conduct that occurs on University premises, at University sponsored activities, and to off campus conduct that adversely affects the University community and/or pursuit of its objectives. Each student shall be responsible for his or her conduct from the time of application for admission through the actual awarding of the degree, even though the conduct may occur before classes begin or after classes end, as well as during the academic year and during periods between terms of actual enrollment. The Student Code of Conduct shall apply to a student's conduct even if the student withdraws from school while a conduct case is pending.

The University 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 University. If a conduct violation also violates a community, state, local, or federal law, a student may also engage in the city, county, state, or federal government legal processes. These processes are separate from the University student conduct process.

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 University.

## Definitions and Key Terms

Key Term	Definition
Administrator	An upper level, University official.
Advisors	Refers to the individual who assists a student or organization with conduct hearing preparation. An Advisor is any individual the student or organization chooses.
Alleged	Student or organization with a pending charge.
Board Facilitator	Person responsible for guiding the Board through the Formal Hearing process and following outlined Student Code of Conduct protocol to ensure consistent process.
Business Day	A University operational day (Monday-Friday, 9am-5pm).
Complainant	Person reporting possible misconduct or academic dishonesty against a student. The University may also act as a Complainant.
Deferred Suspension	Suspension held or set aside provided the student completes other sanctions including, but not limited to, community service and review meetings. Failure to abide by the terms of a deferred suspension will most likely result in immediate suspension.
Discrimination	The practice of unfairly treating a person or group of people differently from other people or groups of people.
Enrolled Student	A student with a UWG course schedule.
Excessive Collaboration/ Fabrication	Students working on academic assignments/projects/labs in a manner not approved by the professor/instructor that result in the swapping, sharing, conferring of ideas, statements, or outcomes. Students collaborate excessively when they abandon, wittingly or unwittingly, their own words or outcomes, and adopt, claiming them as their own, the ideas of their collaborator.
Formal Hearing	The process by which an administrative hearing officer or board hears a case, determines facts, information, and evidence relevant to the case. The administrative hearing officer or board then renders a decision on whether or not a violation of the Student Code of Conduct has occurred. If a determination of responsible is made, then appropriate action plans or sanctions may be required.
Hearing Officer	Any person(s) authorized by the University to process conduct cases and administer the conduct resolution.

Informal Conduct Hearing	An informal, non- adversarial meeting between a student and a hearing officer.
Interim Suspension	The temporary suspension of a student pending the outcome of the University conduct process.
Matriculation	Begins the first day of classes on the student's first semester of enrollment, and continues until a student graduates or withdraws permanently.
Medical Amnesty	The University does not want to discourage students from seeking medical assistance; therefore, students involved in an incident may not be charged with the possession or consumption of drugs or alcohol if a student calls for assistance for either him or herself or others who have participated or witnessed the incident.
Plagiarism	Includes, but is not limited to, the use, by paraphrase or direct quotation, of the published or unpublished work of another person without full and clear acknowledgment. It also includes the unacknowledged use of materials such as term papers or other academic materials prepared by a person other than the submitting student.
Pre-Hearing Conference	The procedure usually held prior to a formal adjudicatory hearing.
Preponderance of Evidence	Evidence, information, or statements that would lead a reasonable person to conclude that it is more likely than not that the act in question did occur.
Reasonable Person	A hypothetical person in society who exercises average care, skill, and judgment in conduct and who serves as a comparative standard for determining liability.
Respondent	A student who has been referred to the Office of Student Conduct for a possible and/or alleged violation of the Student Code of Conduct.
Sanction/Action Plan	Required educational and/or punitive actions imposed by the hearing officer when a student is found responsible for a violation of the Student Code of Conduct. Sanctions/action plans must be completed by a stipulated deadline.
Student Organizations	Any number of persons who have complied with the formal requirements for University recognition.
University	The University of West Georgia and all extended campuses.
University Group	An officially registered University affiliated group.

University Official	Any person assigned administrative, professional, or staff responsibilities for the University and any or all affiliated campuses.
University Premises	All land, buildings, facilities, and other property in the possession of, or owned, used, or controlled by the college (including adjacent streets and sidewalks).
Written Notice	An official University notice informing the student of any type of conduct issue.

## Case Referrals

Any person may refer a student suspected of violating this code to the Office of Student Conduct, formerly known as the Office of Judicial Affairs. Persons making such referrals are required to provide information pertinent to the incident and may be expected to participate in proceedings conducted to resolve the case.

All reports of alleged violations committed by students should be made in writing and contain a statement of facts outlining each alleged act of misconduct through our private and secure online reporting form:

<https://publicdocs.maxient.com/incidentreport.php?UnivofWestGeorgia>

**Students are expected to check their University email regularly. It is the primary means of any written communication from University officials. Therefore, University email is the primary means of conveying notice of charges and student conduct appointments.**

## Conduct Regulations

The following misconduct are subject to sanctions. Attempts to commit acts prohibited by this code shall be dealt with in the same manner as completed violations.

### 1.00 LOCAL, STATE, AND FEDERAL LAWS

Failure to abide by local, state, and federal laws.

### 2.00 ACADEMIC DISHONESTY

All forms of academic dishonesty, including, but not limited to cheating, excessive collaboration, fabrication, plagiarism, and facilitating or allowing academic dishonesty in any academic exercise.

.01 Cheating: Cheating means using, attempting to use or aiding others in using unauthorized materials, information, or study aids. It also means excessive collaboration or gaining unauthorized access to unauthorized materials.

.02 Fabrication: Fabrication means falsification or unauthorized invention of any information or citation.

.03 Plagiarism: Plagiarism means representing the words or ideas of another as one's own. Direct quotations must be indicated and ideas of another must be appropriately acknowledged.

.04 Excessive Collaboration: Excessive collaboration means the end result of all idea swapping, sharing, brainstorming, and conferring has obliterated one student's voice and replaced it with that of another. Student writers collaborate excessively when they abandon, wittingly or unwittingly, their own words and adopt, claiming them as their own, the ideas or exact phrasing of their collaborator.

*See the University Honor Code for additional examples of academic dishonesty.*

### **3.00 DISRUPTIVE BEHAVIOR**

.01 Interfering with normal University sponsored activities, including, but not limited to, studying, teaching, research, campus events, University administration, student conduct proceeding, or public service activity, police, or emergency services.

.02 Classroom disruptions: Any classroom behavior that interferes with the instructor's ability to conduct class or the ability of other students to learn. Examples of disruption include, but are not limited to, the following: allowing personal electronic communication devices to ring or beep, making or receiving phone calls or pages, or engaging in conduct that causes or provokes a disturbance that disrupts academic pursuits, or infringes upon the rights of others. (In relation to this section, instructors may also include in their syllabus specific behaviors they consider to be inappropriate for a particular course.)

.03 Other prohibited behaviors include, but are not limited to, obstructing the free movement of others, interfering with the use of University facilities, the abuse or unauthorized use of sound amplification equipment, and interfering with the freedom of expression or educational pursuits of others.

*See the University policy governing the use of sound amplification equipment, freedom of expression, and scheduled demonstrations and marches in Rights and Regulations.*

### **4.00 DISORDERLY CONDUCT**

.01 Physical violence/ endangerment of any person or persons.

.02 Harassment or threat of harm, whether physical, verbal, oral, or written that is beyond the bounds of protected speech, directed at a specific individual(s), and is so severe, pervasive, and objectively offensive that it denies or limits an individual's ability to work, or to participate in or benefit from an educational program or activity.

*See the University policy governing the Electronic Communication and the Sexual Misconduct in Rights and Regulations.*

.03 Interfering with or failing to cooperate with any properly identified University official(s).

.04 Failure to comply with the request of a University officer acting within the scope of his or her responsibility.

.05 Retaliation in any form against someone who exercises his or her right to make a complaint, or against any individual who provides information related to any such complaint.

.06 Engaging in obscene or indecent conduct that is beyond the bounds of freedom of expression and damages, befouls, or disturbs public property or the property of another so as to create a hazardous, unhealthy, or physically offensive condition.

.07 Entering or attempting to enter any event, sponsored or supervised by the University, without credentials for admission; for example, a ticket, identification card, invitation, or any reasonable qualifications established for attendance.

### **5.00 WEAPONS**

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, pellet guns, BB guns, bludgeons, metal knuckles, switchblade knives, and knives designed for the purpose of offense or defense.

*See the University policy concerning weapons at [www.westga.edu/police/104.php](http://www.westga.edu/police/104.php) .*

## **6.00 HAZING**

All rites and ceremonies of induction, initiation, or orientation into University life or into the life of any University groups that tend to occasion or allow physical or emotional suffering. Although hazing is typically related to a person's initiation or admission into, or affiliation with, a Student or Greek Organization, athletic team (intramural, club, or intercollegiate), extracurricular activity, or any other University group or organization, it is not necessary to have direct proof a person's initiation or continued membership is contingent upon participation in the activity for a charge of hazing to be upheld.

*See the University policy concerning Hazing in Rights and Regulations.*

## **7.00 ALCOHOL MISUSE**

.01 Consumption, possession, being in the presence of, or transportation of alcoholic beverages by any student under legal age.

.02 Consumption or possession of alcoholic beverages on University premises or at University sponsored activities, except in rooms occupied by students of legal age in residence halls, not designated as substance-free, or when authorized at social functions in designated areas.

.03 Furnishing alcoholic beverages to any student under legal age.

.04 Open display of alcoholic beverages on campus other than in approved areas during authorized functions.

.05 Being in an intoxicated condition as manifested by disorderly, obscene, or indecent conduct or appearance.

.06 Driving under the influence of alcohol.

.07 Concealment of alcoholic beverages for the purpose of bringing them into a University sponsored activity or facility where alcohol is not permitted.

### *Medical Amnesty Exemption*

The University recognizes that students may need medical assistance due to excessive use of alcohol, but may hesitate to seek assistance because they themselves or others who may have participated or witnessed the event may be charged with violations of this code. The University does not want to discourage students from seeking medical assistance; therefore, students involved in the event may not be charged with the possession or consumption of alcohol, if one of them called for assistance for themselves or others who have participated or witnessed the event. Other charges related to the incident (i.e. Alcohol distribution or other non-alcohol charges) may be pursued at the discretion of the conduct officer. More information can be found under the medical amnesty policy.

## **8.00 DRUG MISUSE**

.01 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, but not limited to, designer drugs and the illicit use or possession of prescription drugs without a valid prescription or with a valid prescription that violates the intended and medically accepted use.

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

.03 In the presence of any activity 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 and the illicit use or possession of prescription drugs without a valid prescription or with a valid prescription that violates the intended and medically accepted use.

### *Medical Amnesty Exemption*

The University recognizes that students may need medical assistance due to excessive use of alcohol, but may hesitate to seek assistance because they themselves or others who may have participated or witnessed the event may be charged with violations of this code. The University does not want to discourage students from seeking medical assistance; therefore, students involved in the event may not be charged with the possession or consumption of alcohol, if one of them called for assistance for themselves or others who have participated or witnessed the event. Other charges related to the incident (i.e. Alcohol distribution or other non-alcohol charges) may be pursued at the discretion of the conduct officer. More information can be found under the medical amnesty policy.

## **9.00 FIRE AND OTHER EMERGENCIES**

.01 Intentionally setting, or causing to be set, any unauthorized fire on University premises or at University sponsored activities.

.02 Intentionally initiating, or causing to be initiated, any false report or warning of fire, explosion, or other emergency on University premises or at University sponsored activities.

.03 Tampering with, misusing, or damaging fire safety equipment.

.04 The unauthorized possession, sale, furnishing or use of any incendiary device on University premises or at University sponsored activities.

## **10.00 EXPLOSIVES/FIREWORKS**

Possession, use, furnishing, or sale of explosives on University premises or at University sponsored activities, including the unauthorized use or possession of fireworks.

## **11.00 THEFT**

.01 Theft of property, or of services, including keeping in one's possession items of stolen, lost, or mislaid property.

.02 Selling a book not one's own without written permission of the owner.

## **12.00 MISUSE OF PROPERTY**

Damaging, destroying, removing, or otherwise misusing property belonging to the University or another person.

### **13.00 DECEPTION**

- .01 Any misuse of any University records, forms, or documents through forgery, unauthorized alteration, reproductions, or other means.
- .02 Any giving or receiving false information to the University or to any University official, administrator, or administrative unit.
- .03 Providing false information to law enforcement officials.
- .04 Possession of any fake or altered identification, or any other identification that belongs to another person.
- .05 Any attempt to perpetuate a fraud against the University or a member of the University community.

### **14.00 IDENTIFICATION CARDS MISUSE**

- .01 Altering, or transferring to another, a UWG student identification card, meal card, or any other form of identification.
- .02 Failure to present and surrender a student identification card when requested by University officials, including University Police personnel and residence hall staff, acting in the performance of their duties.

### **15.00 SMOKING/TOBACCO**

As of August 1, 2014 the use of any tobacco product, including smokeless tobacco and e-cigarettes, is prohibited at the University of West Georgia. Please see the University policy for more details at [www.usg.edu/tobaccofree/](http://www.usg.edu/tobaccofree/).

### **16.00 LITTERING**

Disposing of any form of litter on University premises or at University sponsored activities other than in designated receptacles.

### **17.00 ANIMALS**

Bringing into University buildings any animal, except those approved as service animals or those required for research or class experiments or presentations.

### **18.00 INAPPROPRIATE/MISUSE OF UNIVERSITY FACILITIES AND/OR SERVICES**

- .01 Unauthorized presence in or use of University premises, facilities or property; remaining without authorization in any University facility after normal closing hours.
- .02 Unauthorized use of any University service.
- .03 Unauthorized use, duplication, or possession of University keys.
- .04 Making reservations to use University space in the student's name with the intention of use by outside groups or organizations.
- .05 Abuse or misuse of University resources.
- .06 Abuse of misuse of University services.

### **19.00 MISUSE OF THE UNIVERSITY NAME**

Unauthorized use of the University's name, seal, logo, mascot, or any other words or symbols implying affiliation with the University.

### **20.00 SOLICITATION (UNAUTHORIZED SALE)**

Unauthorized solicitation or selling on University premises or at University sponsored activities.

*See the University policy governing advertising, solicitation, and selling in Rights and Regulations.*

### **21.00 INSTITUTIONAL PROCEDURE MISCONDUCT**

- .01 Failure to pay fees, charges, and fines within the specified time.
- .02 Failure to maintain one's current local address with the Registrar.
- .03 Failure to respond to, and cooperate with, University officials in the carrying out of the conduct process.
- .04 Violating the terms of any sanction imposed in accordance with this code.
- .05 Failure to report for any conference, meeting, or appointment when required to do so by any University official acting in the performance of his or her duties.
- .06 Failure to comply with interim suspension measures.

### **22.00 RESIDENCE HALL VIOLATIONS**

Violation of policies and procedures published by the Housing and Residence Life Office. This includes Housing and Greek Village regulations.

*Policies are available online at [www.westga.edu/housing](http://www.westga.edu/housing).*

### **23.00 MOTOR VEHICLE MISUSE**

Violation of campus motor vehicle regulations and the traffic code published by the Parking and Transportation Services.

### **24.00 OTHER PUBLISHED UNIVERSITY REGULATIONS**

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.

- .01 Violation of Student Affairs and Enrollment Management policies.  
(<http://www.westga.edu/vpsa/index.php>)
- .02 Violation of Information Technology Services (ITS) policies.  
(<http://www.westga.edu/its/>)
- .03 Violation of Center for Student Involvement policies.  
(<http://www.westga.edu/csi/1974.php>)
- .04 Violation of Campus Center policies.  
(<http://www.westga.edu/urec/index.php>)

.05 Violation of other published University policies.

## **25.00 JOINT RESPONSIBILITY FOR MISCONDUCT**

.01 Encouraging others, or conspiring with or cooperating with others, in the violation of University rules or regulations.

.02 Acting in concert to violate University conduct regulations. (Passive Participation rather than acting in concert.)

.03 Allowing, condoning, permitting, or providing opportunity for a guest to violate University conduct regulations.

## **26.00 BULLYING**

Unwanted offensive and malicious behavior that undermines an individual or group through persistently negative attacks. The behavior generally includes an element of vindictiveness, and is intended to undermine, patronize, humiliate, intimidate or demean the recipient. (Retrieved from the University of Georgia, June 16, 2015)

## **Standards of Due Process**

Students subject to expulsion, University suspension, or removal from University housing will be afforded an opportunity to have a Formal Hearing. Students subject to less severe sanctions will be afforded, or assigned, an Informal Conduct Hearing

The focus of inquiry in student conduct proceedings shall be whether or not the charged student is responsible for violating the Student Code of Conduct. Decisions shall use the standard of the preponderance of evidence in each case. Preponderance of evidence includes a review of all facts, evidence, information, and statements relevant to the case. These are evaluated with consideration of what more likely happened than not. In summary, preponderance of evidence occurs when the evidence or information presented would lead a reasonable person to conclude that it is more likely than not that the act in question did occur. All student conduct hearings are not legal proceedings, and formal rules of evidence do not apply.

## **Violations of Law and Student Conduct Regulations**

Students may be accountable to both civil authorities and to the University for acts that constitute violations of law and of this code. The adjudication of the student conduct case at the University will normally proceed regardless of the status of criminal proceedings.

## **Interpretations of Regulations**

Conduct regulations at the University 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 University reserves the right to take necessary and appropriate action to protect the safety and well-being of the campus community.

## **Student Participation**

Students are asked to assume positions of responsibility in the University's student conduct process in order that they might contribute their skills and insights to the resolution of conduct cases. Final authority in student conduct matters, however, is vested in the University administration and in the Board of Regents.

## Parental Notification

Students are expected to notify their parents or guardians of their referral to the student conduct process. University officials will 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 conduct case. The University may reach out to parents/guardian in cases regarding drugs and/or alcohol with underage students.

## Advisors

Respondents or complainants participating in a conduct hearing may be accompanied by an advisor, who may be an attorney. Those who will be accompanied by an attorney must so inform the appropriate conduct officer managing correspondence for the case in writing at least two business days prior to the scheduled date of the hearing. Attorneys may participate only as advisors to their clients. Advisors may not appear in lieu of student participants.

A student may choose one (1) advisor to accompany them to their hearing. It is the student's responsibility to contact his or her advisor and inform the advisor of the hearing date.

An advisor may be a family member, friend, another student, faculty, staff member, an attorney, or another person of his or her choosing. The student must inform his or her Student Conduct Officer two days in advance if he or she wishes to have an advisor present.

The role of an advisor is three-fold:

- Sit next to the student during the hearing to provide moral support
- May help the student formulate questions for all of the witnesses in the hearing
- May suggest points for the student to address during the hearing

The advisor may not address the conduct officer or panel or otherwise speak on behalf of the student (i.e. the advisor does not present the student's case). The advisor is to speak directly to the student in a quiet manner to suggest questions or point to vocalize. The conduct officer reserves the right to remove an advisor at any time during the hearing if these standards are not met.

## Adjudication of Student Conduct Cases

University official(s) reviews misconduct referrals and assesses whether to charge students with an alleged violation of the Student Code of Conduct. The Dean of Students or his/her designee is consulted if interim suspension is appropriate and/or there is a duty to warn in cases where there may be a physical threat to another individual associated with the University.

*For **all** student conduct cases, respondent students who fail to appear for conferences or hearings after receiving proper notice will have their cases heard in absentia.*

If a student accepts responsibility to an alleged violation, the appropriate conduct officer may assign sanctions. Students retain their appeal options and right to review as detailed below.

*Repeated or egregious violations of this Student Code of Conduct may result in expulsion or suspension. If a student has prior responsible findings, that information will be considered during the sanctioning phase of any future responsible finding.*

### **Cases Involving Allegations *Not* Related to Discrimination or Sexual Misconduct**

If a University Official determines at any point during the development of a case that the alleged misconduct is not of a discriminatory or sexual nature, but may result in expulsion, suspension, or removal from

University housing, the respondent shall be afforded the opportunity of a Formal Hearing. Students are given written notice of their alleged violation(s) and are required to meet for a Pre-Hearing Conference to be apprised of the complaint, the nature of the evidence, and to review their rights. During this meeting they shall be asked to plead responsible or not responsible to the charges. They will be informed of their hearing options and may choose from the following three options:

### **1. Informal Conduct Hearing**

Administered by the designated conduct officer, this is the default option for respondent students who waive their right to a Formal Hearing. Note: if the respondent student waives his or her ability to have a Formal Hearing and has an Informal Conduct Hearing, the full range of sanctions authorized by the Student Code of Conduct may be imposed, just as they may be in a Formal Hearing outcome.

\*This section is not applicable to students who are charged with alleged violation(s) pertaining to sexual misconduct and/or other forms of civil rights discrimination as those cases are investigated through the standard Title IX procedure. If the student chooses a hearing, it will be a Formal Hearing with a special conduct panel composed of staff and/or faculty. If there are multiple charges for one case, but at least one charge is of sexual misconduct or another form of discrimination, all charges will be addressed by the protocol for allegations of sexual misconduct and/or other forms of civil rights discrimination.

*Procedural Protections Accorded to the Respondent:*

- Written notice of the alleged violation(s) prior to the scheduled conference.
- An explanation of the evidence.
- Allowed to have an Advisor present.
- An opportunity to respond to evidence and to produce evidence on their behalf.

### **2. Student Conduct Board Hearing**

This Formal Hearing is comprised of a board of 5 to 7 trained students with one serving as the chair. This board will make the finding and recommend sanctions to the Dean of Students or a designee. An ad hoc board may be appointed by the Dean of Students or a designee when the SCB is unable to obtain a quorum or is otherwise unable to hear cases in a timely manner. Each ad hoc board shall be composed of at least 3 members, including at least one student. Ad hoc boards will make the finding and recommend sanctions to the Dean of Students or designee.

### **3. Administrative Hearing**

This Formal Hearing is conducted by the Dean of Students and/or his or her designee. The Dean or designee may solicit the opinion of a conference panel to be appointed by the Dean of Students or designee.

*Procedural Protections Accorded to the Respondent in an SCB/Ad Hoc/Administrative Hearing:*

- The right to at least 2 days written notice of the hearing date and the specific charges against them, unless waived by the respondent.
- The right to request an extension in extenuating circumstances, which must be proven by the respondent student and upheld by the appropriate conduct officer.
- The right to produce evidence, call and question witnesses, and 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.

- The right of access to an audio recording or written summary of the proceedings, which will be made available at the student's expense if requested at least 24 hours before the hearing.
- The right to appeal sanctions of removal from University housing, suspension, or expulsion.
- The right to attend classes and have access to University facilities until the hearing process is completed. An exception may be made in the case of an interim suspension.

*If students fail to notify the Office of Student Conduct of their hearing choice within 3 business days of the Pre-Hearing Conference, the case may proceed with an Informal Conduct Hearing. Students retain their appeal options if they are sanctioned with removal from University housing, suspension, or expulsion in this forum.*

### **Housing and Residence Life Cases That Will *Not* Result in Expulsion Suspension, or Removal from University Housing**

All housing cases, including individual student violations in the Greek Village, that will not result in expulsion, suspension, or removal from University housing shall be resolved through Informal Conduct Hearings with the designated hearing officer. The Informal Conduct Hearing and corresponding procedural protection is the same as outlined above.

### **Formal Hearing Procedures**

The following procedural guidelines shall be applicable in all student conduct hearings:

- Unless waived, the respondents shall be given two days' notice of their hearing date with extensions possible in extenuating circumstances. They shall be apprised of the evidence and the names of the witnesses expected to be present at the Pre-Hearing Conference. If the student would like copies of the evidence being put forth by the University, a formal request must be submitted in writing to the Hearing Officer at least two business days prior to the hearing.
- The Dean of Students or a designee may summon witnesses to appear at hearings. University 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 University activities.
- Respondents who fail to appear after proper notice will have their cases heard in absentia.
- The Hearing 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 respondent, who disrupts a hearing, or who fails to adhere to the instructions of the Hearing Officer or Board Facilitator, may be excluded from the proceedings.
- Hearings may be recorded. If a recording is not made, the decision of the board must include a summary of the preponderance of evidence for this case.
- Any party may challenge a board/panel member on the grounds of personal bias. Members may be disqualified upon majority vote of the remaining members of the board/panel, conducted by secret ballot, or by the Dean of Students or designee.
- Prospective witnesses, other than the complainant, the respondent, and any University staff member who has pertinent information or involvement with the incident/case, may be excluded from the hearing during the testimony of other witnesses. All parties except board/panel members and board advisors shall be excluded during deliberations of the board/panel.

(h) Formal rules of evidence shall not be applicable in student conduct proceedings. The Hearing Officer shall admit into evidence any information or statements deemed relevant to the proceeding. Unduly repetitious or irrelevant evidence may be excluded. Conduct case outcomes shall be based on a preponderance of all available evidence at the time of the hearing.

(i) Respondents and complainants shall be accorded an opportunity to question witnesses and to challenge evidence at the time of the hearing.

(j) Written statements shall not be admitted into evidence unless signed by the author and approved and verified by a Hearing Officer, or by a person approved by the Dean of Students or a designee.

(k) Board or panel advisors are staff members appointed by the Dean of Students or designee. They may comment on questions of procedure and admissibility of evidence and will otherwise assist in the conducting of hearings. Advisors will be accorded all the privileges of board/panel members, but shall not vote. Advisors are responsible to the Dean of Students or designee and shall not be excluded from hearings or deliberations of the panel.

(l) A finding of responsible shall call for further deliberation to arrive at a recommendation regarding sanctions to be assigned. The student conduct record of the respondent shall be made available to the board/panel only after a finding of responsible is made.

(m) Final decisions of all board/panels shall be by majority vote and shall be accompanied by a brief written rationale.

***All findings are made based on a preponderance of evidence. Students who are found responsible for violation(s) shall be notified in writing of their outcomes in the student conduct process.***

## **Sanction/Action Plan Options**

Sanction/action plans are required educational or punitive actions imposed by the hearing officer when a student is found responsible for a violation of the Student Code of Conduct. Sanctions/action plans must be completed by stipulated deadline.

One or more of the following sanctions may be imposed for violations of the Student Code of Conduct. This list is not exhaustive. For organizational violations please refer to the official Registered Student Organizations Handbook provided by the Center for Student Involvement.

1. **COMMUNITY SERVICE:** The student must complete a specified number of service hours with a reputable off campus organization, on campus department, or organization.

2. **RESTITUTION:** The student is required to make payment to the University, other persons, or groups for damages incurred as a result of a violation of this code.

3. **WRITTEN WARNING:** Notice to the student that further misconduct may result in more severe action.

4. **EDUCATIONAL ACTIVITIES:** Attendance at educational programs, interviews with appropriate officials, written research assignments, planning and implementing educational programs, or other educational activities.

4. **CONDUCT PROBATION:** Notice to the student that any further violations of University rules and regulations will likely result in suspension. Probation may also include the setting of restrictions on participation in University activities or entry into certain University facilities.

5. **REMOVAL FROM UNIVERSITY HOUSING:** The student is not permitted to live in University housing, usually for the duration of his or her matriculation.
6. **FORCED WITHDRAWAL:** Withdrawal without credit from the academic course within which an offense. This could also include a required change in course section.
7. **SUSPENSION:** Separation of the student from the University for a specified period of time. The student shall not participate in any University sponsored activity and is restricted from University premises for the time period. There may be conditions that need to be met during the suspension and/or prior to reenrollment.
8. **DEFERRED SUSPENSION:** Suspension withheld provided the student completes other sanctions including, but not limited to, community service and review meetings. Failure to abide by the terms of a deferred suspension will most likely result in immediate suspension.
9. **EXPULSION:** Permanent separation of the student from the University. The student will be restricted from University premises.
10. **OTHER:** Other sanctions or action steps may be imposed instead of, or in addition to, those specified above.
  - Drug and/or alcohol screenings.
  - Required counseling for stress management, anger management, substance misuse and/or abuse, career development as related to the violation.
  - Restrictions upon driving privileges for violations involving the use or registration of motor vehicles.
  - Restrictions from certain locations on campus and/or University sponsored activities.
  - No contact with specified members of the University community.

## Appeals for Misconduct that is not of a Discriminatory or Sexual Nature

If a student is found responsible for **misconduct that is *not* of a discriminatory or sexual nature**, *but results in a sanction of University suspension, or expulsion*, the respondent may appeal the finding and/or the sanction on the following grounds:

- A violation of due process.
- The evidence does not support a finding of responsible.
- Prejudicial treatment by the original Hearing Officer, Conduct Officer, or Board Member.
- The sanction imposed is too severe for the violation.
- New evidence has become available which was not available at the time of the hearing.

Nonappearance of a called witness is not considered new evidence. All cases of student conduct violations follow the same appeal process stated below.

Requests for appeals must be submitted in writing (email is permissible) to the Vice President for Student Affairs and Enrollment Management within three (3) business days of the date of the letter notifying the appealing party 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 complaint, and must clearly indicate what action is requested. The written request must specify the grounds for appeal.**

The Vice President for Student Affairs and Enrollment Management shall consider the appeal and give a decision within five (5) business days. If the respondent, or the complainant, is dissatisfied with the decision of the vice president, he or she may request in writing that the president consider the appeal, but such a request must be made within two (2) business days or the Vice President's decision will be considered final and conclusive.

Within five (5) business days of receiving the appeal, the President will appoint a committee composed of three (3) members of the faculty of the institution or utilize the services of an appropriate existing committee. This committee will review all facts and circumstances connected to the case and within five (5) business days make a report of its findings to the president. After consideration of the committee's report, the President will, within five (5) business days, make a decision that shall be final without options for appeal to the University.

Should the respondent, or complainant, 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 (20) days following the decision of the President. The decision of the board shall be final and binding for all purposes.

Final judgment on all appeals regarding admissions (including program admissions), residency, student grades, traffic citations, and the Guaranteed Tuition Plan rests with the president of the institution at which the appeal is heard (BoR Minutes, June 2006). Any University System student aggrieved by a final decision of the president of an institution, other than those stated above, may apply to the Board's Office of Legal Affairs for a review of the decision, in accordance with Policy 8.6 Applications for Discretionary Review; provided, however, that an application may be reviewed if (1) the record suggests that a miscarriage of justice might reasonably occur if the application is not reviewed, or (2) whether the record suggests that the institutional decision, if not reviewed, might reasonably have detrimental and system-wide significance. (Retrieved from the University System of Georgia's Board of Regents Policy Manual, June 17, 2015).

Any student or employee in the University System aggrieved by a final decision of the president of an institution may apply to the Board's Office of Legal Affairs ("Legal Affairs") for a review of the decision. Review of the decision is not a matter of right, but is within the sound discretion of Legal Affairs. If granted, the discretionary review shall be limited to the record from the institutional appeal process. Nothing in this policy shall be construed to extend to any party substantive or procedural rights not required by federal or state law. This policy shall not be construed to extend to any party any expectation of employment, admission, or additional due process rights. This policy is not part of the due process rights afforded to students or employees of the University System; those rights have been fully afforded upon the decision of the president. The Board reserves the right to change this policy at any time, and to make such changes effective retroactively to any pending application.

Each application for review shall be submitted in writing to Legal Affairs within a period of twenty calendar days following the decision of the president. Legal Affairs shall determine whether the application for review shall be granted. Legal Affairs may at its discretion refer a matter for mediation, arbitration, reconsideration, or evaluation of settlement options.

If an application for discretionary review is granted, a Committee shall review the decision of the president. Said Committee shall consist of the Vice Chancellor for Legal Affairs or his or her designee, the Vice Chancellor for Academic Affairs or his or her designee, the Vice Chancellor for Human Resources or his or her designee, and any other person or persons deemed appropriate by the Committee. Legal Affairs may issue

guidelines governing the process for review. The decision of the Committee shall be final and binding for all purposes. There shall be no recourse to the Chancellor or the Board of Regents from such decision; provided, however that the Committee on Organization & Law retains the authority to make an exception to this policy in its discretion.

Legal Affairs shall periodically report to the Organization and Law Committee of the Board of Regents regarding applications for discretionary review filed and their dispositions. (Retrieved from the University System of Georgia's Board of Regents Policy Manual, June 17, 2015).

All appeals shall be decided upon the record of the original proceedings, the written appeal submitted, and any other briefs submitted by other participants. Cases will not be reheard on appeal.

Appeals of University Housing will follow the same procedure as the Vice President, but the final decision of removal from the Vice President is binding.

## **Cases Involving Allegations of Discrimination or Sexual Misconduct**

*(Also see University published information on Title IX and Civil Rights)*

If staff member(s) determines at any point during the development of a case that the alleged misconduct is of a discriminatory or sexual nature, an initial evaluation will be done by the Student Conduct Administrator or his/her designee to determine if there is sufficient information that a policy may have been violated. If sufficient information exists, the respondent student is given written notice of the charge(s) and informed that a thorough investigation will be initiated.

In cases where the alleged misconduct is of a discriminatory or sexual nature, University investigators will review evidence and question witnesses to reach a finding of responsible or not responsible based on a preponderance of evidence. Investigators will share this finding with the Dean of Students or designee. The Dean of Students or designee will present the finding to the respondent and the complainant. If the finding is responsible, and the respondent student accepts the finding, the Dean of Students or designee will sanction the respondent student.

Both the complainant and/or the respondent may appeal the sanction if they are dissatisfied with the sanction. Please see "Appeals."

If either the respondent student or the complainant disagrees with the finding, both have the right to a hearing with a Special Judicial Panel. Requests for a hearing must be submitted to the Dean of Students or designee within three (3) business days of the date of the letter notifying both parties of the finding(s) from the investigation.

### **Special Conduct Panel**

This panel will consist of specially appointed administrators from various University departments and may include no more than 2 trained students. The total number of the board will be 5 to 7 panelists. The procedural protections afforded to the respondent are the same as in other Formal Hearings and are noted below.

- The right to at least 2 days written notice of the hearing date and the specific charges against them, unless waived by the respondent.
- The right to request an extension in extenuating circumstances that must be proven by respondent student and upheld by the appropriate conduct officer.

- The right to produce evidence, call and question witnesses, and 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.
- The right of access to an audio recording or written summary of the proceedings that will be made available at the student's expense if requested at least 24 hours before the hearing.
- The right to appeal sanctions of suspension or expulsion, but not removal from University housing.
- The right to attend classes and have access to University facilities until the hearing process is completed. An exception may be made in the case of an interim suspension.

The Special Conduct Panel issues findings and recommends the sanction(s) to the Dean of Students or designee. The Dean of Students will make the final decision on the appropriate sanction(s). The decision will be shared with both respondent and complainant. The respondent may appeal the sanction at the next highest level. Complainant may also appeal the sanction at the next highest level. The final outcome will be shared with both complainant and respondent.

### **Prohibition against Retaliation**

Anyone who, in good faith, reports what he or she believes to be sexual misconduct, discrimination, or harassment, or who participates or cooperates in any investigation, should not be subjected to retaliation. Anyone who believes he or she has been the victim of retaliation for reporting sexual misconduct, discrimination or harassment or participating or cooperating in an investigation should immediately contact the Dean of Students. Any person found to have retaliated against a person who has participated or cooperated in an investigation will be in violation of policy and will be subject to disciplinary action.

### **Promptness of Investigation**

The amount of time needed to conduct an investigation of sexual misconduct or other forms of discrimination will depend in part on the nature of the allegation(s) and the evidence to be investigated (e.g., the number and/or availability of witnesses involved). Within 60 days of receipt of complaint, the Dean of Students or designee will provide notice of the outcome of the investigation or will advise the parties of the additional estimated amount of time needed for the investigation.

## **Appeals for Misconduct of a Discriminatory or Sexual Nature**

If a student is found responsible for misconduct of a discriminatory or sexual nature, *both* the respondent and the complainant have the right to appeal *only the sanction* on the following grounds:

- The sanction imposed is inadequate for the violation.
- The sanction imposed is too severe for the violation.

## **Interim Suspension**

The Dean of Students or a designee may suspend a student for an interim period pending disciplinary proceedings. Interim suspensions are to become immediately effective without prior notice, whenever there is evidence that the continued presence of the student on the campus poses a substantial threat to others or to the stability and continuance of normal University functions.

If a student suspended on an interim basis wish to appeal the suspension, the student must submit a request to appeal in writing to the Vice President for Student Affairs and Enrollment Management specifying the grounds on which they are appealing. A student suspended on an interim basis shall be given an opportunity to appear personally before the Vice President for Student Affairs and Enrollment Management 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:

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

## **Student Organizations**

Student organizations may be charged with violations of the Student Code of Conduct and the Registered Student Organization Handbook. A student organization, and its officers, may be held collectively, or individually, responsible when violations of this code by those associated with the organization have received the tacit or overt consent or encouragement of the organization or of its leaders, officers, or spokespersons.

Individuals charged with conduct code violations arising out of their affiliation with student organizations shall have their cases settled according to the procedures outlined in the Student Code of Conduct.

The officers, leaders, or any identifiable spokespersons for a student organization may be directed by the Dean of Students or a designee to take appropriate action designed to prevent or end violations of this code by the organization or by any persons associated with the organization who can reasonably be said to be acting on its behalf. Failure to make reasonable efforts to comply with the Dean of Students or a designee's directive shall be considered a violation of this code, both by the officers, leaders, or spokespersons for the organization and by the organization itself.

Matters concerning the conduct of student organizations shall be addressed according to procedures published by the [Center for Student Involvement](#) and distributed annually to all registered student organizations.

## **Student Conduct Record Retention**

Per University System of Georgia Board of Regents requirements, student conduct records are retained for five years after graduation or last date of attendance. Records for students who are expelled and student organization records are retained indefinitely.

Currently enrolled students with pending conduct cases who wish to obtain a copy of information or evidence contained in their conduct record must complete a request form, and allow three business for processing.

## **Code of Conduct Review**

The Student Code of Conduct will be reviewed at least every two years, but may be updated at any time to reflect the needs of the students and/or the University. The most current version will be kept on the University website.

# Student Policies and Regulations

## Introduction

The university has formulated a number of policies and standards of which students will need to become aware. Many of these are included in this handbook. Students should be aware that the Student Code of Conduct is also included in this publication. Students are encouraged to read the Student Code of Conduct at least once so they'll know where to find information in the future.

If students are unsure about any policies mentioned in this handbook, students can find additional information by visiting offices on campus. For example, if a student is planning an event and needs assistance, he or she can visit the Center for Student Involvement in the Campus Center or call (678) 839 - 6526 (campus ext. 96526). Academic issues or concerns should be addressed to the department chair or appropriate college dean.

Other university publications containing rules and regulations with which students should become familiar are the Residence Hall and Greek Village Regulations (available from the Department of Housing and Residence Life webpage), the Parking Code (a pamphlet distributed by the Parking and Transportation Services), the University Catalog, and The Scoop (Registrar's Office).

## Personal Conduct

The following passage comes from the introduction of the Student Code of Conduct for the University and should be observed:

*"Students are admitted to the University of West Georgia with the expectation that they will have developed acceptable personal standards of conduct and ethics. Students are expected to have a responsible attitude toward regulations and standards of the university, and the laws of the community, state and nation, and to respect the standards of their fellow students."*

University regulations go into effect at the time a student enrolls and matriculates, and will continue until graduation or withdrawal. In completing the application for admission to the University of West Georgia, the student agrees to abide by the rules and regulations of the University. Students should realize that they may be held accountable through the University discipline system for their behavior, whether on or off campus, when an offense is directed at the University or a member of the University community and is a violation of the Student Code of Conduct.

A complete statement of the Student Code of Conduct, its rules, procedures, guarantees of students' rights, disciplinary measures, and appeal procedure is provided in this handbook.

## Freedom of Expression

Recognizing the rights of free speech and peaceful assembly as fundamental to the democratic process, the University supports the right of students to express their views or to peacefully protest and peacefully dissent against actions and opinions with which they disagree.

In order to assure equal opportunity for all, preserve order on campus, and provide a secure, safe environment, the University has established a set of regulations governing the time, place, and manner of expression. See the detailed section titled "**Speeches, Demonstrations, Distribution of Written Material Policy Governing Outdoor Speeches, Demonstrations, Distribution of Written Material and Marches**" in this handbook for the full text of this policy. Students can also review this policy with the appropriate office should there be any questions about approved procedures or acceptable behavior.

## **Electronic Communication Policy**

Students should be aware that information and communications they post on the Internet, including but not limited to social networks such as Facebook, Twitter, and Internet message boards, forums, web pages and blogs are public in nature. When such information and communications posted in these manners violate the UWG Student Code of Conduct, or if such information indicates a violation of the Student Code of Conduct, this information or communications may be used in judiciary proceedings. In particular, communications that violate the Student Code of Conduct, such as threats and harassment, are violations whether they are transmitted in person, by phone, over the Internet, via e-mail or by any other means.

## **Drug Free Campus**

State and federal legislation place specific responsibilities on the University to promote a drug-free campus. Alcohol and drug information programs that address the risks of drug and alcohol abuse are publicized and available. Faculty, staff, and students with problems can be referred for appropriate assistance.

Standards of conduct at the University of West Georgia prohibit the illicit possession, use or distribution of drugs and alcohol on campus or at university functions. Penalties for violations of these standards range from warnings and probation to expulsion, arrest, and loss of employment.

A complete statement of the University's policy regarding the Drug-Free Communities and Schools Act Amendments of 1989 and the Georgia Drug-Free Postsecondary Education Act of 1990 is published annually in the fall semester Schedule of Classes and is distributed to all new students during orientation. Copies of the policy may be obtained from the Human Resources Office, Aycock Hall and the Office of Student Affairs and Enrollment Management, Campus Center.

## **Alcoholic Beverage Policy**

Georgia law requires that individuals be 21 years of age or older in order to possess or consume alcoholic beverages. The University of West Georgia enforces this law. For additional information on a student's personal responsibility regarding alcoholic beverages, see the Student Code of Conduct. The university's complete alcoholic beverage policy is available at [www.westga.edu/health/index\\_4659.php](http://www.westga.edu/health/index_4659.php)

## **Alcohol Use Guidelines for Student Organizations**

A sponsoring organization and its officers may be held legally accountable for incidents arising from the misuse of alcoholic beverages, including consumption by persons not 21 years of age or older. The following guidelines should be followed when an organization permits alcoholic beverages to be brought to a function off campus grounds. Student organizations planning to sponsor events off campus where alcoholic beverages will be consumed are asked to meet with a member of the Center for Student Involvement staff annually to discuss legal problems and other concerns related to such events

1. Events utilizing alcoholic beverages should be in accordance with all laws. The officers of the organization sponsoring the event are responsible for seeing that all members and guests comply with applicable laws and university policies.
2. The organization should emphasize that participants should not drink and drive.
3. Non-alcoholic beverages should be made available. Food should always be served when alcohol is present. These should be high protein items (e.g. cheese & crackers, hot dogs, hamburgers, etc.). If popcorn and peanuts are served they should be unsalted.
4. Intoxicated individuals should not be served. Non-drinking individuals should be in attendance to monitor the consumption of alcoholic beverages.
5. Alternatives to drinking should be offered. Diversions should be available (dancing, television, etc.)

6. The organization should stop guests from consuming alcoholic beverages at least one hour before the function ends.
7. No contest involving alcohol should be encouraged.
8. Open parties, meaning those with unrestricted access, that are structured around the consumption of alcoholic beverages are prohibited.
9. The organization and its members should not force drinks upon their guests.
10. Fraternities, sororities, and other organizations should develop and support programs that seek to educate members on alcohol awareness.

## Hazing

All hazing is forbidden at the University of West Georgia by the State of Georgia. Both the Student Code of Conduct, which defines acceptable limits on personal conduct, and policies approved for the operation of student organizations, strictly prohibit hazing of any kind. The Student Code of Conduct prohibits “All rites and ceremonies of induction, initiation or orientation into University life or into the life of any University group that allow physical or emotional suffering.” All students should also read the much more complete definition of hazing as it relates to the conduct of student organizations. It is quoted in this handbook.

Such hazing activities and situations may include, but are not limited to, the following:

- disfiguration to include branding or self-mutilation;
- paddling in any form;
- creation or encouragement of excessive fatigue;
- physical and psychological shocks;
- withholding, or limiting, food or water;
- being forced to consume anything not edible or excess;
- activities such as quests, treasure hunts, scavenger hunts, road trips, etc., that are conducted in an illegal, demeaning, or dangerous manner;
- public wearing of apparel that is conspicuous and not normally in good taste;
- engaging in public stunts and buffoonery;
- morally degrading or humiliating games and activities;
- any activities that interfere with class attendance, class preparation, or scholastic activities, or activities that are disruptive to any university department, office, or classroom;
- public or private verbal abuse that leads to embarrassment or humiliation;
- implication that an act of hazing could be required for initiation;
- any other activities that are not consistent with fraternal law, ritual or policy, or the policies and regulations of The University of West Georgia.

## Confidentiality of Student Records

The Family Educational Rights and Privacy Act (FERPA) affords students certain rights with respect to their educational records. See the section of this handbook for the University's annual notice to students of these rights and for information about directory information that may be released unless the student files a timely notice with the University requesting that directory information be withheld.

## Use of University Facilities by Non-University Personnel

Facilities at the university are occasionally used by groups other than students and faculty. The following guidelines have been adopted by the University to govern such use by non-university personnel.

1. Invited guests are allowed use of general University facilities provided they are:

- a. Invited by a student for a specific occasion.
  - b. Invited by an agency of the University for conferences, special functions, tours, or official visits.
  - c. Invited by a recognized student organization to attend specific programs.
2. Public Service programs or meetings are commonly scheduled:
    - a. Programs of a special nature that are principally designed to provide members of the University community with viable connections to a larger city community on matters of social and cultural relationships, and with public service projects or activities.
    - b. Activities sponsored by recognized non-profit service organizations for which no other suitable facilities are available within the local area, and for which it can be clearly demonstrated that a major public or institutional benefit would be rendered.
    - c. Programs sponsored by outside organizations or groups, mainly in the summer months, in which pre-college students participate and when such programs are determined to be in the best interest of the University.

Additional information regarding the policies and procedures for use of University Facilities can be found in the Registered Student Organizations Handbook.

## Student Voting Privileges

Students are encouraged to vote in all federal, state, and local elections. Board of Regents' policy states: "A student whose class schedule would otherwise prevent him or her from voting will be permitted an excused absence for the interval reasonably required for voting."

Students should plan to submit absentee ballots when they will be away from home on election days, and they should apply for the absentee ballot well in advance of the election date.

Students may register to vote and request forms for absentee ballots at [www.sos.state.ga.us/elections/](http://www.sos.state.ga.us/elections/).

## Classification of Students for Tuition Purposes

A student is responsible for registering under the proper classification as an in-state or out-of-state student. A student classified as out-of-state who believes that he or she is entitled to be reclassified as in-state may petition the Registrar for a change in status. The petition must be filed no later than midterm in order for the student to be considered for that semester. If the petition is granted, reclassification will not be retroactive to prior semesters. The necessary forms for this purpose are available in the Office of Registrar.

A student whose reclassification petition is denied by the Registrar may, within five business days, appeal that decision. Complete appeal procedures are available from the Office of Registrar in Parker Hall.

## Advertising, Solicitation, and Selling

These policies and procedures have been approved and are applicable to all members of the University Community:

### Part I. SALES AND SOLICITATION

1. Advertising, solicitation, and selling of a commercial nature, directly by a vendor or through a campus organization, are not permitted except in campus publications and through contractual arrangements with the Office of Auxiliary Services as stipulated in the policies of the Board of Regents.

2. Non-commercial selling by college related organizations and distribution of non-commercial information such as pamphlets, handbills, and other materials protected by the First Amendment, is allowed in public areas when approved by the Office of Auxiliary Services in the UCC. The Office of Auxiliary Services establishes specific procedures for such activities that can be found in the Registered Student Organizations Handbook.

The following policy shall apply concerning the solicitation of businesses and individuals on or off campus for contributions to projects or organizations of the University:

- a. There shall be no soliciting of funds, prizes, or awards for scholarships, loans, grants, equipment, supplies, or other purposes unless it is approved by, and in cooperation with, the Office of the Associate Vice President for Development and Alumni Services and/or others expressly authorized by the President.
- b. The privilege of selling advertising is restricted to *The West Georgian* unless a committee consisting of the Associate Vice President for Development and Alumni Services, Assistant Vice President of Auxiliary Services, and the Director of Center for Student Involvement grants specific authorization. The Center for Student Involvement in the Campus Center (678-839-6526) may be contacted for more information.
- c. There shall be no advertisement or other public statement in which the University of West Georgia's name and wordmark are used in connection with any non-university organization, business, or person in any manner or medium that implies that the University supports, approves, or endorses any product, service, interest, position, or ideology of that organization, business, or person. The Dean of Students or Director of the Scheduling Office may require that approved non-university events or activities include in their advertisements the following disclaimer: "This event/activity is not sponsored by the University of West Georgia."

## **Part II. SALES AND SOLICITATION PROCEDURES**

1. Soliciting on campus (door to door or office to office) is expressly prohibited.
2. The following procedures apply to on campus sales and solicitations.

### **Category I. Specific Procedures for Student Organizations**

1. Sales or solicitations by a student organization must be conducted solely by a recognized student group. Co-sponsoring with a non-university group is prohibited.
2. Student organizations must contact the Center for Student Involvement to request authorization for a sales or solicitation event.
3. A completed Fund Raiser Approval Form is required prior to the initiation of the sales/solicitation event. Student organizations are required to adhere to all Student Activity policies regarding sales and fundraising. Funds raised must be deposited to, and accounted for through the student organization's university revenue account.
4. There are no fees associated with approved Category I activities.

### **Category II. Procedures for Commercially Sponsored Activities**

1. Individuals or businesses wishing to do sales or solicitations should contact the Office of Auxiliary Services in the University Community Center (678-839-6525).
2. Commercial activities will be limited to the designated area and are subject to space availability and must adhere to the University's and the University System of Georgia's guidelines and policies.
3. Sales or solicitations require the following:
  - a. A valid commercial sales, business, or other appropriate license.
  - b. If direct sales are involved, an appropriate sales tax identification number is required.
4. The Assistant Vice President of Auxiliary Services will grant or deny permission upon documentation of items in #3 and upon confirmation of the availability of appropriate sales space.
5. A fee of \$50 per day or 10% of sales, whichever is greater, payable to the University of West Georgia is required. This fee should be paid in the Office of Auxiliary Services.

6. Groups will be limited to a one day sale, or solicitation, per semester. The period will be between the hours of 9:00 a.m. and 4:30 p.m. No sales or solicitations are allowed during the first two weeks of each semester.

The Office of Auxiliary Services establishes specific procedures for advertising, sales, and solicitation. The full policy can be found in the Registered Student Organizations Handbook.

## **Civil Rights of Students Assured**

It continues to be the policy of the University of West Georgia to provide equal opportunity to all students and applicants for admission without regard to race, creed, color, sex, sexual orientation, national origin, religion, age, veteran status, or disability status. The university does not discriminate against any student or applicant in regard to any position for which the student is qualified.

For those with physical or mental limitations, the University will provide reasonable accommodations. Students with disabilities who have special needs should contact the Counseling and Career Development Center, Row Hall (678) 839-6428, (campus extension 96428), to discuss their concerns and needs. The Counseling and Career Development Center coordinates accessibility services for students with disabilities, including pre-enrollment interviews, counseling, and readers.

Any student who believes that he or she has been discriminated against because of race, creed, color, gender, sexual orientation, national origin, religion, age, veteran, or disability status is encouraged to let appropriate authorities at the university know of this treatment. If the student chooses, he or she may file a grievance by following the process for Adjudication of Student Conduct Cases as outlined in this handbook. This procedure is referenced in the “Civil Rights Grievance Procedures for Students” in this handbook. For grievances of discrimination of a sexual nature, please also see the detailed section titled “Sexual Harassment” in this handbook.

A student who wishes to know more about these procedures, or desires to speak with someone for advice about how to proceed with a complaint, may contact the Dean of Students at (678) 839-6423.

## **Alcohol & Other Drugs**

It is illegal for anyone under the age of 21 to purchase, consume or possess alcohol; if caught violating the law or university policy, students will be referred to the University conduct system. Students may also face arrest and prosecution through the court system.

If it is apparent that students have been drinking (due to behavior, the smell of alcohol, etc.) those observations constitute sufficient grounds for charges of underage consumption or other alcohol-related conduct code violations.

If students are 21 or older and choose to drink alcohol, it is the students’ responsibility to learn how to make educated, informed decisions regarding alcohol consumption and its potential impact.

The University of West Georgia will present a variety of alcohol and drug education programs throughout each year.

Below are the common sanctions for students found responsible for a first-time alcohol-related conduct code violation:

### **First Violation**

- Disciplinary Probation for 6 months

- An alcohol education activity or reflection paper
- No less than 5, and no more than 10, hours of community service assigned by the student conduct officer
- Parental Notification: The University reserves the right, and is afforded the right under FERPA, to notify parents or guardians by mail for students under 21 years of age, if the student is found responsible for an alcohol violation of the Student Code of Conduct related to use or possession.
- Additional sanctions may be assigned at the discretion of the student conduct officer hearing the case.

If students choose to break the law, or if students choose to use alcohol irresponsibly, the University of West Georgia may suspend them.

Illicit use or possession of any drug or controlled substance is strictly prohibited. Students who choose to violate the drug policies are subject to strict conduct sanctions including, but not limited to, mandatory substance abuse assessments, counseling, or suspension.

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 university. This is regardless of whether it is a first or second offense. The UWG Conduct Code regarding alcohol and other drugs can be found in section “Alcohol Misuse” and “Drug Misuse” in this handbook.

If students are aware of someone who has a problem with alcohol or other drugs, the University can provide free confidential services including assessment, medical, and psychological services as well as referrals to outside community resources. If students are found responsible for an alcohol-related conduct code violation, students may be referred for an off campus assessment as a sanction.

Students can receive help by contacting either of these University departments:

Counseling Center, 678-839-6428

Health Services, 678-839-6542

## **UWG Medical Amnesty Policy**

### **Purpose of the Policy**

UWG encourages the responsible use of alcohol. The Medical Amnesty Policy encourages all students to make responsible decisions in life-threatening situations that result from alcohol or other drug use, and to seek medical attention for anyone who is in danger due to intoxication or blood alcohol poisoning.

Medical Amnesty applies only to alcohol or other drug-related medical emergencies but does not apply to other situations, which also include prohibited conduct such as assault, property damage, or distribution of illegal substances.

In cases where an individual or organization fails to seek emergency medical assistance when risk of harm is clearly indicated, formal conduct action may be taken against the individual(s) or organization.

The University of West Georgia enforces state law prohibiting the possession and consumption of alcoholic beverages by persons under the age of 21. The Medical Amnesty applies only to the UWG Student Code of Conduct and does not in any way prohibit law enforcement personnel from enforcing the laws of the State of

Georgia. However, in cases where law enforcement personnel are involved, an act of responsibility may be considered favorably and may mitigate possible consequences.

The Medical Amnesty policy can be found in detail in the Student Code of Conduct section of this handbook.

### **Students in need of Medical Assistance**

When an individual student receives emergency medical attention that is directly related to the consumption of alcohol, the Dean of Students or designee has the discretion to refer the student for an alcohol and other drug assessment or substance abuse related counseling in lieu of charging the student with a violation of the Student Code of Conduct.

Parents or legal guardians of students under 21 years of age may be notified in accordance with the University's alcohol and other drugs policy.

### **Students seeking Medical Assistance for Others**

UWG students are encouraged to safeguard their own health and welfare, as well as that of fellow students. Students are sometimes reluctant to request assistance due to possible disciplinary action. To remove this barrier and to encourage students to make responsible decisions regarding medical assistance in alcohol or other drug related emergencies, the UWG Medical Amnesty policy is enacted.

When a student seeks emergency assistance on behalf of persons who may be experiencing alcohol or drug related emergencies, the Dean of Students or designee has the discretion to allow all students to participate in an educational program, in lieu of pursuing charges for a violation of the UWG Student Code of Conduct.

### **Student Organizations**

When representatives of a student organization seek emergency medical assistance on behalf of persons experiencing alcohol or other drug related emergencies, the Dean of Students or designee has the discretion to require the organization to participate in an appropriate educational program in lieu of being charged with violations of UWG alcohol policies.

## **University Anti-Hazing Policy**

Any practices, ceremonies, behaviors, or rites of introduction which tend to occasion, require or allow mental or physical suffering, are prohibited.

Specifically, hazing is defined as any action taken or situation created, intentionally or unintentionally, on or off campus, that could be reasonably expected to produce emotional or physical discomfort, embarrassment, harassment, ridicule, the violation of university rules and regulations, the violation of the laws or policies of the parent organization and/or the violation of any local, state, and federal laws. All rules and regulations of the University of West Georgia as well as local, state and federal laws shall supersede those policies of national or local organizations. All assessments as to the appropriateness of an action will be considered within the context of the standards of the total university community.

Activities considered to be hazing shall include one or both of the following elements: coercion, either overt or covert, and production of physical or mental discomfort in either the participant or spectators. Activities will be considered hazing even if the activity is said to be "voluntary."

It shall be a violation for any person to haze any student in connection with, or as a condition of, or precondition of gaining acceptance, membership, office, or other status in a University organization. Specific actions and situations that may be considered to be hazing include, but are not limited to, the following:

1. Use of alcohol.
2. Paddling in any form.
3. Creation, or encouragement, of excessive fatigue, physical exhaustion, or physical injury.
4. Physical and psychological shocks.
5. Quests, treasure hunts, scavenger hunts, road trips or any other such activities carried out on or off campus.
6. Wearing of any apparel in public that is conspicuous and not normally in good taste, or that is inappropriate to the situation.
7. Engaging in public stunts and buffoonery.
8. Morally degrading or humiliating games or other activities.
9. Nudity at any time.
10. Tasks of personal servitude.
11. Performances that are hazardous or dangerous in any way.
12. Any work sessions or meeting that interfere with scholastic activities or requirements.
13. Loud noises or other activities that disturb the community.
14. Temporary or permanent physical disfigurements or cosmetic changes.
15. Forcing or requiring the eating of food or any other substance.
16. Calisthenics (push-ups, jogging, runs, etc.).
17. Lineups of a non-educational nature.
18. Activities or actions that require or include theft or other illegal practices.
19. Any action that brings the reputation of the group or organization into public disfavor or disrepute.
20. Any activities that are not consistent with laws, rituals, or policies of national organizations or the regulations and policies of the University of West Georgia.

All rites, ceremonies, practices of initiation, orientations into university life, membership, or any university group or organization, should be of an educational, historical, functional, and inspirational nature consistent with the accepted principles of higher education at the University of West Georgia.

### **Implementation**

Each and every organization has the responsibility for informing its membership, both old and new, of any important University policies including those on hazing. All University organizations are responsible for the actions of all visiting members, friends, and/or alumni who will be subject to the same behavioral standards and policies as members of the organization.

Center for Student Involvement staff will assist in the proper implementation of these policies. Complaints and charges of violations will be investigated, and if substantiated, appropriate action will be taken.

It is possible for either individuals or organizations, or both, to be held responsible in the event these policies are violated. Violations may result in university sanctions and/or legal action. University disciplinary action may include the withdrawal of university recognition from offending organizations through referral to the Conduct Code and conduct procedures for student organizations.

Each organization must file a signed copy of the University Hazing Policy each year with the Center for Student Involvement. If a copy is not filed, the University may sanction the organization.

NOTE: These policies apply to interest groups, pledges, associate member classes, and generally any activity associated with any student group.

## **Sexual Misconduct Policy**

### **Policy Statement**

As a matter of policy, the faculty, staff, and students of the University community will not tolerate sexual misconduct, exploitation, or harassment. The University of West Georgia ('the University') is committed to maintaining a fair and respectful environment for living, working, and studying. To that end, and in accordance with federal and state law, Board of Regents' policy, and Title IX, the University prohibits any member of the faculty, staff, administration, student body, or visitors to campus, whether they be guests, patrons, independent contractors or clients, regardless of the sex of the other party, from sexually harassing, assaulting, or exploiting any other member of the University community including behaviors defined as sexual misconduct in the university policies. Reports of any behaviors that may be construed as any of these will be met with appropriate disciplinary action, up to, and including, dismissal from the University.

### **Sexual Misconduct**

Sexual misconduct is defined as sexual contact by anyone, whether they are an acquaintance, stranger, or intimate partner, without consent, and includes, but is not limited to: intentional touching without consent, either of the victim or when the victim is forced to touch, directly or through clothing, another person's genitals, breasts, groin, thighs, buttocks; rape (sexual intercourse without consent whether by an acquaintance or a stranger); aggravated assault; aggravated sodomy (sexual penetration with an object without consent); sodomy (anal or oral intercourse without consent); non-consensual kissing; statutory rape; child molestation; aggravated child molestation; voyeurism; and public indecency. It is a violation of this policy to engage in any form of sexual activity or conduct without the consent of the other person. Such consent may be withdrawn at any time, without regard to activity preceding the withdrawal of consent.

Sexual activity requires consent, which is defined as clear, unambiguous, and voluntary agreement between the participants to engage in specific sexual activity. Consent must be clear and unambiguous for each participant throughout any sexual encounter. Consent cannot be obtained from someone who is asleep or otherwise mentally or physically incapacitated, whether due to alcohol, drugs, or some other condition. Consent cannot be obtained by fraud, threat, coercion, or force. Agreement given under such conditions does not constitute consent. Consent to some sexual acts does not imply consent to others, nor does past consent to a given act imply ongoing or future consent. Consent can be revoked at any time.

The perpetrator's honest, but unreasonable, belief that the victim has consented does not constitute consent. The use of alcohol or other drugs will never function as a defense to a violation of this policy. The sexual orientation and/or gender identity of the individuals engaging in sexual activity is not relevant to allegations under this policy. For reference to the pertinent state statutes on sex offenses, please see Georgia Statutes in Section 16-6.

Any student found responsible for violating the policies on sexual misconduct will likely face a recommended sanction of suspension or expulsion. The conduct body reserves the right to broaden or lessen any range of recommended sanctions in the case of serious mitigating circumstances or egregiously offensive behavior. Neither the initial hearing officers nor any appeals body or officer will deviate from the range of recommended sanctions unless compelling justification exists to do so.

### **Sexual Harassment**

Pursuant to Title VII of the Civil Rights Act of 1964 and Title IX of the Educational Amendments of 1972, "sexual harassment" is defined as unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature, when:

1. Submission to such conduct is made either implicitly or explicitly a term or condition of an individual's employment or status in a course, program or activity;
2. Submission or rejection of such conduct by an individual is used as the basis for employment or educational decisions affecting such individual; or

3. Such conduct has the purpose or effect of interfering with the individual's work or educational performance; of creating an intimidating, hostile, or offensive working and/or learning environment; or of interfering with one's ability to participate in or benefit from an educational program or activity.

Examples of Sexual Harassment:

1. Threats to make an adverse employment or academic decision if another person refuses to engage in sexual activities.
2. Demands that another person engage in sexual activities in order to obtain, or retain, employment or academic benefits.
3. Promises, implied or direct, to give employment or academic benefits if another person engages in sexual activities.
4. Unwelcome and unnecessary touching or other sexually suggestive physical contact, or threats to engage in such conduct.
5. Indecent exposure.
6. Invasion of sexual privacy.
7. Sexual advances, requests for sexual favors, sexual comments and questions, and other sexually oriented conduct that is directed against a specific individual and persists despite its rejection.
8. Conduct, even that are not specifically directed at the complainant, that is sufficiently pervasive, severe or persistent to alter the conditions of the complainant's employment or status as a student and create a hostile working or learning environment, when viewed from the perspective of a reasonable person of the complainant's gender.

### **Sexual Exploitation**

Sexual exploitation occurs when a student takes non-consensual or abusive sexual advantage of another for his or her advantage or benefit, or to benefit or advantage another other than the one being exploited, and that behavior does not otherwise constitute one of the other sexual misconduct offenses. Examples of sexual exploitation include, but are not limited to:

- Prostituting another student.
- Non-consensual video or audio-taping of sexual activity.
- Going beyond the boundaries of consent (such as allowing friends to hide in the closet to watch consensual sex).
- Voyeurism.
- Knowingly transmitting an STD or HIV to another student.
- Child Molestation.
- Statutory Rape.

### **Rights of Complainants**

It is the policy and practice of the University of West Georgia to provide an environment that is sensitive and responsive to victims of sexual misconduct, harassment, and exploitation. In accordance with this position and Title IX as well as other discrimination policies defined by the Office for Civil Rights, the university has established a policy for students, employees, and others who may become victims of such incidents on its campuses.

Complainants are entitled to the following rights:

1. To have sexual misconduct, harassment, and exploitation treated with seriousness.

2. To be treated with dignity.
3. To have sexual misconduct, harassment, and exploitation investigated and adjudicated by appropriate criminal and civil authorities.
4. To receive the full and prompt cooperation and assistance of University personnel in notifying the proper authorities.
5. To be free from any kind of pressure by University personnel not to report crimes, to report crimes as lesser offenses than the victim/complainant perceives, or to resolve complaints through mediation.
6. To have legal assistance, or to have others present, in any campus disciplinary proceedings in the same manner that the Institution permits to the accused and to be notified of the outcome of such proceedings.
7. To receive the full and prompt cooperation of campus personnel in obtaining, securing, and maintaining evidence as may be necessary to the proof of criminal sex-related behaviors in legal proceedings.
8. To be made aware of, and assisted in, exercising options regarding mandatory testing of sexual assault and misconduct suspects for communicable diseases, and to be notified of the results of such testing.
9. To receive counseling from mental health services established by the University or from other victim-service agencies.
10. To be protected by campus personnel to the extent reasonably feasible from unnecessary or unwanted contact with alleged assailants, including the right to reasonable accommodations for academic and housing arrangements.
11. To give testimony for a judicial hearing in a manner where the survivor is outside the room when the accused is present.
12. To appeal judicial decisions according to the University appeals process for survivors of sexual-related offenses. The hearing officer can supply a description of the appeal process.

**Survivors of sexual misconduct, harassment, or exploitation may contact the offices listed below for assistance.**

**University Police:**

*To report an incident or to reach other offices after hours*  
678-839-6000

**Health Services:**

*Services for those impacted by sexual assault are free and confidential. Services include medical treatment, forensic exam, medications and advocacy.*  
678-839-6452

**Counseling and Career Development Center:**

*Provides confidential counseling with licensed therapists.*  
678-839-6428

**West Georgia Prevention & Advocacy Resource Center (PARC):**

*Sexual Assault Center for Teens & Adults*  
770-834-RAPE (7273)

**UWG Patient Advocates:**

Jill Hendricks 678-839-0641  
Corey Hindman 678-839-5338

**Title IX Coordinator:**

*The Title IX Coordinator oversees the process for addressing sexual discrimination complaints.*  
Willie Black 678-839-5344

**Grievances or Making a Complaint**

The grievance or complaint process for survivors of sexual misconduct, assault, harassment, exploitation, or any other complaint qualifying under Title IX includes elements supplementary to the adjudication of student conduct cases outlined in the Student Code of Conduct of the Student Handbook.

Students are strongly encouraged to report incidents to the police and/or the university (contacts listed above) regardless of the time elapsed since the incident. The contact information for Title IX Coordinators is listed on the University web site. Complaints may also be filed through the UWG Cares web site via the online reporting tool [www.westga.edu/UWGCares](http://www.westga.edu/UWGCares).

The complaint should clearly describe the alleged incident(s), when and where it occurred, and the remedy sought. Additionally, the submitter of the complaint should submit any supporting materials in writing as quickly as it is practical.

Students who file a complaint will be contacted by a trained University official. Students who make a complaint are not required to pursue legal action. In some cases depending on the circumstances, the University may be compelled to complete an investigation whether or not the complainant chooses to pursue a complaint through the criminal or University student conduct processes.

**Prohibition against Retaliation**

Anyone who, in good faith, reports what he or she believes to be sexual misconduct, discrimination, or harassment, or who participates or cooperates in any investigation, should not be subjected to retaliation. Anyone who believes he or she has been the survivor of retaliation for reporting sexual misconduct, discrimination or harassment or participating or cooperating in an investigation should immediately contact the Dean of Students. Any person found to have retaliated against a person who has participated or cooperated in an investigation will be in violation of policy and will be subject to disciplinary action.

**Promptness of Investigation**

The amount of time needed to conduct an investigation of sexual misconduct will depend in part on the nature of the allegation(s) and the evidence to be investigated (e.g., the number and/or availability of witnesses involved). Within 60 days of receipt of the complaint, the Dean of Students or designee will provide notice of the outcome of the investigation or will advise the parties of the additional estimated amount of time needed for the investigation.

**Civil Rights Grievance Procedures for Students**

The University of West Georgia forbids discrimination or harassment in its programs and activities on the basis of race, color, national origin, sex, gender, identity, sexual orientation, disability, age, religion, veteran

status, or any other characteristic protected by Institutional policy, or state, local, or federal law. Students who believe they have been subjected to discrimination or harassment as defined by the United States Department of Education, Office of Civil Rights, should follow the procedure for the Adjudication of Student Conduct Cases outlined in the Student Code of Conduct of the Student Handbook to report these concerns.

A student who wishes to know more about these procedures or to talk with someone for advice about how to proceed with a complaint may contact the Dean of Students at (678) 839-6423.

## Procedure for Appeals of Grade Determination and Academic Dishonesty

Students have the right to appeal a course grade. Grade appeals must be submitted in writing, using the [UWG Student Grade Appeal Form](#) found on the Provost's website and follow the procedures outlined below.

The student shall initiate the grade appeal no later than the end of the semester following the assignment of the grade. The grade appeal must be concluded no later than one year (12 calendar months) after the assignment of the grade. There are two types of grade appeals:

1. **Dishonesty Grade Appeal** - If the faculty member assigned the grade due to an allegation of cheating, plagiarism, or some other act of academic dishonesty and the student wishes to pursue the appeal, his or her case should be considered a Dishonesty Grade Appeal. Appeals for grades assigned due to an allegation of Academic Dishonesty may be made as soon as a grade penalty on the grounds of academic dishonesty has been levied against the student.

2. **Grade Determination Appeal** - If the reasons underlying the appeal are based on policy disagreements or alleged charges of arbitrary or unfair treatment by the involved faculty member, the appeal should be considered a Grade Determination Appeal. Grade determination appeals must be initiated during the semester immediately following the semester in which the course grade is assigned.

### Grade Appeal Review and Decision Process

1. Student Initiates the Grade Appeal: The student must complete and sign the Student Grade Appeal Form, attach a short memo or letter stating the exact nature of the appeal and reason, attach any supporting documentation, and submit the entire packet to the Department Chair of the department for which the course is taught.

2. Department Level: The Department Chair consults with the student and the faculty member and determines whether the appeal is a Dishonesty Grade Appeal or Grade Determination Appeal.

a. The Department Chair examines the available evidence and renders a decision: Either grant the appeal and change the grade, or deny the appeal. The Department Chair notifies the student of his or her decision.

b. If the appeal is granted, the Department Chair submits the grade change in writing to the Registrar and notifies the student that the appeal is granted.

c. If the appeal is denied, the student may accept the Department Chair's decision and end the appeal process, or the student may request that the appeal and all associated documentation be forwarded to the Dean's Office for further review.

3. College Dean Level: The Department Chair forwards the appeal to the Dean or designee. The appeal packet should include the Student Grade Appeal Form (complete information, decision indicated, and signatures/initials from both the student and the Department Chair) and all associated documentation provided by the student and the faculty member, along with a brief statement from the Department Chair regarding her or his decision.

a. The College Dean or designee reviews the appeal and all associated documentation and available evidence and renders a decision: Either grant the appeal and change the grade, or deny the appeal.

b. The College Dean's Office notifies the student of his or her decision.

- c. If the appeal is granted, the College Dean's Office submits the grade change in writing to the Registrar.
- d. If the appeal is denied, the student may accept the decision and end the appeal process, or he or she may request that the appeal and all associated documentation be forwarded to the Provost's Office for submission to the Grade Appeals Subcommittee.

4. Grade Appeals Subcommittee Level: An appeal forwarded to the Provost's Office for referral to the Grade Appeals Subcommittee should include the Student Grade Appeal Form (complete information, decisions indicated, and signatures/initials from the student, Department Chair, and College Dean or designee), documentation, and decision statements from the previous levels.

- a. The purpose of the subcommittee's review is described here:
  - i. **Dishonesty Grade Appeals:** The purpose of the subcommittee in hearing this type of appeal is to (1) determine if academic improprieties did occur and (2) to review the appropriateness of the faculty member's corrective action as it related to the final grade assignment.
  - ii. **Grade Determination Appeals:** The purpose of the subcommittee in hearing this type of appeal is to review the totality of the student's performance in relationship to his or her final grade.
- b. The chairperson of the subcommittee will submit in writing to the Provost or designee the conclusions and recommendations of the subcommittee.
  - i. If the appeal is granted, the Provost's Office submits the grade change in writing to the Registrar and notifies the student that the appeal is granted.
  - ii. If the decision of the subcommittee is to return the appeal to the Department for further action, it is the responsibility of the Department Chair to follow through with the instructions of the subcommittee. The Provost or designee notifies the student that the appeal was returned to the Department for further action. After re-examining the student's performance, the Department Chair notifies the student of the final grade and notifies the Registrar of a grade change, if warranted.
  - iii. If the appeal is denied, the student is notified of the subcommittee's decision.
- c. In unusual circumstances, the Provost or designee may review the decision of the subcommittee for further action (e.g., judicial sanctions).

#### **Fairness and Procedural Safeguards Governing Cases of Academic Dishonesty Reviewed by Grade Appeal Subcommittee**

In order to guarantee fairness and proper procedural safeguards for all concerned, the subcommittee shall be guided by the following procedures:

1. The subcommittee will hear a case only if the student has exhausted all administrative remedies through the appropriate Department Chair and his or her College Dean.
2. The subcommittee chairperson will consult with both the faculty member and student concerning the hearing procedures, the time, date, and place of the hearing and will ensure relevant materials reach all parties in a timely fashion.
3. The burden of demonstrating a preponderance of evidence shall rest upon the officials or faculty member who originated an action against a student or assigned for cause a particular grade.
4. The student appearing before the committee shall have the right to be assisted by an advisor of his or her choice.
5. During the hearing the student shall have the opportunity to testify and to present evidence and witnesses on his or her behalf. He or she shall have opportunity to hear and question adverse witnesses. In no case shall the subcommittee consider statements against a student unless the student has been given an opportunity to rebut unfavorable inferences that might otherwise be drawn.

6. All matters upon which a decision will be based must be introduced at the proceeding before the subcommittee. Any conclusions drawn by the subcommittee shall be based solely upon such evidence.
7. In the absence of a transcript, an audio recording of the hearing shall be made.
8. Appellants who fail to appear after proper notice will have their cases heard in absentia.
9. The chairperson of the subcommittee will submit in writing to the Provost or designee the conclusions and recommendations of the subcommittee.

### **Fairness and Procedural Safeguards Governing Grade Determination Appeals Reviewed by Grade Appeal Subcommittee**

In order to guarantee fairness and proper procedural safeguards for all concerned, the subcommittee shall be guided by the following procedures:

1. The subcommittee will hear the case only if the student has exhausted all administrative remedies through the appropriate department chair and his or her college dean.
2. The subcommittee chairperson will consult with both the faculty member and student concerning the hearing procedures, the time, date, and place of the hearing and will ensure relevant materials reach all parties in a timely fashion.
3. The burden of demonstrating a preponderance of evidence of arbitrary or unfair grading rests on the student. The student should realize such a charge is a serious one and refrain from taking capricious action.
4. Both the student and faculty member shall be given an opportunity to present his or her case and to refute the case presented by the other.
5. All matters upon which a recommendation will be based must be introduced during the hearing before the Subcommittee. Recommendations shall be based solely upon such evidence.
6. Appellants who fail to appear after proper notice will have their cases heard in absentia.
7. The chairperson of the subcommittee will submit in writing to the Provost/designee the conclusions and recommendations of the subcommittee.

## **Undergraduate Admission Appeals - Procedures for Appeals on Undergraduate Admission**

The admissions policy of the University of West Georgia is designed to admit those students who will have a reasonable chance of success and who seemingly will profit from the educational program of the University. A student is considered for admission without regard to race, creed, gender, sexual orientation or national origin. Admission requirements are those stated in the most current issue of the University of West Georgia *Undergraduate Catalog*.

Whenever an applicant for admission or readmission to the undergraduate school is denied admission or feels that his/her application has not been given due consideration, such applicant shall have the right to appeal in accordance with the following procedure:

1. The applicant shall submit his or her appeal in writing to the Office of Admissions. Intention to appeal an admissions decision should be stated in an Official Letter of Appeal written by the

applicant explaining the reasons for his or her appeal and enumerating all factors, both personal and academic, that he or she considers to be relevant to the appeal, including any additional supporting documents.

2. A subcommittee consisting of seven faculty members (one from each college, the School of Nursing and the Library) and four university officials will review each appeal. Decisions can be rendered by any five members of the subcommittee, at least three of whom must be faculty. Following the decision of the subcommittee, the chairperson will convey the subcommittee's recommendation in writing to the Director of Admissions. The Office of Admissions will then communicate the outcome of the appeal directly to the student.

3. Should the applicant be dissatisfied with the decision of the subcommittee, the final authority for all student appeals rests with the President of the University (See Section 4.7.1 Student Appeals, Board of Regents Manual).

## Financial Aid Academic Requirements

### Satisfactory Academic Progress Policy

Satisfactory Academic Progress (SAP) requirements are meant to ensure that students are able to complete their academic program in a timely manner through achieving minimum academic standards. In an age of increasing accountability for the use of federal, state, and institutional student aid funds, institutions of higher education **and** their students must demonstrate that financial aid funds are being used to assist students in efficiently completing their academic goals.

The University of West Georgia (UWG) has developed the following Satisfactory Academic Progress policy for Financial Aid recipients to encourage **student success** and **accountability** in the use of Financial Aid funds for educational purposes. While the University of West Georgia maintains an academic progress policy for the determination of a student's continued academic eligibility for enrollment purposes, the Satisfactory Academic Progress policy for Financial Aid purposes may be more stringent in some components in order to maintain compliance with Federal Student Aid regulations (34 CFR 668.34).

#### 1. **Consistency of Application of SAP Standards**

Unless otherwise noted, the SAP requirements as stated apply to all students regardless of the student's receipt of financial aid funds, the student's academic classification as an undergraduate or graduate student, or the student's academic program. Exceptions (as noted below) will include, but are not limited to, the minimum GPA requirement and maximum time frame hours for graduate students.

#### 2. **Frequency of SAP Evaluation**

The UWG Financial Aid Office will evaluate all students' Satisfactory Academic Progress status at the conclusion of each term of enrollment. At UWG, the term of enrollment is the semester. Students enrolled in summer semester will be evaluated for SAP at the conclusion of the summer semester.

#### 3. **Grade-Point Average (GPA) Requirement**

Undergraduate students will be evaluated each semester on the basis of cumulative GPA and the total number of hours attempted. Hours transferred will be included in determining the total hours attempted; however, the cumulative GPA will be computed only on the work completed at UWG (institutional GPA). The cumulative GPA required to maintain SAP for the total number of hours attempted is given below:

\*0 – 30 attempted hours = 1.8 minimum institutional GPA

\*31 – 60 attempted hours = 1.9 minimum institutional GPA

\*61 attempted hours & above = 2.0 minimum institutional GPA

- Graduate students will be evaluated each semester on the basis of cumulative institutional GPA. The minimum cumulative GPA required to maintain SAP is 3.00.

- Impacts on GPA regardless of undergraduate or graduate level:

\*Transfer credits will not be included in the quality points or GPA hours. The GPA standard is

based on UWG credits only.

\*The first 30 hours of Learning Support (remedial) credits will be excluded from the GPA calculation.

\*Incomplete courses taken at UWG will be excluded from the GPA calculation.

\*Grades of “W” will be excluded from the GPA calculation (not from the pace of progression requirement; see next section)

\*Grades of “F” or “WF” will count in the GPA calculation as 0 quality points.

\*For courses which are repeated at UWG, the last attempt will count in the GPA calculation.

\*These Financial Aid Satisfactory Academic Progress standards do not consider an Academic Renewal GPA. All prior institutional grades are included in the SAP GPA.

#### 4. ***Pace of Progression***

All students will be evaluated each semester to determine that they are making satisfactory pace of progression through their academic program. A minimum 67% cumulative completion ratio will be required at each evaluation period. Pace of progression is defined as the ratio of the cumulative number of credit hours completed divided by the cumulative number of credit hours attempted:

$$\text{Cumulative hours earned/Cumulative hours attempted} \geq 67\%$$

- Transfer credits accepted toward the student’s UWG academic program will count as both earned and attempted hours in the calculation of the pace of progression ratio.
- The first 30 hours of Learning Support (remedial) credits will be excluded from the calculation of the pace of progression ratio.
- Incomplete courses taken at UWG will not count as earned hours but will count as attempted hours in the calculation of the pace of progression ratio.
- Withdrawn courses (grades of W or WF) taken at UWG will not count as earned hours but will count as attempted hours in the calculation of the pace of progression ratio.
- Failed courses (grades of F) taken at UWG will not count as earned hours but will count as attempted hours in the calculation of the pace of progression ratio.
- All repeated courses will count as attempted hours in the pace of progression ratio. Whether the repeated course counts as earned hours will depend on the status of the first attempt:

\*First attempt not successfully completed, subsequent attempt successfully completed = one course counts as earned credits, both courses count as attempted credits.

\*First attempt successfully completed, subsequent attempt also successfully completed = one course counts as earned credits, both courses count as attempted credits.

\*First attempt not successfully completed, subsequent attempt not successfully completed = neither course counts as earned credits, both courses count as attempted credits.

5. **Maximum Time Frame**

Students must complete their degree requirements within a specified number of attempted hours per the table below:

- A student who is pursuing two majors or a major with minor(s) is still subject to the above Maximum Time Frame limitations.
- An undergraduate student who is pursuing two undergraduate degrees (concurrently or separately) will be granted an extension to 240 attempted hours. No extension of maximum attempted hours is permitted for more than two undergraduate degrees.
- A master's degree student who is pursuing an additional master's degree (concurrently or separately) will be granted an extension of 40 attempted hours above the first master's degree requirement. No extension of maximum attempted hours is permitted for more than two master's degrees.
- Graduate students above the master's degree will only be permitted the maximum attempted hours for the programs outlined above.

6. **SAP Status**

<u>Degree Program</u>	<u>Maximum Attempted Hours</u>
Bachelor's Degree	180 attempted hours
Master's Degree (36-hour program)	54 attempted hours
Additional Master's Degree	40 attempted hours
Ed.S. (Education Specialist) Degree	41 attempted hours
L5 Certificate (In Addition to Degree)	21 additional attempted hours
Speech Language Pathology (2-year track)	78 attempted hours
Speech Language Pathology (3-year track)	115 attempted hours
Psychology – Option I (Thesis)	59 attempted hours
Psychology – Option II (Non-Thesis)	72 attempted hours
Psychology – Option III (Licensure)	92 attempted hours
Ed.D. (Doctoral Degree in Education)	81 attempted hours
Ph.D. (Doctoral Degree)	117 attempted hours

A student's SAP status will be evaluated at the completion of each term of enrollment. At UWG, the term of enrollment is the semester. Students enrolled in summer semester will be evaluated for SAP at the conclusion of the summer semester. At each evaluation period, one of the following SAP statuses will be assigned:

- **Satisfactory** – The student is meeting the GPA, Pace of Progression, and Maximum Time Frame requirements. The student is eligible to continue receiving federal, state, and institutional financial aid.
- **Warning** – The student is not meeting either the GPA or Pace of Progression requirements (or both). The student is eligible to continue receiving federal, state, and institutional financial aid for one semester only. Continued eligibility beyond the warning semester will be contingent on the student bringing the deficient requirements to the required minimum standards.
- **FA Suspension** – The student is not meeting either the GPA or Pace of Progression requirements (or both) after a warning semester. The student is not eligible to continue receiving federal, state, and institutional financial aid until the deficient requirements return to the required minimum standards.
- **Maximum Time Frame Warning** – The student is within 10 attempted hours of the allotted

attempted hours for Maximum Time Frame for the student's degree program. The student is eligible to continue receiving federal, state, and institutional financial aid until the completion of the semester during which allotted attempted hours is crossed.

- **Maximum Time Frame** – The student has exceeded the number of attempted hours for the academic program. The student has exhausted all eligibility to continue receiving federal, state, and institutional financial aid.

- **FA Probation** – The student placed on FA Suspension or Maximum Time Frame provided an SAP Appeal that was approved by UWG review procedures. The student must complete the requirements of an academic plan which will be monitored by the Financial Aid Office in conjunction with other academic support offices. The student is eligible to continue receiving federal, state, and institutional financial aid for one semester only in coordination with the details of the academic plan. The student's continued eligibility beyond the probation semester will be determined at the conclusion of each semester in coordination with the details of the academic plan.

#### 7. ***Appeals***

A student who has been placed on FA Suspension or Maximum Time Frame may appeal the SAP status decision only in cases of extenuating circumstances. Examples of extenuating circumstances for which a student may file an SAP appeal may include, but are not limited to, a student's injury or illness, serious illness or death of an immediate family member, or other special circumstances. Each SAP appeal will be reviewed individually, and decisions are made on a case-by-case basis as outlined in the procedures given below.

The SAP appeal process requires the submission of a written statement by the student outlining the extenuating circumstances that led to his or her academic difficulties, how the circumstances have now changed, and the student's plan for improving the academic status. The written statement must be typewritten, signed by the student, and must specifically address the courses, grades, and terms of enrollment that are affecting the insufficient SAP standing. The appeal must be accompanied by supporting documentation from at least two individuals who can corroborate the student's circumstances. If the documentation is provided by a professional (business, medical, counselor, clergy, etc.), the documentation must include the institution's professional letterhead, the professional's credentials, and must be signed. If a letter of support is provided by a personal reference (teacher, family friend, etc.), the documentation must be signed by that reference.

SAP appeals will be reviewed by a UWG committee comprised of Financial Aid staff and other faculty/staff representatives. A student who wishes to appeal the decision of the SAP Appeals Committee may submit a second appeal to the Director of Financial Aid. The decision of the Director of Financial Aid is final.

If a student's SAP appeal is granted by either the SAP Appeals Committee, 2<sup>nd</sup> Appeal Committee, or the Director of Financial Aid, the student will gain eligibility for continued federal, state, or institutional Financial Aid for one semester only. The student and a representative from the Financial Aid Office will work cooperatively with the student's academic advisor and the Center for Academic Success to put together an academic plan that will be monitored throughout the semester to be sure the student is making proper academic progress. In cases where it is mathematically impossible to bring the GPA or Pace of Progression ratio to required standards within one semester, the academic plan may be developed across multiple semesters, but it will be evaluated at the conclusion of each semester to be certain that the requirements at each checkpoint are being properly achieved by the student.

If a student's SAP appeal is denied by either the SAP Appeals Committee, 2<sup>nd</sup> Appeal Committee, or the Director of Financial Aid, the student will not be eligible for federal, state, or institutional financial aid until the student returns the GPA and Pace of Progression ratio to required standards.

#### 8. ***Notification of SAP Status***

At each SAP evaluation period, the student's SAP status will be recorded in BanWeb. Students who are

placed on FA Probation, FA Suspension, or Maximum Time Frame will be notified via e-mail to his or her UWG email account as well as via a postal letter mailed to the permanent address recorded in BanWeb. Students who are placed on FA Warning will be notified via e-mail to their UWG email account. All notifications will occur within 3 weeks of the conclusion of the semester against which SAP is evaluated.

## **Family Educational Rights And Privacy Act (FERPA): Confidentiality Of Student Records:**

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

1. The right to inspect and review the student's education records within 45 days of the day the University receives a request for access. Students should submit to the registrar, dean, head of the academic department, or other appropriate official, written requests that identify the record(s) they wish to inspect. The University 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 University 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 an amendment of the student's education records that the student believes are inaccurate or misleading. Students may ask the University to amend a record that they believe is inaccurate or misleading. They should write the University official responsible for the record, clearly identify the part of the record they want changed, and specify why it is inaccurate or misleading. If the University decides not to amend the record as requested by the student, the University 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. The hearing body shall be a subcommittee appointed by the chair of the Senate Committee on Student Services.
  
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 that permits disclosure without consent is disclosure to school officials with legitimate educational interests. A school official is a person employed by the University in an administrative, supervisory, academic or research, or support staff position (including law enforcement unit personnel and health staff); a person or company with whom the University has contracted (such as an attorney, auditor, or collection agent); a person, including a student, serving on an official committee, such as 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. With no attempt to make this list exhaustive, other types of disclosures that do not require prior consent of the student include these:
  - Upon request to officials of another school in which the student seeks or intends to enroll,
  - To parents of dependent students, as defined in section 152 of the Internal Revenue Code of 1986,
  - In case of a health or safety emergency,
  - Results in disciplinary hearings to an alleged victim of a crime of violence,
  - Directory information.
  
4. The right to file a complaint with the U.S. Department of Education concerning alleged failures by the University of West Georgia to comply with the requirements of FERPA. The name and address of the office that administers FERPA is Family Policy Compliance Office, U.S. Department of Education, 600 Independence Ave., SW, Washington, DC 20202-45605.

University officials may provide Directory Information concerning a student unless the student files a Non-Disclosure Form with the Enrollment Services Center (ESC). This form must be filed annually by September 15 to assure that locator information not be published in the student directory. Directory Information includes name, address, telephone listing, major field of study, dates of attendance, previous institutions attended, degrees and awards received, participation in officially recognized activities and sports, height and weight of members of athletic teams, photograph, and full- or part-time status.

## Confidentiality of Library Patron Records

The library registration and circulation records of the Irvine Sullivan Ingram Library are confidential. Registration records include any information the library requires the faculty, staff, students, and special borrowers to provide in order to become eligible to borrow materials. Circulation records include all information which identifies a faculty or staff member, student or special borrower as borrowing particular materials. Except in accordance with proper judicial order, no person shall make known in any manner any information contained in such records unless written permission from the borrower is given. Nothing in this statement, however, shall prevent the use of such records by authorized Library personnel in the performance of his or her routine duties.

## Hardship Withdrawal Policy

1. Students may request a hardship withdrawal **after the official Drop/Add deadline published in the UWG semester term calendar until the Friday immediately prior to the final week of the term**. A hardship withdrawal is an exception based on unusual or emergency circumstances beyond the student's control.
2. A hardship withdrawal may be granted based on special circumstances. The following conditions apply:
  - The student must initiate a hardship withdrawal using the Request for Hardship Withdrawal form found on the website of the Provost and Vice President of Academic Affairs. The student should be prepared to present documented evidence to substantiate the hardship being claimed. See rule 3 below for examples of documentation. If a psychological assessment is required, the assistant/associate dean may require the student to meet with the Director of the Counseling Center (in Row Hall 123).
  - The student must withdraw from all classes during the current term. He or she may not select only certain classes from which to withdraw. See rule 4 below for exceptions.
  - If the student is recommended for hardship withdrawal by the Director of the Counseling Center and approved by the student's assistant or associate dean, the student will receive a W for each course.
  - Hardship withdrawals requested after the **Friday immediately prior to the final week of the term** will be treated as a retroactive hardship withdrawal. Retroactive hardship withdrawals will not be allowed if the student has completed all course requirements such as a final exam and/or a final project. Students seeking a retroactive hardship withdrawal must initiate the withdrawal through his or her assistant or associate dean. If a student is recommended for a hardship withdrawal, the grade(s) will be changed to W (Withdrawal/s).
  - Approved hardship withdrawals do not result in a tuition refund. Approved hardship withdrawals may affect a student's financial aid eligibility. The student should consult with the Enrollment Services Center for confirmation of the impact if the request is approved.
3. Documentation for a hardship withdrawal is based upon the category of hardship claimed by the student. Examples of documentation might include the following:

- **Medical:** Physician's report, including name, address, phone number, nature of illness or accidents, dates of treatment, prognosis, and recommendation.
- **Psychological:** Memo from the Counseling Center counselor, letter from private psychological, or psychiatric service, illness, and dates.
- **Personal/Familial:** Copy of divorce papers, police reports, obituaries, other as relevant.

4. Under *unusual* circumstances, a student may be granted a hardship withdrawal from only one class, while being allowed to remain in others. An example would be a student who is passing an applied piano course and injures a finger, thus being unable to play the piano the rest of the semester. A student would be allowed to complete the other courses being taken concurrently. The student requesting the hardship withdrawal from one course must take all documentation to the assistant or associate dean of the college offering the course.

5. The following do not constitute valid reasons for a hardship withdrawal:

- Poor performance in one or more courses
- Registration for the wrong course

## Administrative Withdrawal

A student may be administratively withdrawn from the university when in the judgment of the Vice President for Student Affairs and Enrollment Management or his or her designee, in consultation, when appropriate, with the student's parents, spouse or designee, the Director of the Counseling and Career Development Center, and the University Physician it is determined that the student suffers from a physical, mental, emotional or psychological health condition that: (a) poses a significant danger or threat of physical harm to the student or to the person or property of others or (b) causes the student to interfere with the rights of other members of the University community or with the exercise of any proper activities or functions of the University or its personnel or (c) causes the student to be unable to meet institutional requirements for admission and continued enrollment, as defined in the Student Code of Conduct and other publications of the university.

Except in emergency situations, a student shall, upon request, be accorded appropriate due process prior to a final decision concerning continued enrollment at the university.

## Appeals to the Board of Regents

Any person in the University System for whom no other appeal is provided, and who is aggrieved by a final decision of the President of an institution, may appeal to the Board of Regents, without prejudice to his or her position, for a review of the decision, except that the Board will not accept or consider appeals based on academic grades, residency status for tuition purposes, or parking and other violations of traffic regulations. In such matters, the decision of the President shall be final and binding for all purposes.

The application for review of the matter under appeal shall be submitted in writing to the Executive Secretary of the Board within a period of twenty calendar days following the decision of the President. It 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, or a committee of the Board, or a Hearing Officer appointed by the Board, shall investigate the matter thoroughly and report their findings and recommendations to the Board. The Board shall render its decision thereon within sixty days from filing date of the application for review or from the date of any hearing that may be held thereon. The decision of the Board shall be final and binding for all purposes.

# Speeches, Demonstrations, Distribution of Written Material

## Policy Governing Outdoor Speeches, Demonstrations, Distribution of Written Material and Marches

No rights are more highly regarded at the University of West Georgia than the First Amendment guarantees of freedom of speech, freedom of expression, and the right to assemble peaceably. The University remains firmly committed to affording groups and individuals the opportunity to engage in peaceful and orderly protests and demonstrations. In order to achieve this objective, while at the same time ensuring that the University fulfills its educational mission, the University has the responsibility to regulate the time, place, and manner of expression. This regulation is to assure equal opportunity for all persons, preserve order within the campus community, protect and preserve University property, and provide a secure environment to individuals exercising freedom of expression.

The following provisions and regulations are in effect as of the date of this handbook, but students can review [www.westga.edu/policy](http://www.westga.edu/policy) for updates.

A. SPEECHES, MARCHES, AND DEMONSTRATIONS. The open areas designated for speeches, marches, and demonstrations are the Quad and outside the University Community Center, Library and Food Service Building. The Center for Student Involvement acting on behalf of the Vice President for Student Affairs and Enrollment Management asks student organizations interested in the use of these areas to register with that office so the University can provide necessary support for public and student safety. Individuals and non-UWG organizations are asked to register/reserve facilities with the Office of Auxiliary Services to ensure the University can provide the necessary support for public and student safety. Organized marches in other areas must be coordinated with the University Police prior to the event. Failure to register or coordinate could result in removal from the University campus or facility if the University Chief of Police or the President finds that the speech, march, or demonstration 1) creates significant hazards to the public; 2) includes language or conduct that is so severe, pervasive, and objectively offensive that it denies or limits an individual's ability to work, or participate in, or benefit from, an educational program or activity; or 3) unduly interrupts or interferes with the orderly and peaceful conduct of the university. Conduct that does not otherwise violate University policy or the objectives in the preceding sentence, but which is intended to demonstrate solidarity with a cause (i.e., the wearing of particular clothing or carrying items) may be expressed in areas other than the designated areas above. In the interest of allowing equal time for all points of view, the University may consider other limitations on the time, place, and manner of the speech. All structures, signs, and litter resulting from the activity must be removed from public areas by the end of the event. All sponsors of events may be subject to costs for cleanup or repair of University property resulting from the participants in the event.

B. DISTRIBUTION OF WRITTEN MATERIAL. Non-commercial written materials, including petitions for signature, may be distributed on a person-to-person basis in open areas or at least 20 feet from outside of buildings provided the distribution does not block access to University buildings or disrupt classes or educational activities. Any written material that is not distributed or is discarded in the visual area of the person(s) distributing the material shall be removed by the person(s) distributing the materials upon departure from the area. University Police, the Risk Manager, the Assistant Vice President of Auxiliary Services, or the President reserve the right to move or stop the distribution based upon issues of significant safety concerns, which may include threats of violence or significant impediment to traffic. For safety purposes, the University highly recommends that the persons distributing materials seeks advice from Risk Management and the University Police prior to distributing materials.

C. PROVISIONS. In order that the persons exercising freedom of expression not interfere with the operation of the university or rights of others the following shall apply without exception to any form of expression.

1. Events which may obstruct vehicular, pedestrian, or other traffic must be approved at least forty-eight hours in advance by the Vice President for Student Affairs and Enrollment Management.
2. Use of sound amplification on campus is regulated and must be approved at least forty-eight hours in advance by the Vice President for Student Affairs and Enrollment Management.
3. There must be no obstruction of entrances or exits to buildings.
4. There must be no interference with educational activities inside or outside of buildings.
5. There must be no harassment of passersby or other disruptions of normal activities.
6. There must be no interference with scheduled university ceremonies or events.
7. Malicious or unwarranted damage to, or destruction of, property owned or operated by the University or by students, faculty, staff, or visitors to the University is prohibited. Persons or organizations causing such damage will be held financially and legally responsible. The group or individual may be required to provide proof of liability insurance depending on the nature of the activity.
8. There must be compliance with all applicable state and federal laws and University rules and regulations. Violators will be referred for appropriate legal or disciplinary action should any laws or policies be violated.
9. Exceptions to this policy may be appealed to the Vice President for Student Affairs and Enrollment Management.

## **Auxiliary Groups**

### **Policy Concerning Auxiliary Groups**

1. An auxiliary group is defined as a supplemental group to an organization in which, for whatever reason, the participants are ineligible to become full members of that organization. These include, but are not limited to, the following: little sisters, big brothers, favorites, Stardusters, Diamonds, Pearls, friends of the chapter, Sweethearts, Doves, Rush Hostesses, etc. No student organization may sponsor or support an auxiliary group in any form.
2. Student organizations may not give out jerseys, t-shirts, etc. to any non-members that would imply auxiliary membership to that group. This includes the giving of jerseys to sorority women that denote the sorority's letters, but in the fraternity colors or vice versa. The following exceptions apply:
  - A. T-shirts given that commemorate a specific event (e.g. social, philanthropy, etc.).
  - B. The individual was chosen as that organization's sole sweetheart (e.g. fraternity sweetheart, "Dagger Man", etc.) or homecoming representative.
3. Composites of an organization may only contain active members, advisors, and a sole Sweetheart/Beau. Organizations may not have special composites made featuring non-member of the organization.
4. Under no circumstances will a rush, or recruitment activity, be held to recruit individuals for auxiliary organizations. This includes recruiting non-members to do things for the organization in exchange for some type of honor or recognition.

5. Individuals who affiliate with auxiliary groups are also in violation of this policy and can be referred to the student discipline system.

If a student has a complaint that is not specifically addressed in the Connection and Student Handbook, he or she should initially attempt to resolve that issue with the other person(s) involved. If the student is not satisfied with the outcome of that attempt, then he or she should submit a written description of the problem to the department head or other designated person who has responsibility for the area of concern.

## Academic Student Complaints

If a student has a complaint that is not specifically addressed in the Student Handbook, he or she should submit a written description to the Department Chair who has responsibility for the area of concern. The Department Chair or designee will investigate the complaint, take action if necessary, and respond to the student in writing. If the student is not satisfied with the Department Chair's resolution, he or she may then complain in writing to that individual's immediate supervisor. Such appeals, if necessary, may proceed to the Department Chair's Dean of College. In certain circumstances, students may also request mediation to resolve disputes with other students, faculty, and staff, as described in the university's Alternative Dispute Resolution Policy (available through [www.westga.edu/policy](http://www.westga.edu/policy)).

## Complaints by Distance Learning Students

UWG | Online desires to resolve student grievances, complaints, and concerns in an expeditious, fair, and amicable manner. Complaints regarding any aspect of UWG operations should be filed internally to UWG authorities first and then, if necessary, to external authorities.

Students who are enrolled in UWG | Online courses are provided with this student complaint form: <http://westga.edu/~distance/students/complaint/>. Upon submission of the form, the issue is assigned to a UWG Distance Education Department staff person for follow-up or routing to the appropriate parties. For all non-anonymous submissions, surveys of this service are provided. As necessary, complaints are resolved following the same general procedures for students who attend classes on campus. However, for any process that required a student appear in person, the University may make other arrangements. For processes that cannot be completed via telephone, e-mail, or written correspondence, the University may set up a two-way video-conference site in place of a meeting on the UWG campus.

eCore students have an additional route that they may pursue for help with academic and non-academic issues: <https://ecore.usg.edu/students/studentComplaint/policy.php>

Online/Off-Campus students are also encouraged to consult with their eCore Liaison and the UWG | Online Helpline for assistance, as needed.

Please contact the UWG | Online Help Desk for assistance, as needed, at 678-839-6248.

## Tailgating Policies and Procedures

Please note that the University of West Georgia is currently revising its policies, so the following may be revised at any time. Consult [www.westga.edu/policy](http://www.westga.edu/policy) for the most current version.

### I. OVERVIEW

Tailgating has long been a tradition with sporting events, especially on the collegiate level. Nothing is better than gathering with other Wolves fans, fellow classmates, alumni, friends, or family before home athletic events.

Tailgating is permitted on campus in parking lots and green space around campus buildings. Please follow all guidelines related to food, grilling, clean-up, and risk management policies. **For the purpose of this policy, consumption of alcohol is governed by procedures described in Section 5 of this policy.**

## **II. RESPECTFUL ENVIRONMENT**

Tailgating is a lively and family-friendly environment. While we want tailgaters to have an exciting experience, the University asks that tailgaters be respectful of those surrounding them, being mindful of their choice of language and activity. Groups are personally responsible for making sure their guests act appropriately. Individuals are expected to conduct themselves in a manner respectful of the nature and character of the University. Persons acting in a disruptive, disrespectful, or disorderly manner may be asked to leave the premises or be subject to citation. Students may also be charged with a violation of the Code of Student Conduct. Please keep all music and audio at a volume level that is respectful of any tailgating neighbors. The University wants the tailgating experience to be enjoyed by all.

## **III. FOOTBALL TAILGATING LOCATIONS**

### **Community Tailgating**

The University of West Georgia invites and encourages its fans to enjoy a great community tailgate atmosphere prior to each Wolves' home intercollegiate football game. Community Tailgating for faculty, staff, alumni, and community members is permitted on days of home football games and is for the exclusive use of those fans attending the games. The University will permit tailgating activities in designated areas, intended to give football fans the opportunity to arrive early, park, and have their own food and beverages (including alcoholic beverages if they wish) prior to each game. Tailgating in designated parking spaces that limit other spaces from being occupied by a vehicle **is not permitted**. Tailgating in any traffic lanes or pedestrian pathways **is also not permitted**. Community Tailgating will typically open for individuals to enter the Athletic Complex five (5) hours prior to kick off on the day of the game.

### **“The Hill” Pre-Game Student Experience at Football Games**

The University of West Georgia is proud to offer a Student Tailgating Area called “The Hill” for the pre-game enjoyment of all current UWG students. “The Hill” overlooks the Southeast corner of University Stadium and allows all students to come together as one to enjoy live entertainment, complimentary food and drink, giveaways, and activities designed to enhance the game day experience for UWG students in attendance at UWG football contests. “The Hill” is easily accessed from the UWG student shuttle disembark point at University Stadium, and provides easy access to the Student Zone seating sections at University Stadium. All student and student organization tailgating will be held in the Student Tailgating Area. UWG students must present current student ID to enter the Big Tent on “The Hill” and to access complimentary food and drink, giveaways, and activities.

“The Hill” Student Tailgating Area will open immediately following the “Wolf Walk” after the football players process through Wolf Plaza. “The Hill” will close at kickoff as students enter the stadium for the start of the game. Individuals and student groups may leave their tailgating supplies (tents, coolers, etc.) on “The Hill” until they leave the complex, but they must be removed no later than two hours after the end of the game. All vehicles are required to park in a designated parking space, but students are encouraged to park on campus and use the Shuttle Bus to get to the Student Tailgating Area.

The East Side of the stadium will open when “The Hill” Student Tailgating Area opens so students can access restroom facilities.

Glass bottles are prohibited in “The Hill” Student Tailgate Area. All students must abide by all policies as stated within this handbook as applicable to their specific situation.

## **TAILGATING FOR SPORTS OTHER THAN FOOTBALL**

Fans are permitted to tailgate for all UWG Wolves' sporting events. Tailgating is permitted on campus in parking lots and green space around campus buildings. Please follow all guidelines related to food/grilling, clean-up, and risk management policies. **For the purpose of this policy, consumption of alcohol is governed by procedures described in Section 5 of this policy.**

**All tailgating activity is to be concluded within 2 hours of the completion of each athletic event on the specific date of the tailgating function.** For football games, Stadium public bathrooms will not be accessible until the ticket gates open 90 minutes prior to kick-off. A limited number of portable toilets will be on site.

#### **TENTS**

Tents with stakes shorter than 12-inches may be set up at any time prior to kickoff. Permits are required for any tent with stakes that are 12-inches or longer. Tent permit requests may be obtained from UWG Athletics at 678-839-6533.

#### **COLISEUM AND COLE FIELD**

Tailgating for basketball and baseball is permitted in parking lots and green space around these facilities. All general policies, procedures, and guidelines are to be followed.

### **IV. GENERAL GUIDELINES THAT APPLY TO ALL TAILGATING**

#### **A. Clean-Up**

Please keep UWG beautiful by placing all trash and recycling in the proper bins located throughout the tailgate areas, RV lots, and facilities. All groups are responsible for making sure their assigned tailgating area is clean prior to departing for the game. Thirty minutes prior to the start of the game, the following must occur:

- All trash/recyclable items must be picked up and sorted into proper receptacles. This includes trash around assigned areas. Trash should be closed in bags or trash containers.
- While tobacco use is forbidden on UWG's campus, all cigarette butts must be picked up should this policy be violated.
- All leftover food and beverages must be placed in proper containers and stored.
- All clean-up procedures must be completed before entering the stadium.

**Tailgating spaces not completely cleaned prior to the start of an event could result in the group's loss of future tailgate privileges.**

#### **B. Food and/or Grilling**

Groups may bring their own picnic items and food to their tailgate area. Grilling is permitted, but all grills must be elevated. All fires must be contained within grills. Extinguish charcoal fires thoroughly with water before leaving them unattended. Please remove extinguished charcoal from campus for disposal. Do not dump charcoal on the ground or in dumpsters. Please be advised that grilling may be prohibited in a time of drought or extremely dry conditions. Should this be a consideration, proper announcements will be made on University websites and in the local media during the week preceding an affected game date. **UWG Athletics is working with its Corporate Partners to provide food and beverages at "The Hill" Student Pre-Game Experience (Stadium Only) for those who do not have a means of providing their own.**

#### **C. Risk Management**

Groups tailgating must follow these risk management policies:

- Do not transport individuals in the back of trucks.
- Persons are not allowed to stand in or on the vehicles during tailgating.
- Have food available to avoid the effects of drinking alcoholic beverages on an empty stomach.

- Provide plenty of non-alcoholic beverages. If alcoholic beverages are present, designate at least one member of the group as the “designated tailgater” so they can monitor those of whom that may over indulge.
- Educate ALL group members and guests about the tailgate policies.
- Contact University Police (678-839-6000) for all emergencies.

#### **D. BBQ Bays**

The University of West Georgia has constructed BBQ Bays for the convenience of groups wishing to pull a grill on its own axle system behind a vehicle for tailgating enjoyment prior to a UWG Wolves football game. Currently 18 of these bays exist in an area adjacent to Lot A of the UWG Athletic Complex. Each bay can be reserved for a reservation fee of \$150.00, which includes the purchase of 10 tickets to the game being played on the date of the secured reservation. A season reservation may be secured by a group to reserve a specific bay for each game of the football season. This reservation fee for the 2015 football season, with 6 home games on the schedule, is \$800 and includes the purchase of 10 game tickets for each game on the 2015 Wolves home football schedule. Individuals, or groups, wishing to secure reservations of this type must complete the a reservation form and submit as directed. Please contact UWG Athletics for the reservation form. Any additional questions regarding current UWG student organizations in this regard should be directed to UWG Athletics at 678-839-6533.

#### **V. Alcohol Consumption**

In accordance with the University of West Georgia’s (See [www.westga.edu/alcohol](http://www.westga.edu/alcohol)), alcohol is allowed at any major event that is designated by the President as a Tailgate Event. Participants in tailgating parties are expected to follow all relevant laws and policies, including not serving alcohol to anyone under 21 years of age, not giving alcoholic beverages to any obviously intoxicated person, and not driving while intoxicated.

Consumption of alcohol outside designated areas and/or time periods constitutes a violation of The University of West Georgia tailgating policy. Violators are subject to disciplinary action under the University of West Georgia Code of Student Conduct, and/or the laws of the City of Carrollton and Carroll County, and the laws of the State of Georgia. **Any participant who consumes alcoholic beverages at such events must be able to produce a valid driver’s license or other photo ID that reflects the person’s age upon request.**

Alcohol will be permitted in the tailgating area only. Groups are responsible for ensuring **only those who are 21 years of age or older consume alcohol.** All beverages, including alcohol, must be in opaque cups. “Cozies” or insulated coolers holding cans or bottles of beverages are not permitted.

Prohibited Uses:

- Kegs and other common containers are not allowed at any time.
- Glass containers are not allowed except to hold alcohol in its original bottled package in the cooler or closed container.
- Drinking games (e.g. beer pong, flip cup, etc.), and the use of devices intended to accelerate the consumption of alcohol (e.g., beer funnels, beer bong, beer hats, etc.) are prohibited.
- Consumption of alcoholic beverages on any other part of the campus or on public streets that run through, or are adjacent to, the campus is prohibited.

#### **VI. Consumption and Preparation of Food**

- No food may be sold without proper University permit, which can be obtained through the Office of Auxiliary Services.
- Propane and charcoal grills are the only permissible sources of heat for cooking. Burned coals and/or residue from cooking may not be permitted to make contact with the paved surface of

the parking lot. Hot coals must be completely extinguished with water prior to leaving the tailgating site.

- Open flame fires, including fire pits, are prohibited.

#### **VII. Sales and Solicitation**

- No sales activities or solicitation are allowed on the University campus, including any/all tailgating areas, without permission from the appropriate University office, which is the Office of Auxiliary Services.
- Only the Office of Auxiliary Services, or their designated representatives, will be allowed to sell merchandise.

## **Campus Bookstore User Guide**

**When students obtain their course information, and purchase textbooks, whether used, new, rentals, or e-books, general and spirit merchandise, supplies, or electronics from the UWG Bookstore, students are supporting activities and initiatives that directly impact the University. All profits returns to the University of West Georgia, not corporate headquarters or stock holders.**

### **TEXTBOOKS**

As the official “Course Materials Headquarters” for UWG students, the University Bookstore offers the best selection of rental, new and used textbooks as well as e-books at the University of West Georgia. These items may be purchased at the store or from the website: [www.bookstore.westga.edu](http://www.bookstore.westga.edu). One advantage of shopping at the website is that it offers the advantage of purchasing used books before the in-store rush begins and having those books conveniently delivered to your home.

### **FINANCIAL AID REFUND**

If students receive a financial aid refund, a portion of it may be used in the University Bookstore. Students will be able to utilize a portion of their financial aid refund as bookstore credit. Permission must be granted in BanWeb each semester before this service is available for use, and this process typically takes 24 hours to go into effect.

### **RENTAL TEXTBOOKS**

Renting textbooks from the UWG Bookstore can save students up to 70%. After renting the textbooks, students can use them during the course of the semester, then return the books by the deadline.

### **USED TEXTBOOKS**

If students decide to purchase books, it is recommend students purchase used books, which are books that have been used by another student at a previous time. As opposed to renting, this option can save students approximately 35%. Students that take advantage of this option early are able to select the book in the condition that best fits their needs.

### **TEXTBOOK BUYBACK AT THE UWG BOOKSTORE**

Buyback is the selling of a new or used textbook back to the Bookstore. **It is important to note that when the UWG Bookstore “buys back” books from students, they are purchasing it from them. It is NOT a refund of the original price.** Buyback occurs after the refund deadline. No receipt is required since the bookstore is not refunding money, but buying the book from students. There is a buyback at the end of each semester. The end-of-semester buyback occurs at the UWG Bookstore on specific dates and times that will be posted around campus and on the website at least 1-2 weeks prior. To receive the higher price, it is recommended students buy books at the beginning of the semester and sell at the end of finals week.

### **PERSONAL BOOK SECURITY**

Students should protect their books! Students should never leave their books or bookbag unattended. If a

book or book bag is stolen, it should be reported to the UWG Police immediately. Stolen books are easily identified if the owner made a personal notification somewhere inside the book.

### **JUMP BOOKS**

We offer Jump Books™; these are e-books with enhanced functionality and are compatible with any of the major operating systems (MacOS, Windows, Android).

### **GENERAL MERCHANDISE**

In addition to books and insignia merchandise, the Bookstore offers an extensive selection of electronics, school, art, and nursing supplies, gift items, drinks, and snacks.

### **RETURN POLICY**

1. ALL returns, refunds, and exchanges require a receipt or internet invoice (except for the Buyback program).
2. To receive a refund, the book must be returned by the refund/exchange deadline date indicated at the bottom of the receipt and be in “as sold” condition.
3. New textbooks must be in new condition. If the textbook is wrapped, it must be returned wrapped. Writing, highlighting, erasure marks, soiled or water-damaged pages, missing or open CDs and PIN codes, torn pages, and other wear will result in a refund at the used book price at the discretion of the store. Students should not mark in the book until they are certain they have the correct book.
4. Merchandise must be in “as sold” condition with all tags included within 10 business days of purchase.
5. Without a receipt, apparel items may only be exchanged for a different size.
6. No refunds are allowed on sale/clearance items or special orders.
7. Refunds are given in the same manner as the original sale was tendered.

### **METHODS OF PAYMENT**

1. Cash
2. Personal checks (with valid ID)
3. Visa or MasterCard (Higher One)
4. UWG Bookstore Gift Cards (Reloadable, Any Amount)
5. Wolf Bucks (UWG ID Card Account but NOT Dining Dollars)
6. Financial Aid Credit

### **BOOKSTORE CONTACT INFORMATION**

Phone: 678-839-6523

Email: [bookstore@westga.edu](mailto:bookstore@westga.edu)

Website: [www.bookstore.westga.edu](http://www.bookstore.westga.edu)

Mailing Address: 1601 Maple Street, Carrollton, GA 30118

Physical Address: 301 West Georgia Drive – Bldg. 18, Carrollton, GA 30118