

# University of West Georgia Student Handbook 2016-2017

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 procedure.**

This handbook is published by the Division of Student Affairs and Enrollment Management.  
For questions or more information, please call 678-839-6423.

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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

Chancegrzesik.uwgsga@gmail.com

# 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 community of UWG, 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.



# Student Code of Conduct 2016-2017

***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/<br>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 Community Standards, formerly known as the Office of Student Conduct. 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.**

## Inherent Authority to Enforce 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. The University reserves the right to take necessary and appropriate action to protect the safety and well-being of the campus community.

## 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.

- 2.01 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.
- 2.02 Fabrication: Fabrication means falsification or unauthorized invention of any information or citation.
- 2.03 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.
- 2.04 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**

- 3.01 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.
- 3.02 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.)
- 3.03 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**

- 4.01 Physical violence/endangerment of any person or persons.
- 4.02 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.*

- 4.03 Interfering with or failing to cooperate with any properly identified University official(s).
- 4.04 Failure to comply with the request of a University officer acting within the scope of his or her responsibility.
- 4.05 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.
- 4.06 Engaging in obscene or indecent conduct that is beyond the bounds of freedom of expression and damages, befoils, or disturbs public property or the property of another so as to create a hazardous, unhealthy, or physically offensive condition.
- 4.07 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 except for the HB 792 authorization of the carrying, possession, and use of electroshock weapons only in defense of self or others while in or on any building or real property owned by or leased to a public institution of postsecondary education.

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**

- 7.01 Consumption, possession, being in the presence of, or transportation of alcoholic beverages by any student under legal age.
- 7.02 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.
- 7.03 Furnishing alcoholic beverages to any student under legal age.
- 7.04 Open display of alcoholic beverages on campus other than in approved areas during authorized functions.
- 7.05 Being in an intoxicated condition as manifested by disorderly, obscene, or indecent conduct or appearance.
- 7.06 Driving under the influence of alcohol.

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

7.08 Violation of the University's Alcohol Use Policy or Tailgating Policy.

### ***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**

8.01 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.

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

8.03 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**

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

9.02 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.

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

9.04 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**

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

11.02 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**

13.01 Any misuse of any University records, forms, or documents through forgery, unauthorized alteration, reproductions, or other means.

13.02 Any giving or receiving false information to the University or to any University official, administrator, or administrative unit.

13.03 Providing false information to law enforcement officials.

13.04 Possession of any fake or altered identification, or any other identification that belongs to another person.

13.05 Any attempt to perpetuate a fraud against the University or a member of the University community.

## **14.00 IDENTIFICATION CARDS MISUSE**

14.01 Altering, or transferring to another, a UWG student identification card, meal card, or any other form of identification.

14.02 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 is prohibited.

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

18.01 Unauthorized presence in or use of University premises, facilities or property; remaining without authorization in any University facility after normal closing hours.

18.02 Unauthorized use of any University service.

18.03 Unauthorized use, duplication, or possession of University keys.

18.04 Making reservations to use University space in the student's name with the intention of use by outside groups or organizations.

18.05 Abuse or misuse of University resources.

18.06 Abuse or 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 SALES)**

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**

21.01 Failure to pay fees, charges, and fines within the specified time.

21.02 Failure to maintain one's current local address with the Registrar.

21.03 Failure to respond to, and cooperate with, University officials in the carrying out of the conduct process.

21.04 Violating the terms of any sanction imposed in accordance with this code.

21.05 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.

21.06 Failure to comply with interim suspension measures.

### **22.00 RESIDENCE HALL REGULATIONS**

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 and discrimination, 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.

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

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

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

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

24.05 Violation of other published University policies not specifically named above.

### **25.00 JOINT RESPONSIBILITY FOR MISCONDUCT**

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



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

25.03 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 that substantially interfere with a student's education, or is otherwise so severe, persistent, or pervasive that it creates an intimidating or threatening school environment.

## **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.

## **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.

## **Standards of Due Process**

Students subject to expulsion or University suspension 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.

The preponderance of evidence standard will be used for decisions 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. In cases where expulsion or suspension are proposed sanctions, the decision must be supported by substantial evidence. Student conduct hearings are not legal proceedings, and formal rules of evidence do not apply.

## **Compliance with Board of Regents Policy on Sexual Misconduct and Adjudication of Discriminatory Claims**

### **A. Sexual Misconduct Policy**

The University of West Georgia complies with the policies established by the Board of Regents of the University System of Georgia, and has implemented Board of Regents Policy 4.1.7 in its UWG Procedure 9.9.1 Sexual Misconduct Policy. UWG Procedure 9.9.1. is attached as Appendix A to this Student Code of Conduct.

### **B. Adjudication of Student Conduct Cases – Not Including Sexual Misconduct and Academic Dishonesty**

The University of West Georgia complies with the policies established by the Board of Regents of the University System of Georgia. The Board of Regents of the University System of Georgia Policy 4.6.5 is incorporated into the UWG Student Code of Conduct Policy. Students should refer to Policy 4.6.5 for the rules of the process, which is attached as Appendix B to this Student Code of Conduct.

### **C. 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 and incorporated in the University System of Georgia Policy 4.6.5, which is attached as Appendix B.

Requests for appeals must be submitted in writing (email is permissible) to the Vice President for Student Affairs and Enrollment Management within five (5) 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 five (5) 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.

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.

## 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.
5. **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.
6. **REMOVAL FROM UNIVERSITY HOUSING:** The student is not permitted to live in University housing, usually for the duration of his or her matriculation.
7. **FORCED WITHDRAWAL:** Withdrawal without credit from the academic course within which an offense. This could also include a required change in course section.
8. **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.
9. **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.

10. **EXPULSION:** Permanent separation of the student from the University. The student will be restricted from University premises.
11. **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.

## 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 days 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:

1. disfiguration to include branding or self-mutilation;
2. paddling in any form;
3. creation or encouragement of excessive fatigue;
4. physical and psychological shocks;
5. withholding, or limiting, food or water;
6. being forced to consume anything not edible or excess;
7. activities such as quests, treasure hunts, scavenger hunts, road trips, etc., that are conducted in an illegal, demeaning, or dangerous manner;
8. public wearing of apparel that is conspicuous and not normally in good taste;
9. engaging in public stunts and buffoonery;
10. morally degrading or humiliating games and activities;
11. any activities that interfere with class attendance, class preparation, or scholastic activities, or activities that are disruptive to any university department, office, or classroom;
12. public or private verbal abuse that leads to embarrassment or humiliation;
13. implication that an act of hazing could be required for initiation;
14. 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/). Additional voting information may be found at: <http://georgia.gov/popular-topic/voting-georgia>.

## **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 for a change in status. The petition must be filed no later than September 1 for fall; February 1 for spring, and June 1 for summer 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 from the Registrar's website: <http://www.westga.edu/registrar/473.php>

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. Advertising**

Advertising is only allowed for authorized events, and must follow these procedures:

1. Any commercial business advertising by or through students on the campus of the University of West Georgia must be coordinated and approved through the Office of Auxiliary Services.

2. Non-commercial written materials, including petitions for signature, may be distributed on a person to person basis in the designated open areas; which are, the Quad and outside the University Community Center, Library, and Food Service Building. It may also be distributed 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 Senior 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 seek advice from Risk Management and the University Police prior to distributing materials.
3. The location of advertising must be approved by the AVP of Auxiliary Services.
4. No drop (bulk) delivery or unattended distribution is allowed.
5. Any distribution of advertising or non-commercial written materials that fail to meet these requirements could result in a student Conduct Code violation or referral to the University police for violation of Georgia's Criminal Code regarding posting of materials without consent.

## **Part II. Sales on Campus or at University Events**

1. Students participating in a practicum or class related event will follow the procedures for Academic Units.
2. Students and student organizations may raise funds for a Charitable Organization with a valid tax exemption letter from the U.S. Internal Revenue System or for the use of an academic department or a registered student organization. Co-sponsorship with a *non-affiliated University organization of any form, or at any level, is strictly prohibited.*
3. Sales by students or a student organization that receive Student Activity Fee Budget Allocation (SAFBA) funding must be conducted **entirely** through a recognized student organization, utilizing that organization's student account for any collection of funds. Funds raised must be deposited to and accounted for through the student organization's University revenue account.
4. Student organizations that are not SAFBA funded may possess an external bank account provided it does not reference the University of West Georgia name or derivative thereof.
5. Student organizations must contact the Department of Auxiliary Services to request authorization for a sale, and must submit a completed Fundraiser Approval Form prior to the initiation of any sales or set up on campus.
6. The University's exclusive food service provider must approve food sales, other than bake sale type items.
7. Student organizations are required to adhere to any additional Department of Auxiliary Services requirements regarding sales and fundraising.
8. The **West Georgian** is expressly allowed to sell advertising space within any guidelines established for that student run organization.

### **Additional Requirements.**

Auxiliary Services is the institutional unit authorized by the Board of Regents to conduct sales of goods and services on campus (i.e., textbooks, University merchandise, food services, printing, etc.). See, Board of Regents Business Procedures Manual, Section 15. Although most sales will be authorized through contractual arrangements with vendors, *all other sales (including sales to benefit charitable organizations) must be submitted to and approved by the Senior Vice President of Auxiliary Services.* The following sales may also require additional approvals:

### **Raffle Tickets for Cash Awards or Prizes:**

Raffle tickets for cash awards or prizes require the approval of the Carroll County Sheriff's Office and the Advisor (for students or student organizations) or Vice President of University Advancement or his/her designee (for employees).

### **"All Faculty," "All Staff," or other Electronic Mail Distribution Lists:**

Sales or solicitation through Electronic Mail Distribution Lists for personal goods or services that result in the exchange of money or cash donations is prohibited unless approved in advance by the Vice President of University Advancement or his/her designee in consultation with the Chief Business Officer.

### **Part III. Solicitation, Sponsorship, and Fundraising on Campus or at University Events**

Solicitations for cash contributions by students through sales activities are permitted as set forth above. Fundraising events on campus that do not involve the sales of goods or services may be permitted in limited circumstances as approved by the Advisor, Provost or the University of West Georgia's Cooperative Organizations.

Sponsorships for student activities (e.g. Intramurals, SGA, registered student organizations, etc.), may include long- or short-term print opportunities, signage, game and event promotions, and apparel advertising.

## **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. For grievances of discrimination of a sexual nature, please also see the section titled "Sexual Misconduct" in this handbook.

## **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, 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

The University System of Georgia and the University of West Georgia is committed to ensuring a safe learning environment that supports the dignity of all members of the University System of Georgia community. The University System of Georgia does not discriminate on the basis of sex or gender in any of its education or employment programs and activities. To that end, this policy prohibits specific forms of behavior that violate Title IX of the Education Amendments of 1972. The University System of Georgia will not tolerate sexual misconduct, which is prohibited, and which includes, but is not limited to, domestic violence, dating violence, sexual assault, sexual exploitation, sexual harassment, and stalking. The University System further strongly encourages members of the University System community to report instances of sexual misconduct promptly. These policies and procedures are intended to ensure that all parties involved receive appropriate support and fair treatment, and that allegations of sexual misconduct are handled in a prompt, thorough and equitable manner.

The University of West Georgia follows the Georgia Board of Regents Policy 4.1.7 on Sexual Misconduct Policy, which includes the following:

### Definitions and Prohibited Conduct:

**Community:** Students, faculty and staff, as well as contractors, vendors, visitors, and guests.

**Complainant:** An individual lodging a complaint. The complainant may not always be the alleged victim.

**Consent:** Words or actions that show a knowing and voluntary willingness to engage in mutually agreed-upon sexual activity. Consent cannot be gained by force, intimidation or coercion, by ignoring or acting in spite of objections of another, or by taking advantage of the incapacitation of another, where the respondent knows or reasonably should have known of such incapacitation. Consent is also absent when the activity in question exceeds the scope of consent previously given. Past consent does not imply present or future consent. Silence or an absence of resistance does not imply consent. Minors under the age of 16 cannot legally consent under Georgia law.

**Dating Violence:** Violence committed by a person who is or has been in a social relationship of a romantic or intimate nature with the alleged victim.

**Domestic Violence:** Violence committed by a current or former spouse or intimate partner of the alleged victim, by a person with whom the alleged victim shares a child in common, by a person who is cohabitating with or has cohabitated with the victim as a spouse or intimate partner, by a person similarly situated to a spouse of the alleged victim under the domestic or family violence laws of the jurisdiction, or by any other person against an adult or youth victim who is protected from that person's acts under the domestic or family violence laws of the jurisdiction.

**Incapacitation:** The physical and/or mental inability to make informed, rational judgments, and can result from mental disability, sleep, involuntary physical restraint, or from intentional or unintentional taking of alcohol and/or other drugs. Whether someone is incapacitated is to be judged from the perspective of an objectively reasonable person.

**Nonconsensual Sexual Contact:** An intentional sexual touching upon a person, without consent or where the person is incapacitated, and/or by force, by another person or with any object. Sexual contact includes but is not limited to, intentional contact with the breasts, buttocks, groin, or genitals, or touching another with these body parts, or making another touch the alleged victim or themselves with or on any of these body parts.

**Privileged Employees:** Individuals employed by the institution to whom a complainant or alleged victim may talk in confidence, as provided by law. Disclosure to these employees will not automatically trigger an investigation against the complainant's or alleged victim's wishes. Privileged Employees include those providing counseling, advocacy, health, mental health, or sexual-assault related services (e.g., sexual assault resource centers, campus health centers, pastoral counselors, and campus mental health centers) or as otherwise provided by applicable law. Exceptions to confidentiality exist where the conduct involves suspected abuse of a minor (in Georgia, under the age of 18) or otherwise provided by law, such as imminent threat of serious harm. Further, Privileged Employees must still submit anonymous statistical information for Clery Act purposes.

**Respondent:** Individual who is accused to have engaged in conduct that violates this Policy.

**Responsible Employees:** Those employees who must promptly and fully report complaints of or information regarding sexual misconduct to the Title IX Coordinator. Responsible Employees include any administrator, supervisor, faculty member, or other person in a position of authority who is not a Privileged Employee. Student employees who serve in a supervisory, advisory, or managerial role are in a position of authority for purposes of this Policy (e.g., teaching assistants, residential assistants, student managers, orientation leaders, etc.). Responsible Employees are not required to report information disclosed at public awareness events (e.g., "Take Back the Night," candlelight vigils, protests, "survivor speak-outs" or other public forums in which students may disclose incidents of prohibited conduct).

**Sexual Assault:** An umbrella term referring to a range of nonconsensual sexual contact, which can occur in many forms including but not limited to rape and sexual battery.

**Sexual Exploitation:** "Sexual Exploitation" occurs when an individual takes non-consensual or abusive sexual advantage of another for his or her own advantage or benefit, or to the benefit or advantage of anyone other than the one being exploited.

Examples of sexual exploitation may include, but are not limited to, the following:

1. Invasion of sexual privacy;
2. Prostituting another individual;
3. Non-consensual video or audio of sexual activity;
4. Non-consensual distribution of video or audio of sexual activity, even if the sexual activity or video or audio taken of sexual activity was consensual;
5. Intentional observation of unconsenting individuals who are partially undressed, naked, or engaged in sexual acts;
6. Knowingly transmitting an STD or HIV to another individual;
7. Intentionally and inappropriately exposing one's breasts, buttocks, groin, or genitals in non-consensual circumstances; and/or
8. Sexually-based bullying.

**Sexual Harassment:** Unwelcome verbal, nonverbal, or physical conduct, based on sex or gender stereotypes, that: is implicitly or explicitly a term or condition of employment or status in a course, program, or activity; is a basis for employment/educational decisions; or has the purpose or effect of interfering with one's work or educational performance creating an intimidating, hostile, or offensive work or learning environment, or interfering with or limiting one's ability to participate in or benefit from an institutional program or activity.

**Stalking:** Engaging in a course of conduct directed toward another person based upon sex that would cause a reasonable person (i) to fear for his or her safety or the safety of immediate family members or close acquaintances, or (ii) to suffer substantial emotional distress.



**Reporting:**

Relying upon the definitions above, complaints regarding sex discrimination, sexual harassment or sexual misconduct can be reported to any of the following individuals:

- Social Equity Officer and Title IX Coordinator  
Aycock Hall, Room 112  
678-839-5344
- Director of Human Resources and Title IX Deputy Coordinator for Faculty, Staff and Visitors  
Aycock Hall, Room 112  
678-839-6424
- Student Conduct Specialist and Title IX Deputy Coordinator for Students  
Campus Center, Room 200  
678-839-4733
- Assistant Athletics Director and Title IX Deputy Coordinator for Gender Equity in Athletics  
Athletic Operation Building, Room 242  
678-839-9364
- Report using our anonymous online form (“Incident Report” at [www.westga.edu/UWGCares](http://www.westga.edu/UWGCares))

**Investigations:**

Investigations will be coordinated through the Title IX Coordinator’s office. All complaints (including those involving claims of discrimination) will be investigated in accordance with the terms of BOR Policy 4.1.7. This includes complaints that do not include a complaint involving a student (i.e., complaints between employees or vendors). For additional information, please contact the Title IX Coordinator’s office, who is authorized to establish further guidelines to assist with compliance.

**Investigation Report Findings.**

The investigator will issue a written report to the parties of the charges, findings of cause/no cause, description of evidence supporting the findings, and recommendations of sanctions, as applicable. The parties have the opportunity to respond within three business days and the investigator may supplement the report in accordance with BOR Policy 4.1.7.5. At such time as the investigator’s report is finalized, the Title IX Coordinator will discuss the findings and recommended sanctions, as applicable, with the parties. Any disagreements with the findings or sanctions by either party will result in the forwarding of the complaint and the investigation report for hearing by a Panel assigned by the Title IX Coordinator. The Title IX Coordinator’s office is authorized to establish further guidelines to assist with compliance.

**Hearing Procedures.**

Hearings involving a student, either as a Complainant or as a Respondent, will be resolved in accordance with BOR Policy 4.1.7.5. All other hearings that do not involve a student as a Complainant or Respondent will follow the Protocols for Employee Civil Rights Complaints. The Title IX Coordinator’s office is authorized to establish further guidelines on the hearing procedures.

**Appeals.**

Appeals of hearing results for complaints involving a student, either as a Complainant or as a Respondent, will follow the procedures set forth in BOR Policy 4.7.1.6. All others will follow the Protocols for Employee Civil Rights Complaints. The Title IX Coordinator’s office is authorized to establish further guidelines on appeals.

For more information as to expectations for Registered Student Organizations, please contact the Dean of Students.

## 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, creed, 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.

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. For grievances of discrimination of a sexual nature, please also see the section titled "Sexual Misconduct" 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 or the Social Equity Officer at (678) 839-6403.

## 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. 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.

### **Distance Education Grade Appeal Procedures**

Distance Education students in non-eCore/eMajor courses will follow the same procedures outlined for students who attend courses on campus. However, for any process that requires a student to 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.

Distance Education students in eCore or eMajor courses must initiate the grade appeal procedure by completing the eCore or eMajor Student Grade Appeal Form. The appeal must be made within

thirty (30) days after the grade is posted. The student must first complete Student Grade Appeal Form to initiate the process and acknowledge his or her understanding of the grade appeal process. The Student Grade Appeal Form can be submitted online at the following websites:  
eCore - <https://ecore.usg.edu/current-students/student-portal>  
eMajor - <https://emajor.usg.edu/current-students/withdrawals-appeals-complaints.php>

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

### **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).

## 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.

## 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.

## SAP Standards

Grade-Point Average (GPA):

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.

## 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:

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:
  - a. First attempt not successfully completed, subsequent attempt successfully completed = one course counts as earned credits, both courses count as attempted credits.
  - b. First attempt successfully completed, subsequent attempt also successfully completed = one course counts as earned credits, both courses count as attempted credits.
  - c. First attempt not successfully completed, subsequent attempt not successfully completed = neither course counts as earned credits, both courses count as attempted credits.

### Maximum Time Frame

A student must complete their degree requirements within a specific number of attempted credit hours (150% of the published degree length). For most undergraduate students, 150% is 180 attempted credit hours. Please see the exceptions below:

- A student who is pursuing two majors or a major with minor(s) is still subject to the Maximum Time Frame limitations.
- An undergraduate student who is pursuing two undergraduate degrees (concurrently or separately) will be granted an extension up to 240 attempted credit 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 pursuing degrees above a master's degree will only be permitted to attempt 150% of their published program length.

### SAP Status

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** – Student is meeting the GPA, Pace of Progression, and Maximum Time Frame requirements. Student is eligible to continue receiving federal, state, and institutional financial aid.
- **Warning** – Student is not meeting either the GPA or Pace of Progression requirements (or both). 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** – Student is not meeting either the GPA or Pace of Progression requirements (or both) after a Warning semester. 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** – Student is within 10 attempted hours of the allotted attempted hours for Maximum Time Frame for the student's degree program. 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** – Student has exceeded the number of attempted hours for the academic program. Student has exhausted all eligibility to continue receiving federal, state, and institutional financial aid.
- **FA Probation** – Student placed on FA Suspension or Maximum Time Frame provided an SAP Appeal which was approved by UWG review procedures. 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. 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.

## 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 a SAP Appeal may include 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 which led to their academic difficulties, how the circumstances have changed, and the student's plan for improving their academic status. The statement must be typed, signed by the student, and must specifically address the courses, grades, and terms of enrollment which are affecting the insufficient SAP standing. The statement should have correct grammar, spelling, and punctuation and should be written in a professional manner. 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. An Appeal Form should also accompany the documents. Appeals may be submitted in person to the Enrollment Services Center, via fax, or email to [finaid@westga.edu](mailto:finaid@westga.edu).

SAP appeals will be reviewed by a UWG committee comprised of F.A. staff. A student who wishes to appeal the decision of the SAP Appeal Committee may submit a request for a review by the 2nd Appeal Committee. Any further request for appeal will be sent 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 Appeal Committee, 2nd Appeal Committee, or the Director of Financial Aid, the student will gain eligibility for continued federal, state, or institutional financial aid eligibility 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 success 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 Appeal Committee, 2nd Appeal Committee, or the Director of Financial Aid, the student will not be eligible for federal, state or institutional financial aid until the student improves the GPA and Pace of Progression ratio to required standards.

### **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 email to their UWG email account, as well as via a postal letter mailed to the permanent address as recorded in BanWeb. Students who are placed on FA Warning will be notified via email to their UWG email account and postal letter mailed to their permanent address as recorded in BanWeb. 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**

UWGOnline 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 UWGOnline 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 requires a student to 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 are provided an online form in which to submit complaints at <https://ecore.usg.edu/current-students/student-portal>. Upon submission of the form, the issue is assigned to an appropriate eCore Administration team member.

eMajor students are provided an online form in which to submit complaints at <https://emajor.usg.edu/current-students/withdrawals-appeals-complaints>. Upon submission of the form, the issue is assigned to an appropriate eMajor Administration team member.

Online/Off-Campus students are also encouraged to consult with their eCore or eMajor Liaison and the UWGOnline 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 bongs, 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.

# STUDENT CODE OF CONDUCT – APPENDIX A

## UWG PROCEDURE NUMBER: 9.9.1 Sexual Misconduct Policy

### Authority: UWG POLICY 9.9 (Abusive Behavior)

The Chief Human Resources Officer, pursuant to the authority of UWG Policy 9.9, establishes the following procedures for compliance with the Georgia Board of Regents Policy 4.1.7, Sexual Misconduct Policy.

#### A. Adoption by Reference.

The University of West Georgia hereby adopts and incorporates by reference the Georgia Board of Regents Policy 4.1.7, Sexual Misconduct Policy (attached hereto as Appendix A), with clarifications or additional provisions as set forth in the remainder of this Procedure. Any conflicts between this Procedure and BOR Policy 4.1.7 will be decided by the provisions of the latest BOR policy on Sexual Misconduct.

NOTE: For issues involving complaints of discrimination not involving sex or gender, please refer to UWG Procedure 6.2.5 on Civil Rights Investigations and Hearing Process.

#### B. Receipt of Complaints.

Complaints regarding sex discrimination, sexual harassment or sexual misconduct can be reported to any of the following individuals:

- Social Equity Officer and Title IX Coordinator  
Aycok Hall, Room 112  
678-839-5344
- Director of Human Resources and Title IX Deputy Coordinator for Faculty, Staff and Visitors  
Aycok Hall, Room 112  
678-839-6424
- Student Conduct Specialist and Title IX Deputy Coordinator for Students  
Campus Center, Room 200  
678-839-4733
- Assistant Athletics Director and Title IX Deputy Coordinator for Gender Equity in Athletics  
Athletic Operation Building, Room 242  
678-839-9364
- Report using our anonymous online form (“Incident Report” at [www.westga.edu/UWGCares](http://www.westga.edu/UWGCares))

#### C. Investigations.

Investigations will be coordinated through the Title IX Coordinator’s office. All complaints (including those involving claims of discrimination) will be investigated in accordance with the terms of BOR Policy 4.1.7. This includes complaints that do not include a complaint involving a student (i.e., complaints between employees or vendors). For additional information, please contact the Title IX Coordinator’s office, who is authorized to establish further guidelines to assist with compliance.

#### D. Investigation Report Findings.

The investigator will issue a written report to the parties of the charges, findings of cause/no cause, description of evidence supporting the findings, and recommendations of sanctions, as applicable. The parties have the opportunity to respond within three business days and the investigator may supplement the report in accordance with BOR Policy 4.1.7.5. At such time as the investigator’s report is finalized, the Title IX Coordinator will discuss the findings and recommended sanctions, as applicable, with the parties. Any disagreements with the findings or sanctions by either party will result in the forwarding of the complaint and the

investigation report for hearing by a Panel assigned by the Title IX Coordinator. The Title IX Coordinator's office is authorized to establish further guidelines to assist with compliance.

**E. Hearing Procedures.**

Hearings involving a student, either as a Complainant or as a Respondent, will be resolved in accordance with the University's Student Code of Conduct, which is based upon BOR Policy 4.1.7.5. In the event of any conflicts, the BOR Policy will prevail. All other hearings that do not involve a student as a Complainant or Respondent will follow the Protocols for Employee Civil Rights Complaints. The Title IX Coordinator's office is authorized to establish further guidelines on the hearing procedures.

**F. Appeals.**

Appeals of hearing results for complaints involving a student, either as a Complainant or as a Respondent, will follow the procedures set forth in BOR Policy 4.7.1.6. All others will follow the Protocols for Employee Civil Rights Complaints. The Title IX Coordinator's office is authorized to establish further guidelines on appeals.

## **STUDENT CODE OF CONDUCT – APPENDIX B**

### ***BOARD OF REGENTS POLICY, effective July 1, 2016***

#### **4.6.5 Standards for Institutional Student Conduct Investigation and Disciplinary Proceedings**

This policy establishes minimum procedural standards for investigations and resolutions of alleged student conduct violations. These procedures apply to matters relating to student misconduct, except matters relating to sexual misconduct or academic dishonesty which may be covered under separate institution policies. As part of orientation, institutions shall inform students of their procedures governing student misconduct complaints and investigations.

##### **4.6.5.1 Reports of Student Misconduct**

Complaints to the appropriate department and/or person(s) should include as much information as possible – such as: (1) the type of misconduct alleged; (2) the name and contact information of the respondent; (3) the date(s), time(s), and place(s) of the misconduct; (4) the name(s) and contact information of any individual(s) with knowledge of the incident; (5) whether any tangible evidence has been preserved; and (6) whether a criminal complaint has been made.

Information from complaints may be shared as necessary to investigate and to resolve the alleged misconduct. Complaints shall be investigated and resolved as outlined below. The need to issue a broader warning to the community in compliance with the Clery Act shall be assessed in compliance with federal law.

Where appropriate, complainants may file a law enforcement report along with an institutional report.

1. *Confidentiality:* Where a complainant or alleged victim requests that his or her identity be withheld or the allegation(s) not be investigated, the institutions should consider whether or not such request(s) can be honored while still providing a safe and nondiscriminatory environment for the institution. The institution should inform the requesting party that the institution generally cannot guarantee confidentiality. Further, honoring the request may limit the institution's ability to respond fully to the incident and may limit the institution's ability to discipline the respondent.

2. *Retaliation:* Anyone who, in good faith, reports what she or he believes to be student misconduct, participates or cooperates in, or is otherwise associated with any investigation, shall not be subjected to retaliation. Anyone who believes he or she has been the target of retaliation for reporting, participating or cooperating in, or otherwise being associated with an investigation should immediately contact the appropriate department or individual(s) for that institution. Any person found to have engaged in retaliation in violation of the student conduct policy shall be subject to disciplinary action, pursuant to the institution's policy.
3. *False Complaints:* Individuals who intentionally give false statements to an institution official, or who submit false complaints or accusations, including during a hearing, in violation of policy shall be subject to disciplinary action pursuant to the institution's policy.
4. *Amnesty:* Individuals should be encouraged to come forward and to report student misconduct notwithstanding their choice to consume alcohol or to use drugs. Information reported in good faith by an individual during an investigation concerning use of drugs or alcohol will not be used against that individual in a disciplinary proceeding and will not be voluntarily reported to law enforcement; however, individuals may be provided with resources on drug and alcohol counseling and/or education, as appropriate.

Not all matters covered under this policy will necessarily involve alleged victims; however, where they are involved, it should be noted that a complainant will not always be the alleged victim but instead may be a third-party witness. The institution may also respond to issues raised by third-party complaints (such as referrals by police) or discovered by staff or through its own investigations.

#### **4.6.5.2 Process for Investigating and Resolving Disputed Reports**

**Jurisdiction:** Each institution shall take necessary and appropriate action to protect the safety and well-being of its community. Accordingly, student conduct should be addressed when such acts occur on institution property or at institution-sponsored or affiliated events, or otherwise violate the institution's student conduct policies at non-institution sponsored events. If the student has admitted responsibility and has voluntarily decided to participate in the informal process, the procedures outlined in this section will not apply.

**Access to Advisors:** The respondent and alleged victim (where applicable), as parties to these proceedings, shall have the right to use an advisor (including an attorney) of his or her choosing, and at his or her own expense, for the express purpose of providing advice and counsel. The advisor may be present during meetings and proceedings during the investigatory and/or resolution process at which his or her advisee is present. The advisor may advise his or her advisee in any manner, including providing questions, suggestions, and guidance on responses to any questions of the advisee, but shall not participate directly. The institution shall not prohibit family members of a party from attending if the party requests such attendance, but may limit each participant to two family members.

**Training:** The institution's individual(s) tasked with investigating allegations of student misconduct shall not be responsible for training student conduct panel/board members or appellate body members.

**Initial Evaluation of Student Conduct Reports:** Regardless of how an institution becomes aware of misconduct, it shall ensure a prompt, fair, and impartial review and resolution of complaints alleging student misconduct. Where a report of student misconduct has been made to the appropriate department and/or person, the institution shall review the complaint to determine whether the allegation(s) describes conduct in violation of the institution's policies and/or code of conduct. If the reported conduct would not be a violation of the institution's policies and/or code

of conduct then the report should be dismissed. Otherwise, a prompt, thorough, and impartial investigation and review shall be conducted into each complaint received to determine whether charges against the respondent should be brought.

Throughout any investigation and resolution proceedings, a respondent shall receive notice of the alleged misconduct, shall be provided an opportunity to respond, and shall be allowed to remain silent during the investigation and resolution process, without an adverse inference resulting. If the respondent chooses to remain silent, the investigation may still proceed and policy violation charges may still result, and may be resolved against the respondent. Further, unrelated charges and cases shall be investigated separately, unless the respondent consents to having them aggregated.

Where the potential sanctions for the alleged misconduct may involve a suspension or expulsion (even if such sanctions were to be held “in abeyance,” such as probationary suspension or expulsion) the institution’s investigation and resolution procedures must provide these additional, minimum safeguards:

1. The respondent shall be provided with written notice of the complaint/allegations, pending investigation, possible charges, possible sanctions, and available support services. The notice should also include the identity of any investigator(s) involved. Notice should be provided via institution email to the address on file. Where applicable, a copy shall also be provided to the alleged victim via the same means.
2. Upon receipt of the written notice, the respondent shall be given at least three (3) business days to respond in writing. In that response, the respondent shall have the right to admit or to deny the allegations, and to set forth a defense with facts, witnesses, and documents – whether written or electronic – in support. A non-response will be considered a general denial of the alleged misconduct.
3. Based on this response, the investigation shall consist of interviews of the respondent, the alleged victim (where applicable) and witnesses, and the collection and review of documents or other physical or electronic information, as well as other steps as appropriate. The investigator should retain written notes and/or obtain written or recorded statements from each interview. The investigator shall also keep a record of any proffered witnesses not interviewed, along with a brief, written explanation.
4. The investigation shall be summarized in writing in an initial investigation report and provided to the respondent and the alleged victim (where applicable) in person or via email. This summary should clearly indicate any resulting charges (or alternatively, a determination of no charges), as well as the facts and evidence in support thereof, witness statements, and possible sanctions.
5. To the extent the respondent is ultimately charged with any violation, he or she shall also have the opportunity to respond in writing. The respondent’s written response to the charge(s) shall be due no earlier than three (3) business days following the date of the initial investigation report. The respondent’s written response should outline his or her plea in response to the charge(s), and where applicable, his or her defense(s), and the facts, witnesses, and documents – whether written or electronic – in support. A nonresponse to the charge(s) by the respondent will be interpreted as a denial of the charge(s).
6. The investigator shall conduct further investigation and update the investigative report as warranted by the respondent’s response.
7. The final investigative report should be provided to the student misconduct panel or hearing officer for consideration in adjudicating the charges brought against the respondent. A copy shall also be provided to the respondent and alleged victim (where applicable) before any hearing. The investigator may testify as a witness regarding the

investigation and findings, but shall otherwise have no part in the hearing process and shall not attempt to otherwise influence the proceedings outside of providing testimony during the hearing.

## **Interim Suspensions**

Interim suspensions – that is, suspensions while the investigation and adjudication process are proceeding – should only occur where necessary to maintain safety, and should be limited to those situations where the respondent poses a serious and immediate danger or threat to persons or property. In making such an assessment, the institution should consider the existence of a significant risk to the health or safety of the campus community; the nature, duration, and severity of the risk; the probability of potential injury; and whether less restrictive means can be used to significantly mitigate the risk.

Before an interim suspension is issued, the institution must make all reasonable efforts to give the respondent the opportunity to be heard on whether his or her presence on campus poses a danger. If an interim suspension is issued, the terms of the suspension shall take effect immediately. When requested by the respondent, a hearing to determine whether the intermediate suspension should continue will be held within three (3) business days of the request.

## **Resolution/Hearing**

In no case shall a hearing to resolve charge(s) of student misconduct take place before the investigative report has been finalized or before the respondent has had an opportunity to respond in writing, unless the respondent has chosen to go through an informal process or otherwise provided a written waiver of rights to these procedures. Further, unrelated charges and/or cases shall be heard separately unless the respondent voluntarily consents to the charges/cases being heard jointly.

Where the respondent indicates that he or she contests the charges, and once the investigative report has been finalized and copies provided to the respondent and alleged victim (where applicable,) the case shall be set for hearing; however, the alleged victim (where applicable) and respondent may have the option of selecting mediation as a possible resolution in certain student misconduct cases where they mutually agree, except where deemed inappropriate by the Vice President for Student Affairs, or his/her designee.

Where a case is not resolved through mediation, the respondent shall have the option of having the charges heard either by an administrator (hearing officer) or a student conduct panel. Notice of the date, time, and location of the hearing, shall be provided to the respondent and alleged victim (where applicable) at least five (5) business days prior to the hearing. Notice shall be provided via institution email or alternative method, if necessary. Additionally, the following standards will apply to any such hearing:

1. The respondent shall have the right to present witnesses and evidence to the hearing officer or panel, as well as to ask questions to any witnesses. At the determination of the hearing officer or panel, this questioning may take place through the submission of written questions to the panel or hearing officer for consideration; however, the parties' advisors may still actively advise and assist in drafting those questions. The hearing officer or panel shall ask the questions as written, and will limit questions only if they are unrelated to determining the veracity of the charge leveled against the respondent(s). In any event, the hearing officer or panel shall err on the side of asking all submitted questions, and must document the reason for not asking any particular questions.

2. Where the hearing officer or panel determines that a party or witness is unavailable and unable to be present due to extenuating circumstances, the hearing officer or panel may establish special procedures for providing testimony from a separate location. In doing so, the hearing officer or panel must determine there is a valid basis for the unavailability, ensure proper sequestration in a manner that ensures testimony has not been tainted, and make a determination that such an arrangement will not unfairly disadvantage any party. Should it be reasonably believed that a party or witness who is not physically present has presented tainted testimony, the hearing officer or panel will disregard or discount the testimony.
3. Formal civil rules of evidence do not apply to the investigatory or resolution process.
4. The standard of review shall be a preponderance of the evidence; however, any decision to suspend or to expel a student must also be supported by substantial evidence at the hearing.
5. Institutions should maintain documentation of the proceedings, which may include written findings of fact, transcripts, audio recordings and/or video recordings.
6. Following a hearing, both the respondent and alleged victim (where applicable) shall be provided a written decision via institution email of the outcome and any resulting sanctions. The decision should include details on how to appeal, as outlined below. Additionally, the written decision must summarize the evidence in support of the sanction. The same form will be completed, regardless of whether the student opts for a student panel or an administrative hearing.

## Possible Sanctions

In determining the severity of sanctions or corrective actions the following should be considered: the frequency, severity, and/or nature of the offense, history of past conduct, an offender's willingness to accept responsibility, previous institutional response to similar conduct, and the institution's interests. The student conduct panel or hearing officer will determine sanctions and issue notice of the same, as outlined above.

The broad range of sanctions includes: expulsion; suspension for an identified time frame or until satisfaction of certain conditions, or both; temporary or permanent separation of the parties (e.g., change in classes, reassignment of residence, no contact orders, limiting geography of where parties can go on campus) with additional sanctions for violating orders; required participation in sensitivity training/awareness education programs; required participation in alcohol and other drug awareness and abuse prevention programs; counseling or mentoring; volunteering/community service; loss of institutional privileges; delays in obtaining administrative services and benefits from the institution (e.g., holding transcripts, delaying registration, graduation, diplomas); additional academic requirements relating to scholarly work or research; financial restitution; or any other discretionary sanctions directly related to the violation or conduct.

### 4.6.5.3 Appeals

Where the sanction imposed includes a suspension or expulsion (even for one held in abeyance), the following appellate procedures must be provided to the respondent. The alleged offender shall have the right to appeal the outcome on any of the following grounds: (1) to consider new information, sufficient to alter the decision, or other relevant facts not brought out in the original hearing, because such information was not known or knowable to the person appealing during the time of the hearing; (2) to allege a procedural error within the hearing process that may have substantially impacted the fairness of the hearing, including but not limited to whether any hearing questions were improperly excluded or whether the decision was tainted by bias; or (3)



to allege that the finding was inconsistent with the weight of the information. Appeals may be made by the alleged offender for the above reasons in any case where sanctions are issued – even those in which such sanctions are held “in abeyance,” such as probationary suspension or expulsion.

The appeal must be made in writing, and must set forth one or more of the bases outlined above, and must be submitted within five (5) business days of the date of the final written decision.

The appeal should be made to the Vice President for Student Affairs or his/her designee. The appeal shall be a review of the record only, and no new meeting with the respondent or any alleged victim will be held. The Vice President, or his/her designee, may affirm the original finding and sanction; affirm the original finding but issue a new sanction lesser severity; remand the case back to the decision-maker to correct a procedural or factual defect; or reverse or dismiss the case if there was a procedural or factual defect that cannot be remedied by remand. The Vice President or his/her designee shall then issue a decision in writing to both the respondent within a reasonable time period.

The decision of the Vice President or his/her designee may be appealed in writing within five (5) business days (as determined by the date of the decision letter) to the President of the institution solely on the four grounds set forth above.

The President may affirm the original finding and sanction; affirm the original finding but issue a new sanction of greater or lesser severity, remand the case back to the decision maker to correct a procedural or factual defect; or reverse or dismiss the case if there was a procedural or factual defect that cannot be remedied by remand. The President’s decision shall be issued in writing to both the respondent within a reasonable time period. The President’s decision shall be the final decision of the institution.

Should the respondent wish to appeal the President’s decision, he or she may appeal to the Board of Regents in accordance with the Board of Regents Policy 8.6.

#### **4.6.5.4 Recusal/Challenge for Bias**

Any party may challenge the participation of any institution official, employee or student panel member in the process on the grounds of personal bias by submitting a written statement to the institution’s designee setting forth the basis for the challenge. The designee may not be the same individual responsible for investigating or adjudicating the conduct allegation. The written challenge should be submitted within a reasonable time after the individual reasonably should have known of the existence of the bias. The institution’s designee will determine whether to sustain or deny the challenge, and if sustained, the replacement to be appointed.



# UNIVERSITY OF WEST GEORGIA

## 2016-2017

### STUDENT PLANNER



#### STUDENT INFORMATION

Name.....

Address:.....

City/State:.....ZIP/Postal Code:.....

Telephone:.....

Student I.D. #: .....

# Class Schedule

SEMESTER

|           | TIME | CLASS |
|-----------|------|-------|
| MONDAY    |      |       |
| TUESDAY   |      |       |
| WEDNESDAY |      |       |

|          | TIME | CLASS |
|----------|------|-------|
| THURSDAY |      |       |
| FRIDAY   |      |       |
| NOTES    |      |       |

**INSTRUCTOR**

NAME .....  
 PHONE ..... HRS.  
 E-MAIL .....

NAME .....  
 PHONE ..... HRS.  
 E-MAIL .....

NAME .....  
 PHONE ..... HRS.  
 E-MAIL .....

NAME .....  
 PHONE ..... HRS.  
 E-MAIL .....

SEMESTER

|           | TIME | CLASS |
|-----------|------|-------|
| MONDAY    |      |       |
| TUESDAY   |      |       |
| WEDNESDAY |      |       |

|          | TIME | CLASS |
|----------|------|-------|
| THURSDAY |      |       |
| FRIDAY   |      |       |
| NOTES    |      |       |

**INSTRUCTOR**

NAME .....  
 PHONE .....  
 E-MAIL .....

NAME .....  
 PHONE .....  
 E-MAIL .....

NAME .....  
 PHONE ..... HRS.  
 E-MAIL .....

NAME .....  
 PHONE ..... HRS.  
 E-MAIL .....

# FREQUENTLY CALLED NUMBERS

|  |              |
|--|--------------|
| Bookstore .....                              | 678-839-6523 |
| Bookstore: .....                             | 678-839-6523 |
| Bursar's Office: .....                       | 678-839-4737 |
| Campus Police (Emergency Line):.....         | 678-839-6000 |
| Campus Recreation (UREC): .....              | 678-839-5500 |
| Career Services: .....                       | 678-839-6431 |
| Center for Student Involvement:.....         | 678-839-6526 |
| Counseling Services:.....                    | 678-839-6428 |
| Commuter Services:.....                      | 678-839-5307 |
| Dining Services:.....                        | 678-839-6496 |
| Disability Services:.....                    | 678-839-6428 |
| Center for Academic Success:.....            | 678-839-6280 |
| Financial Aid:.....                          | 678-839-6421 |
| Health Services:.....                        | 678-839-6452 |
| Housing and Residence Life: .....            | 678-839-6426 |
| Honors College:.....                         | 678-839-6636 |
| ITS (Information Technology Services): ..... | 678-839-6587 |
| Library: .....                               | 678-839-6495 |
| Mail Services: .....                         | 678-839-6522 |
| Parking & Transportation Services:.....      | 678-839-6629 |
| Publications & Printing: .....               | 678-839-6483 |
| Registrar: .....                             | 678-839-6438 |
| Wolves Card Office:.....                     | 678-839-6525 |

## ABBREVIATIONS

- CC—Campus Center
- UREC—University Recreation
- CDI—Center for Diversity and Inclusion
- CS—Career Services
- CSI—Center for Student Involvement
- ESC—Enrollment Services Center
- HS—Health Services
- HRL—Housing & Residence Life
- FYE—First Year Experience
- SAC—Student Activities Council
- CAS—Center for Academic Success
- WWG—Weekends West Georgia
- SWW—Stay West Weekend

# FALL 2016 ACADEMIC CALENDAR

|            |  |
|------------|--|
| Aug. 1     | Last day to apply for Fall Semester graduation   |
| TBD        | eCore Courses Begin. See eCore Calendar for important dates/details  |
| Aug. 10    | Fall semester <b>Full Term</b> and <b>Session I (non-eCore)</b> classes begin  |
| Aug. 10-14 | Open Drop – <b>non-eCore</b> classes dropped during Open Drop will receive a refund of paid funds. Open Drop ends at midnight Aug.ust 14.  |
| Aug. 15    | Withdrawal “W” period begins for <b>Full Term (non-eCore)- 16 week courses</b> . Students who withdraw from a full term - 16 week (non-eCore) class between 12:01 am Aug.ust 15 and midnight Sept..tember 30 will receive a grade of W (Full Session non-eCore Courses). <b>Reminder there is no refund associated with withdrawing from a course.</b> |
| Aug. 15    | Withdrawal “W” period begins for <b>Session I (non-eCore)- 8 week courses</b> .  |
| Aug. 16    | Final fee payment deadline at 6:00 pm. A zero balance is required to avoid being dropped for non-payment. Please see the Bursar’s website for additional information.  |
| Aug. 16    | Last day to apply for Tuition Differential Waivers for Fall 2016. The waiver application and all supporting documents must be received in the Registrar’s Office by 5:00 pm  |
| Sept. 1    | Last day to Petition for In-State Tuition Status for Fall Semester   |
| Sept. 5    | Labor Day Holiday, no classes, offices closed  |
| Sept. 7    | Last day to Withdraw with a grade of W from <b>Session I (non-eCore)- 8 week courses</b> .   |
| Sept. 30   | Last day to Withdraw with a grade of W from <b>Full Term (non-eCore)- 16 week courses</b> . Students withdrawing from full term courses after midnight will be awarded a grade of WF. Note: A WF grade is calculated as an F in the gpa.   |
| Sept. 30   | <b>Session I (non-eCore)</b> ends; Last day of instruction and finals  |
| Oct. 1     | Last day to apply for Spring Graduation  |
| Oct. 3     | <b>Fall Session II (non-eCore)</b> – 8 week courses begin  |
| Oct. 3-4   | Open Drop/Add. Ends at midnight.   |
| Oct. 5     | Withdrawal “W” period begins for <b>Session II (non-eCore)- 8 week courses</b> .   |
| Oct. 5     | Fee Payment Deadline for Fall 2016 <b>Session II (non-eCore)- 8 week courses</b> . A zero balance is required to avoid being dropped for non-payment at 6:00 pm.   |
| Oct. 6-7   | Fall Break, no classes, office open  |
| Oct. 24    | Registration for Spring Semester 2017 begins for currently enrolled students.  |
| Oct. 28    | Last day to Withdraw with a grade of W from <b>Session II (non-eCore)- 8 week courses</b> .  |
| Nov. 21-23 | Thanksgiving recess, no classes, offices open  |
| Nov. 24-25 | Thanksgiving Holiday, no classes, offices closed   |

|          |  |
|----------|--|
| Nov. 26  | No Saturday classes  |
| Dec. 2   | Fall classes end   |
| Dec. 3-9 | Final Fall Examinations. See Exam Schedule for details             |
| Dec. 10  | Fall Graduation (time & details to be announced)                   |
| Dec. 12  | Grades due by 12:00-noon; Spring 2017 Fee Payment Deadline at 6 pm |



**A little West of all the rest**

# UWG QUICK GUIDE

During your time at UWG, there are resources you will use again and again:

- 1) UWG website ([www.westga.edu](http://www.westga.edu))
- 2) Student Handbook
- 3) The Scoop and Class Bulletin
- 4) MyUWG + Banweb + WolfWatch
- 5) CourseDen

So what are these resources and where can you find them? Let's break them down one by one:

## 1. UWG Website

The UWG website is your information station! Simply type what you are looking for into the search box at the top right-hand side of the page and you will be directed to the right place. Trust us, you will want to bookmark this page!

**To access the UWG website simply visit [www.westga.edu](http://www.westga.edu).**

## 2. The UWG Student Handbook

The UWG Handbook is printed in the front of this Planner for your reference. The most updated version of the Student Handbook is online. In the Handbook, you will find information about the University's Honor Code, Student Conduct process, and other information about University policy and procedures. Please use this document to help you understand your rights and responsibilities as a UWG student.

**To access the handbook, visit [www.westga.edu/~handbook/index.php](http://www.westga.edu/~handbook/index.php) or simply type "handbook" into the search box on the UWG website.**

## 3. The Scoop & Class Bulletin

**The Scoop** is the student guide for important details each semester including the university calendar, general announcements, class periods, exam schedules, registration deadlines, financial aid, advisement information, and much more. Courses offered each semester are found in the Class Bulletin. All class information, including room, instructor and time, is subject to change. You should check the Class Bulletin frequently for new courses and course changes.

**To access The Scoop, visit [www.westga.edu/registrar/766.php](http://www.westga.edu/registrar/766.php) or pick up your copy in the Center for Academic Success each semester.**

**To access the Class Bulletin visit [grim.westga.edu/www/schedule.htm](http://grim.westga.edu/www/schedule.htm)**

## 4. MyUWG + BanWeb + WolfWatch

**MyUWG** is an innovative tool designed to simplify the process of using e-mail, BanWeb, and more. It provides a central login for access to most everything you will need at UWG. **BanWeb** is used for class registration, dropping/adding classes,



viewing and printing class schedules, checking grades, changing any personal information, viewing and printing transcripts, purchasing meal plans, and paying tuition and fees. **WolfWatch** is a web based tool that tracks degree progress, prepares for registration, and plans for graduation.

**To access MyUWG (which houses BanWeb and WolfWatch), visit [myuwg.westga.edu/](http://myuwg.westga.edu/) or click on the “Current Students” tab on the UWG website and a link will be provided.**

## **5. CourseDen**

CourseDen is your home for all your classes. Each course has a page that houses discussion boards, mail systems and live chat, grade postings, and various documents including PowerPoint presentations from lectures, syllabi, etc. Check this daily!

**To access CourseDen, visit [westga.view.usg.edu](http://westga.view.usg.edu) or click on “Online Learning” in the menu on the UWG home page for a link.**



**Think in a whole different direction.  
Go West.**

# FOOTBALL CALENDAR



## 2016 Football Schedule

| <u>Date</u>         | <u>Opponent</u>            | <u>Location</u>            | <u>Time</u>    |
|---------------------|----------------------------|----------------------------|----------------|
| <b>September 3</b>  | <b>Catawba</b>             | <b>Carrollton, Georgia</b> | <b>2:00 PM</b> |
| September 10        | Miles                      | Fairfield, AL              | 5:00 PM        |
| <b>September 17</b> | <b>Delta State</b>         | <b>Carrollton, Georgia</b> | <b>2:00 PM</b> |
| September 24        | Albany State               | Albany, GA                 | 7:00 PM        |
| October 1           | North Alabama              | Florence, AL               | 7:00 PM        |
| October 8           | Valdosta State             | Valdosta, GA               | 7:00 PM        |
| <b>October 15</b>   | <b>West Alabama</b>        | <b>Carrollton, Georgia</b> | <b>2:00 PM</b> |
| <b>October 22</b>   | <b>Mississippi College</b> | <b>Carrollton, Georgia</b> | <b>2:00 PM</b> |
| October 29          | Shorter                    | Rome, GA                   | 1:30 PM        |
| <b>November 5</b>   | <b>Florida Tech</b>        | <b>Carrollton, Georgia</b> | <b>2:00 PM</b> |
| November 12         | West Florida               | Pensacola, FL              | 1:00 PM        |

*All Times Eastern*

*Dates/Times Subject to Change*

# AUGUST EVENTS

| <b>Date</b> | <b>Event</b>   |
|-------------|--|
| Aug 21      | Screen on the Green, Avengers: Age of Ulton, Love Valley, 8:00 pm          |
| Aug 22      | SWW Glow in the Dark Event, CC Ballroom, 6:00 pm                           |
| Aug 23      | Latino Freshman Meet & Greet, Row Hall, 12:30 pm                           |
| Aug 23      | Welcome Back Blast, Love Valley  |
| Aug 24      | Multicultural Achievement Program Mentoring Kick-Off, CC Ballroom, 7:00 pm |
| Aug 24      | #WolvesWhoDream, CC Patio, 4:00 pm   |
| Aug 25      | Get the Scoop on Greek Life  |
| Aug 26      | Student Employment Opportunities Fair, 12:00 pm                            |
| Aug 27      | African American Male Initiative Meet & Greet, CC Ballroom, 6:00 pm        |
| Aug 28      | WWG Casino Night, CC Ballroom, 6:00 pm                                     |
| Aug 29      | WWG Spirit Paint Party, CC Ballroom, 11:00 am & 2:00 pm                    |



**Get a change of perspective. GO WEST.**

# 2016 | AUGUST

| MONDAY   | TUESDAY  | WEDNESDAY |
|----------|----------|-----------|
| 1 .....  | 2 .....  | 3 .....   |
| 8 .....  | 9 .....  | 10 .....  |
| 15 ..... | 16 ..... | 17 .....  |
| 22 ..... | 23 ..... | 24 .....  |
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| THURSDAY                                     | FRIDAY                                       | SATURDAY                                     | SUNDAY                                       |
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| 4 .....<br>.....<br>.....<br>.....<br>.....  | 5 .....<br>.....<br>.....<br>.....<br>.....  | 6 .....<br>.....<br>.....<br>.....<br>.....  | 7 .....<br>.....<br>.....<br>.....<br>.....  |
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| AUGUST |    |    |    |    |    |    | 2016 |
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**1 MONDAY**  
AUGUST

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**2 TUESDAY**  
AUGUST

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**3 WEDNESDAY**  
AUGUST

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**4 THURSDAY**  
AUGUST

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**5 FRIDAY**  
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**6 SATURDAY**  
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**7 SUNDAY**  
AUGUST

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SEPTEMBER 2016

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**8 MONDAY**  
AUGUST

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**9 TUESDAY**  
AUGUST

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**10 WEDNESDAY**  
AUGUST

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**11 THURSDAY**  
AUGUST

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**12 FRIDAY**  
AUGUST

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**13 SATURDAY**  
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**14 SUNDAY**  
AUGUST

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| AUGUST |    |    |    |    |    |    | 2016 |
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**15 MONDAY**  
AUGUST

**16 TUESDAY**  
AUGUST

**17 WEDNESDAY**  
AUGUST

**18 THURSDAY**  
AUGUST

**19 FRIDAY**  
AUGUST

**20 SATURDAY**  
AUGUST

**21 SUNDAY**  
AUGUST



SEPTEMBER 2016

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**22 MONDAY**  
AUGUST

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**23 TUESDAY**  
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**24 WEDNESDAY**  
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**25 THURSDAY**  
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**26 FRIDAY**  
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**27 SATURDAY**  
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**28 SUNDAY**  
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| AUGUST |    |    |    |    |    |    | 2016 |
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**29 MONDAY**  
AUGUST

**30 TUESDAY**  
AUGUST

**31 WEDNESDAY**  
AUGUST

**1 THURSDAY**  
SEPTEMBER

**2 FRIDAY**  
SEPTEMBER

**3 SATURDAY**  
SEPTEMBER

**4 SUNDAY**  
SEPTEMBER

# SEPTEMBER EVENTS

| <b>Date</b> | <b>Event</b>  |
|-------------|---|
| Sept 6      | Leadership To Go, Campus Center 108.3, 6-7:30 pm                        |
| Sept 8      | Lead Lunch 12-1:30 pm   |
| Sept 12     | All SAC Meeting, Campus Center 302, 6:00 pm                             |
| Sept 23     | Homecoming Applications Due   |
| Sept 11     | Stay West Weekend: TBD  |
| Sept 12     | First Home Football Family Day, Novelty, and Tailgate, Stadium, 5:00 pm |
| Sept 13     | Emerging Leaders Fall Retreat   |
| Sept 14-18  | Health & Wellness Week  |



| THURSDAY | FRIDAY   | SATURDAY | SUNDAY   |
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| SEPTEMBER |    |    |    |    |    |    | 2016 |
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**5 MONDAY**  
SEPTEMBER

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**6 TUESDAY**  
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**7 WEDNESDAY**  
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**8 THURSDAY**  
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**9 FRIDAY**  
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**10 SATURDAY**  
SEPTEMBER

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**11 SUNDAY**  
SEPTEMBER

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OCTOBER 2016

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| <sup>23</sup> / <sub>30</sub> | <sup>24</sup> / <sub>31</sub> | 25 | 26 | 27 | 28 | 29 |



**12 MONDAY**  
SEPTEMBER

**13 TUESDAY**  
SEPTEMBER

**14 WEDNESDAY**  
SEPTEMBER

**15 THURSDAY**  
SEPTEMBER

**16 FRIDAY**  
SEPTEMBER

**17 SATURDAY**  
SEPTEMBER

**18 SUNDAY**  
SEPTEMBER



| SEPTEMBER |    |    |    |    |    |    | 2016 |
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**19 MONDAY**  
SEPTEMBER

**20 TUESDAY**  
SEPTEMBER

**21 WEDNESDAY**  
SEPTEMBER

**22 THURSDAY**  
SEPTEMBER

**23 FRIDAY**  
SEPTEMBER

**24 SATURDAY**  
SEPTEMBER

**25 SUNDAY**  
SEPTEMBER



OCTOBER 2016

| S             | M             | T             | W  | T  | F  | S  |
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| <del>23</del> | <del>24</del> | <del>25</del> | 26 | 27 | 28 | 29 |
| <del>30</del> | <del>31</del> |               |    |    |    |    |



**26 MONDAY**  
SEPTEMBER

**27 TUESDAY**  
SEPTEMBER

**28 WEDNESDAY**  
SEPTEMBER

**29 THURSDAY**  
SEPTEMBER

**30 FRIDAY**  
SEPTEMBER

**1 SATURDAY**  
OCTOBER

**2 SUNDAY**  
OCTOBER

# OCTOBER EVENTS

| <b>Date</b> | <b>Event</b>  |
|-------------|---|
| Oct 4       | Zeta Phi Beta Week Begins                             |
| Oct 6       | Leadership to Go                                      |
| Oct 7       | SAC Event   |
| Oct 9       | Giveback Day  |
| Oct 11      | Greek Advance   |
| Oct 13      | Leadership to Go                                      |
| Oct 14      | SAC Event   |
| Oct 15      | Lead Lunch  |
| Oct 16      | WWG: Halloween Kick-Off Party, Campus Center Ballroom |
| Oct 17      | WWG: Haunted House Field Trip, Newnan, Georgia        |
| Oct 18      | Leadership in the Wilderness                          |
| Oct 19      | Alcohol Awareness Week                                |
| Oct 20      | Leadership to Go                                      |
| Oct 20      | Greek Grind   |
| Oct 27      | Leadership to Go                                      |
| Oct 28      | SAC Fall Festival, CC Ballroom                        |
| Oct 29      | Community Safe Treat                                  |



**Make your mark in your own way.**





| THURSDAY |          | FRIDAY   |          | SATURDAY |         | SUNDAY |  |
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| OCTOBER       |               |               |               |    |    |          | 2016 |
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**3 MONDAY**  
OCTOBER

**4 TUESDAY**  
OCTOBER

**5 WEDNESDAY**  
OCTOBER

**6 THURSDAY**  
OCTOBER

**7 FRIDAY**  
OCTOBER

**8 SATURDAY**  
OCTOBER

**9 SUNDAY**  
OCTOBER

NOVEMBER 2016

| S  | M  | T  | W  | T  | F  | S  |
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**10 MONDAY**  
OCTOBER

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**11 TUESDAY**  
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**12 WEDNESDAY**  
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**13 THURSDAY**  
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**15 SATURDAY**  
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**16 SUNDAY**  
OCTOBER

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| OCTOBER       |               |               |               |    |    |          | 2016 |
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| 9             | 10            | 11            | 12            | 13 | 14 | 15       |      |
| 16            | 17            | 18            | 19            | 20 | 21 | 22       |      |
| <del>23</del> | <del>30</del> | <del>24</del> | <del>31</del> | 25 | 26 | 27 28 29 |      |

**17 MONDAY**  
OCTOBER

**18 TUESDAY**  
OCTOBER

**19 WEDNESDAY**  
OCTOBER

**20 THURSDAY**  
OCTOBER

**21 FRIDAY**  
OCTOBER

**22 SATURDAY**  
OCTOBER

**23 SUNDAY**  
OCTOBER



**NOVEMBER 2016**

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| 27 | 28 | 29 | 30 |    |    |    |



**24 MONDAY**  
OCTOBER

**25 TUESDAY**  
OCTOBER

**26 WEDNESDAY**  
OCTOBER

**27 THURSDAY**  
OCTOBER

**28 FRIDAY**  
OCTOBER

**29 SATURDAY**  
OCTOBER

**30 SUNDAY**  
OCTOBER



| OCTOBER |    |    |    |    |    |    | 2016 |
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| 16      | 17 | 18 | 19 | 20 | 21 | 22 |      |
| 23      | 24 | 25 | 26 | 27 | 28 | 29 |      |
| 30      | 31 |    |    |    |    |    |      |

**31 MONDAY**  
OCTOBER

**1 TUESDAY**  
NOVEMBER

**2 WEDNESDAY**  
NOVEMBER

**3 THURSDAY**  
NOVEMBER

**4 FRIDAY**  
NOVEMBER

**5 SATURDAY**  
OCTOBER

**6 SUNDAY**  
NOVEMBER

# NOVEMBER EVENTS

| <b>Date</b> | <b>Event</b>                    |
|-------------|---------------------------------|
| Nov 2       | Lambda Theta Phi Week Begins    |
| Nov 2       | Women's Empowerment Week Begins |
| Nov 3       | Leadership to Go                |
| Nov 4       | SAC Event                       |
| Nov 6       | SWW Event: TBD                  |
| Nov 7       | SWW Event: TBD                  |
| Nov 8       | Sigma Gamma Rho Week Begins     |
| Nov 9       | Lead Lunch                      |
| Nov 10      | Giveback Day                    |
| Nov 13      | WWG Cinema, CC Ballroom         |
| Nov 16      | Omega's Week                    |
| Nov 18      | SAC Event                       |



**The Best and the Brightest Go West.**

# 2016 | NOVEMBER

| MONDAY   | TUESDAY  | WEDNESDAY |
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| 14 ..... | 15 ..... | 16 .....  |
| 21 ..... | 22 ..... | 23 .....  |
| 28 ..... | 29 ..... | 30 .....  |

| THURSDAY                                     | FRIDAY                                       | SATURDAY                                     | SUNDAY                                       |
|--|--|--|--|
| 3 .....<br>.....<br>.....<br>.....<br>.....  | 4 .....<br>.....<br>.....<br>.....<br>.....  | 5 .....<br>.....<br>.....<br>.....<br>.....  | 6 .....<br>.....<br>.....<br>.....<br>.....  |
| 10 .....<br>.....<br>.....<br>.....<br>..... | 11 .....<br>.....<br>.....<br>.....<br>..... | 12 .....<br>.....<br>.....<br>.....<br>..... | 13 .....<br>.....<br>.....<br>.....<br>..... |
| 17 .....<br>.....<br>.....<br>.....<br>..... | 18 .....<br>.....<br>.....<br>.....<br>..... | 19 .....<br>.....<br>.....<br>.....<br>..... | 20 .....<br>.....<br>.....<br>.....<br>..... |
| 24 .....<br>.....<br>.....<br>.....<br>..... | 25 .....<br>.....<br>.....<br>.....<br>..... | 26 .....<br>.....<br>.....<br>.....<br>..... | 27 .....<br>.....<br>.....<br>.....<br>..... |
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| NOVEMBER |    |    |    |    |    |    | 2016 |
|----------|----|----|----|----|----|----|------|
| S        | M  | T  | W  | T  | F  | S  |      |
|          |    | 1  | 2  | 3  | 4  | 5  |      |
| 6        | 7  | 8  | 9  | 10 | 11 | 12 |      |
| 13       | 14 | 15 | 16 | 17 | 18 | 19 |      |
| 20       | 21 | 22 | 23 | 24 | 25 | 26 |      |
| 27       | 28 | 29 | 30 |    |    |    |      |

**7 MONDAY**  
NOVEMBER

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**8 TUESDAY**  
NOVEMBER

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**9 WEDNESDAY**  
NOVEMBER

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**10 THURSDAY**  
NOVEMBER

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**11 FRIDAY**  
NOVEMBER

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**12 SATURDAY**  
NOVEMBER

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**13 SUNDAY**  
NOVEMBER

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DECEMBER 2016

| S  | M  | T  | W  | T  | F  | S  |
|----|----|----|----|----|----|----|
|    |    |    |    | 1  | 2  | 3  |
| 4  | 5  | 6  | 7  | 8  | 9  | 10 |
| 11 | 12 | 13 | 14 | 15 | 16 | 17 |
| 18 | 19 | 20 | 21 | 22 | 23 | 24 |
| 25 | 26 | 27 | 28 | 29 | 30 | 31 |



**14 MONDAY**  
NOVEMBER

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**15 TUESDAY**  
NOVEMBER

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**16 WEDNESDAY**  
NOVEMBER

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**17 THURSDAY**  
NOVEMBER

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**18 FRIDAY**  
NOVEMBER

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**19 SATURDAY**  
NOVEMBER

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**20 SUNDAY**  
NOVEMBER

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| NOVEMBER |    |    |    |    |    |    | 2016 |
|----------|----|----|----|----|----|----|------|
| S        | M  | T  | W  | T  | F  | S  |      |
|          |    | 1  | 2  | 3  | 4  | 5  |      |
| 6        | 7  | 8  | 9  | 10 | 11 | 12 |      |
| 13       | 14 | 15 | 16 | 17 | 18 | 19 |      |
| 20       | 21 | 22 | 23 | 24 | 25 | 26 |      |
| 27       | 28 | 29 | 30 |    |    |    |      |

**21 MONDAY**  
NOVEMBER

• Thanksgiving holiday, no classes

**22 TUESDAY**  
NOVEMBER

• Thanksgiving holiday, no classes

**23 WEDNESDAY**  
NOVEMBER

• Thanksgiving holiday, no classes

**24 THURSDAY**  
NOVEMBER

• Thanksgiving holiday, no classes,  
offices closed

**25 FRIDAY**  
NOVEMBER

• Thanksgiving holiday, no classes,  
offices closed

**26 SATURDAY**  
NOVEMBER

**27 SUNDAY**  
NOVEMBER



| DECEMBER |    |    |    |    |    |    | 2016 |  |  |
|----------|----|----|----|----|----|----|------|--|--|
| S        | M  | T  | W  | T  | F  | S  |      |  |  |
|          |    |    |    | 1  | 2  | 3  |      |  |  |
| 4        | 5  | 6  | 7  | 8  | 9  | 10 |      |  |  |
| 11       | 12 | 13 | 14 | 15 | 16 | 17 |      |  |  |
| 18       | 19 | 20 | 21 | 22 | 23 | 24 |      |  |  |
| 25       | 26 | 27 | 28 | 29 | 30 | 31 |      |  |  |



**28 MONDAY**  
NOVEMBER

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**29 TUESDAY**  
NOVEMBER

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**30 WEDNESDAY**  
NOVEMBER

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**1 THURSDAY**  
DECEMBER

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**2 FRIDAY**  
DECEMBER

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**3 SATURDAY**  
DECEMBER

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**4 SUNDAY**  
DECEMBER

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| THURSDAY | FRIDAY   | SATURDAY | SUNDAY   |
|----------|----------|----------|----------|
| 1 .....  | 2 .....  | 3 .....  | 4 .....  |
| .....    | .....    | .....    | .....    |
| .....    | .....    | .....    | .....    |
| .....    | .....    | .....    | .....    |
| .....    | .....    | .....    | .....    |
| 8 .....  | 9 .....  | 10 ..... | 11 ..... |
| .....    | .....    | .....    | .....    |
| .....    | .....    | .....    | .....    |
| .....    | .....    | .....    | .....    |
| .....    | .....    | .....    | .....    |
| 15 ..... | 16 ..... | 17 ..... | 18 ..... |
| .....    | .....    | .....    | .....    |
| .....    | .....    | .....    | .....    |
| .....    | .....    | .....    | .....    |
| .....    | .....    | .....    | .....    |
| 22 ..... | 23 ..... | 24 ..... | 25 ..... |
| .....    | .....    | .....    | .....    |
| .....    | .....    | .....    | .....    |
| .....    | .....    | .....    | .....    |
| .....    | .....    | .....    | .....    |
| 29 ..... | 30 ..... | 31 ..... |          |
| .....    | .....    | .....    |          |
| .....    | .....    | .....    |          |
| .....    | .....    | .....    |          |
| .....    | .....    | .....    |          |

# DECEMBER EVENTS

| <b>Date</b> | <b>Event</b>                    |
|-------------|---------------------------------|
| Dec 2       | Celebrate Your Involvement      |
| Dec 2       | SAC Wrap Up Your Semester Event |
| Dec 4       | WWG Event: TBD                  |
| Dec 5       | WWG: Relaxation Paint Party     |



**Amazing things happen when you GO WEST.**





| DECEMBER |    |    |    |    |    |    | 2016 |
|----------|----|----|----|----|----|----|------|
| S        | M  | T  | W  | T  | F  | S  |      |
|          |    |    |    | 1  | 2  | 3  |      |
| 4        | 5  | 6  | 7  | 8  | 9  | 10 |      |
| 11       | 12 | 13 | 14 | 15 | 16 | 17 |      |
| 18       | 19 | 20 | 21 | 22 | 23 | 24 |      |
| 25       | 26 | 27 | 28 | 29 | 30 | 31 |      |

**5 MONDAY**  
DECEMBER

**6 TUESDAY**  
DECEMBER

**7 WEDNESDAY**  
DECEMBER

**8 THURSDAY**  
DECEMBER

**9 FRIDAY**  
DECEMBER

**10 SATURDAY**  
DECEMBER

- Fall Graduation

**11 SUNDAY**  
DECEMBER

DECEMBER 2016

| S  | M  | T  | W  | T  | F  | S  |
|----|----|----|----|----|----|----|
|    |    |    |    | 1  | 2  | 3  |
| 4  | 5  | 6  | 7  | 8  | 9  | 10 |
| 11 | 12 | 13 | 14 | 15 | 16 | 17 |
| 18 | 19 | 20 | 21 | 22 | 23 | 24 |
| 25 | 26 | 27 | 28 | 29 | 30 | 31 |



**12 MONDAY**  
DECEMBER

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**13 TUESDAY**  
DECEMBER

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**14 WEDNESDAY**  
DECEMBER

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**15 THURSDAY**  
DECEMBER

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**16 FRIDAY**  
DECEMBER

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**17 SATURDAY**  
DECEMBER

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**18 SUNDAY**  
DECEMBER

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JANUARY 2017

| S  | M  | T  | W  | T  | F  | S  |
|----|----|----|----|----|----|----|
| 1  | 2  | 3  | 4  | 5  | 6  | 7  |
| 8  | 9  | 10 | 11 | 12 | 13 | 14 |
| 15 | 16 | 17 | 18 | 19 | 20 | 21 |
| 22 | 23 | 24 | 25 | 26 | 27 | 28 |
| 29 | 30 | 31 |    |    |    |    |

**19 MONDAY**  
DECEMBER

**20 TUESDAY**  
DECEMBER

**21 WEDNESDAY**  
DECEMBER

**22 THURSDAY**  
DECEMBER

**23 FRIDAY**  
DECEMBER

**24 SATURDAY**  
DECEMBER

**25 SUNDAY**  
DECEMBER



DECEMBER 2016

| S  | M  | T  | W  | T  | F  | S  |
|----|----|----|----|----|----|----|
|    |    |    |    | 1  | 2  | 3  |
| 4  | 5  | 6  | 7  | 8  | 9  | 10 |
| 11 | 12 | 13 | 14 | 15 | 16 | 17 |
| 18 | 19 | 20 | 21 | 22 | 23 | 24 |
| 25 | 26 | 27 | 28 | 29 | 30 | 31 |



**26 MONDAY**  
DECEMBER

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**27 TUESDAY**  
DECEMBER

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**28 WEDNESDAY**  
DECEMBER

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**29 THURSDAY**  
DECEMBER

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**30 FRIDAY**  
DECEMBER

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**31 SATURDAY**  
DECEMBER

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**1 SUNDAY**  
JANUARY

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# 2017 | JANUARY

| MONDAY   | TUESDAY  | WEDNESDAY |
|----------|----------|-----------|
|          |          |           |
| 2 .....  | 3 .....  | 4 .....   |
| .....    | .....    | .....     |
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| .....    | .....    | .....     |
| 9 .....  | 10 ..... | 11 .....  |
| .....    | .....    | .....     |
| .....    | .....    | .....     |
| .....    | .....    | .....     |
| .....    | .....    | .....     |
| 16 ..... | 17 ..... | 18 .....  |
| .....    | .....    | .....     |
| .....    | .....    | .....     |
| .....    | .....    | .....     |
| .....    | .....    | .....     |
| 23 ..... | 24 ..... | 25 .....  |
| .....    | .....    | .....     |
| .....    | .....    | .....     |
| .....    | .....    | .....     |
| 30 ..... | 31 ..... | .....     |
| .....    | .....    | .....     |
| .....    | .....    | .....     |

| THURSDAY | FRIDAY | SATURDAY | SUNDAY |
|----------|--------|----------|--------|
|          |        |          | 1      |
| 5        | 6      | 7        | 8      |
| 12       | 13     | 14       | 15     |
| 19       | 20     | 21       | 22     |
| 26       | 27     | 28       | 29     |



JANUARY 2017

| S  | M  | T  | W  | T  | F  | S  |
|----|----|----|----|----|----|----|
| 1  | 2  | 3  | 4  | 5  | 6  | 7  |
| 8  | 9  | 10 | 11 | 12 | 13 | 14 |
| 15 | 16 | 17 | 18 | 19 | 20 | 21 |
| 22 | 23 | 24 | 25 | 26 | 27 | 28 |
| 29 | 30 | 31 |    |    |    |    |

**2 MONDAY**  
JANUARY

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**3 TUESDAY**  
JANUARY

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**4 WEDNESDAY**  
JANUARY

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**5 THURSDAY**  
JANUARY

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**6 FRIDAY**  
JANUARY

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**7 SATURDAY**  
JANUARY

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**8 SUNDAY**  
JANUARY

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FEBRUARY 2017

S M T W T F S

1 2 3 4

5 6 7 8 9 10 11

12 13 14 15 16 17 18

19 20 21 22 23 24 25

26 27 28



**9 MONDAY**  
JANUARY

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**10 TUESDAY**  
JANUARY

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**11 WEDNESDAY**  
JANUARY

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**12 THURSDAY**  
JANUARY

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**13 FRIDAY**  
JANUARY

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**14 SATURDAY**  
JANUARY

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**15 SUNDAY**  
JANUARY

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JANUARY 2017

| S  | M  | T  | W  | T  | F  | S  |
|----|----|----|----|----|----|----|
| 1  | 2  | 3  | 4  | 5  | 6  | 7  |
| 8  | 9  | 10 | 11 | 12 | 13 | 14 |
| 15 | 16 | 17 | 18 | 19 | 20 | 21 |
| 22 | 23 | 24 | 25 | 26 | 27 | 28 |
| 29 | 30 | 31 |    |    |    |    |

**16 MONDAY**  
JANUARY

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**17 TUESDAY**  
JANUARY

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**18 WEDNESDAY**  
JANUARY

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**19 THURSDAY**  
JANUARY

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**20 FRIDAY**  
JANUARY

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**21 SATURDAY**  
JANUARY

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**22 SUNDAY**  
JANUARY

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**FEBRUARY 2017**

| S  | M  | T  | W  | T  | F  | S  |
|----|----|----|----|----|----|----|
|    |    | 1  | 2  | 3  | 4  |    |
| 5  | 6  | 7  | 8  | 9  | 10 | 11 |
| 12 | 13 | 14 | 15 | 16 | 17 | 18 |
| 19 | 20 | 21 | 22 | 23 | 24 | 25 |
| 26 | 27 | 28 |    |    |    |    |



**23 MONDAY**  
JANUARY

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• Martin Luther King Jr. Holiday  
(offices closed, no classes)

**24 TUESDAY**  
JANUARY

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**25 WEDNESDAY**  
JANUARY

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**26 THURSDAY**  
JANUARY

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**27 FRIDAY**  
JANUARY

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**28 SATURDAY**  
JANUARY

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**29 SUNDAY**  
JANUARY

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| JANUARY |    |    |    |    |    |    | 2017 |
|---------|----|----|----|----|----|----|------|
| S       | M  | T  | W  | T  | F  | S  |      |
| 1       | 2  | 3  | 4  | 5  | 6  | 7  |      |
| 8       | 9  | 10 | 11 | 12 | 13 | 14 |      |
| 15      | 16 | 17 | 18 | 19 | 20 | 21 |      |
| 22      | 23 | 24 | 25 | 26 | 27 | 28 |      |
| 29      | 30 | 31 |    |    |    |    |      |

**30** MONDAY  
JANUARY

**31** TUESDAY  
JANUARY

**1** WEDNESDAY  
FEBRUARY

**2** THURSDAY  
FEBRUARY

**3** FRIDAY  
FEBRUARY

**4** SATURDAY  
FEBRUARY

**5** SUNDAY  
FEBRUARY

Handwriting practice area with horizontal lines and a vertical margin line.





# 2017 | FEBRUARY

| MONDAY                                       | TUESDAY                                      | WEDNESDAY                                    |
|--|--|--|
|  |  | 1 .....<br>.....<br>.....<br>.....<br>.....  |
| 6 .....<br>.....<br>.....<br>.....<br>.....  | 7 .....<br>.....<br>.....<br>.....<br>.....  | 8 .....<br>.....<br>.....<br>.....<br>.....  |
| 13 .....<br>.....<br>.....<br>.....<br>..... | 14 .....<br>.....<br>.....<br>.....<br>..... | 15 .....<br>.....<br>.....<br>.....<br>..... |
| 20 .....<br>.....<br>.....<br>.....<br>..... | 21 .....<br>.....<br>.....<br>.....<br>..... | 22 .....<br>.....<br>.....<br>.....<br>..... |
| 27 .....<br>.....<br>.....<br>.....<br>..... | 28 .....<br>.....<br>.....<br>.....<br>..... |  |





| FEBRUARY |    |    |    |    |    |    | 2017 |
|----------|----|----|----|----|----|----|------|
| S        | M  | T  | W  | T  | F  | S  |      |
|          |    |    | 1  | 2  | 3  | 4  |      |
| 5        | 6  | 7  | 8  | 9  | 10 | 11 |      |
| 12       | 13 | 14 | 15 | 16 | 17 | 18 |      |
| 19       | 20 | 21 | 22 | 23 | 24 | 25 |      |
| 26       | 27 | 28 |    |    |    |    |      |

**6 MONDAY**  
FEBRUARY

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**7 TUESDAY**  
FEBRUARY

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**8 WEDNESDAY**  
FEBRUARY

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**9 THURSDAY**  
FEBRUARY

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**10 FRIDAY**  
FEBRUARY

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**11 SATURDAY**  
FEBRUARY

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**12 SUNDAY**  
FEBRUARY

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| MARCH |   |   |   |   |   |   | 2017 |    |    |    |
|-------|---|---|---|---|---|---|------|----|----|----|
| S     | M | T | W | T | F | S | 1    | 2  | 3  | 4  |
|       |   |   |   |   |   |   | 5    | 6  | 7  | 8  |
|       |   |   |   |   |   |   | 9    | 10 | 11 |    |
|       |   |   |   |   |   |   | 12   | 13 | 14 | 15 |
|       |   |   |   |   |   |   | 16   | 17 | 18 |    |
|       |   |   |   |   |   |   | 19   | 20 | 21 | 22 |
|       |   |   |   |   |   |   | 23   | 24 | 25 |    |
|       |   |   |   |   |   |   | 26   | 27 | 28 | 29 |
|       |   |   |   |   |   |   | 30   | 31 |    |    |



**13 MONDAY**  
FEBRUARY

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**14 TUESDAY**  
FEBRUARY

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**15 WEDNESDAY**  
FEBRUARY

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**16 THURSDAY**  
FEBRUARY

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**17 FRIDAY**  
FEBRUARY

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**18 SATURDAY**  
FEBRUARY

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**19 SUNDAY**  
FEBRUARY

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| FEBRUARY |    |    |    |    |    |    | 2017 |
|----------|----|----|----|----|----|----|------|
| S        | M  | T  | W  | T  | F  | S  |      |
|          |    |    | 1  | 2  | 3  | 4  |      |
| 5        | 6  | 7  | 8  | 9  | 10 | 11 |      |
| 12       | 13 | 14 | 15 | 16 | 17 | 18 |      |
| 19       | 20 | 21 | 22 | 23 | 24 | 25 |      |
| 26       | 27 | 28 |    |    |    |    |      |

**20 MONDAY**  
FEBRUARY

**21 TUESDAY**  
FEBRUARY

**22 WEDNESDAY**  
FEBRUARY

**23 THURSDAY**  
FEBRUARY

**24 FRIDAY**  
FEBRUARY

**25 SATURDAY**  
FEBRUARY

**26 SUNDAY**  
FEBRUARY

| MARCH |   |   |   |   |   |   | 2017 |    |    |    |
|-------|---|---|---|---|---|---|------|----|----|----|
| S     | M | T | W | T | F | S | 1    | 2  | 3  | 4  |
|       |   |   |   |   |   |   | 5    | 6  | 7  | 8  |
|       |   |   |   |   |   |   | 9    | 10 | 11 |    |
|       |   |   |   |   |   |   | 12   | 13 | 14 | 15 |
|       |   |   |   |   |   |   | 16   | 17 | 18 |    |
|       |   |   |   |   |   |   | 19   | 20 | 21 | 22 |
|       |   |   |   |   |   |   | 23   | 24 | 25 |    |
|       |   |   |   |   |   |   | 26   | 27 | 28 | 29 |
|       |   |   |   |   |   |   | 30   | 31 |    |    |



**27 MONDAY**  
FEBRUARY

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**28 TUESDAY**  
FEBRUARY

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**1 WEDNESDAY**  
MARCH

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**2 THURSDAY**  
MARCH

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**3 FRIDAY**  
MARCH

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**4 SATURDAY**  
MARCH

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**5 SUNDAY**  
MARCH

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# 2017 | MARCH

| MONDAY   | TUESDAY  | WEDNESDAY |
|----------|----------|-----------|
|          |          | 1 .....   |
|          |          | .....     |
|          |          | .....     |
|          |          | .....     |
|          |          | .....     |
| 6 .....  | 7 .....  | 8 .....   |
| .....    | .....    | .....     |
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| .....    | .....    | .....     |
| .....    | .....    | .....     |
| .....    | .....    | .....     |
| 13 ..... | 14 ..... | 15 .....  |
| .....    | .....    | .....     |
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| .....    | .....    | .....     |
| .....    | .....    | .....     |
| 20 ..... | 21 ..... | 22 .....  |
| .....    | .....    | .....     |
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| .....    | .....    | .....     |
| .....    | .....    | .....     |
| 27 ..... | 28 ..... | 29 .....  |
| .....    | .....    | .....     |
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| .....    | .....    | .....     |



| THURSDAY                                     | FRIDAY                                       | SATURDAY                                     | SUNDAY                                       |
|--|--|--|--|
| 2 .....<br>.....<br>.....<br>.....<br>.....  | 3 .....<br>.....<br>.....<br>.....<br>.....  | 4 .....<br>.....<br>.....<br>.....<br>.....  | 5 .....<br>.....<br>.....<br>.....<br>.....  |
| 9 .....<br>.....<br>.....<br>.....<br>.....  | 10 .....<br>.....<br>.....<br>.....<br>..... | 11 .....<br>.....<br>.....<br>.....<br>..... | 12 .....<br>.....<br>.....<br>.....<br>..... |
| 16 .....<br>.....<br>.....<br>.....<br>..... | 17 .....<br>.....<br>.....<br>.....<br>..... | 18 .....<br>.....<br>.....<br>.....<br>..... | 19 .....<br>.....<br>.....<br>.....<br>..... |
| 23 .....<br>.....<br>.....<br>.....<br>..... | 24 .....<br>.....<br>.....<br>.....<br>..... | 25 .....<br>.....<br>.....<br>.....<br>..... | 26 .....<br>.....<br>.....<br>.....<br>..... |
| 30 .....<br>.....<br>.....<br>.....<br>..... | 31 .....<br>.....<br>.....<br>.....<br>..... |  |  |



| MARCH |    |    |    |    |    |    | 2017 |  |  |  |
|-------|----|----|----|----|----|----|------|--|--|--|
| S     | M  | T  | W  | T  | F  | S  |      |  |  |  |
|       |    |    | 1  | 2  | 3  | 4  |      |  |  |  |
| 5     | 6  | 7  | 8  | 9  | 10 | 11 |      |  |  |  |
| 12    | 13 | 14 | 15 | 16 | 17 | 18 |      |  |  |  |
| 19    | 20 | 21 | 22 | 23 | 24 | 25 |      |  |  |  |
| 26    | 27 | 28 | 29 | 30 | 31 |    |      |  |  |  |

**6 MONDAY**  
FEBRUARY

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**7 TUESDAY**  
MARCH

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**8 WEDNESDAY**  
MARCH

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**9 THURSDAY**  
MARCH

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**10 FRIDAY**  
MARCH

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**11 SATURDAY**  
MARCH

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**12 SUNDAY**  
MARCH

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APRIL 2017

| S  | M  | T  | W  | T  | F  | S  |
|----|----|----|----|----|----|----|
|    |    |    |    |    |    | 1  |
| 2  | 3  | 4  | 5  | 6  | 7  | 8  |
| 9  | 10 | 11 | 12 | 13 | 14 | 15 |
| 16 | 17 | 18 | 19 | 20 | 21 | 22 |
| 23 | 24 | 25 | 26 | 27 | 28 | 29 |
| 30 |    |    |    |    |    |    |



**13 MONDAY**  
MARCH

**14 TUESDAY**  
MARCH

**15 WEDNESDAY**  
MARCH

**16 THURSDAY**  
MARCH

**17 FRIDAY**  
MARCH

**18 SATURDAY**  
MARCH

**19 SUNDAY**  
MARCH



| MARCH |    |    |    |    |    |    | 2017 |  |  |  |
|-------|----|----|----|----|----|----|------|--|--|--|
| S     | M  | T  | W  | T  | F  | S  |      |  |  |  |
|       |    |    | 1  | 2  | 3  | 4  |      |  |  |  |
| 5     | 6  | 7  | 8  | 9  | 10 | 11 |      |  |  |  |
| 12    | 13 | 14 | 15 | 16 | 17 | 18 |      |  |  |  |
| 19    | 20 | 21 | 22 | 23 | 24 | 25 |      |  |  |  |
| 26    | 27 | 28 | 29 | 30 | 31 |    |      |  |  |  |

**20 MONDAY**  
MARCH

**21 TUESDAY**  
MARCH

**22 WEDNESDAY**  
MARCH

**23 THURSDAY**  
MARCH

**24 FRIDAY**  
MARCH

**25 SATURDAY**  
MARCH

**26 SUNDAY**  
MARCH

APRIL 2017

| S                             | M  | T  | W  | T  | F  | S  |
|-------------------------------|----|----|----|----|----|----|
|                               |    |    |    |    |    | 1  |
| 2                             | 3  | 4  | 5  | 6  | 7  | 8  |
| 9                             | 10 | 11 | 12 | 13 | 14 | 15 |
| 16                            | 17 | 18 | 19 | 20 | 21 | 22 |
| <sup>23</sup> / <sub>30</sub> | 24 | 25 | 26 | 27 | 28 | 29 |



**27 MONDAY**  
MARCH

**28 TUESDAY**  
MARCH

**29 WEDNESDAY**  
MARCH

**30 THURSDAY**  
MARCH

**31 FRIDAY**  
MARCH

**1 SATURDAY**  
APRIL

**2 SUNDAY**  
APRIL

# 2017 | APRIL

| MONDAY   |  |  | TUESDAY  |  |  | WEDNESDAY |  |  |
|----------|--|--|----------|--|--|-----------|--|--|
| 3 .....  |  |  | 4 .....  |  |  | 5 .....   |  |  |
| .....    |  |  | .....    |  |  | .....     |  |  |
| .....    |  |  | .....    |  |  | .....     |  |  |
| .....    |  |  | .....    |  |  | .....     |  |  |
| .....    |  |  | .....    |  |  | .....     |  |  |
| 10 ..... |  |  | 11 ..... |  |  | 12 .....  |  |  |
| .....    |  |  | .....    |  |  | .....     |  |  |
| .....    |  |  | .....    |  |  | .....     |  |  |
| .....    |  |  | .....    |  |  | .....     |  |  |
| .....    |  |  | .....    |  |  | .....     |  |  |
| .....    |  |  | .....    |  |  | .....     |  |  |
| 17 ..... |  |  | 18 ..... |  |  | 19 .....  |  |  |
| .....    |  |  | .....    |  |  | .....     |  |  |
| .....    |  |  | .....    |  |  | .....     |  |  |
| .....    |  |  | .....    |  |  | .....     |  |  |
| .....    |  |  | .....    |  |  | .....     |  |  |
| .....    |  |  | .....    |  |  | .....     |  |  |
| 24 ..... |  |  | 25 ..... |  |  | 26 .....  |  |  |
| .....    |  |  | .....    |  |  | .....     |  |  |
| .....    |  |  | .....    |  |  | .....     |  |  |
| .....    |  |  | .....    |  |  | .....     |  |  |
| .....    |  |  | .....    |  |  | .....     |  |  |

| THURSDAY | FRIDAY | SATURDAY | SUNDAY |
|----------|--------|----------|--------|
|----------|--------|----------|--------|

|  |  |         |         |
|--|--|---------|---------|
|  |  | 1 ..... | 2 ..... |
|  |  | .....   | .....   |
|  |  | .....   | .....   |
|  |  | .....   | .....   |

|         |         |         |         |
|---------|---------|---------|---------|
| 6 ..... | 7 ..... | 8 ..... | 9 ..... |
| .....   | .....   | .....   | .....   |
| .....   | .....   | .....   | .....   |
| .....   | .....   | .....   | .....   |

|          |          |          |          |
|----------|----------|----------|----------|
| 13 ..... | 14 ..... | 15 ..... | 16 ..... |
| .....    | .....    | .....    | .....    |
| .....    | .....    | .....    | .....    |
| .....    | .....    | .....    | .....    |

|          |          |          |          |
|----------|----------|----------|----------|
| 20 ..... | 21 ..... | 22 ..... | 23 ..... |
| .....    | .....    | .....    | .....    |
| .....    | .....    | .....    | .....    |
| .....    | .....    | .....    | .....    |

|          |          |          |          |
|----------|----------|----------|----------|
| 27 ..... | 28 ..... | 29 ..... | 30 ..... |
| .....    | .....    | .....    | .....    |
| .....    | .....    | .....    | .....    |
| .....    | .....    | .....    | .....    |



| APRIL                         |    |    |    |    |    |    | 2017 |
|-------------------------------|----|----|----|----|----|----|------|
| S                             | M  | T  | W  | T  | F  | S  |      |
|                               |    |    |    |    |    | 1  |      |
| 2                             | 3  | 4  | 5  | 6  | 7  | 8  |      |
| 9                             | 10 | 11 | 12 | 13 | 14 | 15 |      |
| 16                            | 17 | 18 | 19 | 20 | 21 | 22 |      |
| <sup>23</sup> / <sub>30</sub> | 24 | 25 | 26 | 27 | 28 | 29 |      |

**3 MONDAY**  
APRIL

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**4 TUESDAY**  
APRIL

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**5 WEDNESDAY**  
APRIL

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**6 THURSDAY**  
APRIL

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**7 FRIDAY**  
APRIL

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**8 SATURDAY**  
APRIL

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**9 SUNDAY**  
APRIL

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| MAY |    |    |    |    |    |    | 2017 |
|-----|----|----|----|----|----|----|------|
| S   | M  | T  | W  | T  | F  | S  |      |
|     | 1  | 2  | 3  | 4  | 5  | 6  |      |
| 7   | 8  | 9  | 10 | 11 | 12 | 13 |      |
| 14  | 15 | 16 | 17 | 18 | 19 | 20 |      |
| 21  | 22 | 23 | 24 | 25 | 26 | 27 |      |
| 28  | 29 | 30 | 31 |    |    |    |      |



**10 MONDAY**  
APRIL

**11 TUESDAY**  
APRIL

**12 WEDNESDAY**  
APRIL

**13 THURSDAY**  
APRIL

**14 FRIDAY**  
APRIL

**15 SATURDAY**  
APRIL

**16 SUNDAY**  
APRIL



| APRIL                         |    |    |    |    |    |    | 2017 |
|-------------------------------|----|----|----|----|----|----|------|
| S                             | M  | T  | W  | T  | F  | S  |      |
|                               |    |    |    |    |    | 1  |      |
| 2                             | 3  | 4  | 5  | 6  | 7  | 8  |      |
| 9                             | 10 | 11 | 12 | 13 | 14 | 15 |      |
| 16                            | 17 | 18 | 19 | 20 | 21 | 22 |      |
| <sup>23</sup> / <sub>30</sub> | 24 | 25 | 26 | 27 | 28 | 29 |      |

**17 MONDAY**  
APRIL

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**18 TUESDAY**  
APRIL

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**19 WEDNESDAY**  
APRIL

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**20 THURSDAY**  
APRIL

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**21 FRIDAY**  
APRIL

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**22 SATURDAY**  
APRIL

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**23 SUNDAY**  
APRIL

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| MAY |    |    |    |    |    |    | 2017 |
|-----|----|----|----|----|----|----|------|
| S   | M  | T  | W  | T  | F  | S  |      |
|     | 1  | 2  | 3  | 4  | 5  | 6  |      |
| 7   | 8  | 9  | 10 | 11 | 12 | 13 |      |
| 14  | 15 | 16 | 17 | 18 | 19 | 20 |      |
| 21  | 22 | 23 | 24 | 25 | 26 | 27 |      |
| 28  | 29 | 30 | 31 |    |    |    |      |



**24 MONDAY**

APRIL

**25 TUESDAY**

APRIL

**26 WEDNESDAY**

APRIL

**27 THURSDAY**

APRIL

**28 FRIDAY**

APRIL

**29 SATURDAY**

APRIL • Spring Graduation

**30 SUNDAY**

APRIL

# 2017 | MAY

| MONDAY   | TUESDAY  | WEDNESDAY |
|----------|----------|-----------|
| 1 .....  | 2 .....  | 3 .....   |
| 8 .....  | 9 .....  | 10 .....  |
| 15 ..... | 16 ..... | 17 .....  |
| 22 ..... | 23 ..... | 24 .....  |
| 29 ..... | 30 ..... | 31 .....  |

| THURSDAY                                     | FRIDAY                                       | SATURDAY                                     | SUNDAY                                       |
|--|--|--|--|
| 4 .....<br>.....<br>.....<br>.....<br>.....  | 5 .....<br>.....<br>.....<br>.....<br>.....  | 6 .....<br>.....<br>.....<br>.....<br>.....  | 7 .....<br>.....<br>.....<br>.....<br>.....  |
| 11 .....<br>.....<br>.....<br>.....<br>..... | 12 .....<br>.....<br>.....<br>.....<br>..... | 13 .....<br>.....<br>.....<br>.....<br>..... | 14 .....<br>.....<br>.....<br>.....<br>..... |
| 18 .....<br>.....<br>.....<br>.....<br>..... | 19 .....<br>.....<br>.....<br>.....<br>..... | 20 .....<br>.....<br>.....<br>.....<br>..... | 21 .....<br>.....<br>.....<br>.....<br>..... |
| 25 .....<br>.....<br>.....<br>.....<br>..... | 26 .....<br>.....<br>.....<br>.....<br>..... | 27 .....<br>.....<br>.....<br>.....<br>..... | 28 .....<br>.....<br>.....<br>.....<br>..... |
| <br><br><br><br><br><br><br><br><br><br>     |  |  |  |



| MAY |    |    |    |    |    |    | 2017 |
|-----|----|----|----|----|----|----|------|
| S   | M  | T  | W  | T  | F  | S  |      |
|     | 1  | 2  | 3  | 4  | 5  | 6  |      |
| 7   | 8  | 9  | 10 | 11 | 12 | 13 |      |
| 14  | 15 | 16 | 17 | 18 | 19 | 20 |      |
| 21  | 22 | 23 | 24 | 25 | 26 | 27 |      |
| 28  | 29 | 30 | 31 |    |    |    |      |

**1 MONDAY**  
APRIL

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**2 TUESDAY**  
MAY

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**3 WEDNESDAY**  
MAY

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**4 THURSDAY**  
MAY

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**5 FRIDAY**  
MAY

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**6 SATURDAY**  
MAY

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**7 SUNDAY**  
MAY

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JUNE 2017

| S  | M  | T  | W  | T  | F  | S  |
|----|----|----|----|----|----|----|
|    |    |    |    | 1  | 2  | 3  |
| 4  | 5  | 6  | 7  | 8  | 9  | 10 |
| 11 | 12 | 13 | 14 | 15 | 16 | 17 |
| 18 | 19 | 20 | 21 | 22 | 23 | 24 |
| 25 | 26 | 27 | 28 | 29 | 30 |    |



**8 MONDAY**

MAY

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**9 TUESDAY**

MAY

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**10 WEDNESDAY**

MAY

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**11 THURSDAY**

MAY

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**12 FRIDAY**

MAY

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**13 SATURDAY**

MAY

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**14 SUNDAY**

MAY

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| MAY |    |    |    |    |    |    | 2017 |
|-----|----|----|----|----|----|----|------|
| S   | M  | T  | W  | T  | F  | S  |      |
|     | 1  | 2  | 3  | 4  | 5  | 6  |      |
| 7   | 8  | 9  | 10 | 11 | 12 | 13 |      |
| 14  | 15 | 16 | 17 | 18 | 19 | 20 |      |
| 21  | 22 | 23 | 24 | 25 | 26 | 27 |      |
| 28  | 29 | 30 | 31 |    |    |    |      |

**15 MONDAY**  
MAY

**16 TUESDAY**  
MAY

**17 WEDNESDAY**  
MAY

**18 THURSDAY**  
MAY

**19 FRIDAY**  
MAY

**20 SATURDAY**  
MAY

**21 SUNDAY**  
MAY

Handwriting practice area with horizontal lines and a vertical margin line.



JUNE 2017

| S  | M  | T  | W  | T  | F  | S  |
|----|----|----|----|----|----|----|
|    |    |    |    | 1  | 2  | 3  |
| 4  | 5  | 6  | 7  | 8  | 9  | 10 |
| 11 | 12 | 13 | 14 | 15 | 16 | 17 |
| 18 | 19 | 20 | 21 | 22 | 23 | 24 |
| 25 | 26 | 27 | 28 | 29 | 30 |    |



**22 MONDAY**

MAY

**23 TUESDAY**

MAY

**24 WEDNESDAY**

MAY

**25 THURSDAY**

MAY

**26 FRIDAY**

MAY

**27 SATURDAY**

MAY

**28 SUNDAY**

MAY



| THURSDAY | FRIDAY   | SATURDAY | SUNDAY   |
|----------|----------|----------|----------|
| 1 .....  | 2 .....  | 3 .....  | 4 .....  |
| .....    | .....    | .....    | .....    |
| .....    | .....    | .....    | .....    |
| .....    | .....    | .....    | .....    |
| .....    | .....    | .....    | .....    |
| 8 .....  | 9 .....  | 10 ..... | 11 ..... |
| .....    | .....    | .....    | .....    |
| .....    | .....    | .....    | .....    |
| .....    | .....    | .....    | .....    |
| .....    | .....    | .....    | .....    |
| 15 ..... | 16 ..... | 17 ..... | 18 ..... |
| .....    | .....    | .....    | .....    |
| .....    | .....    | .....    | .....    |
| .....    | .....    | .....    | .....    |
| .....    | .....    | .....    | .....    |
| 22 ..... | 23 ..... | 24 ..... | 25 ..... |
| .....    | .....    | .....    | .....    |
| .....    | .....    | .....    | .....    |
| .....    | .....    | .....    | .....    |
| .....    | .....    | .....    | .....    |
| 29 ..... | 30 ..... |          |          |
| .....    | .....    |          |          |
| .....    | .....    |          |          |
| .....    | .....    |          |          |
| .....    | .....    |          |          |



| JUNE |    |    |    |    |    | 2017 |   |  |
|------|----|----|----|----|----|------|---|--|
| S    | M  | T  | W  | T  | F  | S    |   |  |
|      |    |    |    |    | 1  | 2    | 3 |  |
| 4    | 5  | 6  | 7  | 8  | 9  | 10   |   |  |
| 11   | 12 | 13 | 14 | 15 | 16 | 17   |   |  |
| 18   | 19 | 20 | 21 | 22 | 23 | 24   |   |  |
| 25   | 26 | 27 | 28 | 29 | 30 |      |   |  |

**29 MONDAY**  
MAY

• Memorial Day

**30 TUESDAY**  
MAY

**31 WEDNESDAY**  
MAY

**1 THURSDAY**  
MAY

**2 FRIDAY**  
MAY

**3 SATURDAY**  
MAY

**4 SUNDAY**  
MAY

| S  | M  | T  | W  | T  | F  | S  |
|----|----|----|----|----|----|----|
|    |    |    |    |    |    | 1  |
| 2  | 3  | 4  | 5  | 6  | 7  | 8  |
| 9  | 10 | 11 | 12 | 13 | 14 | 15 |
| 16 | 17 | 18 | 19 | 20 | 21 | 22 |
| 23 | 24 | 25 | 26 | 27 | 28 | 29 |
| 30 | 31 |    |    |    |    |    |



**5 MONDAY**  
MAY

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**6 TUESDAY**  
MAY

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**7 WEDNESDAY**  
JUNE

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**8 THURSDAY**  
JUNE

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**9 FRIDAY**  
JUNE

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**10 SATURDAY**  
JUNE

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**11 SUNDAY**  
JUNE

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| JUNE |    |    |    |    |    | 2017 |   |  |
|------|----|----|----|----|----|------|---|--|
| S    | M  | T  | W  | T  | F  | S    |   |  |
|      |    |    |    |    | 1  | 2    | 3 |  |
| 4    | 5  | 6  | 7  | 8  | 9  | 10   |   |  |
| 11   | 12 | 13 | 14 | 15 | 16 | 17   |   |  |
| 18   | 19 | 20 | 21 | 22 | 23 | 24   |   |  |
| 25   | 26 | 27 | 28 | 29 | 30 |      |   |  |

**12 MONDAY**  
JUNE

**13 TUESDAY**  
JUNE

**14 WEDNESDAY**  
JUNE

**15 THURSDAY**  
JUNE

**16 FRIDAY**  
JUNE

**17 SATURDAY**  
JUNE

**18 SUNDAY**  
JUNE

JULY 2017

| S  | M  | T  | W  | T  | F  | S  |
|----|----|----|----|----|----|----|
|    |    |    |    |    |    | 1  |
| 2  | 3  | 4  | 5  | 6  | 7  | 8  |
| 9  | 10 | 11 | 12 | 13 | 14 | 15 |
| 16 | 17 | 18 | 19 | 20 | 21 | 22 |
| 23 | 24 | 25 | 26 | 27 | 28 | 29 |
| 30 | 31 |    |    |    |    |    |



**19 MONDAY**  
JUNE

**20 TUESDAY**  
JUNE

**21 WEDNESDAY**  
JUNE

**22 THURSDAY**  
JUNE

**23 FRIDAY**  
JUNE

**24 SATURDAY**  
JUNE

**25 SUNDAY**  
JUNE



| JUNE |    |    |    |    |    |    | 2017 |  |  |
|------|----|----|----|----|----|----|------|--|--|
| S    | M  | T  | W  | T  | F  | S  |      |  |  |
|      |    |    |    | 1  | 2  | 3  |      |  |  |
| 4    | 5  | 6  | 7  | 8  | 9  | 10 |      |  |  |
| 11   | 12 | 13 | 14 | 15 | 16 | 17 |      |  |  |
| 18   | 19 | 20 | 21 | 22 | 23 | 24 |      |  |  |
| 25   | 26 | 27 | 28 | 29 | 30 |    |      |  |  |

**26 MONDAY**  
JUNE

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**27 TUESDAY**  
JUNE

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**28 WEDNESDAY**  
JUNE

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**29 THURSDAY**  
JUNE

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**30 FRIDAY**  
JUNE

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**1 SATURDAY**  
JULY

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**2 SUNDAY**  
JULY

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| THURSDAY | FRIDAY   | SATURDAY | SUNDAY   |
|----------|----------|----------|----------|
|          |          | 1 .....  | 2 .....  |
| 6 .....  | 7 .....  | 8 .....  | 9 .....  |
| 13 ..... | 14 ..... | 15 ..... | 16 ..... |
| 20 ..... | 21 ..... | 22 ..... | 23 ..... |
| 27 ..... | 28 ..... | 29 ..... | 30 ..... |



| JULY          |               |               |               |    |    |          | 2017 |
|---------------|---------------|---------------|---------------|----|----|----------|------|
| S             | M             | T             | W             | T  | F  | S        |      |
|               |               |               |               |    |    | 1        |      |
| 2             | 3             | 4             | 5             | 6  | 7  | 8        |      |
| 9             | 10            | 11            | 12            | 13 | 14 | 15       |      |
| 16            | 17            | 18            | 19            | 20 | 21 | 22       |      |
| <del>23</del> | <del>30</del> | <del>24</del> | <del>31</del> | 25 | 26 | 27 28 29 |      |

**3 MONDAY**  
JULY

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**4 TUESDAY**  
JULY

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• Independence Day Holiday  
(no classes, offices closed)

**5 WEDNESDAY**  
JULY

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**6 THURSDAY**  
JULY

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**7 FRIDAY**  
JULY

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**8 SATURDAY**  
JULY

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**9 SUNDAY**  
JULY

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| AUGUST |    |    |    |    |    |    | 2017 |  |
|--------|----|----|----|----|----|----|------|--|
| S      | M  | T  | W  | T  | F  | S  |      |  |
|        | 1  | 2  | 3  | 4  | 5  |    |      |  |
| 6      | 7  | 8  | 9  | 10 | 11 | 12 |      |  |
| 13     | 14 | 15 | 16 | 17 | 18 | 19 |      |  |
| 20     | 21 | 22 | 23 | 24 | 25 | 26 |      |  |
| 27     | 28 | 29 | 30 | 31 |    |    |      |  |



**10 MONDAY**  
JULY

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**11 TUESDAY**  
JULY

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**12 WEDNESDAY**  
JULY

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**13 THURSDAY**  
JULY

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**14 FRIDAY**  
JULY

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**15 SATURDAY**  
JULY

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**16 SUNDAY**  
JULY

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| JULY          |               |               |               |               |               |               | 2017 |
|---------------|---------------|---------------|---------------|---------------|---------------|---------------|------|
| S             | M             | T             | W             | T             | F             | S             |      |
|               |               |               |               |               |               | 1             |      |
| 2             | 3             | 4             | 5             | 6             | 7             | 8             |      |
| 9             | 10            | 11            | 12            | 13            | 14            | 15            |      |
| 16            | 17            | 18            | 19            | 20            | 21            | 22            |      |
| <del>23</del> | <del>24</del> | <del>25</del> | <del>26</del> | <del>27</del> | <del>28</del> | <del>29</del> |      |
| <del>30</del> | <del>31</del> |               |               |               |               |               |      |

**17 MONDAY**  
JULY

**18 TUESDAY**  
JULY

**19 WEDNESDAY**  
JULY

**20 THURSDAY**  
JULY

**21 FRIDAY**  
JULY

**22 SATURDAY**  
JULY

**23 SUNDAY**  
JULY

AUGUST 2017

| S  | M  | T  | W  | T  | F  | S  |
|----|----|----|----|----|----|----|
|    | 1  | 2  | 3  | 4  | 5  |    |
| 6  | 7  | 8  | 9  | 10 | 11 | 12 |
| 13 | 14 | 15 | 16 | 17 | 18 | 19 |
| 20 | 21 | 22 | 23 | 24 | 25 | 26 |
| 27 | 28 | 29 | 30 | 31 |    |    |



**24 MONDAY**

JULY

**25 TUESDAY**

JULY

**26 WEDNESDAY**

JULY

**27 THURSDAY**

JULY

**28 FRIDAY**

JULY

**29 SATURDAY**

JULY

**30 SUNDAY**

JULY



| JULY          |               |               |               |    |    |          | 2017 |
|---------------|---------------|---------------|---------------|----|----|----------|------|
| S             | M             | T             | W             | T  | F  | S        |      |
|               |               |               |               |    |    | 1        |      |
| 2             | 3             | 4             | 5             | 6  | 7  | 8        |      |
| 9             | 10            | 11            | 12            | 13 | 14 | 15       |      |
| 16            | 17            | 18            | 19            | 20 | 21 | 22       |      |
| <del>23</del> | <del>30</del> | <del>24</del> | <del>31</del> | 25 | 26 | 27 28 29 |      |

**31 MONDAY**  
JULY

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**1 TUESDAY**  
AUGUST

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**2 WEDNESDAY**  
AUGUST

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**3 THURSDAY**  
AUGUST

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**4 FRIDAY**  
AUGUST

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**5 SATURDAY**  
AUGUST

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**6 SUNDAY**  
AUGUST

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# Campus Bookstore User Guide

Each semester, students obtain their course information from the UWG Bookstore website, and purchase new, used or rental textbooks. Your Bookstore also has affordable spirit merchandise, supplies, and electronics. Supporting your UWG Bookstore in turns supports students activities and initiatives that directly impact the University. All profits return to the University of West Georgia and are reinvested in you, the students. One example is the 2016 printing of the Navigator for the Class of 2020. Each new student received the former UWG1101 textbook for free, through the sponsorship of the UWG Bookstore and other Auxiliary Services.

## TEXTBOOKS

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

## 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, up to \$750, as a bookstore credit. This is commonly referred to as the Bookstore to the Rescue, Financial Aid credit. Permission must be granted via BanWeb each semester before the credit is available, and typically takes 24 hours for the approval process.

## RENTAL TEXTBOOKS

Renting textbooks from the UWG Bookstore can save students up to 70%. Students use rentals during the semester, and then return the books by the deadline, which is typically the last week of final exams.

## USED TEXTBOOKS

UWG Bookstore recommends students purchase used books, which are books that have been used by another student at a previous time. This option can save students approximately 35% off the price of a new book purchase. Students that take advantage of this option early have a wider selection of used books in which to choose and are able to select a 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. THIS 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. Buyback is held at the end of each semester. The specific dates and times are posted around campus and on the website at least 1-2 weeks prior. To receive the most value, it is recommended students sell their books back as early as possible during buyback.

## 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. This is 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 MobileBank Vibe card)
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)

Instagram: @UWGBookstore

Mailing Address: 1601 Maple Street, Carrollton, GA 30118

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



