

# University of West Georgia Student Handbook 2018-2019

The content of this handbook was the most up-to-date information available at the time of printing. However, policy 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.



**OFFICE OF COMMUNITY STANDARDS**

Strozier Hall, Room 211  
1601 Maple St., Carrollton, GA 30118  
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Dear Wolves,

Welcome to the University of West Georgia and the Division of Student Affairs & Enrollment Management. Our team of outstanding staff is dedicated to helping all students adjust to university life and get the most out of your UWG experience. We strive to create a community that will be a great place for all members to live, study and work.

We all play a role in achieving personal and academic success. It will depend on you and your motivation to engage in the campus community. But it will also depend on the campus partners you engage with during your time at the University of West Georgia. I hope that you will seek out all potential resources to support you during your time at UWG. Our staff is eager and willing to develop partnerships and engage with you.

The University of West Georgia has a large range of programs and activities hosted by SAEM students and staff. We take pride in the offerings that are available to the university community and we encourage you to seek out programs and events to enhance your university experience.

Let me offer a warm welcome to both new and returning students. We look forward to developing new partnerships with you. May you feel challenges and experience satisfaction. We care deeply about your success, and hope to engage with each of you during your time at the University of West Georgia. GO WOLVES!

Sincerely,

A handwritten signature in blue ink that reads "AnneMarie Reed".

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# The University of West Georgia Honor Code

## Introduction

An honor code is essential to the University of West Georgia as an agreement between students and the university to promote commitment to academic integrity. Academic and personal integrity is based upon values such as honesty, trust, fairness, respect and responsibility. In an environment that recognizes and honors these values, standards of academic excellence must be maintained. An atmosphere of academic integrity enhances ethical and moral development among college students. It is the responsibility of the 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\*, fabrications\*, 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 Community Standards 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 Community Standards 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 Community Standards. 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/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 by responsibility to uphold the values and beliefs described, and to conduct myself in a manner that will reflect the values of the institution in such a way as to respect the rights of all UWG community members. As a UWG student, I will represent myself truthfully and complete all academic assignments honestly. I understand that if I violate this code, I will accept the penalties imposed, should I be found guilty of violations through the processes due to me as a University community member. These penalties may include expulsion from the University. I also recognize that my responsibility includes willingness to confront members of the University community, if I feel there has been a violation of the Honor Code.

# University of West Georgia Student Code of Conduct 2018 - 2019

*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/>

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.

## **JURISDICTION:**

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.

## **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>

**NOTIFICATIONS:**

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.

## Definitions and Key Terms

<b>Key Term</b>	<b>Definition</b>
Administrator	An upper level, University official.
Advisor	An individual that assists a student or organization with conduct hearing proceedings. An Advisor is any individual the student or organization chooses.
Alleged	Student or organization with a pending charge.
Business Day	A University operational day (Monday-Friday, 8am-5pm).
Complainant	Person reporting possible student misconduct or academic dishonesty. The University may also act as a Complainant.
Deferred Suspension	Suspension held or set aside provided the student completes other sanctions. Failure to abide by the terms of a deferred suspension will most likely result in immediate suspension.
Due Process	A legal concept ensuring that a student's life, liberty, and property interests are not violated through institutional decision making. The safeguards put in place before and during disciplinary action include notice and the opportunity for a hearing. The amount of process given is dependent on the severity of the potential deprivation or loss (i.e. Suspension or expulsion level cases will be afforded a greater amount of process than will other cases.)
Enrolled Student	A student with a UWG course schedule.

Formal Administrative Hearing	The process by which a hearing officer hears a case, determines facts, information, and evidence relevant to the case. During the hearing, witnesses may be called and the hearing will be recorded. Following the hearing process, the hearing officer 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.
Imminent Threat Assessment	A required assessment meeting with the Dean of Students, Assistant Dean of Students or a designee to determine whether a student's alleged conduct and surrounding circumstances reasonably indicate that his or her continued presence on the University campus poses a serious and immediate threat or danger to others or may prohibit equal access to the University education programs and activities.
Informal Conduct Hearing	An informal meeting between a student and a hearing officer. These hearings are not recorded and students are not permitted to bring or question witnesses.
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.
Preponderance of Evidence	The standard of proof used in the University of West Georgia Student Conduct Process. In order for a student to be found responsible for a violation, the evidence must indicate that it is more likely than not that the violation occurred.
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 responsibility.

Respondent	A student who has been referred to the Office of Community Standards 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 Conduct Board	A peer-level hearing body which is comprised of and chaired by students. The Student Conduct Board meets during the year as needed and is responsible for hearing student conduct cases involving alleged violations of the Student Code of Conduct.
Student Conduct Board Facilitator	Office of Community Standards staff member responsible for guiding the Board through the student conduct board hearing process and following outlined Student Code of Conduct protocol to ensure consistent process.
Student Conference	The procedure usually held prior to a formal administrative or Student Conduct Board hearing where a student will be informed of his or her rights and responsibilities moving forward.
Student Organization	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.

## **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. This is not intended to be a complete or exclusive description of inappropriate conduct. Any inappropriate conduct is subject to disciplinary action, even if such conduct is not specifically described herein, elsewhere in the student handbook, or in other university publications.

### **1.00 LOCAL, STATE, AND FEDERAL LAWS**

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

### **2.0 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.

- 2.1** 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.
- 2.2** Fabrication: Fabrication means falsification or unauthorized invention of any information or citation.
- 2.3** 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. Plagiarism also includes "self-plagiarism" which includes the reuse of one's own work without acknowledging that one is doing so or citing the original work.
- 2.4** 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.
- 2.5** Any other acts deemed academically dishonest not specifically named above.

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

### **3.0 DISRUPTIVE BEHAVIOR**

- 3.1** 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.
- 3.2** 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, beep, or vibrate, 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.)

- 3.3 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.*

*See the UWG Policy page ([www.westga.edu/policy](http://www.westga.edu/policy)) for the most up-to-date information regarding Disruptive Behavior.*

#### **4.0 DISORDERLY CONDUCT**

- 4.1 Physical violence/endangerment of any person or persons.
- 4.2 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 Electronic Communication and Sexual Misconduct in Rights and Regulations.*

- 4.3 Interfering with or failing to cooperate with any properly identified University official(s).
- 4.4 Failure to comply with the request of a University officer acting within the scope of his or her responsibility.
- 4.5 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.
- 4.6 Engaging in obscene or indecent conduct that is beyond the bounds of freedom of expression and damages, befouls, or disturbs public property or the property of another so as to create a hazardous, unhealthy, or physically offensive condition.
- 4.7 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.

#### **5.0 WEAPONS**

Unauthorized use, possession or storage of any weapon on University premises or at University sponsored activities except for HB 792 and HB 280. Weapon means any object or substance designed, or used to, inflict a wound, cause injury, or incapacitate, including, but not limited to pellet guns, BB guns, bludgeons, metal knuckles, switchblade knives, and knives designed for the purpose of offense or defense.

*See the University guidance concerning weapons and HB 280 at <https://www.westga.edu/police/campus-carry.php>*

*See the USG guidance concerning HB 280 at <http://www.usg.edu/hb280>.*

See the UWG Policy page ([www.westga.edu/policy](http://www.westga.edu/policy)) for the most up-to-date information regarding Weapons.

## 6.0 HAZING

All rites and ceremonies of induction, initiation, or orientation into University life or into the life of any University groups (i.e. student organizations, sports teams, intramural clubs, and extra-curricular activities) that tend to occasion or allow physical, mental, or emotional suffering. It is not necessary to have direct proof of a person's initiation, or continued membership, for a charge of hazing to be upheld.

See the University policy concerning Hazing in Rights and Regulations.

## 7.0 ALCOHOL MISUSE

- 7.1 Consumption, possession, being in the presence of, or transportation of alcoholic beverages by any student under legal age.
- 7.2 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.
- 7.3 Furnishing alcoholic beverages to any person under legal age.
- 7.4 Open display of alcoholic beverages on campus other than in approved areas during authorized functions.
- 7.5 Being in an intoxicated condition as manifested by disorderly, obscene, or indecent conduct or appearance.
- 7.6 Driving under the influence of alcohol.
- 7.7 Concealment of alcoholic beverages for the purpose of bringing them into a University sponsored activity or facility where alcohol is not permitted.
- 7.8 Violation of the University's Alcohol Use Policy or Tailgating Policy (located in Rights & Regulations section of the Student Handbook).

See the University policy concerning Medical Amnesty in Rights and Regulations.

## 8.0 DRUG MISUSE

- 8.1 Activity or conduct involving drugs that is in violation of local, state, or federal law. This includes, but is not limited to, manufacture, cultivation, distribution, sale, and/or other misuse of any controlled or illegal substance. Controlled substances include prescription medications.
- 8.2 Activity or conduct involving drugs that is in violation of local, state, or federal law. This includes, but is not limited to purchase, possession, and/or other misuse of any controlled or illegal substance. Controlled substances include prescription medications.
- 8.3 Possession of drug paraphernalia. Drug paraphernalia includes, but is not limited to, any legitimate object constructed or modified for the purpose of making, using, or concealing any illegal drug or controlled substance illicitly. Controlled substances include prescription medications.

- 8.4 Being in the presence of any activity involving drugs that is in violation of local, state, or federal law. This includes, but is not limited to, manufacture, cultivation, distribution, sale, purchase, possession and/or other misuse of any controlled or illegal substance. Controlled substances include prescription medications.

*See the University policy concerning Medical Amnesty in Rights and Regulations.*

## **9.0 FIRE AND OTHER EMERGENCIES**

- 9.1 Intentionally setting, or causing to be set, any unauthorized fire on University premises or at University sponsored activities.
- 9.2 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.
- 9.3 Tampering with, misusing, or damaging fire safety equipment.
- 9.4 The unauthorized possession, sale, furnishing or use of any incendiary device on University premises or at University sponsored activities.

## **10.0 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.

## **11.0 THEFT**

Theft, or attempted theft, of property, or of services, including keeping in one's possession items of stolen, lost, or mislaid property, or the selling of such property.

## **12.0 MISUSE OF PROPERTY**

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

## **13.0 DECEPTION**

- 13.1 Any misuse of any University records, forms, or documents through forgery, unauthorized alteration, reproduction, or other means.
- 13.2 Any giving or receiving false information to the University or to any University official, administrator, or administrative unit.
- 13.3 Providing false information to law enforcement officials.
- 13.4 Possession of any fake or altered identification, or any other identification that belongs to another person.
- 13.5 Any attempt to perpetrate a fraud against the University or a member of the University community.

## **14.0 IDENTIFICATION CARDS MISUSE**

- 14.1** Altering, or transferring to another, a UWG student identification card, meal card, or any other form of identification.
- 14.2** 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.

## **15.0 SMOKING/TOBACCO**

In March 2014, the Board of Regents of the University System of Georgia adopted a tobacco and smoke-free campus policy to make USG 100% tobacco-free effective October 1, 2014, therefore the use of any tobacco product is prohibited at the University of West Georgia. "Tobacco Products" are defined as cigarettes, cigars, pipes, all forms of smokeless tobacco, clove cigarettes and any other smoking devices that use tobacco, such as hookahs, or simulate the use of tobacco, such as electronic cigarettes.

Please see the University System of Georgia policy for more details at [www.usg.edu/tobaccofree/](http://www.usg.edu/tobaccofree/)

## **16.0 LITTERING**

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

## **17.0 ANIMALS**

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

*Students seeking an exemption to this policy for medical or emotional needs should work with accessibility services and complete all necessary paperwork prior to bringing an animal into any University buildings.*

- 17.02** Intentional abuse, inappropriate handling, or causing death to wildlife and/or other animals.

## **18.0 MISUSE OF UNIVERSITY FACILITIES AND/OR SERVICES**

- 18.1** Unauthorized presence in or use of University premises, facilities or property; remaining without authorization in any University facility after normal closing hours.
- 18.2** Unauthorized use, duplication, or possession of University keys.
- 18.3** Making reservations to use University space in the student's name with the intention of use by outside groups or organizations.
- 18.4** Abuse or misuse of University resources.
- 18.5** Abuse or misuse of University services.

## **19.0 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.

## **20.0 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.*

## **21.0 INSTITUTIONAL PROCEDURE MISCONDUCT**

- 21.1 Failure to pay fees, charges, and fines within the specified time.
- 21.2 Failure to maintain one's current local address with the Registrar.
- 21.3 Failure to respond to, and cooperate with, University officials in the carrying out of the conduct process.
- 21.4 Violating the terms of any sanction imposed in accordance with this code.
- 21.5 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.
- 21.6 Failure to comply with interim suspension measures.

## **22.0 MOTOR VEHICLE MISUSE**

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

## **23.0 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.

- 23.1 Violation of Student Affairs and Enrollment Management policies (<http://www.westga.edu/vpsa/index.php>)
- 23.2 Violation of Information Technology Services (ITS) policies. (<http://www.westga.edu/its/>)
- 23.3 Violation of Center for Student Involvement policies.
- 23.4 Violation of Campus Center policies (<http://www.westga.edu/urec/index.php>)
- 23.5 Violation of Housing and Residence Life policies (including Housing and Greek Village regulations). ([www.westga.edu/housing](http://www.westga.edu/housing)).
- 23.6 Violation of other published University policies not specifically named above.

## **24.0 JOINT RESPONSIBILITY FOR MISCONDUCT**

- 24.1 Encouraging others, conspiring with, or cooperating with others, in the violation of University rules or regulations.
- 24.2 Acting in concert or passive participation to violate University conduct regulations.
- 24.3 Allowing, condoning, permitting, or providing opportunity for a guest to violate University conduct regulations.

## 25.0 BULLYING

See UWG Policy 3.8.2 – Bullying Involving Students

### **Student Conduct Procedures:**

#### **General Information:**

In cases involving general misconduct, a student's conduct case will be managed by the Office of Community Standards. Cases will be heard by the Coordinator of Community Standards, a Student Conduct Specialist, or a Graduate Assistant. In cases that may rise to suspension or expulsion, cases will be investigated by the Student Conduct Specialist – Investigator. For more information, please review the information located on the Office of Community Standards webpage at: <https://www.westga.edu/administration/vpsa/ocs/>

#### **Office of Community Standards Mission Statement:**

The Office of Community Standards seeks to engage students on issues of community membership and responsible decision-making. Our primary purpose is to uphold community standards for students and organization by providing preventative and educational learning experiences. These standards are designed to provide a safe and productive learning environment for all members of the University of West Georgia community. The Office of Community standards will fulfill our mission by:

- Offering educational and leadership opportunities for students who participate in the facilitation of the student conduct process.
- Empowering members of the campus community to address conflict in a respectful and responsible manner.
- Educating campus community members on university policies through collaboration with campus partners.

#### **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.

#### **Reporting Student Misconduct:**

Any person may refer a student suspected of violating this code to the Office of Community Standards. Persons making the referral should do so in a timely manner. A referral should include as much information as possible. Please follow the instructions on the reporting form located at:

<https://www.westga.edu/administration/vpsa/ocs/>

Information from a report may be shared as necessary in order to investigate the complaint. It may also be shared when necessary to issue a warning to the campus community so as to be in compliance with the Clery Act.

#### **Assistance from the Office of the University Ombuds:**

Any student or staff member may consult with the Office of the University Ombuds (OO). The OO is a resource for assisting with mediation and resolution of conflicts at the lowest level. Working with the OO is

encouraged to assist student and/or staff with conflicts or disputes in an effort to prevent escalation of the conflict. The services from the OO work best when both parties willingly engage in resolution. Any party to a dispute may consult with the Ombuds at any time to discuss options for resolution. The Ombuds work in a neutral, independent, informal and confidential manner, to the extent allowable by law.

## **Student Participation:**

Students are asked to assume positions of responsibility in the University's student conduct process so that they might contribute their skills and insights to the resolution of conduct cases. Students who do not respond to repeated requests for conduct resolution will have their case heard in absentia. Final authority in student conduct matters, however, is vested in the University administration and in the Board of Regents.

## **Student Withdrawals during the Student Conduct Process:**

A student withdrawal from the University does not absolve the student from student conduct responsibility. Students who withdraw before their case is closed will have their cases adjudicated according to hearing procedures established by the Office of Community Standards.

## **Parental Notification:**

Students are expected to notify their parents or guardians of their involvement in 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/guardians in cases regarding drugs and/or alcohol with underage students

## **Advisors:**

All parties participating in conduct proceedings, including witnesses, may be accompanied by an advisor at the party's own expense, pursuant to the provisions of this policy.

The role of an advisor is three-fold:

1. Provide moral support to the student;
2. Suggest points for the student to address throughout the conduct process.
3. Assist the student in formulating questions for all of the parties in a hearing, including witnesses.

A student may choose anyone to be their advisor, including family, staff, faculty, or an attorney, so long as the advisor is not a current University of West Georgia student who is a complainant or respondent in a pending conduct proceeding. Those who will be accompanied by an advisor must inform the Office of Community Standards in writing at least two business days prior to the scheduled date of the meeting. Students are allowed advisors at all steps of the process, not just in a conduct hearing. It is the student's responsibility to contact his or her advisor and inform the advisor of all meeting dates.

Attorneys may participate only as advisors to their clients and may not appear in lieu of student participants. The advisor may not address the conduct officer or panel or otherwise speak on behalf of the student (i.e. the advisor does not represent the student in his/her case). The advisor is to speak directly to the student in a quiet manner to suggest questions or points to vocalize. The conduct officer reserves the right to remove an advisor at any time during the conduct proceeding if these standards are not met.

Along with an advisor, students may bring up to two family members to accompany them to their meeting.

## **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.

## **Standards of Due Process:**

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

## **Process for Non-Suspension/Non-Expulsion Level Cases:**

When the University receives a report, whether that be a UWG Cares Incident Report, University Police Report, or a report from any law enforcement agency, a case may be created for the students listed in said report. Once a case is created, a letter will be sent to the student's University email. This letter will include a notification of potential charges, and will schedule a Student Conference between the student and his/her case manager. At the Student Conference, a member of the Office of Community Standards, the case manager, will review the alleged behavior, the details of the incident, and the University's procedures for reviewing and settling conduct cases. Following this meeting, a student will be afforded, or assigned, an Informal Conduct Hearing, Formal Administrative Hearing or Student Conduct Board Hearing, depending on the severity of the alleged offense. Following the hearing, a decision will be made based on a preponderance of the evidence. If the student is found responsible, he/she will receive a follow up letter regarding the sanctions that must be completed. If a student wishes to appeal his/her decision, the student must write a written appeal to the Assistant Dean of Students/Coordinator of Community Standards or his/her designee.

Please see the Office of Community Standards website at <https://www.westga.edu/administration/vpsa/ocs/>, or speak to a Student Conduct Specialist for more information regarding the student conduct process for non-suspension/non-expulsion level cases.

## Process for Suspension/Expulsion Level Cases:

The following information is subject to change. Please see the online version of the Student Handbook and the UWG policy page ([www.westga.edu/policy](http://www.westga.edu/policy)) for the most up-to-date information.

Please see Appendix B for Board of Regents Policy 4.6.5.

## Process for Sexual Misconduct and Discriminatory Claims

The following information is subject to change. Please see the online version of the Student Handbook and the UWG policy page ([www.westga.edu/policy](http://www.westga.edu/policy)) for the most up-to-date information.

Please see Appendix A for Board of Regents Policy 6.7.

## 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 a 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 an academic course. 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.
  - 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 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**

The following information is subject to change. Please see the online version of the Student Handbook and the UWG policy page ([www.westga.edu/policy](http://www.westga.edu/policy)) for the most up-to-date information.

## **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 UWG Policy 3.8.1 – First Amendment and Protected Activity on Campus for a complete explanation of Freedom of Expression at UWG:

<https://www.westga.edu/administration/policy/assets/docs/UWGProcedure3.8.1First-Amendment-and-Protected-Activity-on-Campus-signed-11.2.16.pdf>

See UWG Policy 5.5.3 – Sales, Advertising, & Solicitation on Campus:

<https://www.westga.edu/administration/policy/assets/docs/UWGProcedure553ProceduresforUWGStudents6.23.16signed.pdf>

Students can review these policies 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.

## **Alcohol and Other Drugs**

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. If caught violating this law, or university policy, students will be referred to the University conduct system. 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 <https://www.westga.edu/administration/policy/assets/docs/UWGPoly9.8Alcohol-on-Campus-signed.pdf>

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 “7.0 Alcohol Misuse” and “8.0 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, 678-839-6452

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

# 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, including 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 policy 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.

## **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

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 groups (i.e. student organizations, sports teams, intramural clubs, and extra-curricular activities) that tend to occasion or allow physical, mental, or emotional suffering."

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

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

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

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

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

### **Implementation**

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

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

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

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

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

## **Civil Rights of Students**

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, including pregnancy. The university does not discriminate against any student or applicant in regard to any position for which the student is qualified.

For those with a documented disability, the University will provide reasonable accommodations. Students with disabilities who have needs should contact the Counseling Center, Row Hall (678) 839-6428, (campus extension 96428), to discuss their concerns and needs. Accessibility Services, housed in the Counseling Center, coordinates accessibility services for students with disabilities, including counseling, classroom accommodations and other campus accommodations such as housing, meals, and parking. For more information, please visit <https://www.westga.edu/student-services/counseling/accessibility-services.php>.

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, including pregnancy, 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.

## **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 (including pregnancy), 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, including pregnancy, 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) 839-2981.

## **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 6.7 on Sexual Misconduct (See Appendix A), 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 judgements, 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 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 rap 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 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:**

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  
678-839-2981
- Director of Human Resources and Title IX Deputy Coordinator for Faculty, Staff and Visitors Aycock Hall  
678-839-6403
- Associate Vice President for Student Life & Dean of Students and Title IX Deputy Coordinator for Students  
Campus Center  
678-839-6423
- 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))

## **Confidential Reporting Options:**

Students may choose to report complaints regarding sex discrimination, sexual harassment or sexual misconduct confidentially:

- Health Services  
678-839-6452
- Counseling Center  
678-839-6428
- UWG Advocate Crisis Line  
470-215-9946

## **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 petition 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/tuition-classification.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 violation under the Student Code of Conduct 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**

2. Students participating in a practicum or class related event will follow the procedures for Academic Units.
3. 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.*
4. 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.
5. 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.
6. 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.
7. The University's exclusive food service provider must approve food sales, other than bake sale type items.
8. Student organizations are required to adhere to any additional Department of Auxiliary Services requirements regarding sales and fundraising.
9. 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 sale 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.

## **Procedure for Appeals of Grade Determination and Academic Dishonesty**

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

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

1. **Dishonesty Grade Appeal** - If the faculty member assigned the grade due to an allegation of cheating, plagiarism, or some other act of academic dishonesty and the student wishes to pursue the appeal, his or her case should be considered a Dishonesty Grade Appeal. Appeals for grades assigned due to an allegation of Academic Dishonesty may be made as soon as a grade penalty on the grounds of academic dishonesty has been levied against the student.
2. **Grade Determination Appeal** - If the reasons underlying the appeal are based on policy disagreements or alleged charges of arbitrary or unfair treatment by the involved faculty member, the appeal should be considered a Grade Determination Appeal. Grade determination appeals must be initiated during the semester immediately following the semester in which the course grade is assigned.

### **Grade Appeal Review and Decision Process**

1. **Student Initiates the Grade Appeal:** The student must complete and sign the Student Grade Appeal Form, attach a short memo or letter stating the exact nature of the appeal and reason, attach any supporting documentation, and submit the entire packet to the Department Chair of the department for which the course is taught.
2. **Department Level:** The Department Chair consults with the student and the faculty member and determines whether the appeal is a Dishonesty Grade Appeal or Grade Determination Appeal.
  - a. The Department Chair examines the available evidence and renders a decision: Either grant the appeal and change the grade, or deny the appeal. The Department Chair notifies the student of his or her decision.
  - b. If the appeal is granted, the Department Chair submits the grade change in writing to the Registrar and notifies the student that the appeal is granted.
  - c. If the appeal is denied, the student may accept the Department Chair's decision and end the appeal process, or the student may request that the appeal and all associated documentation be forwarded to the Dean's Office for further review.
3. **College Dean Level:** The Department Chair forwards the appeal to the Dean or designee. The appeal packet should include the Student Grade Appeal Form (complete information, decision indicated, and signatures/initials from both the student and the Department Chair) and all associated documentation provided by the student and the faculty member, along with a brief statement from the Department Chair regarding her or his decision.
  - a. The College Dean or designee reviews the appeal and all associated documentation and available evidence and renders a decision: Either grant the appeal and change the grade, or deny the appeal.
  - b. The College Dean's Office notifies the student of his or her decision.

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

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

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

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

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

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

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

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

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

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

### **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**

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. In addition, the applicant shall also provide two letters of recommendation in support of his/her appeal.
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 Policy

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.

## **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.

## 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. If a student is interested in Informal Resolution, that student should reach out to the University Ombudsperson at 678-839-4165. See also the University Policy page at [www.westga.edu/policy](http://www.westga.edu/policy).

### Complaints by Distance Learning Students

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

Students who are enrolled in UWG | Online courses are provided with this student complaint form: <http://westga.edu/~distance/students/complaint/>. Upon submission of the form, the issue is assigned to a UWG Distance Education Department staff person for follow-up or routing to the appropriate parties. For all non-anonymous submissions, surveys of this service are provided. As necessary, complaints are resolved following the same general procedures for students who attend classes on campus. However, for any process that 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 UWG | Online Help Desk for assistance, as needed, at 678-839-6248.

## Tailgating Policies and Procedures

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

### I. OVERVIEW

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

Tailgating is permitted on campus in parking lots and green space around campus buildings. Please follow all

guidelines related to food, grilling, clean-up, and risk management policies. **For the purpose of this policy, consumption of alcohol is governed by procedures described in Section 5 of this policy.**

## **II. RESPECTFUL ENVIRONMENT**

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

## **III. FOOTBALL TAILGATING LOCATIONS**

### **Community Tailgating**

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

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

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

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

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

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

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

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

governed by procedures described in Section 5 of this policy.

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

## **TENTS**

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

## **COLISEUM AND COLE FIELD**

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

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

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

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

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

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

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

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

### **C. Risk Management**

Groups tailgating must follow these risk management policies:

- Do not transport individuals in the back of trucks.
- Persons are not allowed to stand in or on the vehicles during tailgating.
- Have food available to avoid the effects of drinking alcoholic beverages on an empty stomach.
- Provide plenty of non-alcoholic beverages. If alcoholic beverages are present, designate at least one member of the group as the "designated tailgater" so they can monitor those of whom that may over indulge.
- Educate ALL group members and guests about the tailgate policies.

- Contact University Police (678-839-6000) for all emergencies.

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

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

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

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

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

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

#### Prohibited Uses:

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

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

- No food may be sold without proper University permit, which can be obtained through the Office of Auxiliary Services.
- Propane and charcoal grills are the only permissible sources of heat for cooking. Burned coals and/or residue from cooking may not be permitted to make contact with the paved surface of the parking lot. Hot coals must be completely extinguished with water prior to leaving the tailgating site.
- Open flame fires, including fire pits, are prohibited.

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

- No sales activities or solicitation are allowed on the University campus, including any/all

tailgating areas, without permission from the appropriate University office, which is the Office of Auxiliary Services.

- Only the Office of Auxiliary Services, or their designated representatives, will be allowed to sell merchandise.

## Campus Bookstore User Guide

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 2018 printing of the Navigator for the Class of 2022. Each new student received this 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.

### 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 on any textbook, the book must be returned by the refund/exchange deadline date indicated at the bottom of the receipt and be in “as sold” condition including any access codes or supplemental materials.
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. Non-textbook merchandise must be in “as sold” condition with all tags included and returned 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. Wolf Bucks (UWG ID Card Account but NOT Dining Dollars)
5. 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](https://www.instagram.com/UWGBookstore)

Mailing Address: 1601 Maple Street, Carrollton, GA 30118

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

# STUDENT HANDBOOK

## APPENDIX A

### ***BOARD OF REGENTS POLICY 6.7 – Sexual Misconduct Policy***

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

In order to reduce incidents of sexual misconduct, USG institutions are required to provide prevention tools and to conduct ongoing awareness and prevention programming and training for the campus community. Such programs will promote positive and healthy behaviors and educate the campus community on consent, sexual assault, alcohol use, dating violence, domestic violence, stalking, bystander intervention, and reporting.

When sexual misconduct does occur, all members of the USG community are strongly encouraged to report it promptly through the procedures outlined in this Policy. The purpose of this Policy is to ensure uniformity throughout the USG in reporting and addressing sexual misconduct.

### **Reporting Structure**

All Equal Opportunity directors and others having responsibility for coordination of Title IX (“Coordinators”) at USG institutions shall have a direct reporting relationship to both the Institution’s President or the President’s designee and the USG System Director for Equity and Investigation (“System Director”). The President of each institution shall determine the organization and operating reporting relationships for the Coordinators at the institution and exercise oversight of institutional issues relating to sexual misconduct. However, the System Director shall have authority to direct the Coordinators’ work at each institution as needed to address system-wide issues or directives. The President of each institution shall consult with the System Director on significant personnel actions involving coordinators, to include but not be limited to, appointment, evaluation, discipline, change in reporting structure, and termination.

### **6.7.1 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. Minors under the age of 16 cannot legally consent under Georgia law.

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.

Consent can be withdrawn at any time by either party by using clear words or actions.

**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. Dating violence includes, but is not limited to, sexual or physical abuse or the threat of such abuse. Dating violence does not include acts covered under the definition of domestic violence.

**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, or by a person similarly situated to a spouse of the alleged victim.

**Incapacitation:** The physical and/or mental inability to make informed, rational judgments. It can result from mental disability, sleep, involuntary physical restraint, status as a minor under the age of 16, 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:** Any physical contact with another person of a sexual nature without the person's consent. It includes but is not limited to touching (or penetrating) of a person's intimate parts (such as genitalia, groin, breasts, or buttocks); touching (or penetrating) a person with one's own intimate parts; or forcing a person to touch his or her own or another person's intimate parts.

**Confidential Employees:** Institution employees who have been designated by the Institution's Coordinator to talk with an alleged victim in confidence. Confidential Employees must only report that the incident occurred and provide date, time, location, and name of alleged respondent (if known) without revealing any information that would personally identify the alleged victim. This minimal reporting must be submitted in compliance with Title IX and the Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act ("Clery Act"). Confidential Employees may be required to fully disclose details of an incident in order to ensure campus safety.

**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.

**Respondent:** Individual who is alleged 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 Coordinator. Responsible Employees include any administrator, supervisor, faculty member, or other person in a position of authority who is not a Confidential Employee or 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).

**Sexual Exploitation:** Taking non-consensual or abusive sexual advantage of another for one's own advantage or benefit, or for 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 photos, video, or audio of sexual activity;
4. Non-consensual distribution of photo, video, or audio of sexual activity, even if the sexual activity was consensual;
5. Intentional observation of nonconsenting individuals who are partially undressed, naked, or engaged in sexual acts;
6. Knowingly transmitting an STD or HIV to another individual through sexual activity;
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 on 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 or educational decisions; or is sufficiently severe, persistent, or pervasive to interfere 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 to benefit from an institutional program or activity.

**Sexual Misconduct:** Includes, but is not limited to, such unwanted behavior as dating violence, domestic violence, nonconsensual sexual contact, sexual exploitation, sexual harassment and stalking.

**Stalking:** Engaging in a course of conduct directed at a specific person that would cause a reasonable person to fear for his or her safety or the safety of others or suffer substantial emotional distress. Course of conduct means two or more acts, including, but not limited to, acts in which the stalker directly, indirectly, or through third parties, by any action, method, device, or means, follows, monitors, observes, surveils, threatens, or communicates to or about a person, or interferes with person's property. Reasonable person means a reasonable person under similar circumstances and with similar identities to the victim. Substantial emotional distress means significant mental suffering or anguish that may but does not necessarily, require medical or other professional treatment or counseling.

## 6.7.2 Reporting Sexual Misconduct

A complainant of sexual misconduct may, but need not, file a criminal complaint with law enforcement officials; file a misconduct report with a Responsible Employee or Coordinator; or file both. A report may be filed anonymously, although anonymous reports may make it difficult for the

institution to address the complaint. Any individual who believes that he or she has been a victim of sexual misconduct is encouraged to report allegations of sexual misconduct promptly.

All reports of sexual misconduct alleged to have been committed by a student must be handled consistently with requirements set forth in [Section 4.6.5, Standards for Institutional Student Conduct Investigation and Disciplinary Proceedings](#) (See Appendix B of Student Handbook).

All reports of sexual misconduct alleged to have been committed by a non-student member of the institution community will be addressed and/or resolved through the institution's and the Board of Regents' applicable policies for discipline of non-students.

### **6.7.2 (A) Institutional Reports**

Complainants of sexual misconduct who wish to file a report with the institution should notify a Responsible Employee or the Coordinator. Responsible Employees informed about sexual misconduct allegations involving any student should not attempt to resolve the situation, but must notify and report all relevant information to the Coordinator as soon as practicable. Confidential Employees are not bound by this requirement but may be required to report limited information about incidents without revealing the identities of the individuals involved to the Title IX Coordinator, consistent with their ethical and legal obligations. All members of the University System of Georgia institutions' communities are encouraged to report incidents of sexual misconduct promptly.

The Coordinator's identity and contact information shall be published by each institution prominently on the institution's website, as well as in any relevant publication. Each institution may choose to have Deputy Title IX Coordinators to whom reports may be made, as well. Institutions should encourage complainants to report their complaints in writing, though oral complaints should also be accepted, taken seriously, and investigated, to the extent possible. While complaints should be made as quickly as possible following an alleged incident of sexual misconduct, all reports should be accepted regardless of when reported.

The Coordinator shall refer to the System Director any allegation(s) of sexual misconduct that could, standing alone as reported, lead to the suspension or expulsion of the respondent(s). The System Director will work with the institution to determine whether any interim measure(s) are necessary and to assign an investigator who will work under the direction of the System Director or designee, if directed by System Director. If an allegation is not initially identified as one that would lead to the suspension or expulsion of the respondent(s), but facts arise during the course of the investigation that would require transfer to the System Director, the Title IX Coordinator shall transfer oversight to the System Director or designee. The System Director shall have the discretion to retain oversight or transfer oversight to the institution.

### **6.7.2 (B) Law Enforcement Reports**

Because sexual misconduct may constitute criminal activity, a complainant also has the option, should he or she so choose, of filing a report with campus or local police, for his or her own protection and that of the surrounding community. The institution may assist the complainant in reporting the situation to law enforcement officials.

Complainants considering filing a report of sexual misconduct with law enforcement should preserve any evidence of sexual misconduct, including, but not limited to, the following:

1. Clothing worn during the incident including undergarments;

2. Sheets, bedding, and condoms, if used;
3. Lists of witnesses with contact information;
4. Text messages, call history, social media posts;
5. Pictures of injuries; and/or
6. Videos.

#### **6.7.2 (C) Anonymous Reports**

Each institution shall provide a mechanism by which individuals can report incidents of alleged sexual misconduct anonymously. Complainants should understand, however, that it will be more difficult for the institution to investigate and to take action upon anonymous reports.

#### **6.7.2 (D) Retaliation**

Anyone who, in good faith, reports what he or she believes to be misconduct under this Policy, or who participates or cooperates in, or is otherwise associated with any investigation, shall not be subjected to retaliation. Anyone who believes that he or she has been the target of retaliation for reporting, participating, cooperating in, or otherwise being associated with an investigation should immediately contact the Coordinator for the institution. Any person found to have engaged in retaliation in violation of this Policy shall be subject to disciplinary action.

#### **6.7.2 (E) False Complaints**

Individuals are prohibited from intentionally giving false statements to a system or institution official. Any person found to have intentionally submitted false complaints, accusations, or statements, including during a hearing, in violation of this Policy shall be subject to appropriate disciplinary action (up to and including suspension or expulsion) and adjudicated under the student conduct policy.

#### **6.7.2 (F) Amnesty**

Individuals should be encouraged to come forward and to report sexual misconduct notwithstanding their choice to consume alcohol or to use drugs. Information reported by an individual during an investigation concerning use of drugs or alcohol will not be used against the particular individual in a disciplinary proceeding or voluntarily reported to law enforcement; however, individuals may be provided with resources on drug and alcohol counseling and/or education, as appropriate.

### **6.7.3 Handling Reports of Sexual Misconduct**

#### **6.7.3 (A) Support Services**

Once a student or employee makes a complaint or receives notice that a complaint has been made against him or her, or the coordinator otherwise learns of a complaint of sexual misconduct. The complainant, respondent and alleged victim (where applicable) should receive written information about support services, such as counseling, advocacy, housing assistance, academic support, disability services, health and mental services, and legal assistance, available at the student's institution.

Information on support services will be provided regardless as to whether an individual elects to go forward with filing a formal complaint of sexual misconduct or with notifying law enforcement. Information on support services will also be provided to students and employees, regardless of where the alleged misconduct occurs.

Available support services should also be listed on the institution's Title IX website.

#### **6.7.3 (B) Interim Measures**

Interim measures may be undertaken at any point after the institution becomes aware of an allegation of sexual misconduct and should be designed to protect the alleged victim and the community. Before an interim suspension is issued, the institution must make all reasonable efforts to give the respondent the opportunity to be heard, consistent with the provisions in Policy 4.6.5.

### **6.7.3 (C) Jurisdiction**

Each USG institution shall take necessary and appropriate action to protect the safety and well-being of its community. Sexual misconduct allegedly committed by a student are addressed by this Policy when the misconduct occurs on institution property, or at institution-sponsored or affiliated events, or off-campus, as defined by the institution's student conduct policies.

### **6.7.3 (D) Advisors**

Both the alleged victim and respondent, as parties to the matter, shall have the opportunity to use an advisor (who may or may not be an attorney) of the party's choosing at the party's own expense for the express purpose of providing advice and counsel, pursuant to the provisions of Policy 4.6.5.

### **6.7.3 (E) Informal Resolutions**

Allegations of sexual misconduct may be resolved informally, without a determination of misconduct, if all of the following are met:

1. When complainant(s) and respondent agree to an informal resolution;
2. When the initial allegation could not result in expulsion;
3. When the complainant(s) and respondent(s) agree to the terms of the informal resolution; and
4. When the investigator concludes that informal resolution is in the best interest of the parties and the institution's community.

The alleged victim(s) and respondent(s) have the option to end informal resolution discussions and request a formal process at any time before the terms of an informal resolution are reached. However, matters resolved informally shall not be appealable.

### **6.7.3 (F) Timeframe**

Efforts will be made to complete the investigation within a reasonable timeframe, which will be determined based upon the allegations, availability of witnesses and/or evidence, etc. in a particular case. When the timeframe will extend past the reasonable timeframe, the parties will be informed of the delay and the reason for the delay. The investigator shall keep the parties informed of the status of the investigation.

## **6.7.4 Investigations**

All sexual misconduct investigations involving a student respondent, whether overseen by the institution's Coordinator or the System Director, shall follow the investigation process set forth in [Section 4.6.5, Standards for Institutional Student Conduct Investigation and Disciplinary Proceedings](#).

## **6.7.5 Hearings, Possible Sanctions, and Appeals**

All sexual misconduct hearings, sanctions, and appeals involving a student respondent, whether overseen by the institution's Coordinator or the System Director, shall follow the investigation process

set forth in [Section 4.6.5, Standards for Institutional Student Conduct Investigation and Disciplinary Proceedings](#).

All sexual misconduct adjudication involving an employee respondent, shall be addressed utilizing the institution's employment policies and procedures.

# STUDENT HANDBOOK

## APPENDIX B

### ***BOARD OF REGENTS POLICY 4.6.5 Standards for Institutional Student Conduct Investigations and Disciplinary Proceedings***

This Policy establishes minimum procedural standards for investigations and resolutions of alleged student conduct violations, which each institution must incorporate into its respective student conduct policies. The purpose of this Policy is to ensure uniformity in the quality of investigations while providing for due process that affords fairness and equity in all student conduct investigations.

These procedures apply to matters relating to student misconduct, except matters relating to academic dishonesty, which may be covered under separate institutional policies. Institutions shall inform students of their procedures governing student misconduct complaints and investigations.

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

Institutions must provide clear notice to students and other campus community members as to how to file complaints of 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 individual(s) accused of misconduct; (3) the date(s), time(s), and place(s) of the misconduct; (4) the name(s) and contact information of any individual(s) with knowledge of the incident; (5) whether any tangible evidence has been preserved; and (6) whether a criminal complaint has been made.

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 Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act (“Clery Act”) shall be assessed in compliance with federal law.

Where appropriate, complainants may file a law enforcement report as well as an institutional report, but are not required to file both.

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 and conducting an effective review of the allegations. The institution should inform the requesting party that the institution cannot guarantee confidentiality.
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/Statements:** Individuals are prohibited from intentionally giving false statements

to an institution official. Any person found to have intentionally submitted false complaints, accusations, or statements, including during a hearing, in violation of this Policy shall be subject to appropriate disciplinary action (up to and including suspension or expulsion) and adjudicated under the student conduct policy.

4. **Amnesty:** Students should be encouraged to come forward and report violations of the law and/or student code of conduct notwithstanding their own improper use of alcohol or drugs. Any student(s) who voluntarily and in good faith reports information to college or university faculty or staff prior to any investigation concerning use of drugs or alcohol will not be voluntarily reported to law enforcement; nor will information that the individual provides be used against the individual for purposes of conduct violations. Nevertheless, these students may be required to meet with staff members in regard to the incident and may be required to participate in appropriate educational program(s). The required participation in an educational program under this amnesty procedure will not be considered a sanction.

Nothing in this amnesty procedure shall prevent a university staff member who is otherwise obligated by law (the Clery Act) to report information or statistical data as required.

#### 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, at institution-sponsored or affiliated events, or otherwise violate the institution's student conduct policies, regardless as to where such conduct occurs. 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 have an advisor (who may or may not be 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 posed to the advisee, but shall not participate directly during the investigation or hearing process. The institution shall not prohibit family members of a party from attending the hearing if the party requests such attendance, but may limit each participant to having two family members present.

**Initial Evaluation of Student Conduct Reports:** Regardless of how an institution becomes aware of misconduct, the institution 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, even if true, 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.

Where a report of student misconduct alleges sexual misconduct or other forms of harassment and/or discrimination, the report will be referred to and the investigation will be conducted through or as directed by the appropriate office trained and equipped to investigate such matters.

Any report that involves allegation(s) of conduct that could lead to the suspension or expulsion of the respondent(s) in an initial violation must be promptly reported to the System Director by the institution.

The System Director will work with the institution to determine whether any interim measure(s) are necessary, to assign an investigator and will collaboratively supervise the investigation with the appropriate institution professional (e.g., the Title IX Coordinator, Dean of Students). If an allegation is not initially identified as one that could lead to suspension or expulsion of the respondent(s), but facts arise during the course of the investigation that would require oversight from the System Director, then the institution shall report that case to the System Director or her designee prior to proceeding.

### **Interim Measures**

Interim measures may be provided by the institution at any point during an investigation and should be designed to protect the alleged victim and the community. To the extent interim measures are imposed, they should minimize the burden on both the alleged victim and the respondent, where feasible. Interim measures may include, but are not limited to:

1. Change of housing assignment;
2. Issuance of a “no contact” directive;
3. Restrictions or bars to entering certain institution property;
4. Changes to academic or employment arrangements, schedules, or supervision;
5. Interim suspension; and
6. Other measures designed to promote the safety and well-being of the parties and the institution’s community.

An interim suspension 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 alleged victim or 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 take effect immediately. Upon request, the respondent will have an opportunity to be heard by the respective conduct officer, Title IX Coordinator, or System Director, as appropriate, within three business days in order to determine whether the interim suspension should continue.

### **Investigation**

Throughout any investigation and resolution proceedings, a party shall receive written notice of the alleged misconduct, shall be provided an opportunity to respond, and shall be allowed to remain silent or otherwise not participate in or during the investigation and resolution process without an adverse inference resulting. If a party chooses to remain silent or otherwise not participate in an investigation, the investigation may still proceed and policy charges may still result and be resolved. Additionally, in any investigation involving allegations of sexual misconduct, timely notice of meetings shall be provided to each party of any meeting at which the complainant, respondent or alleged victim may be present. Timely and equal access to information that will be used during the investigation will be provided to the complainant, respondent and alleged victim (where applicable).

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 the additional minimal safeguards outlined below.

1. The alleged victim and 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.

2. Upon receipt of the written notice, the respondent shall have at least three 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 supporting materials. A non-response will be considered a general denial of the alleged misconduct. Any alleged victim shall also be provided three business days to respond to or to supplement the notice.
3. If the respondent admits responsibility, the process may proceed to the sanctioning phase or may be informally resolved, if appropriate.
4. If at any point the investigator determines there is insufficient evidence to support a charge or to warrant further consideration of discipline, then the complaint should be dismissed.
5. An investigator shall conduct a thorough investigation and should retain written notes and/or obtain written or recorded statements from each interview. The investigator shall also keep a record of any party's proffered witnesses not interviewed, along with a brief, written explanation of why the witnesses were not interviewed.
6. The initial investigation report shall be provided to the respondent and the alleged victim (where applicable). This report 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. For purposes of this Policy, a charge is not a finding of responsibility, but indicates that there is sufficient evidence to warrant further consideration and adjudication.
7. The final investigation report should be provided to the 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.

### **Resolution/Hearing**

In no case shall a hearing to resolve charge(s) of student misconduct take place before the investigative report has been finalized.

Where the respondent indicates that he or she contests the charges, the matter shall be set for a hearing and once the investigative report has been finalized and copies provided to the respondent and alleged victim (where applicable); however, the alleged victim (where applicable) and respondent may have the option of selecting informal resolution 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) or the System Director.

Where a case is not resolved through informal resolution or informal resolution is not available due to the nature of the charges, the respondent shall have the option of having the charges heard either by an administrator (hearing officer) or a hearing panel. However, all cases involving charges of sexual misconduct that go to a hearing shall be heard by a panel of staff and/or faculty. Sexual misconduct panel members shall receive appropriate annual training as directed by the System Director or Coordinator and required by the Clery Act. If an administrative hearing is requested, the respondent shall use his or her discretion to determine whether the case should be heard by a hearing panel. Notice of the date, time, and location of the hearing shall be provided to the respondent, complainant, and alleged victim (where applicable) at least five business days prior to the hearing. Notice shall be provided via institution email where applicable.

Additionally, the following standards will apply to any such hearing:

The respondent shall have the right to present witnesses and evidence to the hearing officer or panel. Witness testimony, if provided, shall pertain to knowledge and facts directly associated with the case being heard. Both parties shall have the right to confront any witnesses, including the other party, by submitting written questions to the hearing officer for consideration. Advisors may actively assist in drafting questions. The 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 Panel shall err on the side of asking all submitted questions and must document the reason for not asking any particular questions.

1. 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 whether 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.  
In sexual misconduct cases, the hearing officer reserves the right to allow a party to testify in a separate room, so long as no party is unfairly disadvantaged by this procedure. A party must still give testimony in the presence of the Panel, and the opposing party must have the opportunity to view the testimony remotely and to submit follow-up questions.
2. Formal civil rules of evidence do not apply to the investigatory or resolution process.
3. 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.
4. Institutions should maintain documentation of the proceedings, which may include written findings of fact, transcripts, audio recordings, and/or video recordings.
5. Following a hearing, both the respondent and alleged victim (where applicable) shall be simultaneously provided a written decision via institution email (where applicable) 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 hearing panel or an administrative proceeding.

### **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; strength of the evidence; and the wellbeing of the university community. The hearing panel, hearing officer or administrator that found that a policy violation occurred 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 no-contact 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. The alleged offender (and in cases involving sexual misconduct or other forms of discrimination and/or harassment, the alleged victim) 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 for the above reasons in any case where sanctions are issued, even when 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 business days of the date of the final written decision. The appeal should be made to the institution’s 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 is required. The Vice President, or his or her designee, may affirm the original finding and sanction, affirm the original finding but issue a new sanction of 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 or her designee shall then issue a decision in writing to the respondent within a reasonable time period.

The decision of the Vice President or his or her designee may be appealed in writing within five business days (as determined by the date of the decision letter) to the President of the institution solely on the three 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 simultaneously issued in writing to the complainant, the respondent and the alleged victim (where applicable) within a reasonable time period. The President’s decision shall be the final decision of the institution.

Should the respondent or alleged victim (where applicable) wish to appeal the President’s decision, he or she may request review by the Board of Regents in accordance with the Board of Regents’ Policy on Discretionary Review.

### **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 shall 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 knows or 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.

# Student Code of Conduct

## Appendix C

### UWG PROCEDURE NUMBER: 3.8.2 Bullying Involving Students

**Authority:** UWG POLICY: 3.8 (Student Conduct and Discipline)

The University of West Georgia embraces diversity and inclusion, recognizing the valuable contributions of each of our faculty, staff, and students. Our individual differences lend us a collective strength that also serves as an expression of our values and beliefs. We value every member of our community not in spite of but because of our differences in age, color, creed, education, ethnicity, gender expression, national origin, physical and cognitive ability, race, sex, sexual orientation, socioeconomic class, and veteran status.

The Dean of Students, pursuant to the authority of UWG Policy 3.8, establishes the following procedure on Bullying Involving Students:

#### A. Definitions

1. **Bullying** - the intentional use of words (written or spoken), or a physical act, that a reasonable person would perceive as being intended to threaten, harass, or intimidate, if the words or actions:
  - a. Cause a person to experience substantial or "**Visible Physical Harm**";
  - b. Substantially interfere with a person's education or ability to work; or
  - c. Are so severe, persistent, or pervasive that they create a "**Harassing and Intimidating**" learning or work environment.

A student may be charged under this procedure for "**Bullying**" if the conduct is directed at an employee or student.

2. **Cyberbullying** - through the use of an "**Electronic Communication Device**" or other means, a person contacts a person without consent or places a person under surveillance, including electronic surveillance, /or the express purpose of "**Harassing and Intimidating**" the person. This procedure is not intended to replace or preclude the application of any portion of Georgia's Criminal Code as it relates to electronic communications.

A student may be charged under this procedure for "**Cyberbullying**" if the conduct is directed at an employee or student.

3. **Electronic Communication Device** - phone, text message, instant message, email, social networking site posting, or other similar means
4. **Harassing and Intimidating** - knowing and willful course of conduct directed at a person that:
  - a. establishes a pattern of behavior that serves no legitimate purpose, and
  - b. causes emotional distress by placing the person in reasonable fear for his or her own safety or the safety of an immediate family member

A student may be charged under this procedure for "**Harassing and Intimidating**" if the conduct is directed at an employee or student.

5. **Harassment**- for the purposes of this procedure, a threat of harm, whether physical, verbal, oral or written, which is beyond the bounds of protected speech, directed at a specific person, and is so severe, pervasive, and objectively offensive that it denies or limits that person's ability to work or to participate in, or benefit from, an educational program or activity.

A student may be charged under this procedure for "**Harassment**" if the conduct is directed at an employee or student.

6. **Stalking** - for the purposes of this procedure, a person is "**Stalking**" when he or she follows, places under surveillance, or contacts a person without the consent of the person for the purpose of "**Harassing and Intimidating**" the person. This procedure is not intended to replace or preclude the application of O.C.G.A. § 16-5-90 and 16-5-91, or any other portion of Georgia's Criminal Code. A student may be charged under this procedure for "**Stalking**" if the conduct is directed at an employee or student.
7. **Student Conduct Board**- the adjudicative board established by the Student Code of Conduct to hear disciplinary actions against students
8. **Visible Bodily Harm** - may include, but is not limited to:
  - a. Substantially blackened eyes;
  - b. Substantially swollen lips or other facial or body parts;
  - c. Substantial bruises to body parts

## **B. Reporting Incidents of Bullying**

Incidents may be reported to any of the following individuals:

- **Social Equity Officer and Title IX Coordinator**  
Aycock Hall, Room 112  
678-839-5344
- **Chief Human Resources Officer and Title IX Deputy Coordinator for Faculty, Staff and Visitors**  
Aycock Hall, Room 112  
678-839-6424
- **Dean of Students and Title IX Deputy Coordinator for Students**  
Campus Center  
678-839-4729
- **Ombuds Office**  
Strozier Hall, Room 218  
678-839-4165
- **University Police** - 678-839-6000
- Report using our anonymous [online form](#) ("Incident Report" at [www.westga.edu/UWGCares](http://www.westga.edu/UWGCares)).

*Please note that reporting to employee supervisors, faculty, or other resources than those listed above may delay proper processing of your concerns as the above positions are better trained to recognize potential violations of this procedure.*

## **C. Penalties**

1. **Students.** Students that violate the policy by engaging in words or actions that meet the definitions of stalking, bullying, harassment, or cyberbullying will be:
  - a. Assessed for levels of imminent threat of danger. Students that are classified as a high threat will automatically be suspended.
  - b. The student will then be recommended through the Student Conduct Process. If there is a sufficient amount of evidence against the student, the student will be summoned for a preconference where he or she can review the evidence against them. The student will then be able to choose from an informal hearing (held by an administrator) or a formal hearing (held by the Student Conduct Board).

2. Employees. Employees that engage in bullying against a student will be subject to applicable disciplinary actions, including and up to dismissal or termination, depending upon the severity of the actions that constitute bullying. *NOTE:* Behavior that may constitute bullying under this procedure, when it is against an employee by another employee will not be considered under this procedure, but under other procedures or standards established for employee conduct.

## FREQUENTLY CALLED NUMBERS:

Bookstore.....	678-839-6523
Bursar's Office.....	678-838-4737
Campus Police (Emergency Line).....	678-839-6000
Campus Recreation (UREC).....	678-839-5500
Career Services.....	678-839-6431
Center for Academic Success.....	678-839-6280
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
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 and Residence Life  
FYE – First Year Experience  
SAC – Student Activities Council  
CAS – Center for Academic Success  
WWG – Weekends West Georgia  
SWW – Stay West Weekend

## FALL 2018/SPRING 2018 ACADEMIC CALENDAR

*\*\*Calendar subject to change.*

### **FALL 2018**

August 15	Fall (non-eCore) classes begin
August 15-17	Open Drop – Full Term 16 week and Session I (non eCore); drop closes at 11:59 p.m. August 17
August 15-20	Open Add – Full Term 16 week and Session I (non eCore); add closes at 11:59 p.m. August 20
August 21	Withdrawal “W” begins for Fall Term 16 week and Session I (non eCore) courses No tuition refund associated with withdrawing from a course
August 21	Last date to apply for Tuition Differential Waivers for Fall 2018 (documents must be delivered to the Registrar’s Office by 5:00 p.m.)
August 22	Fall 2018 class schedule dropped for non-payment by noon
August 24-28	Faculty only roster verification - opens at noon August 24 <sup>th</sup>
September 1	Last day to petition for In-State Tuition Status for Fall 2018 Semester
September 7	Last day to withdraw “W” from Session I (non-eCore) courses
October 1	Last day to apply for Spring 2019 Graduation
October 4-5	Fall Break, no classes
October 6	No Saturday classes
October 8	Last day to withdraw from Full Term 16 week (non-eCore) courses
October 9	Session I (non eCore) ends, last day of instruction and finals
October 11	Session II classes begin, Session II Open Drop/Add ends at 11:59 p.m.
October 21	Withdrawal “W” period begins for Session II (non-eCore) courses
October 22	Registration for Spring Semester 2019 begins for currently enrolled students
November 2	Last day to withdraw with a “W” from Session II (non-eCore) 8 week courses. No tuition refund associated with withdrawing from a course
November 19-21	Thanksgiving Recess no classes, offices open
November 22 – 23	Thanksgiving Holiday no classes, offices closed
November 24	No Saturday classes
December 7	Last day of Fall 2018 classes
December 8 – 14	Final Exams
December 15	Fall Graduation
December 16	Spring 2019 Fee payment deadline (Classes will be dropped by noon Dec. 17, 2018)
December 17	Grades due by 12:00 noon

### **SPRING 2019**

January 6	Classes begin
January 11	Open Add ends @ 4:00p
TBD	Fee payment deadline
January 13	No Saturday classes
January 15	Martin Luther King Holiday (no classes, offices closed)
February 1	Last day to withdraw from classes for spring term with a “W”
February 1	Last day to petition for In-State Tuition Status for Fall Semester
March 1	Last day to apply for Summer 2018 Graduation
March 19-23	Spring break (no classes, offices open)
March 24	No Saturday classes
March 26	Registration for Fall Semester 2018 begins for currently enrolled students
April 30	Spring classes end
May 1	Reading Day or Assessment Day
May 2-8	Final exams
May 10	Graduation – Thursday
May 14	Grades due by noon

# 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 Schedule of Classes
- 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 of the UWG website.

3. The Scoop & Schedule of Classes

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 Schedule of Classes. All class information, including room, instructor and time, is subject to change. You should check the Schedule of Classes frequently for new courses and course changes.

To access The Scoop, visit <https://westga.edu/student-services/registrar/the-scoop.php>

To access the Schedule of Classes visit <https://westga.edu/student-services/registrar/class-bulletin.php>

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.

## FOOTBALL CALENDAR

### Fall 2018 Football Schedule:

September 1	2:00 PM	Catawba @ UWG
September 8	2:00 PM	Limestone @ UWG
September 15	TBA	Albany State @ Albany, GA
September 22	2:00 PM	Florida Tech @ UWG
September 29	TBA	Shorter University @ Rome, GA
October 6	2:00 PM	North Greenville University @ UWG
October 13	TBA	University of West Florida @ Pensacola, FL
October 20	2:00 PM	West Alabama @ UWG
October 27	TBA	Mississippi College @ Clinton, MS
November 3	2:00 PM	Delta State University @ UWG
November 10	TBA	Valdosta @ Valdosta, GA