



# Student Handbook

2018-2019

# **Andrew College Student Handbook**

The Andrew College Student Handbook sets forth the major policies and procedures affecting students. Because the College is a dynamic institution, changes are inevitable. This Handbook will be revised as new policies and procedures are adopted. The latest edition will supersede all former editions unless stated otherwise in the text. In the event of ambiguity or inconsistency, the provisions of the current Student Handbook supersede collegiate and campus policies and procedures.

The Student Code of Conduct may be applied to behavior conducted online, via email or other electronic medium. Students should also be aware that online postings such as blogs, web postings, chats and social networking sites are in the public sphere and are not private. These postings can subject a student to allegations of conduct violations if evidence of policy violations is posted online. The College does not regularly search for this information but may take action if and when such information is brought to the attention of College officials.

## **EQUAL OPPORTUNITY EMPLOYMENT STATEMENT**

Andrew College does not discriminate on the basis of race, color, ethnicity, religion, gender, age, creed, national origin, or disability in its admissions and employment policies or its educational, financial aid, athletic, and other college programs. Andrew College complies with the Civil Rights Act of 1964, Title IX of the Educational Amendments of 1972, Section 504 of the Rehabilitation Act of 1973, and the Age Discrimination Act of 1975.

## **ANDREW COLLEGE MISSION**

Andrew College—the United Methodist beacon of educational, spiritual, and cultural uplift to southwest Georgia since 1854—prepares students for lives of servant leadership and purpose through higher education that is relevant to its region and beyond.

## **PHILOSOPHY**

In keeping with its Christian heritage, Andrew College provides an environment which prepares students for further study at a senior college and enables them to understand themselves as persons of responsibility and potential within the global community. Andrew is not sectarian and its services are open without regard to race, gender, ethnicity, creed, or economic status.

Andrew College seeks to achieve its purpose by providing the following advantages:

- Opportunity for intellectual, social and spiritual growth;
- A professionally competent faculty dedicated to teaching;
- Individual attention to students at all levels of operation within the college;
- A two-year and four-year curriculum that parallels that of four-year colleges and universities;
- A cultural enrichment program which encourages students to appreciate the arts;
- The opportunity to learn leisure time skills which lead to the development of a healthy body;
- Redemption in the basic skills;
- Orientation experiences for successful adjustment to college life;
- Academic advising;
- Challenging programs for the intellectually gifted student;
- A student community committed to the earning of a college education;
- Cultural and academic resources for the community and the churches of the area.

## **ACCREDITATION**

Andrew College is accredited by the Southern Association of Colleges and Schools to award the associate degree. Contact the Commission on Colleges at 1866 Southern Lane, Decatur, GA 30033-4097 or call (404) 679-4500 for questions about the accreditation of Andrew College. Andrew College is endorsed by the University Senate of The United Methodist Church as an affiliated United Methodist institution.

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# 2018-2019 Academic Calendar

## Fall Semester 2018

August 11, Saturday .....	All Students Arrive/Move-In
August 12, Sunday .....	New Student Orientation
August 13, Monday.....	Advising/Registration/ New Student Orientation
August 14, Tuesday.....	Classes Begin (Full Term/1st mini-term)
August 20, Monday.....	Last Day to Drop or Add a Class (Full Term/1st mini-term)
August 23, Thursday.....	Fall Convocation
September 3, Monday.....	Labor Day (No Classes, Offices Closed)
September 11, Tuesday .....	Midterm (1st mini-term)
September 14, Friday.....	Deadline to submit Application for Graduation for Fall 2018
October 1- October 7, Monday-Sunday.....	Homecoming 2018
October 10, Wednesday.....	Midterm (Full Term)
October 11-12, Thursday-Friday.....	Fall Break (No Classes)
October 15, Monday .....	Classes Begin (2nd mini-term)
October 17, Wednesday.....	Last Day to Drop or Add a Class (2nd mini-term)
October 29, Monday .....	Pre-registration for Spring 2018 Begins
November 5, Monday .....	Midterm (2nd mini-term)
November 21-23, Wednesday-Friday .....	Thanksgiving Holidays (No Classes, Offices Closed)
November 30, Friday .....	Last Day of Classes/Last Day to Withdraw from a course (Full Term)
December 3-7, Monday-Friday.....	Final Exams
December 7, Friday .....	All Students/ Move- Out
December 24- January 2.....	Campus Offices Closed

## Spring Semester 2019

January 5, Saturday.....	All Students Arrive/Move-In
January 6, Sunday.....	New Student Orientation
January 7, Monday .....	Advising/Registration
January 8, Tuesday .....	Classes Begin (Full Term/1st mini-term)
January 11, Friday .....	Last Day to Drop or Add a Class (Full Term/1st mini-term)
January 21, Monday .....	Martin Luther King, Jr. Day (No Classes, Offices Closed)
January 29, Tuesday.....	Midterm (1st mini-term)
February 8, Friday.....	Deadline to submit Application for Graduation for Spring 2018 and Summer 2018
March 1, Friday .....	Midterm (Full Term)
March 4-8, Monday-Friday.....	Spring Break (No Classes)
March 11, Monday.....	Classes Begin (2nd mini-term)
March 13, Wednesday .....	Last Day to Drop or Add a Class (2nd mini term)
April 1, Monday .....	Midterm (2 <sup>nd</sup> mini term)
April 4, Thursday .....	Honor's Convention
April 8, Monday .....	Pre-registration for Fall 2018 and Summer 2018 Begins
April 19, Friday .....	Good Friday (No Classes, Offices Closed)
April 26, Friday.....	Last Day of Classes/ Last Day to Withdraw from a Course (Full Term)
April 29-May 3, Monday-Friday .....	Final Exams
May 3, Friday .....	Nursing Pinning Ceremony 2019
May 4, Saturday.....	Baccalaureate/Commencement Exercises

# Summer Term 2019

May 28, Tuesday.....New/Returning Students Arrive  
May 29, Wednesday .....Orientation/Testing/Advising/Registration  
May 30, Thursday.....Classes Begin (Full-Term/1st Mini-Term)  
June 3, Monday .....Last Day to Drop or Add a Course (Full-Term/1st Mini-Term)  
June 10, Monday .....Midterm (1st Mini-Term)  
June 24, Monday .....Final Exam (1st Mini-Term)  
June 24, Monday .....Midterm (Full-Term)  
June 27, Thursday .....Last Day of Class/Last Day to WD from a Course (1st Mini-Term)  
June 28, Friday .....Classes Begin (2nd Mini-Term)  
July 4, Thursday .....Independence Day (No Classes, Offices Closed)  
July 5, Friday.....Last Day to Drop or Add a Course (2nd Mini-Term)  
July 8, Monday .....Midterm (2nd Mini-Term)  
July 19, Friday.....Last Day of Class/Last Day to WD from a Course (Full-Term/2nd Mini-Term)  
July 22-26, Mon-Fri .....Final Exams (Full-Term /2nd Mini-Term)  
July 26, Friday.....All Students/ Move Out

## FALL 2018 Term Dates

Full Term: August 14, 2018 – December 7, 2018  
1st Mini-term: August 14, 2018 – October 10, 2018  
2nd Mini-term: October 15, 2018 – December 7, 2018

## SPRING 2019 Term Dates

Full Term: January 08, 2019 – May 3, 2019  
1st Mini-term: January 08, 2019 – March 1, 2019  
2nd Mini-term: March 11, 2019 – May 3, 2019

## SUMMER 2019 Term Dates

Full Term: May 30, 2019 – July 26, 2019  
1st Mini-Term: May 30, 2019 – June 27, 2019  
2nd Mini-Term: June 28, 2019 – July 26, 2019

# Academic Affairs

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## ACADEMIC ADVISING

Degree-seeking students are assigned a faculty advisor by the Registrar based upon the student's chosen academic area of concentration. Students are encouraged to declare a concentration upon enrolling at the college. By the end of the first semester, all degree-seeking students are required to declare a concentration by completing a Change of Major-Concentration-Advisor Form through their initial advisor, and submit the completed form to the Office of the Registrar. The Registrar will process the completed form and assign the student a faculty advisor based upon the student's chosen discipline or preference. The faculty advisor will assist the student in all matters relating to academic programs, progression through a plan of study, transferability of course work, and graduation requirements. The student must always consult his/her advisor before making course changes, and the advisor must sign all course change forms.

## ANDREW COLLEGE HONOR CODE

In accordance with its Mission and Core Values, Andrew College holds that conscious attention to classroom behavior and academic honesty is vital for a student's capacity for success and for intellectual, social, and spiritual development. The following codes of Student Classroom Behavior and Academic Integrity are in place to establish standards for the validity of credits and degrees earned at Andrew College.

### **Academic Honor Codes – Code of Student Classroom Behavior:**

Students will acknowledge and respect the authority of professors pertaining to all academic and management matters regarding their courses as well as the rights of their fellow classmates concerning their own academic pursuits. It is the students' responsibility to read and understand this code and penalties for violating it.

Andrew College therefore, adopts the following as violation of the Academic Honor Code of Classroom Behavior to include but not limited to:

1. Uncivil/Disruptive Classroom Behavior: Language or behavior used in the classroom that challenges or obstructs the learning environment and/or the professor's control of the classroom.
2. Dishonesty/Falsification: Intentionally forging or submitting false identification, documents, accounts, records, or other materials pertaining to academic or financial matters. Students will conduct themselves with integrity and honesty.
3. Discrimination or Bullying: Language or behavior used in the classroom and on campus that attacks and individual based on their perceived sex, gender identity, race, ethnicity, age, religious beliefs, learning disability, status, nationality, or other cultural attributes.
4. Sexual Harassment: Language or behavior used in the classroom, online, and on campus categorized as sexual harassment as stipulated by Title IX under the Department of Education.
5. Damage or Theft of Property: Intentional damage or destruction of materials, technology, or other property or equipment in the classroom or on campus.

In addition, Andrew College adopts the following penalties for violation of the Academic Honor Code of Classroom Behavior to include but not limited to:

1. First Offense: In the event that the offense cannot be resolved verbally, the professor will ask the student to leave the classroom and the student will be marked as absent for that class session. The professor will report the incident in writing to the Dean of Student Affairs and Dean of Academic Affairs.

2. Second Offense: The professor will immediately ask the student to leave the class, and the student will be marked as absent for that class session. The professor will report the incident in writing to the Dean of Student Affairs, who will determine whether the student may return to class immediately, at the next class section, or after an appropriate suspension.
3. Subsequent Offenses: The professor will immediately ask the student to leave the class, and the student will be marked as absent for that class session. The professor will report the incident in writing to the Dean of Student Affairs. This infraction will result in the student's immediate suspension—for a number of days, for the remainder of the semester, for a full semester or expulsion from Andrew College as determined by the Dean of Student Affairs.

### **Academic Honor Codes – Code of Student Academic Integrity:**

Students will conduct themselves with the highest level of academic integrity and honesty by preparing and submitting assignments that reflect his/her own individual abilities. Acting in accordance with this code demonstrates each student's respect for their own education as well that of their peers, respect for his/her instructors, and respect for the overall integrity of Andrew College. It is the students' responsibility to read and understand this code and penalties for violating it.

Andrew College therefore, adopts the following as violation of the Academic Honor Code of Academic Integrity to include but not limited to:

1. Plagiarism: Intentionally and unintentionally copying published or unpublished ideas, words, in part or in whole, without appropriate citation, quotation, and/or documentation. Plagiarism also includes plugging synonyms into borrowed sentence structure, whether citation is present or not. Andrew College upholds a zero-tolerance plagiarism policy. Essays, research papers, exams, laboratory reports, homework assignments, discussion posts, or any other written work must be the work of the individual student submitting them.
2. Cheating: Using or attempting to use any unauthorized materials or assistance for an essay, research paper, exam, laboratory report, homework assignment, discussion post, or any other written work that is expected to be the work of the individual student. Unauthorized assistance includes, but is not limited to, another student's work, data, notes, and/or notes or electronic devices.
3. Fabrication: Submitting false or nonexistent data, false quotes or passages, or making up and citing any information false as part or whole of an assignment such as essays, research papers, exams, laboratory reports, homework assignments, discussion posts, or any other written work.
4. Collaborative Effort/Collusion: The receipt, sale, distribution, possession, or purchase of assistance or materials in the preparation or completion of any academic assignment is prohibited. Tutoring services outside the Andrew College campus must be approved by the instructor and may not compromise the personal efforts and performance of the individual student.
5. Multiple Submissions: Students are not permitted to submit an essay, research paper, exam, laboratory report, homework assignment, discussion post, or any other written work, in whole or part, for academic credit more than once without authorization of both professors with prior permission to seek such use from the professor to whom the assignment is due.
6. Theft: No student shall take or attempt to take, steal, or otherwise procure, in an unauthorized manner, any material pertaining to the conduct of a class, including but not limited to test materials, laboratory equipment, textbooks, athletic equipment, computer, or digital devices.

In addition, Andrew College adopts the following penalties for violation of the Academic Honor Code of Academic Integrity to include but not limited to:

1. First Offense in any course: The student will receive a failing grade of zero for the assignment or exam and a written report of the offense shall be filled with the Dean of Academic Affairs, Dean of Student Affairs, and the Registrar in the student's academic record.
2. Second Offense in any course: The student will receive a failing grade of zero for the assignment or exam and a written report of the offense shall be filled with the Dean of Academic Affairs, Dean of Student Affairs, and the Registrar in the student's academic record. Depending upon the severity of the offense this infraction may result in the student's immediate suspension—for a number of days, for the remainder of the semester, for a full semester or expulsion from Andrew College as determined by the Dean of Student Affairs.
3. Third Offense in any course: The student will receive a failing grade in the course and a written report of the offense shall be filled with the Dean of Academic Affairs, Dean of Student Affairs, and the Registrar in the student's academic record. Depending upon the severity of the offense this infraction may result in the student's immediate suspension—for a number of days, for the remainder of the semester, for a full semester or expulsion from Andrew College as determined by the Dean of Student Affairs.

### **ANDREW SERVES**

Andrew Serves develops a spirit of Servant Leadership which connects academic reflection with community involvement and service. The Andrew Serves program helps students discover their leadership abilities while making a difference in the community. Projects, retreats, mentoring, and shadowing exemplary leaders are available to further enhance students' leadership education and development.

Each year, a limited number of freshman students are selected to participate as Servant Leader Scholars and receive a scholarship. Renewal of this award is granted for the sophomore year if program requirements are successfully completed. These students are enrolled in a two-year leadership curriculum certificate program and participate in practical leadership experiences and community service.

### **CAREER AND TRANSFER PLANNING (STUDENT SUCCESS CENTER)**

Assistance with career and transfer planning is available at the Student Success Center in Pitts Library. Career interest assessments, information on career planning, workshops on resume writing, and resource information on careers and four-year colleges is provided.

### **DISABILITY SERVICES, OFFICE OF (FOCUS PROGRAM)**

Andrew College is committed to providing equal educational opportunities for all students while facilitating a successful and positive college experience. One of the responsibilities of the College is to help integrate students with disabilities into the academic and social process so that they may enjoy a full college experience. At Andrew College, the Director of Disability Services coordinates disability services for students with disabilities. Students with disabilities must self-disclose their disabilities to the Director of Disability Services to be certified eligible for services.

The Office of Academic Affairs works closely with the Director of Disability Services to ensure that accommodations are available to students with documented disabilities including but not limited to physical disabilities, learning disabilities, and psychiatric disabilities, at Andrew College under the Americans with Disabilities Act of 1990 (ADA) and Section 504 of the Rehabilitation Act of 1973.

Individuals requesting reasonable accommodations must schedule an appointment with the Focus Program Director as soon as the student is accepted at Andrew College. The student must provide current documentation of his/her disability from a qualified, licensed professional, and the documentation must meet the criteria outlined in the *Andrew College Disability Documentation Guidelines*, which are available through the Focus Program Office. The documentation must establish that the student has an official diagnosis of a disability and demonstrate that the disability substantially limits a major life activity.

In addition, the documentation must validate the need for reasonable accommodations and demonstrate the impact of the disability on the student's ability to function in a postsecondary setting. The documentation assists in the determination of the appropriate accommodations and services to minimize the impact of the disability and personalizes the student's rights to equal access to Andrew College.

It is the responsibility of the student to provide this documentation and to register with the Director of Disability Services by the end of the first full week of classes; however, students are encouraged to contact the Director and self-disclose their disabilities as soon as they are accepted to Andrew College. After meeting with the Director, it is the student's responsibility to self-disclose his/her documented disability during the first week of class to each instructor and to his/her faculty advisor.

The Director of Disability Services will meet with the student to review the documentation and determine the appropriate accommodations for the student. This information should be forwarded to the Focus Director prior to July 1 so that the Director may coordinate services with the Office of Academic Affairs prior to July 1.

**The Director of Disability Services' office is located in the Focus House at 45 McDonald Avenue. For more information please call 229-732-5908 or visit <http://www.andrewcollege.edu/focus-program> or [http://www.andrewcollege.edu/sites/default/files/attachments/focus/office\\_of\\_disability\\_services\\_guide\\_to\\_services.pdf](http://www.andrewcollege.edu/sites/default/files/attachments/focus/office_of_disability_services_guide_to_services.pdf).**

## **HONORS PROGRAM**

The Honors Program provides opportunities for students to develop their academic and leadership potential. Participants in the program are eligible to take honors courses across the Andrew College curriculum and to take advantage of special academic and extracurricular opportunities. To be eligible for the Honors Program, students must be unconditionally accepted to Andrew, maintain a 3.0 grade point average, and score at least a 1000 on the SAT or 20 on the ACT. Students must also be nominated for the Honors Program by faculty members.

The goals of the Honors Program are to:

1. Provide experiential learning through specialized planned activities,
2. Enhance personal and professional development,
3. Build critical and creative thinking skills,
4. Develop leadership skills in the classroom and beyond,
5. Increase student's probabilities of being admitted into top universities and Colleges, and
6. Enhance scholarship opportunities through Phi Theta Kappa affiliated schools.

In order to remain in good standing in the Honors Program, students must maintain an overall GPA of at least 3.0 and participate in Honors Program activities on a regular basis. To graduate in the Honors Program, students must complete fifteen hours of Honors Program courses with a minimum GPA of 3.2. The student who graduates in the Honors Program will receive a notation on their transcripts and may wear an Honors cord at commencement.

## **INTERNATIONAL STUDENT ASSISTANCE**

International students should contact the Office of Enrollment Services for assistance with visa materials. The Office of Enrollment Services should be contacted any time an international student leaves the U.S. temporarily so that arrangement may be made for re-entry into the country.

## **LIBRARY SERVICES**

The professional staff at Pitts Library assists students whenever help is requested or needed. Subscriptions to periodicals and daily and weekly newspapers supplement the holdings and provide reading and research sources for the students and faculty. Library computers afford students access to WorldCat and GALILEO. Subscriptions to Films on Demand and GALE, as well as microfilm resources provide materials in different forms. A group study room and special reference section are available for student use and an attractive main reading room provides areas for individual study. The Andy Cat Café provides an area for students to study individually or in groups while enjoying a cup of coffee. Tiger Pause, the Andrew College store, is located in Pitts Library. The Andrew College Archives are located in the building.

## **MOODLE**

In 2010, Andrew College continued its commitment to offer students and faculty a “state of the art” learning environment by adopting the web-based course management system Moodle to host our online courses and to enhance the classroom experience for our traditional courses.

## **PRIVACY RIGHTS OF STUDENTS**

Andrew College is subject to the provisions of the Family Educational Rights and Privacy (FERPA). This federal law affords students' rights of access to education records and imposes regulations on the College in the release and disclosure of education records to third parties.

To comply with this law, the College has formulated and adopted policies and procedures to be followed by the College and by those interested in gaining access to education records. These policies and procedures allow students and their parents or guardians: the right to inspect substantially all of his or her education records; the right to prevent disclosures of education records to third parties; and the right to request amendment or correction of education records believed to be inaccurate or misleading. These policies are available for inspection and review in the Office of Student Affairs.

## **STUDENT SUCCESS CENTER**

The Student Success Center (SSC) is a one-stop-shop for the most comprehensive academic support services available at Andrew College. This center is open to all students and offers services such as: academic counseling, professional tutoring, transfer information, First Year Experience Workshops, career exploration, facilitated and supervised study halls, campus referrals, community referrals, one-on-one assistance and support. The mission of the Student Success Center is to increase retention, persistence, and graduation rates through implementation of academic and student support initiatives. The Student Success Center is located in Pitts Library.

## **WITHDRAWALS AND SUSPENSIONS**

Consult the *Andrew College Academic Catalog* for more information concerning Academic Withdrawals and/or Suspensions. Students who withdraw or who are suspended from the College for any reason are not permitted to be on the campus or any other property owned or controlled by the College without written permission from the Dean of Student Affairs. *Resident students that withdraw voluntarily from the College must remove their personal belongings from*

*the residence halls within twenty-four hours.* Resident students may be asked to remove their personal belongings and move out of the campus pending disciplinary charges in consideration of the safety, security, and best living environment for fellow residence hall students. Students with pending disciplinary charges that voluntarily withdraw from the College are not permitted to be on the campus or any property owned or controlled by the College without written permission from the Dean of Student Affairs. Andrew College reserves the right to request pertinent information in the event that students who withdrew under these conditions seek re-admission. For information on re-admission, contact the Office of Enrollment Services.

# **Student Affairs**

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Definitions, programs, and policies found below are not all inclusive and are subject to change by written notice and dissemination to students and the campus community. For further information contact the Office of Student Affairs on the First Floor of Old Main.

## **CALENDAR**

Events scheduled by students or organizations must be recorded on the official Andrew College Calendar. The College retains the right to change the official calendar at any time. The College also has the right to determine appropriate events to be included in the calendar. Official Pre-event Planning Forms must be completed and submitted to the Office of Student Affairs for placement on the calendar. Athletic events are recorded on the Andrew College Athletics calendar. Contact the Andrew College Athletic Director for more information.

## **CAMPUS CONDUCT HOTLINE**

Campus Conduct Hotline is a confidential, independent call-in service that provides an anonymous way to preserve the values and reputation of Andrew College. The Hotline may be used to report college employee activity or behavior that you believe is harmful, unethical, questionable, or causes personal injury. The Hotline may be called to report the following: fraud or crime, sexual harassment, discrimination, safety or facility risk issues, security and internet policy abuse, workplace hostility, unethical grading practices, fraudulent financial or business practices, and other questionable behavior.

The Hotlines is for serious employee violations of College policy and does not replace the official College Grievance Policy (Academic) or the official College Grievance Policy (Non-Academic). ***The Hotline is not for reporting student misconduct or violations of the Student Code of Conduct or the Andrew College Honor Code and related issues.*** Concerns reported on the Hotline will be submitted to the campus administration for investigation. Callers who call the hotline can use their assigned case number to check on the status of the investigation. **The Campus Hotline may be reached at 866-943-5787.**

## **CELL PHONES**

Students are expected to use good judgment with cell phones and refrain from using cell phones during class, official college performances, and events. Students shall also upon request by a professor, administrator, or staff cease the use of their cell phone as necessary and appropriate.

## **CHECK CASHING**

Tiger Paws (College Store) will cash single party checks up to \$25.00. The only two-party checks that will be accepted are from the students' parents, guardians, or grandparents. The College reserves the right to discontinue check-cashing privileges near the end of the term.

## **COLLEGE ROOFS**

Students are prohibited from the roofs, or accessing them through windows, of all college buildings.

## **COLLEGE STORE (TIGER PAWS)**

Tiger Paws is located in Pitts Library. Basic educational supplies as well as Andrew College clothing and memorabilia are available. Student textbooks are not purchased here; textbooks are ordered online and delivered to the student's campus mailing address.

## **COMPLAINT AND GRIEVANCE POLICY**

Andrew College provides a wide variety of educational services, as well as artistic, athletic, and cultural programs, along with non-academic services to students. As a service organization, the College values high quality in the delivery of all of its academic and administrative services. Occasionally, a student may feel that the treatment they have received is not consistent with expectations based upon the College's official documents, such as the Academic Catalog or the Student Handbook. In these cases, Andrew College desires to have a clearly defined path for students to express their complaints in a manner that will provide documentation and accountability within the institution for providing a timely response and resolution. This path is comprised of informal complaint procedures, formal grievance procedures, and appeal procedures. Generally, the path requires that a discussion take place between the involved individuals.

A student who feels that they have received treatment inconsistent with the college's policies may initiate a complaint. In most cases, student complaints can be resolved through conversation. The immediate supervisor may be requested to attend the meeting as well. If the informal complaint is not resolved, the student may contact the dean or immediate supervisor for further investigation.

When a complaint goes unresolved following policy procedure, a student may file a formal grievance. This grievance is a written statement that is kept on file. The grievance must be reported to the appropriate dean or supervisor, and show that policy has been followed in attempt to resolve the concern. It is important that the grievance includes information detailing the concern, name of complainant and contact information. Students seeking to file a formal grievance concerning academics must fill out the appropriate form. This form is located on the Andrew College webpage as well as in the Office of Academic Affairs. Individuals seeking to file a formal grievance of a non-academic concern must fill out the Incident Report Form located on the Student Life page of the Andrew College webpage.

### **Complaint Process Contact Information**

Andrew College invites individuals who have complaints regarding the college to contact the following offices:

- Academic Decisions: Dean of Academic Affairs – Office of the Academic Affairs
- Admission and Financial Aid Decisions: Vice President of Office of Enrollment Management
- Student Services, Clubs and Organizations: Dean of Student Affairs – Office of Student Affairs
- Human Resources, Facilities and Business Functions: Chief Financial Officer of Business Office

Instructions for filing a complaint with our regional accreditor, the Southern Association of Colleges and Schools (SACS): <http://www.sacscoc.org/FAQsandAnswers.asp>

Instructions for filing a complaint with the U.S. Department of Education in regard to Title IV (financial aid, civil rights violations or discrimination) can be found here: <http://www.justice.gov/crt/complaint/>

For students who wish to file a complaint with the State of Georgia, this form may be found here: <http://gnpec.org/consumer-resources/gnpec-authorized-school-complainant-form/>

Students who live in states outside of Georgia may file a complaint with their state of residence. Information and/links to state agencies may be found by following this link: [http://sheeo.org/sheeo\\_surveys/](http://sheeo.org/sheeo_surveys/)

## **Complaint and Grievance Policy: ACADEMIC GRIEVANCE POLICY**

A student who has an academic grievance shall meet with faculty member in an attempt to resolve the issue. If a satisfactory resolution cannot be reached, the student shall report the grievance and the result of the meeting with the faculty member, in writing, to the Dean of Academic Affairs who, if deems it appropriate, will convene a committee to hear the case.

The committee will consist of the Division Chair and the student's advisor and will be chaired by the Dean of Academic Affairs. If one of the regular committee members is involved in the grievance, another appropriate faculty member will be appointed. If the Dean of Academic Affairs is included in the grievance, the student should report the grievance to the President.

## **Complaint and Grievance Policy: NON-ACADEMIC GRIEVANCE POLICY**

A student who has a non-academic grievance shall meet with the staff member in an attempt to resolve the issue. If a satisfactory resolution cannot be reached, the student shall report the grievance and the result of the meeting with the staff member, in writing, to the Dean of Student Affairs who will convene a committee to hear the case.

The committee will consist of members of the C.A.R.E. Team and the student's advisor. The team will be chaired by the Dean of Student Affairs. If one of the regular committee members is involved in the grievance, another appropriate faculty or staff member will be appointed. If the Dean of Student Affairs is included in the grievance, the student should report the grievance to President.

## **Complaint and Grievance Policy: REPORTING RESPONSIBILITIES OF FACULTY AND STAFF**

Faculty and staff are responsible for reporting any and all violations of Andrew College Academic Policy as well as violations of the Andrew College Student Code of Conduct. Violations of the Andrew College Honor Code and Academic Policies must be reported immediately to the Dean of Academic Affairs. Violations of Andrew College Student Code of Conduct must be reported immediately to the Dean of Student Affairs. Violations of misconduct by Andrew College personnel must be immediately reported to the Vice President for Finance.

## **Complaint and Grievance Policy: REPORTING SEXUAL MISCONDUCT**

Any Andrew College official who becomes aware of possible sexual or other unlawful harassment must immediately advise the Dean of Student Affairs and Title IX Coordinator so the incident can be investigated in a timely manner. Upon completion of the investigation, corrective measures will be taken. These measures may include, but are not limited to, training, counseling, warning, suspension, expulsion or immediate dismissal. Anyone, regardless of status, position or title, found through investigation to have engaged in improper conduct will be subject to discipline up to and including discharge or expulsion. **Please see page 63 of this document regarding Sexual Misconduct for more information.**

**ANY CONCERN REGARDING  
THE HEALTH, SAFETY, AND  
WELL-BEING OF STUDENTS  
SHOULD BE  
IMMEDIATELY REPORTED  
TO THE OFFICE OF STUDENT AFFAIRS.**

The Office of the Academic Affairs, Office of Student Affairs, and the Office of the Vice President for Finance will each maintain a record of all written complaints that have been received from students, along with documentation of how the complaint was addressed. These records will be retained for a period of three years and redacted records will be available for review for any accreditation or regulatory purposes.

## **COUNSELING**

Andrew College does not provide mental health counseling. If counseling is necessary, referrals may be made to off-campus professional services. Andrew College makes referral for counseling and mental health services through Aspire Behavioral Health & DD Services. Pastoral counseling is also available.

The Office of Student Affairs can also provide a list of off-campus counseling resources to faculty, staff, and students for counseling services as well as resources for substance abuse. Andrew College is not responsible for the cost of professional counseling for students. This information is provided only to assist students and is not intended as an endorsement of a particular resource.

## **FITNESS CENTER / WEIGHT ROOM POLICIES**

- The Fitness Center/Weight Room (Fitness Center) is open to current students, faculty, and staff only
- Fitness Center hours of operation are posted outside on the Center doors
- Each person must sign in and out of the Weight Room with ACPD or OSA
- All persons must use a towel to wipe down the benches after use
- Horseplay and dangerous behaviors are prohibited
- Accepted Attire for Fitness Center:
  - Clothing with metal cannot be worn
  - Shirts are required and must sufficiently cover torso
  - Cut offs and short shorts are not allowed
  - Closed toed tennis shoes with backs must be worn at all times
- Fitness Center Room Capacity:
  - Ten individuals, maximum, are permitted in the Fitness Center at one time
  - If there are people waiting, workouts are limited to 45 minutes
- Food and Beverages:
  - Only water-filled sealing bottles are allowed
  - No food or gum is allowed
- Loss of Fitness Center Privileges:
  - A student who abuses Fitness Center privileges shall be subject to the following:
  - An Office of Student Affairs incident report will be completed and filed for processing
  - Upon review by the Dean of Students, appropriate corrective actions will be taken.
  - At minimum, fitness room privileges will be revoked for the remainder of the semester
- Office of Student Affairs staff, including Work Study students are to monitor Fitness Center:
  - Daily check of the machines for maintenance shall be performed
  - Work orders for machine repair will be submitted to the Office of Student Affairs
  - Daily cleaning schedule with approved cleaning products will be maintained
  - Cleaning of each machine at the beginning/ending of the day will be completed

## **HAZING POLICY**

No organization shall allow any of its active members, alumni, pledges, associate members, or any other persons to participate in any hazing ceremony, activity or practice, mental or physical in nature. Hazing includes all types of corporal punishment, any actions that place a person in peril, any actions that involve physical exhaustion or abuse, any activities of a dangerous, rude, or degrading nature, any activities that interfere with a person's ability to perform college work, or any other activities that reflect unfavorably upon the organization and the College. Disciplinary actions involving hazing may involve individuals or an entire group.

## **HEALTH AND MEDICAL CARE**

Andrew College provides limited medical through **WellTree On-Call**. Students may consult with a physician or PA, free of charge, 7 days a week, 24 hours a day through **Telemedicine, Health Advocate and Doctors Online**. Students who wish to participate in the health program may enroll at the beginning of the Fall and Spring semester. Depending on the care needed, physicians may provide a prescription or refer the student to their primary physician.

- Should a student need to receive medical treatment, there are doctors' offices and an emergency room within walking distance of campus; however, the student may receive treatment where he or she chooses.
- The local Health Department is also available for some student healthcare needs, subject to cost, based on student income.
- **Andrew College is NOT responsible for any medical expenses occurred while at the College; and does not provide medical coverage or student health plan options for students.**
- It is expected for the students to make reasonable decisions regarding health care; while understanding they must have medical coverage under federal health care law.

Upon enrollment at Andrew College, each student must submit a Health Information Form, and provide proof of medical coverage. This form is used in emergencies to provide important information to medical professionals and to the staff. At check-in, each student must complete an Emergency Contact Form that remains on file in the Office of Student Affairs.

Andrew College provides supplemental accident insurance for all full-time students, but coverage is limited, and there are exclusions. This secondary plan is not a health insurance policy and does not provide benefits for non-accident-related injuries or for pre-existing injuries.

Also all students who are enrolled as full time students are covered under the school's mandatory accident plan for any injuries that happen on campus and are not athletically related, and are covered up to \$2,500.

**Intercollegiate Student Athletes** are automatically enrolled in the Andrew College Athletic Accident Plan (AAP). This policy is secondary to personal family medical insurance coverage. Coverage under the AAP:

- Covers only injuries/illnesses/accidents resulting from the direct participation in the intercollegiate athletics program during the dates of the primary competitive season and designated off-seasons as approved by the Athletic Director according to NJCAA regulations.
- The ascribed injuries/illnesses/accidents must also be reported to the Athletic Director, Assistant Athletic Trainer, or the Director of Athletic Safety and Therapy in a timely fashion.
- All injuries that are from intercollegiate athletics must be reported when the injury occurs to the coach, Athletic Director, to the Assistant Athletic Trainer, or the Director of Athletic Safety and Therapy.
- All injuries that require medical treatment must be reported to Director of Athletic Safety and Therapy or the Assistant Athletic Trainer located in the Parker Building (Gym) in order to complete an accident claim form.
- This policy provides coverage for athletic relate accidents up to a maximum of \$25,000 per athletic accident and \$5,000 max for expanded medical (overuse injuries).
- Initial medical treatment must be received by a doctor within 90 days from the date of the accident or onset of symptoms for athletic related injuries.
- It is the student's responsibility to complete a claim form for an accident, and will need to be

- filled out to be covered under the school's policy.
- In addition, all student athletes are covered under a long-term disability policy up to \$3 million as part of the base plan.
- More information on the Athlete Accident Plan is available from the Athletic Training Department.

## **HOLIDAYS AND VACATIONS**

The residence halls and Turner Dining Hall are closed during college holidays and campus closings lasting three consecutive calendar days or longer. Consult the Academic Calendar on the Andrew College website for official opening and closing dates. Modification to Turner Dining Hall meal services will be provided via email and posted notice for college holidays and closings lasting three consecutive calendar days or longer

Residence Hall Inspections/Check Outs for Holidays and Breaks:

- Students must schedule and complete a Holiday Room Inspection Check with their RA or an OSA staff member prior to departure for breaks and holidays.
- Students are not required to fully move from their rooms for any Holiday Breaks.
- Students who do not complete Inspection Checks by the designated time and date will receive an improper Check-Out fine of up to \$100.00.
- Students are advised to remove personal valuables as well as motor vehicles during vacation periods and are advised to obtain adequate insurance coverage for all of their personal items.
- Students must vacate the residence halls and campus by the designated time and dates after inspection, security card access to the residence halls will be locked at that time.

**ANDREW COLLEGE DOES NOT ASSUME RESPONSIBILITY FOR THE LOSS OR THEFT OF ANY ITEM(S) AT ANYTIME OR FOR ANY REASON**

## **IDENTIFICATION (ID) CARDS**

At the start of each academic year each student is issued an Andrew College ID card. Students are responsible for their ID card.

- Misuse of the card through misrepresentation is a violation of the Student Code of conduct.
- Students are required to carry their ID card with them at all times while they are on campus.
- Lost or damaged ID cards must be replaced to access campus facilities and residence halls.
- Lost or damaged ID cards may be replaced in the Office of Student Affairs.
- Lost or damaged ID cards are replaced at a cost of \$25.00 each incident
- Fees for Andrew College ID cards are paid in the Business Office.

## **INFORMATIONAL/COMMUNICATIONS SYSTEMS POLICIES**

### ***ACCEPTABLE USE POLICY FOR INFORMATIONAL/COMMUNICATIONS SYSTEMS***

Andrew College makes available a variety of communications resources to support the academic research, instructional, administrative, and student services activities of the institution. The resources are intended for the sole use of Andrew College faculty, staff, students and other authorized users. These resources include, but are not necessarily limited to, host computer systems, personal computers and workstations, telephone and communications networks, software, and computer files. These policies apply to all Andrew College faculty, students, staff, and other authorized users:

- Use of Andrew College informational/communications system resources must be consistent with the College's conduct policies published in the *Andrew College Policy Manual* and the *Student Handbook*, as well as state and federal laws;
- Connection of personally owned computers/devices to an Andrew College system makes them subject to established usage policies;
- In order to protect the integrity of its informational/communications systems, Andrew College reserves the right to access all data utilizing the system(s). Access to restricted information is limited to designated personnel;
- Access/Addresses/Accounts/Passwords granted to individuals are intended for the sole use of that individual and are non-transferable. Do not share your information as you could be held liable for improper and/or unethical use, and/or violating state and/or federal laws;
- The owner is responsible for all usage on their assigned Access/Addresses/Accounts/Passwords;
- Andrew College expressly disclaims any liability or responsibility arising from access to or use of information obtained through electronic information systems or encompassing any activities by a user found to be illegal or any consequences thereof;
- The right to use the Andrew College informational/communications systems may be revoked if misused and/or abused, even if unintentionally.
- The following types of activities are examples of behavior deemed unethical and unacceptable, and in some case may violate state or federal law:
  - Violating copyright and/or software agreements,
  - Altering College software and/or hardware configurations,
  - Accessing another individuals' account, private files, voicemail, or email without permission of the owner,
  - Misrepresenting and/or falsifying one's identity,
  - Violating rules or codes of conduct set by services (such as, but not limited to Galileo, Moodle, Google, and Blackbaud) subscribed to by the College,
  - Using college computing/communications systems to threaten, harass, and or harm,
  - Using college computing/communications systems for commercial or profit-making purposes without written authorization from the College administration,
  - Failure to follow established policies, procedures, and protocol,
  - Accessing websites/information/material through the misrepresentation of age or other requested information,
  - Policies and regulations of the College, and state and federal law, are applicable to all resources,
  - Alleged violations of laws, policies, procedures, or protocol will be processed as outlined under *Misuse of Andrew College Informational Communications Resources*.

## **EMPOWER**

Andrew College utilizes the Empower Student Information System. Students are assigned a student login once the initial deposit to attend Andrew College is received by the Business Office. Empower communicates information such as, but not limited to, midterm and final grades, course schedules, 1098 forms, and unofficial transcripts. Students who are no longer enrolled will have their access to Empower deactivated.

## **EMAIL (@andrewcollege.edu)**

Assigned Andrew College email addresses remain active as long as a current students/faculty/staff are in good standing with the institution. Students are REQUIRED to have a college assigned email account, which will be assigned to a student once the student pays the initial deposit to attend Andrew College.

The assigned Andrew College email account is the "official" communication vehicle for Andrew College. Students are responsible for checking their Andrew College email account regularly (daily is recommended) for official notices and/or requests. Failure to check this email regularly will not excuse accountability for action noted in such official notices or requests. A student email account is deactivated once a student is no longer enrolled.

### ***VIRUS PROTECTION/ INTERNET ACCESS***

Personal electronic devices are REQUIRED to have virus protection in order to access Andrew College's network. Andrew College has technology in place to scan personal electronic devices assuring compliance with College system requirements. The NAC manager will install an assessment agent on the student's computer and scan to see if the computer has the following:

- A current operating system
- Antivirus protection with current virus definitions
- Most current service packs available from Microsoft
- Current updates from Microsoft/Apple

Once an electronic device meets the criteria, the user may be granted immediate access to the College network. If for some reason, the electronic device does not meet the requirements, it will be placed into a quarantine status. Individuals will receive recommendations on how to meet the requirements. Hyperlinks are available on the College website which may assist in conforming to the College system standards. For additional assistance, either email details to [studentITsupport@andrewcollege.edu](mailto:studentITsupport@andrewcollege.edu) or call 229-732-5980.

### ***USE OF STUDENT EMAIL LIST***

To protect the integrity of the campus email system and to ensure that students receive the best reception possible when sending out mass emails, all mass emails must be emailed to the Dean of Student Affairs for approval.

### **JONES CHAPEL USE AND RESERVATION**

The historic Jones Chapel at Andrew College is designated for worship, religious activities, and approved college functions. The use of the Jones Chapel is restricted to activities that reflect the heritage and traditions of Andrew College and of The United Methodist Church. The Jones Chapel is primarily devoted to the worship and religious life of Andrew College.

While serving as the religious center for the College, Jones Chapel may also be utilized on a limited basis as a venue for other college-related activities that are deemed appropriate. In granting approval for use of Jones Chapel for activities other than worship and religious activities, several criteria will be considered, including content/purpose of activity, availability of alternate venues, group size, infrastructure requirements, and audience. Chapel reservation requests must be made with [events@andrewcollege.edu](mailto:events@andrewcollege.edu).

### **LITTERING**

Littering on the campus is unnecessary, unacceptable, and a deliberate act of defacing the campus. Violators will be required to perform community service and/or pay a fine. Recycling receptacles can be found through the campus.

Please help keep our historic campus clean ... Reuse – Reduce – Recycle. If you are interested in recycling on campus contact the Office of Student Affairs about campus recycling efforts and clubs. Andrew Serves also

operates a number of recycling efforts on campus as well.

## **NEW STUDENT PROGRAMS**

### ***INSPIRE DAY(S) ~ PRIORITY REGISTRATION AND PARENT INFORMATION WORKSHOPS***

The first component of New Student Programs at the Andrew College Orientation Program is InSpire Day. REQUIRED PARTICIPATION in both InSpire Day and New Student Orientation (NSO) is mandatory for all new students and parents prior to the students' first semester (transfer or freshman) at Andrew College. A one day program allows students and parents to meet the Andrew College family including the administration, faculty, and staff as well as returning Andrew College students. Freshmen and transfer students are:

- Introduced to student life at Andrew College,
- Assisted in their placement assessment,
- Provided personal academic advisement, and
- Given access to first semester **PRIORITY REGISTRATION**.

Workshops are provided during InSpire Day specifically to aid parents, providing parents with the opportunity to tour the campus, seek out answers to common questions, and complete "parent homework."

### ***NEW STUDENT ORIENTATION ~ FIRST WEEKEND ACCLIMATION***

New Student Orientation (NSO) involves the yearlong effort of the entire campus community. It is the second of two major programs provided for new and returning students, which began with InSpire. The NSO is divided into two major components forming the Andrew College New Student Orientation program. All first semester and new students are required to participate unless exempted by the Dean of Academic Affairs and Dean of Student Affairs.

New Student Orientation (NSO) takes place during the students' first weekend on campus. Orientation is a graduation requirement and the "first" opportunity for student to jump into college life! Students are introduced to Andrew College with a series of structured activities that:

- Provides information about Andrew College,
- Explores the available Andrew Campus services,
- Explains how to access campus resources, and
- Provides a chance to meet and bond with other Andrew College students.

During this time, other programs and activities describe:

- Expectations in and out of the classroom of students are discussed,
- College policies are reviewed to include the Student Code of Conduct, and
- Programs that cover other important student issues are presented and focus on:
  - Understanding goal setting
  - Relating time management & scheduling
  - Ways of improving study skills
  - Ways of understanding one's own and others attitudes,
  - Positive academic decision making,
  - Dealing effectively with human relationships,
  - Managing health and wellness issues,
  - Exploring career information, and
  - Campus issues such as alcohol, drugs, safety and security, etc.

- Students experience team building and fun activities that facilitate skills needed to be successful in college.

### **PEG LEG PETE'S (THE COLLEGE GRILL/DELI)**

Peg Leg Pete's Grill is located in the Student Center area on the First Floor of Old Main and is operated by SAGE Dining Services. A variety of grilled and prepared items are available. At various times the dining operation in the Turner Dining Hall may be relocated to Peg Leg Pete's Grill.

### **PICK-UP AND DROP-OFF POLICY**

Cuthbert is somewhat remote from major lines of transportation, thus it is often necessary for college officials to coordinate the transport of students to and from shuttle services, and bus lines. This service will be available if need be throughout the academic school year. To facilitate this student service, the following policies and procedures shall be in effect:

- The Office of Student Affairs in cooperation with the Andrew College Police Department will coordinate transportation for all students that need assistance to and from the Greyhound Bus Station or Groome Transportation in Columbus Georgia, Albany Georgia, and Eufaula Alabama.
- {Students should expect to pay \$20.00 for a one-way trip; \$35 round-trip.}
- Students should notify the Office of Student Affairs at least ten days prior to the trip departure date of plans to travel.
- Students should understand that there is a limited amount of space for luggage.
- Any questions should be directed to the Office of Student Affairs.

Groome Transportation, a shuttle service, is available from Atlanta to Columbus for a fee, which is subject to change annually. The shuttle may be reached at (800) 584-6735 and/or (706) 324-3939.

### **POSTING OF SIGNS ON CAMPUS**

To protect the integrity of the College as well as assist individuals and groups with content and date information, the Office of Student Affairs serves as the approval authority for ALL postings at Andrew College.

Any student, student organization, or off-campus individual or group that seeks to display or distribute signs, posters, and/or flyers on campus property MUST receive prior approval from the Office of Student Affairs. Any material(s) displayed or distributed without an original clearance stamp from Office of Student Affairs will be removed. Materials may not be posted on windows, doors, or walls without direction from the Office of Student Affairs. Bulletin boards are available for postings. In addition, the person responsible for posting the signs will be held responsible for removal of the signs in a timely manner and for any damage that might occur to college property while posting or removing signs (i.e. holes in walls, removal of paint, discoloring surfaces, etc.).

### **PURCHASING BOOKS**

Students will be able to purchase textbooks and other course materials from MBS Direct, an online bookseller. A custom website for Andrew College students has been designed by [MBS Direct](#). Students can order books, track orders, and seek answers to varied questions by using this website, <http://direct.mbsbooks.com/andrew.htm>. On this website, students can find information to:

- Contact Customer Contact Center, 24/7 at (800) 325-3252,
- Reach [Help Center Contact Portal](#) by using fax, chat, or email,
- Help create their MBS/Andrew College account needed to guide students to the required and optional books for scheduled courses,

- Drop a course within 14 days of class start? If students drop a course or change a schedule after purchasing books for classes, MBS will issue a full refund (excluding shipping) for the book within 14 days of the course start date if the book is still in new condition.
- Instructions and conditions for purchases and refunds are available on the MBS Direct web site and via the MBS Direct order form.

Receiving your textbooks is made simple with MBS Direct:

- MBS ships via UPS daily.
- Orders placed **at least one week prior** to the student's arrival date at Andrew may be shipped to the student's home.
- In order to ensure that books are available to students when classes start,
- It is recommended that students ship books to their Andrew College address using the following address format:

**Andrew College  
Student's Name  
BOX # XXX  
501 College Street  
Cuthbert, Georgia 39840**

## **RACIAL HARASSMENT POLICY**

Andrew College will conduct and provide programs, activities, and services to students, faculty, and staff in an atmosphere free from racial harassment. Racial harassment is any behavior that verbally or physically threatens or causes undue distress or anguish to an individual because of his or her race.

## **RELIGIOUS LIFE**

Campus chapel services are held weekly in the historic Andrew College Chapel. In addition, the local churches of Cuthbert, Randolph County, and surrounding communities extend a cordial welcome to all Andrew students. The campus chaplain is the pastor of the Cuthbert Methodist Church, provides chapel services, advises the student Wesley Fellowship, teaches the campus religious education courses, and is available for pastoral counseling by request.

## **INCIDENT(S) REPORTING ON CAMPUS**

All incidents involving students must be reported to the Office of Student Affairs within 24 hours of the incident. Incidents may be reported using the Incident Report form found on the college website under the Student Affairs menu tab of the Andrew College homepage.

<https://docs.google.com/forms/d/e/1FAIpQLSf1qg5EtfhqcUh0ZQWYkUSo1xiOTSj4sOcK0rQI4tJMhwCq2Q/viewform>

## **STUDENT CENTER POLICIES**

- Students must show their student ID in order to use the Student Center facilities and/or equipment,
- All equipment must be “checked out” by the student using his/her student ID. Guests may not check out equipment,
- Students must abide by the Andrew College Appropriate Dress Code while in the Student Center,
- Profanity and excessive noise is prohibited,
- Students may not sit, place their feet, stand on game equipment or Student Center tables,

- Movies and video games must be approved by Student Affairs before viewing in the Student Center,
- Video games may only be played on the game television, located next to the Small Conference Room,
- As well, any misuse or failure to comply with policies will result in submission of an Office of Student Affairs Incident Report. At minimum, Student Center privileges will be suspended for the remainder of the semester

## **STUDENT PUBLICATIONS**

### **LITERARY MAGAZINE**

The *Welkin Ring* is the award-winning literary magazine at Andrew College that provides a creative outlet for students, faculty, and staff. The *Welkin Ring* is a web-based publication edited by students with the assistance of a faculty advisor. The *Welkin Ring* is produced Fall and Spring semesters and includes literary projects, art work, music, pictures, and video. *The Welkin Ring* can be viewed by visiting [The Welkin Ring](#) or the website at [www.andrewcollegeliterarymagazine.com](http://www.andrewcollegeliterarymagazine.com). Student publications are published at the discretion of program advisors and may not occur regularly.

### **NEWSPAPER**

*Andrew Weekly* is the official electronic student newspaper of Andrew College. It is published regularly during each academic semester excluding holidays, final exam periods, and semester breaks. [Andrew Weekly](#) reports campus, local, state, and national news that is of interest to students of Andrew College. For general information about *Andrew Weekly* or if you would like to join the staff, please contact McKenzie Langford in Pitts Library.

### **YEARBOOK**

The *Andranthus* is the yearbook published by the students under the Office of Academic Affairs supervision and serves as a record of school activities during the year. For additional information, contact library staff.

## **COLLEGE DINING HALL – DON ABBOTT TURNER DINING HALL**

The Don Abbott Turner Dining Hall is the central daily gathering point of the campus community. The food service operation is managed by SAGE Dining Services and provides a wide variety of menu items.

Students are required to present ID cards at every meal for admission to the Dining Hall during meal hours. Students may only enter the Dining Hall once per meal hours to eat. Food **may not be removed** from the Dining Hall since meals are “all-you-can eat.” Students are asked to take only modest portion of menu items to avoid food waste.

**Dishware, glasses, cups, and utensils are property of the Dining Hall and may not be removed. Students found with these items in their possession outside the Dining Hall will be charged for the cost of replacement.** For sanitation reasons, personal dishware, cups, glasses, and utensils may not be brought into the Dining Hall.

Commuter students are welcome in Turner Dining Hall. Please contact the SAGE manager for meal costs. Meals may be purchased daily, weekly, or monthly. All payments will be made directly to SAGE. The Dining Hall is also open to the public for most meals; and the public can pay for meals daily, or pre-purchase meal cards in weekly or monthly amounts. All payments are made directly to SAGE Dining Services.

The Director encourages suggestions from students to improve food service, conducts annual surveys, and holds regular SGA-sponsored food committee meetings. All students are invited to attend these meetings.

# **ANDREW COLLEGE POLICE DEPARTMENT**

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The Andrew College Police Department (ACPD) is charged with the responsibilities of providing life safety and property protection. To meet these important responsibilities, the college maintains a force of state certified police officers whose duties are integrated to provide law enforcement, crime prevention and parking control/enforcement. The department strives to contribute to the academic environment by performing professional law enforcement tasks with a positive, service-oriented and educational approach.

**The Andrew College Police Department has full and part-time officers currently employed by local city and county police departments. Their backgrounds and qualifications have been screened and approved by their respective law enforcement agencies. All ACPD personnel undergo required Georgia Peace Officer Standards and Training Council (POST) certification and re-certification training annually.**

## **CAMPUS PARKNG POLICIES**

### **PARKING PERMITS**

Every motor vehicle and cycle at Andrew College must be registered with the ACPD. Parking permits may be obtained during normal business hours at the ACPD office located on First Floor Old Main. Each student will need a parking decal that must be displayed on their motor vehicle at all times. Decals designate: Residential Student Parking, Commuter Student Parking, and Faculty/Staff Parking. Decals should be affixed in lower left (driver side) back corner window. Failure to maintain a valid parking detail and abide by ACPD parking regulations may result in a parking citation being issued.

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Parking citations for failure to display a valid, current Andrew College decal will be issued beginning the 2nd week of classes. Repeat citations as well will result in the vehicle being impounded or towed at owner's expense. Students who voluntarily or under disciplinary action asked to leave the campus property will surrender their parking decal. Abandoned, disabled, and damaged vehicles are subject to towing within 24 hours of posting of notice and citation on vehicle. No vehicles may remain on campus property over end of term periods.

### **MOTOR VEHICLE REGISTRATION**

Any student driving a motor vehicle or cycle on the Andrew College campus is required to register the vehicle within 24 hours after the vehicle is brought to campus with the ACPD or the next available business day. Students must purchase an Academic year parking decal for \$10 from ACPD. Registered vehicles will be assigned a parking lot according to residence hall assignments. In order to purchase a parking decal, students must provide proof of Driver's License and proof of insurance. Students **may not** register another student's vehicle in their name.

### **PARKING AND TRAFFIC POLICY**

Motor vehicle or cycle use on sidewalks and non-paved areas is prohibited. Temporary standing or stopping on campus lawns for any purpose is also prohibited. Legal parking on campus is between or inside parking lines only. Vehicles or cycles parked otherwise will be ticketed and possibly towed at owner's expense.

Vehicles and cycles are prohibited from parking, stopping, standing, or unloading on the through streets, walkways, sidewalks, driveways, and grass. Parking in front of dumpsters is prohibited at all times and subject to immediate towing at owner's expense.

Parking in fire lanes or in front of fire hydrants is prohibited at all times and vehicles found in violation are subject

to immediate towing at owner's expense. This is not only a campus regulation but also a State Fire Marshall Ordinance. Parking in the Old Main parking lot is given priority to visitors, faculty, and staff from the hours of 8 AM to 5 PM Monday through Friday and for special events.

#### **PARKING FINES AND COLLECTION**

A student who is issued a parking citation has two weeks to either pay the citation or make arrangements to pay the citation. Payment or payment arrangements will be made with the Andrew College Business Office located on McDonald Street beside the gym. If arrangements are not made or the fine is not paid, a hold will be placed on the student's account in the Business Office until the fine is paid. Fines may accrue interest when unpaid pas the two week period.

- Illegally parking in a Handicap designated space is a \$100.00 fine (multiple citation possible).
- Failure to display a current, valid parking decal is a \$25.00 fine (multiple citation possible).
- Improper parking and parking in non-designated areas is a \$25.00 fine (multiple citation possible).
- Unsafe driving (speeding, recklessness) is a \$50 fine (multiple citation possible).
- Towing is at student's expense.

Students should be mindful of the traffic speed, and special attention should be given to speed bumps. Speed should be adjusted accordingly. Citations will be issued to those caught speeding at an unsafe rate of speed.

The accumulations of outstanding citations may result in the student's motor vehicle being immobilized with an impoundment device or being towed at student's expense. If the vehicle is towed or immobilized, the student must report to the ACPD. All fines must be paid before the vehicle is released from the impoundment device or a release given to the towing company. All towing and storage fees are the sole responsibility of the student. Excessive parking or traffic citations may result in the revocation of vehicle privileges on campus.

Students are not permitted to bring golf carts, ATVs, or other motorized vehicles to campus. Students are also prohibited from riding any form of skateboard on campus streets or sidewalks.

#### **BICYCLES, TERRAIN & STREET**

Students are encouraged to bring a bicycle to campus. The area of Southwest Georgia is a wonderful location for biking, cross country and mountain biking. Student will need to bring a bike lock and register their cycles with the ACPD. Identification tagging equipment to identify ownership is available at the ACPD and is encouraged.

**THE COLLEGE DOES NOT ACCEPT RESPONSIBILITY OR LIABILITY  
FOR AUTOMOBILES, MOTORCYCLES, AND BICYCLES  
OR THEIR CONTENTS WHILE PARKED ON CAMPUS.**

#### **CAMPUS SECURITY ALERTS**

Campus Security Alerts are disseminated with the goal of notifying as many people as possible, as rapidly as possible (i.e. active threats, bomb threats, or a dangerous chemical spill, etc.). These alerts are sent via the ***One Call Now Notification System*** voice mail, email, or text message to all students and staff. Individuals MUST "opt in" to receive text messages. All students, faculty, and staff are encouraged to sign up to receive these notices at the beginning of each semester.

**It is mandatory** that all student and staff residing in the residence hall and anticipating remaining in residence halls during any campus or holiday breaks signup for this service. Email, telephone and messenger trees may also be utilized. Students must submit emergency contact information (i.e. cell phone numbers and emergency contact

person(s) information) during InSpire and NSO, which will be filed with the ACPD when they enroll in the College.

## **CLERY ACT: UNIFORM CRIME REPORT**

The Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act (CLERY Act) is the landmark federal law, originally known as the Campus Security Act that requires colleges and universities across the United States to disclose information about crime on and around their campuses. The report lists statistics for serious crimes over the past three calendar years. The printed report is available in the Office of Student Affairs each year. The report is also posted on the Andrew College website, [www.andrewcollege.edu](http://www.andrewcollege.edu), and in the campus FACT Book published annually. Students and family members are encouraged to contact the Office of Student Affairs to discuss specific concerns.

## **GEORGIA TRESPASS LAW**

Andrew College enforces the Georgia Trespass Law, which makes it unlawful to interfere with students and employees or to loiter on the College premises. All guests on campus must be escorted by an Andrew student, faculty, or staff member at all times. Andrew student, faculty, or staff members are responsible for the conduct of their guests. All guests are expected to maintain the rules and regulations of the College and failure to do so may result in criminal trespass charges. Please refer to Andrew College Guest Policy on page 35.

## **LOST AND FOUND**

The central reporting area for lost-and-found items is the Andrew College Police Department. **ANDREW COLLEGE DOES NOT ASSUME LIABILITY OR RESPONSIBILITY FOR ANY PERSONAL PROPERTY THAT IS LOST, DAMAGED, OR STOLEN.**

## **MISSING STUDENT NOTIFICATION**

Andrew College students will be informed each academic year that students living in residential housing have the option to register an “emergency contact person” to be notified no later than twenty-four (24) hours after the time the College determines the student is missing. The confidential contact may be a person designated by the student in addition to the emergency contact listed on the Andrew College Health Information Sheet. Only authorized college officials and law enforcement officers in furtherance of a missing person investigation may have access to this information.

Missing student reports will be immediately referred to the ACPD and local law enforcement whether or not a confidential contact person has not been registered. Students who are under age 18 and are not emancipated will be informed each academic year that the institution is required to notify the custodial parent or guardian no later than 24 hours after the time the student is determined to be missing. If an individual believes a student has been missing for 24 hours, the Dean of Student Affairs and Andrew College Police should be immediately notified.

Notification will be provided in the “Annual Crime Report” that provides information in compliance with the Jeanne Clery Disclosure of Campus Security Policy and Campus Security Crime Statistics Act (CLERY Act). A link to the report is published on the Andrew College website at [www.andrewcollege.edu](http://www.andrewcollege.edu) and in the *Andrew College Student Handbook*. A student may register confidential contact information during the first two weeks of each semester by filing a form provided by the Office of Student Affairs.

Each student who files a confidential contact registration form is solely responsible for the accuracy of the contact phone number and for update of information should the confidential contact person and/or number change. A student may update information by filing a new form with the Office of Student Affairs. Students will be informed that Andrew College will notify the ACPD and appropriate law enforcement agencies no later than 24 hours after

the time the student is determined to be missing; however, this requirement does not preclude implementing these procedures in less than 24 hours if circumstances warrant a faster implementation.

## **EMERGENCY PROCEDURES (FIRE AND WEATHER included)**

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To promote safety of residents, all residence halls are equipped with fire safety equipment and drills are held each semester to acquaint residents of the proper evacuation procedure. Instructions for emergency procedures are posted throughout campus and residential buildings.

The items below are not all inclusive of the Emergency Procedures on campus or in the residence halls. The full policies and procedures manual is available under the Emergency Action Plan published annually and located on the Andrew College website, [www.andrewcollege.edu](http://www.andrewcollege.edu), and located the Student Affairs, Forms and Documents menu.

### **FIRE ALARM**

1. Dress appropriately for weather, wear hard-soled shoes and take a towel to prevent smoke inhalation
2. Close all windows. Leave doors unlocked
3. Walk quickly to the nearest exit; crawl if necessary
4. DO NOT USE the elevator(s)
5. Move at least 50 yards away from the building to
6. the safe zone designated by the Residence Director
7. Do not return to the building unless authorized to do so by the person in charge and cooperate fully with the fire department and college officials

### **HURRICANE AND TORNADO WATCH/WARNING**

*WATCHES* – issued to alert people to the possibility of tornado development or approaching hurricane or tropical storm in our area.

*WARNINGS* – issued when a tornado has actually been sighted or is indicated by radar or a hurricane or hurricane/tropical storm conditions are present in our area.

### ***TORNADO WARNING***

1. Move quickly to the interior hallway of the lowest floor of your building (unless notified of other designated locations)
2. Do not use elevator(s); use the stairway
3. Remain calm and orderly until notification to return to your room

### ***HURRICANE WARNING***

1. Evacuate the area as advised by proper authorities
2. Take only necessities

### ***SAFETY TIPS***

1. Learn where the fire exits are located.
2. Learn where the fire extinguishers are located.

3. Report any tampering with fire alarm/safety equipment.
4. Participate in scheduled fire drills to learn procedures, which could save your life.
5. Be prepared, learn the steps for tornado, hurricane, and tropical storm readiness.

### **LOCKDOWN (HOSTILE INSTRUADER OR INDIVIDUAL)**

1. Go to nearest building, room, or office
2. Close and lock the door. Barricade the door if possible
3. Close blinds and curtains
4. Turn off lights and KEEP QUIET
5. SILENCE your cell phone
6. CALL 911
7. DO NOT LEAVE THE ROOM UNTIL RELEASED BY PROPER AUTHORITIES

***Other Disturbances on Campus*** – If a disturbance occurs on campus, resist the inclination to go and find out what is it is. In any disturbance there is a potential for the situation to get out of hand and for injury. Immediately leave the area and notify a staff member.

### **EMERGENCY TELEPHONE NUMBERS**

<b>ACPD Chief of Police</b>	<b>732-5919 (Emergency &amp; OFFICE)</b>
<b>ACPD On Call Police Officer</b>	<b>310-9799 (CELL)</b>
<b>AMBULANCE</b>	<b>732-2266</b>
<b>FIRE</b>	<b>732-2424</b>
<b>CUTHBERT POLICE</b>	<b>732-2323</b>
<b>SHERIFF</b>	<b>732-2525</b>
<b>SW GEORGIA REGIONAL HOSPITAL</b>	<b>732-2181</b>

**IT IS A CRIME  
TO TAMPER WITH  
FIRE SAFETY EQUIPMENT!**

# **STUDENT ACTIVITIES**

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The Department of Student Activities supports the enhancement of the student's two year experience outside the classroom by providing social, physical, cultural, and spiritual programming.

## **STUDENT RIGHTS AND RESPONSIBILITIES**

- Students have the right to a safe and healthy environment in keeping with the mission of Andrew College.
- Students have the right to experience a quality learning environment, free from disruptions and distractions.
- Students have the right to be treated with respect and dignity, free from harassment and/or discrimination.
- Students have the right to freely express their thoughts and grievances inside the parameters of the Student Code of Conduct in a manner that does not disrupt the essential operation of the College.
- Students have the right to voice their opinions at all Student Government Association (SGA) meetings.
- Students have the right to vote in all Student Government Association (SGA) elections.
- Students have the right to bring disciplinary charges against another student.
- A student who brings disciplinary charges against another student has the right to be informed of the results of the hearing.
- Students who have been charged with a violation of the *Student Code of Conduct* or other behaviors noted in the *Student Handbook* have the right to appeal a decision of a disciplinary body or official within the appeal guidelines.
- Students have all rights granted under the Family Educational Rights and Privacy Act of 1974 (FERPA) as amended.

## **INSPIRE LEADERS**

InSpire Leaders consists of a team of 5-6 returning sophomores or third year students. The primary role of an InSpire Leader is to provide guidance and facilitate InSpire Day activities.

The position of New Student Orientation Leader requires a great deal of dedication and hard work. They are expected to conduct themselves to the highest standards. They are expected to learn the most important aspects of the college and of InSpire Day. They are charges with acting and interacting to best facilitate positive interactions between families, first-year or transfer students, and faculty/staff.

## **INSPIRE PROGRAMMING**

As representatives of Andrew College, InSpire Leaders are expected to be able to fulfill varied and diverse roles throughout training and InSpire sessions. While serving as a friend and mentor to new and transfer students, InSpire Leaders are also responsible for communication and dissemination of information about Andrew Colleges and upholding Andrew College's policies as well as any special policies that may apply specifically to Inspire Day and NSO. InSpire Leaders may apply beginning in April and the hiring process should be completed by early May. Contact the Office of Student Affairs for more details.

## ***NEW STUDENT ORIENTATION WORKSHOPS***

New Student Orientation (NSO) takes place during the students' first weekend on campus. Students are introduced to Andrew College with a series of activities that provide information about Andrew, the services available to them, and an opportunity to meet and bond with other students.

During this time, expectations in and out of the classroom are discussed, college policies are reviewed, and programs that cover important student issues are presented. These programs range from goal setting and time management, improving study skills and attitudes, academic decision making, developing healthy intrapersonal relationships, health and wellness issues, career information, and campus issues. Experience team building and fun activities that facilitate skills needed to be successful in college.

Orientation is the FIRST opportunity for students to jump into the college life!

## ***WELCOME WEEK***

The first week of each semester is filled with activities and events that assist new student in acclimating to college life. Campus clubs and organizations sponsor an activity each night. An essential part Fall Welcome Week is Playfair. Playfair is a **mandatory event** for all students and is the perfect way to make new campus friendships! And PLAYFAIR is more than just an entertainment event – it is a team-building experience that has a long-lasting effect on the members of your campus community.

## **RECOGNIZED STUDENT ORGANIZATIONS**

### ***ANDREW COLLEGE SPIRIT SQUAD***

The Spirit Squad is a student-led cheerleading organization. The Spirit Squad cheers at home basketball games and participates in student activities, college fundraisers, and student leadership. For additional information, contact the Office of Student Affairs.

### ***BAPTIST COLLEGiate MINISTRIES***

The Baptist Collegiate Ministries (BCM) is a student-led organization sponsored by the Georgia Baptist Convention and local Baptist churches. The purpose of BCM is to promote the spiritual and religious life of students on campus and to provide activities for worship, discussion, Bible study, social life, witness, and ministry with other college students across the state. BCM is open to students of all faiths. For additional information, contact the Office of Student Affairs.

### ***DISABILITY AWARENESS ORGANIZATION***

The Disability Awareness Organization (DAO) promotes interpersonal relationships among and with people with disabilities. The purpose of the organization is to increase self-understanding and self-acceptance of individuals with disabilities. The organization provides opportunities for career exploration in the disability field and sponsors service learning. Membership is open to anyone in the Andrew College community. For additional information, contact the Focus Program.

### ***EQUALITY CLUB***

It is the mission of the Andrew College Equality Club (A.C.E.) to reflect the United Methodist Church and seek to live together in a Christian community, welcoming, forgiving, and loving one another, as Christ has loved and

accepted us, while promoting acceptance, diversity, and understanding inclusive of, but not limited to, the lesbian, gay, bisexual and transgendered student body (LGBT) and their allies.

#### ***FELLOWSHIP OF CHRISTIAN ATHLETES***

The Fellowship of Christian Athletes (FCA) establish objectives and functions. Their goals are to increase student to student interaction through Jesus Christ at Andrew College and to respect the rights of all students, regardless of race, religion, gender or national origin.

#### ***INTERNATIONAL STUDENT ASSOCIATION***

The International Club is (ISA) an organization to foster and promote good will, "a home away from home," and a gathering place for students from other countries attending Andrew College. The Club is opened to all international and Andrew College students interested in international relations, foreign languages, and international cultural exchange. The organization meets bimonthly. For additional information, contact the Office of Student Affairs.

#### ***PHI BETA LAMBDA***

Phi Beta Lambda provides students with opportunities to expand their business knowledge and promote the ideas of the free-market and freedom. It is the premier business education association preparing students for careers in business. For additional information, please contact the Office of Academic Affairs.

#### ***PHI THETA KAPPA***

Phi Theta Kappa (PTK) is the international honor society of two-year college students who have attained high scholastic standing. To be eligible for membership, a student must achieve a high academic average and demonstrate exemplary citizenship. In order to retain membership, students must maintain at least a 3.0 overall grade point average. The purpose of PTK at Andrew College is to promote scholarship, leadership, service, and fellowship among two-year college students. For additional information, contact Library Services.

#### ***STUDENT ART LEAGUE***

The Student Art League (SAL) is a student run organization related to the Visual Arts Department at Andrew College. The SAL organizes various fine art activities including: exhibitions of member's artwork, museum visits, group critiques, and mural paintings in the surrounding area. The SAL is composed of mostly visual arts majors but is open to any student interested in the visual arts. The Andrew College Visual Arts Faculty sponsors the SAL. Officers are elected at the beginning of the spring semester for the following school year. For additional information, contact the Fine Arts Department.

#### ***STUDENT GOVERNMENT ASSOCIATION***

The Student Government Association (SGA) represents students in all aspects of student affairs. The SGA is comprised of Senators and Representatives with four sophomore students serving as the officers of the Executive Board. The Senate consists of three elected senators from each of the following divisions: sophomore women, sophomore men, freshman women, and freshman men.

These students represent all Andrew students in the SGA in an official voting capacity. The Representative body is made up of representatives from each of the recognized campus organizations and/or special committees. Elections for executive board and sophomore senate positions are held during the fall semester.

Elections for freshman positions are held early in the fall semester. SGA provides funding of student activities, coordinates the recycling program on the campus, maintains the food service committee, and serves as the official voice of students in the decision-making process of the College. The SGA president serves as a member of the Campus Planning Council along with one freshman senator. The Dean of Students serves as a de facto non-voting member and advisor to the SGA. For additional information, see the SGA Constitution in the Addendum Section of the Student handbook or contact the Office of Student Affairs.

### ***TEACHERS AFFECTING GENERATIONS***

The mission of Teachers Affecting Generations (TAG) is to inform and inspire others in the career of teaching and to make a difference in the community by working with educators and students and their families to promote and model a positive attitude and environment for learning for future generations. For additional information, contact the Office of Academic Affairs.

### **STARTING A NEW ORGANIZATION**

A diverse population of students brings out unique activities. The Office of Student Affairs welcomes student input in the formation of new student clubs or organization.

To have an organization officially recognized, students should use the following procedures as a guide:

1. Determine the amount of interest in starting an organization by generating a list of members.
2. Meet with those interested to determine the need to have a new organization.
3. Notify the Student Government Association or the Office of Student Affairs of their intention to form an organization.
4. If granted permission to continue with their organizational process, the organization is required to:
  - a. Write a constitution and by-laws,
  - b. Agree to abide by the rules and regulations of the College,
  - c. Select officers,
  - d. Determine goals and objectives,
  - e. Prepare a mission statement that reflects the organization's purposes in relationship to the mission of the College, and
  - f. Agree not to discriminate in their membership practices.
  - g. Select an advisor from the faculty or staff of the College (special permission must be granted to have non-staff advisors).
5. Present completed materials to the Student Government Association.
6. SGA will then vote on a recommendation of official recognition of the organization.

The advisors of the student organizations have responsibilities for their role and should take their position seriously. The following is a guide to some of the responsibilities associated with serving as an advisor:

1. All student organizations must follow the mission of the College.
2. All rules and regulations contained in the *Student Handbook* and in the *College Catalog* must be followed when an official organizational meeting or activity occurs.
3. Travel for official activities of student organizations must be approved by the Dean of Student Affairs and as warranted the Dean of Academic Affairs.
4. If students travel as part of an official activity of a student organization,

- the travel policies of the College must be followed.
5. All student organizations are responsible for the finances, expenses, dues collections and expenditures.
6. Members of all student organizations should understand that their actions reflect on the College at all times.
7. Approval for all fundraising must follow college guidelines and must be approved by the Dean of Student Affairs in advance of the activity as detailed in the College fundraising policy.

For additional information, contact the Office of Academic Affairs.

## **PLANNING, ADVERTISING, AND TRAVELING FOR EVENTS**

### ***BOOKING VENDORS***

Before a vendor is booked and payment is processed, said vendor must be approved by the Business Office. To get a vendor approved they (the vendor) will need to fill out a Vendor Request Form and submit it to the Business Office for approval. Check with the Dean of Student Affairs for more information.

### ***HOTEL RESERVATIONS***

Reservations for vendors or guests may be made at EconoLodge in Cuthbert on US 27. To make reservations you will need to obtain a signed and approved Purchase Order and fax it to the EconoLodge. Using a credit card may be the better option when making reservations for an overnight student activity.

### ***CASH ADVANCE***

Cash Advances can be used to purchases supplies for activities / events. To obtain specific cash advance for your specific event use the Cash Advance Form. Fill it out completely and in detail. When using a cash advance insure all receipts and change are turned into the Business Office and a copy of the receipts is kept for the office records.

### ***EVENT ADVERTISING***

Each event/activity needs to be approved by the Dean of Student Affairs. The Sponsor/Advisor fills out the Event Planning Form and submits it to the supervisor of their department. Event Planning Forms must be submitted at least TWO WEEKS in advance. An event will only be put on the College Calendar if it is approved through the Dean of Student Affairs. Activities may be advertised on campus with flyers, social media, and mass e-mail. All flyers must be approved and posted only on bulletin boards, unless otherwise authorized by the Dean of Student Affairs.

### ***FACILITY RESERVATIONS***

When planning to host activities or events reservation of campus facilities or material/equipment setup on campus for the specific location needs to be reserved prior to submitting the Event Planning Form. For reservation and more information, email all relevant event information by email contact to [events@andrewcollege.edu](mailto:events@andrewcollege.edu)

### ***PURCHASE ORDERS/CHECK REQUEST FORMS***

When purchasing items a Purchase Order must be completed for items over \$200.00 and approved by the Dean of Student Affairs. If the purchase is less than \$200.00 a Check Request Form can be used instead. A Check Request Form must also be approved by the Dean of Student Affairs. All receipts and invoices must be turned into Dean of Student Affairs for forwarding to the Business Office and a copy kept for the organization records. No

reimbursement of payments will be processed without receipts and invoices.

### ***STUDENT TRAVEL***

When an activity requires off campus travel, each student must sign the Activities Release Form (ARF) and the supervisor must obtain a copy of their health forms to be taken on the trip with them. The ARF form is attached to the Event Planning Form. The health forms are located in the Office of Student Affairs.

### **FUNDRAISING POLICY**

Andrew College enjoys the public trust and the tax-exempt status afforded by the Internal Revenue Service. Therefore, it is in the best interest of the College to assure that the fundraising activities of its various constituencies maintain the public trust and comply with the guidelines set forth in the U.S. tax code.

Andrew College realizes that, from time to time, clubs/organizations, athletic teams, and other campus groups may hold fundraising activities to enhance their ability to serve the Andrew College community. In any fundraising effort, there is to be no interference with the educational process, and all funds raised must be used in a manner consistent with the mission of the College.

1. All fundraising events by clubs, organizations, or athletic teams held on campus and for the campus community must be approved by the Office of Student Affairs, Dean of Students. Activities include car washes, bake sales, service activities, etc.
2. Any clubs/organizations, athletic team, or other campus groups in the Andrew College community wishing to fundraise must complete an event form for approval.
  - a. It is in the best interest of Andrew College to control the content and presentation of the solicitation process.
  - b. Therefore, all fundraising events will be coordinated and solicited by members of the Andrew community (faculty, students, administration, trustees, and staff).
3. No outside organization or individual may be retained to solicit funds for Andrew College, or use the name of Andrew College or one of its organizations or athletic teams to solicit funds.
4. The only exception to this occurs in certain instances, such as capital campaign, where the President may approve the use of an outside organization or individual to aid in the coordination and solicitation of donors.
5. No clubs, organization, or athletic teams may solicit funds for scholarship.
6. If a prospective scholarship donor is identified, the name should be brought to the attention of the VP for Enrollment, who will coordinate the cultivation and solicitation effort.

### **ANNUAL COLLEGE EVENTS / TRADITIONS**

#### ***ANDREW'S GOT TALENT***

Andrew's Got Talent is a campus wide talent show that all students are encouraged to participate in and attend. Top 3 winners receive a prize.

#### ***CONVOCATION***

It is an academic introduction to the school year. A speaker addresses the students as to the importance and the meaning of college life and/or new beginnings.

## ***DAY OF SERVICE***

The Office of Student Affairs and AndrewServes co-sponsor this event at the end of the first week of every fall semester. Andrew students, faculty, and staff volunteer their time and talents to assist the community in improvement projects.

## ***GRADUATION***

Graduation is held the first weekend of May for Andrew College graduates. Andrew has celebrated over 150 graduating classes.

## ***HEYDAY***

Hey Day encourages students, faculty, and staff to say “hey” and get to know anyone on our campus. This sets the standard of an inclusive and welcoming campus. It is held once during each semester.

## ***HONORS NIGHT***

Honors Night is held in April of each Spring semester. This night is dedicated to recognizing students who have excelled academically along with students who have displayed outstanding leadership.

## ***LATE NIGHT BREAKFAST/PROFESSORS AND PAJAMAS***

The Student Government Association and the Office of Student Affairs sponsors a “Late Night Breakfast” called Professors and Pajamas each semester on the Sunday evening preceding final exams. Andrew Faculty & Staff volunteer to cook and serve the students as well as assist them in studying for finals.

## ***LESSONS & CAROLS***

Lessons and Carols is an annual tradition at Andrew College. Interspersing reading from Scripture, Christmas is celebrated through the Word and song. The Andrew Choraliers along with faculty, staff, and students participate in this chapel service.

## ***LIFE RAFT DEBATE***

PTK, SGA and the Office of Student Affairs co-sponsor the annual Life Raft Debate, which is an orchestrated argument between faculty and staff over who should get the “last seat” on the life raft in a post-apocalyptic world. Students join in the fun by voting on who the survivor will be after the faculty/staff members “debate” their fate.

## ***NATIONAL AWARENESS MONTHS***

Every year, each of the clubs and organizations choose a nationally recognized awareness event to sponsor and celebrate on campus. The Office of Student Affairs and SGA recognizes National Drug Awareness Week, National Alcohol Awareness Week, and Sexual Assault Awareness Month as well as many more.

## ***PTK SEMINAR DAY***

Phi Theta Kappa Seminar Day is held each Spring semester and is mandatory for all Andrew College students. The day begins with addressing the International Phi Theta Kappa Study Topic and end with each student attending a seminar of choice that is hosted by various faculty, staff or guests.

## **RAINN DAY**

The Rape, Abuse, and Incest National Network hosts a nationwide day of action – typically held on the third Thursday of September – to raise awareness and education students about sexual violence on college campuses. Andrew College participates by hosting its own RAINN DAY event / activity.

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## **INTRAMURALS & RECREATION**

The recreation program consists of several different components conducted by the intramural director and the athletic department. Informal recreational opportunities available to students, faculty, and staff and their dependents include racquetball, weight training, basketball, indoor and outdoor volleyball, volleyball, and tennis.

Formalized recreational opportunities exist under the umbrella of intramurals and include team, as well as individual, sports and exercise programs. Besides providing recreational and fitness experiences, the intramural program promotes pride within the student body, assists in the development of life-long recreational interests, and provides a relief from work or academic pressures. Off-campus recreational opportunities are promoted throughout the year. Participation in any intramural or recreational event is voluntary and may carry personal risk.

**NOTICE: PARTICIPANTS IN INTRAMURAL AND/OR RECREATIONAL ACTIVITIES  
MAY INCUR PERSONAL INJURIES AND/OR DEATH. STUDENTS WHO PARTICIPATE  
IN INTRAMURALS DO SO AT THEIR OWN RISK. ANDREW COLLEGE IS NOT  
RESPONSIBLE FOR INJURIES OR DEATHS THAT MAY OCCUR.**

## **RELIGIOUS LIFE**

An important aspect of student life is a proper spiritual foundation. Wesley Fellowship, the Baptist Student Union and Fellowship of Christian Athletes are organizations that provide leadership in the religious life area of college. Interdenominational chapel services are held regularly.

In addition, local churches extend a cordial welcome to Andrew students. The minister of the Cuthbert United Methodist Church serves as the campus chaplain and is responsible for chapel services. The chaplain also serves as advisor to Wesley Fellowship and is available for pastoral guidance. Weekly Chapel services at Andrew College give students the opportunity to worship together, to share their lives in meaningful ways, and, at times, to wrestle with the short answers in life. If we don't answer these well, it doesn't matter how well we answer the others.

Chaplain prays for Andrew College every Fridays at 1:30. Please join her in prayer for Andrew, either in spirit in your own space or in person in her office.

## **RESIDENCE LIFE**

The residence halls play a very large and important role in the educational process of Andrew College. Residence life encompasses many concepts of education, growth, and development in areas of cultural, recreational, social and spiritual enrichment. These concepts are based on the spirit of community, which is vital to the residence halls and to Andrew College. The mission statement found in front of the *Student Handbook* and in the *College Catalog* is

clear. The residence life program is important and is an integral part of the College.

In addition to the general college regulations, special policies and regulations are necessary in the residence halls to provide a community environment that protects individual freedoms and rights and provides students an opportunity to be successful at Andrew College.

## **24-HOUR QUIET HOURS**

During exam periods at the end of each semester, a 24-hour quiet period will exist in the residence halls. This period will extend from the weekend prior to the beginning of exams and remain in effect until the last exam.

## **BABYSITTING IN RESIDENCE HALLS**

Babysitting is not allowed in the residence halls.

## **CAMPUS GUESTS**

Students are responsible for the conduct of persons who visit them on campus. All guests must have in their possession a visitor pass from the ACPD and a photo ID. Students must escort and be in the physical presence of their guest at all times. It is the responsibility of the student to obtain an overnight guest pass for his/her guest from the Assistant Dean or the Dean of Student Affairs.

Guests may not stay on campus more than two nights and must abide by all visitation rules. Guests under 18 are not permitted in the residence halls unless they are family members of current, residential students or guests of the Office of Admissions. Guests under 18 years of age must be accompanied by a parent, legal guardian, or representative of the college when visiting the residence halls. No guests under 18 years of age will be permitted to stay in the residence halls overnight except guests of the Office of Admissions with the approval of the Dean of Student Affairs. Parents or adult guardians must plan to make alternative arrangements off-campus when visiting overnight. Guests may stay on weekends (Friday and Saturday) only, unless registered with the Office of Admissions for official college visits.

Guests must be of the same gender as the occupant. Overnight guests may spend a weekend night (Friday and Saturday) provided satisfactory sleeping arrangements have been worked out with your roommate, suitemates, or hall mates. No guests are allowed during exam week. Guests, including other Andrew College students will not be allowed to stay in any room unless the host is present. Exceptions to this policy may be granted by the Assistant Dean or Dean of Student Affairs. Guests who violate this privilege will be required to leave the campus immediately. The Assistant Dean or Dean of Student Affairs and ACPD reserve the right to restrict the visitation rights of guests.

**The Campus Guest policy states:**

- Guests visiting Andrew students must be escorted by an Andrew student at all times and carry a photo ID along with the issued guest pass
- Guests must request a guest pass and temporary parking permit with the College police
- Visitors are not allowed to be in the residence halls between the hours of 12:00 AM and 12:00 PM unless the Assistant Dean or Dean of Student Affairs grants an overnight visitation pass

- All visitors must vacate Andrew College property by midnight
- Commuter students must also vacate at this time unless they are working on College related business with a faculty or staff member
- All guests are expected to maintain the rules and regulations of the College and failure to do so may result in criminal trespass charges
- Students may have one overnight guest at a time, and the guest may not stay longer than two nights per visit
- Overnight guests under the age of 18 are not allowed
- Residence Directors may only issue guest passes in the absence of the ACPD and OSA staff (Dean and Asst. Dean of Student Affairs)
- Students with guests must report to the ACPD office on the first floor of Old Main to register their guest and receive a guest pass Monday-Friday evenings after 5:00 p.m.
- On weekends (Saturday and Sunday), students may register guests until 5:00 p.m. with the on duty Residence Director
- Overnight guests are not allowed in the residence halls during finals week(s)
- The Assistant Dean or Dean of Student Affairs and ACPD reserve the right to deny guest privileges to students or guest who are disruptive to the campus milieu.

## **CHECK-IN PROCEDURES**

Upon arriving for check-in, each resident will need to fill out a Room Condition and Inventory Form, which will be made available at check-in. The form should be reviewed carefully with the Resident Assistant or Residence Director before any article is moved into the room. This form serves as a record of the condition of the room and will be used to determine responsibility for damages or loss at the time of checkout. The Assistant Dean of Student Affairs will be responsible for determining the actual cost of the damage or loss. Anytime a move takes place, a new form needs to be completed to protect students from incurring unwarranted damage charges.

## **CHECK-OUT PROCEDURES**

If a student withdraws from Andrew College during the semester, he/she must check out of the residence hall room and return keys and all other college property at the time. All personal possessions must be removed at the time of withdrawal. The Resident Assistant on your floor will be contacted prior to check-out to assist in the process.

**Students who do not properly check out of the residence halls and return keys or other college property permanently, at campus closures/breaks, and term ends will be assessed a \$100.00 IMPROPER CHECK-OUT fee in addition to other standard charges.**

**Personal items that are not claimed within 30 days will become property of Andrew College, and students will be charged an additional \$100.00 for removal and/or disposal of the property.**

## **CONFIDENTIALITY**

In accordance with the Family Educational Rights and Privacy Act of 1974 (FERPA), student conduct hearings are closed to anyone not directly involved with the hearing, and all student conduct files are confidential, unless a student waives his or her right to confidentiality, or under specific exemptions outlined in the Family Educational Rights and Privacy Act of 1974.

Although hearings are confidential, a victim of a crime of violence may request in writing the results of any disciplinary hearing conducted by the institution against the student who is the alleged perpetrator of the crime or offense.

## **DAMAGES/THEFTS**

All damages and thefts of Andrew College property are the responsibility of the entire Andrew community. The campus police cannot be everywhere at all times. Public area thefts or damages that occur in the residence halls will be charged to the residents residing in that area. The cost will be divided equally among all residents of the hall or floor, whichever the Dean of Student Affairs deems appropriate. This cost will not include normal maintenance damages assessed to individuals.

Thefts or damage of personal property that occur on campus should be reported to the Residence Director of your hall and/or Campus Police immediately. **The College does not carry insurance to cover personal property.**

## **ELECTRICAL APPLIANCES AND FIRE HAZARDS**

Most kitchen appliances use large amounts of electricity and can be dangerous, thus are not allowed in the residence halls. Also, due to recent developments with microwave food products, microwaves and refrigerators are adequate to meet the cooking needs of the students. Therefore, no appliances except small microwaves and refrigerators (4.0 cubic feet or less) will be allowed in the residence halls.

Students are allowed to have one microwave per room and two compact refrigerators or one large refrigerator. However, all microwaves and refrigerators must carry a U.L. seal of approval. Also to meet the home good needs of our students, only approved Keurig machines are allowed in the residence halls. Please refer to the Housing and Residence Life section on the Andrew College website for more details. Extension cords and halogen lamps are considered fire hazards and are not allowed. Additionally, other hazards such as candles (even as decorations) are not allowed. Approved LED lights are allowed in the residence halls however, the Residence Directors maintain full authority in determining acceptable appliances or decorations.

## **FURNITURE**

Due to lack of storage space, **all furniture provided in each room must remain in the room, even if used as a single room.** Students are not allowed to bring additional furniture, beds, or mattresses in the rooms. Also, all lounge furniture is the property of the College and may not be placed in personal rooms or removed from the lounges.

## **GENDER INCLUSIVE HOUSING (GIH)**

Andrew College does not discriminate on the basis of race/ethnicity, color, national origin, sex, disability, veteran status, political beliefs, religion, sexual orientation, or age in the administration of housing accommodations. Therefore, it is the mission of the Office of Student Affairs to meet the needs of the students through demonstration of inclusiveness in residence halls, and enact policies and practices that is consistent with Federal regulations and the College. The College supports and honors federally statuses and goes beyond them to include gender identity and expression and socioeconomic class.

Gender Inclusive Housing is granted to students on the basis of meeting standard criteria and signature of policy agreement. Students who wish to be considered for GIH must complete form which can be found in the Office of Student Affairs. Prior to granting GIH, approval must be provided by the Dean of Student Affairs.

## **GRAFFITI**

Graffiti is not allowed on the Andrew College campus. Any unauthorized writing, painting, drawing, or the like, on any Andrew College property, inside or outside the property, will be considered graffiti. The cost of removing graffiti located on or in residence halls will be charged to the residents residing in that area. The cost will be divided equally among all residents of the hall or floor, whichever the Assistant Dean of Student Affairs deems appropriate. Thefts or damage of personal property that occur on campus should be reported to the Residence Director of your hall and/or Campus Police immediately.

## **HALL CLOSING**

The residence halls are closed during Christmas break and after graduation. Students must make arrangements to vacate the halls by 5:00 p.m. on the last day the halls close. If a student wish to remain after the campus closes, a written documentation must be provided and approved by the Assistant Dean of Student Affairs at least 48 hours in advance. **Students who do not check out and leave campus by the designated time and date with a staff approved check out completed will receive a fine of \$100.00.**

## **HEALTH & SAFETY INSPECTIONS**

Residence hall rooms will be inspected each month for proper cleanliness and physical repair. Health and Safety inspections will be announced prior to inspection. Residents are expected to maintain their rooms in an orderly manner so as not to create problems for roommates and suitemates or a health hazard in general. Rooms that are unacceptable by college standards will be required to be cleaned as directed by the Residence Director within 24 hours and/or a fine of **\$100.00** may be assessed. **STUDENTS ARE RESPONSIBLE FOR CLEANING THEIR ASSIGNED ROOMS AND BATHROOMS.**

## **HOUSING SIGN-UP AND HOUSING DEPOSIT**

All residential students are required to complete a Housing Application every academic school year and pay a onetime \$50 Housing Deposit. The deposit will be refunded to the student after they graduate, transfer, or leave Andrew College provided that there is no outstanding balance on the student's account, no damages to the student's room, no missing furnishings and the student's room key is returned. If damage or loss has occurred, the deposit will be withheld in order to complete the repairs or purchase replacements. If damage or loss exceeds the total of the deposit, the student will be billed the additional amount.

Students may request to be assigned a specific roommate; however, suitemate requests are not considered. Every effort will be made to honor roommate requests. Roommate assignments cannot be made until a housing application is completed and security deposit is paid to the business office. It is the student's responsibility to ensure that applications are turned in to the Assistant Dean of Student Affairs in a reasonable time period to make these assignments.

## **IMPROPER CHECK- IN**

Maintenance strives to get the residence halls in move-in ready condition. To help limit the amount of maintenance orders, specific move-in dates are selected for each semester. Any student who moves in before their designated move-in day will be fined \$100 per day.

## **INTER-HALL VISITATION**

**Lobby visitation hours** are {Sunday – Thursday from 12:00PM-12:00AM} and {Friday - Saturday from 12:00PM-1:00AM}.

**In room visitation** hours are {Sunday - Thursday from 8:00PM- 12:00AM} and Friday- Saturday from 8:00PM-1:00AM}

## **LOFTS**

The construction of loft systems, bunk beds, or any other major construction in residence hall rooms is not permitted. Lofts are in violation of the fire code, and most other construction projects create noise, distraction and usually destruction.

## **MAINTENANCE REQUESTS**

At times it may be necessary to enter a student room to fulfill a maintenance request or to provide general service work. Workers do not have time to find the occupants of the room and may need to enter rooms that are temporarily unoccupied. Students are expected to report maintenance issues to their Resident Assistant and/or Resident Director.

## **MOVIES**

At times, the lounges of the residence halls may be used for campus-wide activities and movies. Students may show movies in lounges with the permission of the Residence Director of the hall.

## **PAINTING**

Painting of residence rooms is not allowed.

## **PETS**

Pets of any kind, except aquarium fish or a small turtle within a tank, are not allowed in the residence halls. Aquariums are limited to a maximum of 10 gallons and must be cleaned regularly. Violators of this policy face fines of not less than \$50.00 for each offense, and pets must be removed within twenty four hours. In cases where spraying or cleaning is necessary, violators will be charged the entire cost of the procedure.

## **PHYSICAL EDUCATION BUILDING, TENNIS COURTS, AND FITNESS CENTER**

All guests must be escorted by an Andrew student, faculty, or staff member. Guests must have a pass issued by the ACPD and a photo ID. Gym proctors are assigned to the front table to monitor gym activity and admit only those eligible to enter.

## **PRIVATE ROOMS**

Students who request a private room must pay the \$750 fee before they are placed on the private room list. Students who owe money to the College may not be placed on the private room list until that debt is cleared. **There are NO exceptions.** Payment arrangements do not constitute clearing a debt. However, there is a

designated number of private rooms, thus a private room is not always available, and in that event, the private room fee will be returned promptly.

### **PROPPING OF OUTSIDE DOORS**

Wherever possible, outside security doors are locked at designated times. When security at these doors is disabled due to the propping of the doors, the lives of those inside are placed in jeopardy. The safety and security of Andrew residents is very important, thus it is illegal to prop open locked security doors or exit doors of any kind and for any reason. Students who violate this policy face fines of a minimum of \$100.00.

### **PUBLIC DISPLAY**

While individuals use the residence hall rooms, the College reserves the right to regulate what is displayed in the rooms or on doors or windows. Some items may infringe on a decor the College wishes to maintain that reflects the values associated with a United Methodist-related, academic institution. These may include posters, alcohol containers, signs, etc.

### **QUIET HOURS**

Quiet hours are hours in the day and during the week that that music, noise, and other distractions must be kept to a minimum and should in no way disturb other residents. Should a resident ask for observance of quiet during quiet hours, fellow students are obligated to immediately comply. During quiet hours, all members of the residence hall community are entitled to as few disruptions and distractions as possible.

The Assistant Dean of Student Affairs reserves the right to adjust visitation hours and restrict visitation hours at his/her discretion. Quiet hours are in effect as follows:

**Sunday - Thursday 10:00 PM - 10:00 AM  
Friday - Saturday 12:00 AM - 12:00 PM**

### **RECREATIONAL RESIDENCE HALL EQUIPMENT**

Each residence hall is equipped with recreational equipment for the students' enjoyment and pleasure. Students must check out recreational equipment with the resident assistants and must check the equipment back in with the resident assistants. Equipment must be returned in the same condition it was checked out. Students will be charged for any damages to recreational equipment in the residence halls. If the Residence Director is unable to determine who is responsible for damages to recreational equipment, the cost will be divided equally among all residents of the hall or floor, whichever the Dean of Student Affairs deems appropriate.

### **RESIDENCE HALLS ESCORT POLICY**

A guest must be escorted at all times while visiting a resident in any of the halls and must have a guest pass issued by the ACPD and a photo ID. Security measures are in place to provide safety to residents and should be used. Residence Directors have the right to turn away residents that violate the escort policy.

Students who disregard or disable security systems will face disciplinary actions that may include fines, removal from the residence halls, and revoking of visitation privileges. Overnight guests are not allowed in the residence halls during final exams week(s).

Students who are harassed or bothered by someone or feel that someone is violating the guest policy should

contact their Resident Assistant, a Residence Director, or the Andrew College Police as soon as possible.

## **RESIDENCE HALL LOUNGES**

- Students must abide by the Andrew College Appropriate Dress Code while in residence hall lounges
- Profanity and excessive noise is prohibited
- Students may not sit on or place their feet on game or lounge tables or desks
- Students may not move furniture in the lounges
- Movies and video games must be approved by Student Affairs before viewing in residence hall lounges.
- Any misuse or failure to comply in policies will result in submission of a Incident Report

## **RESIDENCE HALL MEETINGS**

At the beginning of each semester, Resident Assistants will host a floor meeting to discuss important matters pertinent to residence hall life at Andrew. There will also be floor meetings monthly during the semester. Every attempt will be made to post times and locations within each residence hall at least 24 hours prior to a meeting. However, there will be times where the Assistant Dean of Student Affairs may call a meeting without 24 hour notice.

All students are required to attend and are responsible for all items discussed at these meetings.

## **RESIDENCE HALL ROOM KEY AND STUDENT ID POLICY**

Every resident receives a room key and a student ID card at check-in. The key belongs to Andrew College and must be returned at the time of checkout.

**It is illegal to have the key duplicated; and if the key or student ID card is damaged, stolen, misplaced, or lost, the Residence Director must be notified. If a room key is damaged, stolen, misplaced, or lost and/or not returned, a \$50.00 fine is assessed.**

**There is a \$25.00 fee for replacement of a student ID card. Abuse of any residence hall key or security door or surveillance system creates a serious breach of security and may jeopardize the safety of other residents.**

Disciplinary action can be expected for the following violations of the residence hall security policy:

- Permitting any person who does not reside in the residence hall to gain entrance to the hall with his/her student ID card
- Failing to secure the door upon entry or departure of a hall
- Damaging or abusing the security surveillance system in any way
- Failing to report abuses of the security system
- Releasing to another person a student ID card or room key for any purpose
- Duplicating his/her residence hall key
- Opening a room or entrance/exit door for a student who was issued a room key and student ID card to that residence hall

Failing to report the loss or theft of a door key or student ID card

## **RESIDENCE HALL ROOM DOORS**

In order to ensure safety for students in the residence halls, students are required to keep their rooms locked at all times. Access to and from the room from the bathroom and main door should be secured when leaving the room for any amount of time.

## **RESIDENCY REQUIREMENTS**

All full-time students must live on campus. Exceptions include; students who live with their parents or legal guardians (within a 30 miles radius of Andrew College), students who are 20 years of age or older, married, or have full-time custody of children. The Dean of Student Affairs may grant exceptions to this requirement. The residential experience is extremely important to the development of students.

All resident students are required to take the meal plan and are not permitted to maintain off-campus accommodations. Students taking less than 12 hours must seek permission of the Dean of Student Affairs to live on campus. The College reserves the right to withdraw the option of housing for students who fall below a 12-hour course load.

Andrew College retains the right to refuse residency to students who have committed serious violations/infractons of the *Andrew College Student Handbook* including the Code of Conduct, or students who may, in the opinion of the College officials, be better served in an off-campus living environment.

## **RESIDENCE HALL WINDOWS**

Windows are not to be used by residents as an entrance or an exit to rooms except when directed to do so by emergency personnel. Signs, flags, stickers, design items, pictures, posters, banners, bottles or bottle collections, and similar objects may not be displayed in windows. For safety purposes, items are not to block or impede access or exit to/from the room. Window coverings of any type (except those issued by the Department of Residence Life) are prohibited. Students are not permitted to remove and/or tamper with their window screens. Students are required to keep windows in residence halls locked at all times. Writing on windows with paint must be approved by the Assistant Dean of Student Affairs.

## **ROOF POLICY**

Students are not allowed on the roof of any buildings at any time. Students found in violation of this policy will result in disciplinary actions.

## **ROOM CHANGES**

Room changes are allowed and welcomed during your time here at Andrew College. Room changes may take place three weeks after the start of fall semester and three weeks after the start of spring semester. Any changes made without prior written approval may be assessed a **fine of \$25.00** and be required to return to their original room as assigned. Residents should conduct themselves in a manner so as to allow others the quiet and calm enjoyment of the residence hall. Residents who attempt to force roommates out of a room or behave discriminatorily against a current/newly assigned roommate may be reassigned to another room or be required to pay additional charges for an unoccupied space.

## **ROOMMATE CONSOLIDATION**

***WHAT is a ROOMMATE CONSOLIDATION?*** The consolidation process is a time of matching up residents who are without roommates. A person may be without a roommate for any number of reasons, including their former roommate's decision not to return to Andrew College or to change a room. While we understand that some students will leave their roommate with little or no warning or explanation, anyone left in a double occupancy room without a roommate is expected to find a roommate or pay for single occupancy.

***WHY am I part of the ROOMMATE CONSOLIDATION?*** We subscribe to this consolidation process because there are a limited number of private rooms that are designated single occupancy based upon space availability in the residence halls. These "private" rooms are assigned utilizing an established priority system. Private room residents are charged the single occupancy room rate. It would be unfair to allow "free" private rooms to exist.

***HOW are ROOMMATE CONSOLIDATIONS done?*** The Dean of Student Affairs will send a letter to any student who our records show to be assigned to a double occupancy room alone at the end of the second week of the semester. If a student is without a roommate, it is his/her responsibility to begin the consolidation process whether they receive such a letter or not. The Dean of Student Affairs will provide a list of possible roommates for the residents upon request. Roommates must be found by the end of the FOURTH week of the semester. Students are responsible for finding their own roommates; the Office of Student Affairs will assist in the process if a request is made to the Dean of Student Affairs. If students have not found a roommate by the end of the FOURTH week of the semester, they will be charged the private room fee.

***WHEN is a DECISION made?*** Once a decision is made concerning a roommate choice, the student must notify the Dean of Students.

## **ROOM DECORATIONS**

All decorating and furnishing of your residence hall room must be done without damaging or defacing beds, walls, floors, etc. Use non-marring tape or removable mounting putty to attach things to the walls. Do not use any type of pencils, pens, paints, chalk, or markers on the walls or furniture. Carpeting may not be glued or taped to the floor. Changes may not be made to a room that would prevent the return of the room to its original condition.

## **ROOMMATE BILL OF RIGHTS**

Your enjoyment of life in Campus Housing depends on thoughtful consideration and common courtesy among roommates and neighbors. The basic rights of a roommate include the following:

1. The right to live in a clean building and room
2. The right to expect that a roommate will respect one's personal belongings
3. The right to a redress of grievances. Residence Assistants & Directors are available to assist in resolving conflicts
4. The right to read and study without undue interference in one's room.  
Unreasonable noise and other distractions inhibit the exercise of this right
5. The right to sleep without undue disturbance from noise, roommate's guests, etc.

6. The right to free access to one's room and facilities without pressure from a roommate
7. The right to personal privacy
8. The right to be free from fear or intimidation and physical or emotional harm
9. The right to have guests during visitation hours with the expectation that guests are to respect the rights of the host's/hostess's roommate and other hall residents
10. The right to expect reasonable cooperation in the use of the cable television services
11. The right to a smoke free environment

## **SECURING THE RESIDENCE HALLS**

All residence halls will be secured at the end of visitation hours each night by the Residence Life staff. To provide a safe environment, students receive a room key and a student ID card that opens the front door of that hall. It is important that this and all safety measures associated with residential living are maintained. In addition, all Residence Halls are equipped with alarm systems that are designed to direct all entering and exiting traffic through the main door as well as alert all residents when a door has been propped open. The misuse or abuse of an emergency exit will result in a fine per individual or the entire building as the Office of Student Affairs, Dean of Student Affairs deems appropriate. Emergency exits are put in place for the security of the residents to provide a safe environment in the residence halls.

## **STORAGE**

Storage facilities are not available on campus. Residence Life staff members are not allowed to store items for students in their apartments. Storage areas may be rented in Cuthbert for a reasonable fee. Only international students are allowed to store large belongings at the College with the approval of the Dean of Student Affairs.

## **STUDENT CENTER**

Any guest using the student center in any way must be escorted by a student, faculty, or staff member at all times and have a guest pass issued by the ACPD and a photo ID. "Escort" is defined as being in the immediate physical presence of the person.

## **TRASH REMOVAL**

Residents are responsible for removing trash from their rooms and as well as trash outside their room. Dumpsters located around each hall should be used for room trash. **Students who do not place their trash in the dumpsters and/or do not remove trash from their rooms may be assessed a fine of \$100.00 per incident. It is the responsibility of everyone to keep the residence halls clean. Trash in the hallways is strictly prohibited. Trash found in a hallway may result in a building wide fine if the trash cannot be associated with a particular resident.** Boxes and aluminum cans should be recycled. Contact the Residence Directors or Resident Assistants for more information.

## **STUDENT CONDUCT**

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The Office of Student Affairs, in accordance with the mission statement of Andrew College, emphasizes a developmental approach toward discipline that is educational and proactive and allows for a maximum student growth. This office is committed to an educational and developmental process that balances the interest of individual students with the interest of the Andrew College Community.

**Andrew College students are responsible for knowing the information, policies and procedures outlined in this document and the Andrew College Student Handbook. Andrew College reserves the right to make changes to this code as necessary and once those changes are posted online, they are in effect. Students are encouraged to check online at [www.andrewcollege.edu](http://www.andrewcollege.edu) for the updated versions of all policies and procedures.**

## **INTRODUCTION**

The Office of Student Affairs (OSA) mission of Andrew College holds many opportunities for intellectual and social development. A basic component of the OSA mission embellishes expectations of acceptable behavior based on fostering student leadership and mentoring behavior that is reflective of the values and Christian heritage of the institution while maintaining a nurturing environment for all. The social, physical, cultural, and spiritual aspects of the student's life share importance with academic and personal development.

The Code of Conduct at Andrew College exists to maintain discipline and decorum by augmenting the policies, procedures, and mission of the College. The code of conduct can contribute to the teaching of appropriate individual and group behavior, as well as protecting the campus community from disruption and harm. The Andrew College community is committed to fostering a campus environment that is conducive to academic inquiry, a productive campus life and thoughtful study and discourse.

The student conduct process is not intended to punish students; rather, it exists to protect the interests of the community and to challenge those whose behavior is not in accordance with our policies. Student discipline should be directed towards personal growth as much as possible. Andrew College's Code of Conduct is piloted in ways that will serve to foster the ethical development and personal integrity of students and the promotion of an environment that is in accord with the overall academic mission of the institution. Sanctions are intended to challenge students' moral and ethical decision-making and to help them bring their behavior into accord without community expectations.

Students should be aware that the student conduct process is quite different from criminal and civil court proceedings. Procedures and rights in student conduct procedures are conducted with fairness to all. Due process, as defined within these procedures, assures written notice and a hearing before an objective decision-maker. The proceedings of all disciplinary hearings, investigations and findings are closed and will remain confidential within the disciplinary system.

As a church-related institution, Andrew College expects students to assume personal responsibility in all areas of college life and in the maintenance of high standards of behavior. Students must display, in attitude and conduct, a willingness to accept and cooperate with the College in observing established policies. Violations of civil and criminal laws will be referred to the appropriate law enforcement officials. Andrew College will fully cooperate and assist all agencies in upholding local, state and federal laws. The College retains the right to impose sanctions independent of action taken by a regular court system if a student is accused of criminal misconduct on or off-campus, and during or between academic terms and/or is out of harmony with the spirit of the College.

## **STUDENT'S RIGHTS AND RESPONSIBILITIES**

The essence of higher education is found in the unhampered freedom to study, investigate, write, speak and debate on any aspect or issue of life. In attempting to achieve that unhampered freedom, the students acquire certain fundamental rights and responsibilities. These rights and responsibilities are considered an integral part of the educational process at Andrew College. Any additional rights or responsibilities may be promulgated under

established procedures during the school year as required for the general well-being of the student body and College. A student is expected to follow these rules and the College is expected to enforce them. At the same time, the College is expected to acknowledge the student's rights stated herein and respect the student's autonomy in these areas.

Unfamiliarity is not an excuse for infractions of the regulations. Knowledge of the regulations, on the other hand, can help the student use their rights to the fullest and avoid having others infringe on these rights. Alleged responsible students have the following rights per the Due Process clause:

- The right to receive written notice via Andrew College official email account of sanction(s) within five working days after the violation(s) was reported.
- The right to a Hearing Advisor.
- The right to a fair, impartial hearing that is kept closed and confidential unless with federal law, information is required to be released according to federal guidelines or a need to know basis.
- The right to present evidence.
- The right to know the outcome of the hearing as soon as possible.
- The right to appeal.

### **DUE PROCESS**

The Due Process Clause of the federal Constitution prohibits the government from depriving an individual of life, liberty, or property without certain procedural protections. The minimum requirements for due process were established by *Dixon v. Alabama State Board of Education* which said:

1. The student being given written notice of the alleged violation(s),
2. The student being given a written explanation of the alleged violation(s) and
3. The student being given an opportunity to be heard by an appropriate Hearing Officer which may be written.

Students at Andrew College are provided a copy of the Student Code of Conduct annually in form of a link on the Andrew College website. Hard copies are available upon request from the Office of Student Affairs. Students are responsible for having read and abiding by the provisions of the Student Code of Conduct. For the purpose of student conduct, the College considers an individual to be a student when an offer of ad-mission has been extended and thereafter as long as the student has a continuing educational interest in the College.

The Student Code of Conduct applies to behaviors that take place on the campus, at College sponsored events and may also apply off-campus when the Dean of Student Affairs or designee determines that the off-campus conduct affects a substantial College interest. A substantial College interest is defined to include:

- Any situation where it appears that the student's conduct may present a danger or threat to the health or safety of him/herself or others; and/or
- Any situation that significantly impinges upon the rights, property or achievements of self or others or significantly breaches the peace and/or causes social disorder; and/or
- Any situation that is detrimental to the educational mission and/or interests of the College.

### **SOCIAL MEDIA**

The Student Code of Conduct may be applied to behavior conducted online, via email or other electronic medium.

Students should also be aware that online posting such as blogs, web postings, chats and social networking sites are in the public sphere and are not private. These postings can subject a student to allegations of conduct violations if evidence of policy violations is posted online.

The College does not regularly search for this information but may take action if and when such information is brought to the attention of College officials. However, most online speech by students not involving the College networks or technology will be protected a free expression and not subject to this Code, with two notable exceptions:

- A true threat, defined as “a threat a reasonable person would interpret as a serious expression of intent to inflict bodily harm upon specific individuals”;
- Speech posted online about the College or its community members that causes a significant on-campus disruption.

## ***EXPECTATIONS***

The College considers the behavior described in the following sub-sections as inappropriate for the College community and in opposition to the core values set forth in this document. These expectations and rules apply to all students, commuters, or residences. The College encourages community members to report to College officials all incidents that involve the following actions. Any students found to have committed or to have attempted to commit the following misconduct is subject to the sanctions outlined in Conduct Procedures.

**Abuse of Conduct Process:** Abuse or interference with, or failure to comply in, College processes including conduct and hearings including, but not limited to:

1. Falsification, distortion, or misrepresentation of information;
2. Failure to provide, destroying or concealing information during an investigation of an alleged policy violation;
3. Attempting to discourage an individual's proper participation in, or use of, the campus conduct system;
4. Harassment (verbal or physical) and/or intimidation of a member of a campus conduct body prior to, during, and/or following a campus conduct proceeding;
5. Failure to comply with the sanction(s) imposed by the campus conduct system;
6. Influencing, or attempting to influence, another person to commit an abuse of the campus conduct system.

## **Abuse, Misuse and/or theft of College Computer Data, Programs, Time, Computer and/or Network Equipment:**

All computers, software, network connections, Internet connections, and email systems provided to or permitted for usage by students are the property of the College and are not to be used for any illegal or inappropriate purposes.

In furtherance of the College's commitment to maintaining a campus environment free of harassment, the College prohibits the use of computers and the email system in ways that are disruptive, inappropriate, harassing, threatening, or offensive to others, and reserves the right to monitor Internet activity and read any data composed, sent, or received through the College's online connections and stored in its computer systems. Data that is composed, transmitted, accessed, or received via the Internet must not contain content that could be considered discriminatory, offensive, obscene, threatening, harassing, intimidating, or disruptive to any student or other person. Examples of unacceptable content may include, but are not limited to, sexual comments or images, racial slurs, obscene comments, or any other comments or images that could reasonably offend someone on the basis of

race, age, sex, religious or political beliefs, national origin, disability, sexual orientation, or any other characteristic protected by law.

**The unauthorized use, installation, copying, or distribution of copyrighted, trademarked, or patented material on the Internet is expressly prohibited.** As a general rule, if you did not create material, do not own the rights to it, or have not received authorization for its use, it should not be put on the Internet. You are also responsible for ensuring that the person sending any material over the Internet has the appropriate distribution rights.

**Abuse of College-provided Internet access** in violation of law or College policies will result in disciplinary action, up to and including expulsion. The following behaviors are examples of actions and activities that are prohibited and can result in disciplinary action:

1. Unauthorized use of computing and/or networking resources.
2. Unauthorized accessing and/or copying of programs, records, or data belonging to the College and/or other user, or copyrighted software, without permission.
3. Use of computing and/or networking resources for unauthorized or nonacademic purposes.
4. Attempted or actual breach of the security of another user's account and/or computing system.
5. Attempted or actual use of the College computing and/or networking resources for personal or financial gain.
6. Attempted or actual transport of copies of College programs, records, or data to another person or computer without written permission.
7. Attempted or actual destruction of the integrity of computer-based information.
8. Attempted or actual use of the computing and/or networking systems; or through such actions, causing a waste of such resources (people, capacity, computer).
9. Allowing another person, either through one's personal computer account, or by other means, to accomplish any violation.
10. "Spamming." which is defined as the sending of unsolicited e-mails to parties with whom you have no existing business, professional, or personal acquaintance.

## **CONDUCT GLOSSARY OF TERMS**

- **Alcohol:** As a private institution, Andrew College prohibits any person, regardless of their age, to possess, consume, or distribute any alcoholic beverage on campus or campus property.
- **Alcohol Paraphernalia:** Alcohol paraphernalia is including, but not limited to, empty alcoholic beverage containers (including collectibles), bottle caps, empty liquor or wine bottles, shot glasses, flask, and beer funnels.
- **Animals:** Animals, with the exception of animals that provide assistance (e.g. seeing-eye dogs), and aquarium fish, are not permitted on campus except as permitted by law.
- **Appeal** – Action taken by an individual, after being found responsible of violating a college policy, that questions the sanctions imposed, the procedure applied, or offers new evidence not previously available.
- **Arrest:** Failure of any student to accurately report an off-campus arrest by any law enforcement agency for any crime (including non-custodial or field arrests) to the Office of

Student Conduct within seventy-two (72) hours of release.

- **Bystanding:** Complicity with or failure of any student to appropriately address known or obvious violations of the Code of Conduct or law.
- **College official** - any person employed by Andrew College, performing assigned administrative or professional responsibilities.
- **College** - Andrew College.
- **Conduct Officer** - any person designated by the Dean of Student Affairs to be responsible for the management of the student conduct program. The Conduct Officers are authorized to investigate, adjudicate or otherwise resolve any cases of alleged student misconduct.
- **Consent** – Consent is clear, unambiguous, and voluntary agreement between participants to engage in specific sexual activity. Consent is active, not passive, and is given by a clear action or words. Consent may not be inferred from silence, passivity, or lack of active resistance alone. A current or previous dating or sexual relationship is not sufficient to constitute consent, and consent to one form of sexual activity does not imply consent to other forms of sexual activity.

Being intoxicated does not diminish one's responsibility to obtain consent. In some situations, an individual may be deemed incapable of consenting to sexual activity because of circumstances or the behavior of another, or due to their age. Examples of such situations include, but are not limited to, incompetence, impairment from alcohol and/or other drugs, fear, unconsciousness, intimidation, coercion, confinement, isolation, or mental or physical impairment.

- **Dishonesty:** Any form of dishonesty is a violation of personal integrity and is counter to the expectations of an educational community. Dishonesty may take many forms and may include the following:
  1. Theft;
  2. Possession of stolen property;
  3. Cheating;
  4. Lying;
  5. Plagiarism;
  6. Forgery;
  7. Supplying false information to college officials;
  8. Falsification of college records;
  9. Unauthorized possession of college property or records;
  10. Unauthorized entry into college facilities; and
  11. Misuse of college ID cards.
- **Deception:** any misuse of any College records, forms, or documents through forgery, unauthorized alteration, reproduction, or other means; any giving or receiving of false information to the College or to any College official, administrator, or administrative unit; providing false information to law enforcement officials; possession of any fake, altered, or any other identification that belongs to another person.

- **Disorderly Conduct:** All lewd, obscene, indecent behavior, or other forms of disorderly conduct; any conduct which materially interferes with the normal operation of the College, or with the requirements of appropriate discipline.
- **Disruption:** Whether in the residence halls or elsewhere on campus, Students may not cause unnecessary and unwanted noise and disruption. Such behavior disrupts and interferes with the peace, quiet and sense of order, which should be afforded members of an academic community. A student's right to peacefully petition or demonstrate will be respected; however, activities must be scheduled with the Dean of Student Affairs at least 48 hours in advance. The Dean of Student Affairs may impose reasonable times, place, and manner restrictions for the benefit of the entire College community.
- **Drugs:** The possession, use, manufacture or distribution of illegal substance is strictly prohibited at Andrew College.
- **Drug Paraphernalia:** including, but not limited to, bongs, hookahs, roach clips, pipes, grinders, etc.
- **FERPA** – The Family Educational Rights and Privacy Act of 1974, protects the rights of students by controlling the creation, maintenance, and access to educational records.
- **Faculty Member** means any person employed by Andrew College to conduct classroom activities.
- **Failure to Comply:** Failing to respond to a lawful request by properly identified College official or law enforcement officials in the performance of their duties.
- **Fire Safety:** Violation of local, state, federal or campus fire policies including, but not limited to:
  1. Intentionally or recklessly causing a fire which damages College or personal property or which causes injury.
  2. Failure to evacuate a College-controlled building during a fire alarm;
  3. Improper use of College fire safety equipment; or
  4. Tampering with or improperly engaging a fire alarm or fire detection/ control equipment while on College property.
    - a. Such action may result in a local fine in addition to College sanctions.
    - b. The minimum fine for tampering with fire safety equipment is \$100.00 per person and may include disciplinary suspension.
- **Gambling:** All gambling is a violation of state law and is not permitted on campus in any location, including residence hall rooms.
- **Guest** – Persons who are allowed to observe the proceedings of a hearing at the discretion of the Dean of Student Affairs. This may include parents of students who are involved, interested members of the campus community, or a lawyer of a student involved. The hearing officer may excuse a guest at any time without cause.
- **Harassment** – Speech or other expression (words, pictures, symbols) that constitutes fighting words and is sufficiently severe, pervasive, or persistent so as to interfere, limit, or deny one's

ability to participate in or benefit from an educational program. Fighting words may include, but are not limited to, words, pictures, or symbols that:

1. Are directed to an individual or individuals based on that person's race, color, sex, religion, creed, age, sexual orientation, gender, gender identity, disability, veteran status or national origin.
  2. Threaten violence, tend to incite an immediate breach of the peace or provoke a violent response.
- **Harassment, generally:** Verbal, written or physical harassment of any student, staff or faculty member will not be tolerated at Andrew College. Students found guilty of harassing or causing undue duress of others in the Andrew community can expect serious consequences for this behavior, including suspension or expulsion from the community.
  - Special attention to this policy will be paid when student assistants such as Resident Assistants or Intramural Assistants are involved.
  - **Hazing** – any act which endangers the emotional, mental, financial, physical health or safety of a student, with or without their expressed permission, or which destroys or removes public or private property, for the purpose of initiation, admission into, affiliation with, or as a condition for continued membership in a group organization.
  - **Hearing Advisor** - A current student or member of the faculty or staff. The hearing advisor does not represent the student and is only at the hearing to offer advice and to ensure that a fair hearing occurs.
  - **Hearing Officer** - An Andrew College faculty or staff member who is duly appointed to hear the facts of a matter, make a decision, and issue sanctions when appropriate.
  - **Hearing Notice** – Letter given to an individual who is suspected of violating the Code of Conduct.
  - **Incident Report** - A record of an event that occurred.
  - **Organization** - a recognized student organization.
  - **Policy** - the written regulations of the College as found in, but not limited to, the Andrew College Student Handbook and Catalogs, and all official publications of the College, whether in print or published on the Internet.
  - **Physical Assault and/or Fighting:** In keeping with the spirit and goals of a church-related, academic community, any form of physical assault or fighting will not be tolerated. Any Student found to be in violation of this policy will be suspended from the College.

Problems with non-Andrew College people should be brought to the attention of the security personnel. Students are reminded that they are held responsible for the behavior of their guests at all times and should try to prevent problems with guests.

- **Student** - all persons taking courses at Andrew College. Persons who are not currently

enrolled, but who were previously enrolled, would be considered to have a continuing relationship with the College so long as they are eligible to enroll.

- **Sanction Letter** – Notice given to an individual stating the findings of the hearing officer and listing sanctions, if any.
- **Theft:** Taking, possessing, or attempting to sell or distribute any property that is the property of another person, organization, or entity (including but not limited to the College) without the owner's permission; Taking or attempting to sell any service that belongs to the College without proper permission.
- **Threats and/or Verbal Abuse:** The verbal abuse or threats directed towards any Student, staff or faculty member is contrary to the standards of the Andrew community. A threat is defined as an expression of an intention to hurt, injure or kill someone. Abuse may take many forms and may be direct or indirect.
- **Tobacco:** Smoking or any use of tobacco in any area of campus is prohibited. Products that smoke or emit vapor are prohibited.
- **Use of Firearms, Weapons, Fireworks, and Explosives:** Any firearm, BB or pellet gun, martial arts weapon, hunting bow, electronic control device (stun gun or taser), or any other kind of weapon and ammunition is not allowed on the campus. Students who like to hunt should arrange to store their weapons off campus. Firearms on campus can be very dangerous in the community. Any Student violating this policy will face suspension from the College. Fireworks or explosives of any type are illegal in Georgia as well as on the campus.
- **Use of Illegal Drug Paraphernalia:** The use, possession, distribution or sale of drugs prohibited by federal or state laws is forbidden as well as the possession of any instrument, machine, tool, contrivance, crack pipe, or homemade smoking device for the sole purpose to inject, ingest, inhale, or otherwise introduce marijuana, or any controlled substance into the human body. Students found to be in possession, use, distribution, or transportation of illegal drug paraphernalia (i.e. bongs, hookahs, roach clips, pipes, grinders, etc.) will be held accountable.

It is to be clearly understood that each occupant of a room is responsible for what takes place in that area; therefore, if illegal drug paraphernalia is found in a Student's dormitory room, the Student will be charged accordingly. College officials will contact the ACPD and local law enforcement drug agencies when illegal drug use and/or possession of illegal drug paraphernalia is reported. Andrew College reserves the right to take disciplinary action when Students violate the drug and drug paraphernalia policy while off-campus.

- **Vandalism:** Vandalism or malicious treatment of college property or the personal property of others in the Andrew community will not be tolerated. In addition to any form of disciplinary action, restitution will be required for this type of behavior.
- **Verbal Altercation:** Engaging in a verbal altercation defined as fighting by two or more persons to the disturbance of the campus tranquility but not to the point of physical assault.
- **Violations of Weight Room and/or Fitness Center Policies:** Students found guilty of

violating Weight Room or Fitness Center policies will be suspended from the area for the remainder of the semester. Students who are found guilty of a second violation will be suspended for the remainder of the academic year.

- **Violations of Local, State and Federal Law:** The violation of a local, state or federal criminal statute shall be a violation of this code, regardless of whether public officials prosecute such violation, and shall be subject to the appropriate sanctions, such as denial of state funds and grants and loss of scholarships. The College may refer such violations to appropriate law enforcement agents.

## **SANCTIONS AND DEFINITIONS**

**SANCTIONS:** The Accused found to have committed or to have attempted to commit any of the specifically prohibited acts set forth in this Code or to have violated any other College policy or regulation described in this Code may be subject to one or more of the following categories of sanctions:

- **Counseling / Substance Abuse Counseling:** Andrew College does not provide mental health counseling. If counseling is necessary, referrals may be made to off-campus professional services. The Office of Student Affairs can also provide a list of off-campus counseling resources to faculty, staff, and students for counseling services as well as resources for substance abuse.

Andrew College is not responsible for the cost of professional counseling for students. Andrew College makes referral for counseling and mental health services through Aspire Behavioral Health & DD Services. Pastoral counseling is also available. This information is provided only to assist students and is not intended as an endorsement of a particular resource.

- **Disciplinary Warning:** A disciplinary warning is a disciplinary measure used to alert the student to the fact that violations of College regulations will not be ignored and that future violations will cause the accused to be placed in a more severe disciplinary category.
- **Disciplinary Probation:** Disciplinary probation is issued when violations are of a serious nature or when minor violations are repeated and the warning status ignored. Disciplinary probation is a very serious warning that future misconduct may bring serious consequences. As a part of probation, students are prohibited from participating in any college sponsored activities or events, including athletic events.
- **Disciplinary Restrictions:** The term “restrictions” shall be defined at the discretion of the Dean of Student Affairs or hearing officer. It may designate a period of time when certain privileges are denied. Restrictions may also designate a period of time when certain requirements (sanctions) are placed upon the one being disciplined. Failure to comply with conditions of disciplinary restrictions may result in suspension from school.
- **Fines and Restitution:** Previously established and published fines as well as restitution i.e. compensation for loss, damage, and injury may be imposed upon students for violations of the Code of Conduct. Fines for disciplinary sanctions should be paid to the Business Office within the designated time period. Students should then bring their receipt to the Office of Student Affairs to update their records.

Late fines may incur additional sanctions **INCLUDING HOLDS ON STUDENT ACCOUNTS**. Fines for parking or traffic violations are to be paid to the Office of Student Affairs within a designated time **OR ADDITIONAL SANCTIONS INCLUDING HOLDS ON STUDENT ACCOUNTS MAY BE INCURRED.**

Students who do not complete their assigned community service hours will be fined at the rate of the current State of Georgia minimum wage per hour of assigned hours that are not completed. All checks should be made payable to Andrew College. Students who fail to complete their assigned sanctions will be charged with a Level II violation of “Failing to identify oneself to or to comply with the direction of college officials acting in the performance of the officials' duties,” and will be subject to a disciplinary hearing and/or additional sanctions and fines, including but not limited to suspension.

- **Suspension:** Disciplinary suspension is forced withdrawal from the College for a specifically stated period of time and is used for serious violations of college regulations. Class work missed during a suspension will not be allowed to be made up. Students who are suspended must leave the campus immediately or as directed by the campus Conduct Officer. A student who is suspended for at least the remainder of a semester must apply for readmission in order to return to the College. For information about re-admission, contact the Officer of Academic Affairs.
- **Disciplinary Exclusion:** A student exhibiting incompatibility with the purposes of Andrew College may receive a disciplinary exclusion. Students excluded must leave the campus immediately or as directed by the Conduct Officer. Students excluded are ineligible for readmission to Andrew. Students suspended or excluded from Andrew College by an action of an academic or non-academic disciplinary authority or Appeals committee may not return to the campus or any other property owned or controlled by the College at any time without written permission from the Dean of Student Affairs.
- **Other Sanctions:** other sanctions may be imposed instead of, or in addition to, those specified in the sections below. Other sanctions may include work assignments, research projects, essays, service to Andrew College or the community, and other related discretionary assignments. Hearing officers may also mandate an individual to attend and/or present information and/or programming related to the offense (i.e. drugs, alcohol, anger management, etc.).

All students will be notified of the sanctions in writing through an official sanctions document delivered via their official Andrew College e-mail or via hand-delivery from the Dean of Students in conference.

## **VIOLATIONS AND DEFINITIONS**

**VIOLATIONS:** Violations are divided into four (4) levels based on the severity of the sanctions and according to the nature of the misconduct and the number of times the misconduct has been repeated. Each offense is cumulative. In other words, a second offense in any of the four levels may result in the second offense moving the charge to the next level. **SANCTIONS:** The Sanctions Levels for violations are as follows:

**Level I: \$50.00 Fine:** Level I Violations include, but are not limited to, the following: (*other actions, such as fines, community service hours, or restrictions, may be added with whatever content the Hearing Officer deems appropriate*)

1. Engaging in mischievous behavior or mischievous/inappropriate use of personal, college-owned/ controlled property
2. Violating residence hall general policies.
3. Littering.
4. Ejecting any objects from windows, roofs, or balconies of college buildings.
5. Conveying false information.
6. Violating the College Roof Policy.
7. Engaging in personal conduct that is indecent, lewd, or obscene.
8. Aiding and abetting any violation of any of the provisions of the Andrew College *Student Handbook*.
9. Gambling.
10. Violating the Smoking and Tobacco Use on Campus Policy
11. Failure to report violations of the Code of Conduct
12. Violating the Inter-Hall Visitation Policy
13. Violating the Andrew College Alcohol Paraphernalia Policy

**Level II: \$100.00 Fine and 20 Hours Community Service:** Level II violations include, but are not limited to, the following; (*other actions, such as fines, community service hours or restrictions, may be added with whatever content the Hearing Officer deems appropriate*)

1. Disturbing the peace, disrupting lawful, orderly activities of others, or rioting.
2. Failing to identify oneself to a college official.
3. Failure to comply with the direction of college officials acting in the performance of the officials' duties, including disruptive classroom behavior.
4. Operating a vehicle in violation of traffic rules or so as to endanger people or property.
5. Tampering with a witness before or intimidating a witness after a Conduct hearing and/or failure to cooperate with the Conduct officer.
6. Engaging in a verbal altercation as defined in the Student Handbook.
7. Violating the Policy on Social Media.
8. Violating the Alcohol Policy (first offense).
9. Violating the Inter-Hall Visitation Policy (second offense).
10. Engaging in vandalism resulting in property damages of less than \$500.00.
11. Violation of Fitness Center or Weight Room policies.
12. Violating the Smoking and Tobacco Use on Campus Policy (second offense).
13. Violating the Guest/Campus Visitors Policy (first offense).
14. Violating the residence hall key and student ID card policy.
15. Violating the Andrew College Alcohol Paraphernalia Policy (second offense)
16. Participating in behavior that creates a fire or health hazard.

**Level III: Probation, Restrictions, \$150.00 Fine and 30 Hours of Community Service:** Violations at Level III will result in disciplinary actions, such as loss of residential living and visitation guest privileges or complete dismissal from residential halls. Other actions, such as fines, community service hours, or restrictions, may be added with whatever content the Hearing Officer deems appropriate. Violations include, but are not limited to, the following:

1. Stealing from and/or possessing without authorization, any property or services from another person, group of people, or the College.
2. Tampering with fire equipment or setting off a false fire alarm.
3. Violating of the Alcohol Policy. (second offense)
4. Engaging in verbal or written abuse beyond a reasonable expression of opinion, which is likely

- to cause another person humiliation, stress, psychological harm, or which is harassing in nature including but not limited to phone calls, text messages, emails, nonverbal communications, online programs, and all social media. A true threat, defined as “a threat a reasonable person would interpret as a serious expression of intent to inflict bodily harm upon a specific individual;” speech posted online about the College or its community members that causes a significant campus disruption; evidence of a crime having occurred.
5. Possessing, purchasing, or receiving property, money, or services with knowledge the property, money, or services have been stolen or embezzled.
  6. Duplicating keys, use of college official keys, and other devices without proper authorization.
  7. Violating the Inter-Hall Visitation Policy (third offense)
  8. Participating in vandalism resulting in property damages in excess of \$500.00.
  9. Violating the Smoking and Tobacco Use on Campus Policy (third offense).
  10. Violating the Guest/Campus Visitors Policy (second offense).
  11. Violating the Illegal Drug Paraphernalia Policy (first offense).
  12. Sexual harassment of another individual including, but not limited to, stalking.
  13. Being arrested for violations of local, state, or federal laws.
  14. Trespassing or forcefully entering premises without authorization.
  15. Using the computer system, computer access codes, and restricted areas of computer services without authorization.
  16. Violating the Andrew College Alcohol Paraphernalia Policy (third offense)

**Level IV: Suspension of No Less Than One Semester and/or Exclusion:** A Level IV violation may result in suspension from the College for the remainder of the semester or exclusion from the College. Violations include, but are not limited to, the following:

1. Assaulting, striking, or in any way threatening or causing physical harm to another.
2. Participating in and/or attempting any actual or threatened sexual assault, rape, attempted sexual assault, or attempted rape.
3. Violating the Illegal Drug Policy
4. Violating the Illegal Drug Paraphernalia Policy (second offense)
5. Violating the Alcohol Policy (third offense)
6. Forging, altering, or causing any false information to be entered on an administrative record or presented at an administrative proceeding.
7. Embezzling, defrauding, or procuring any money, goods, or services under false pretenses
8. Violating the firearm, weapons, fireworks, and explosives policy.

Significant mitigating factors shall be considered when sanctions are imposed, including the present demeanor and past disciplinary record of the offender, the nature and circumstance of the offense, and the severity of any damage, injury or harm resulting from it. Repeated violations of any part of this Code may also result in expulsion or suspension from the College.

#### **SANCTIONS FOR VIOLATIONS OF COLLEGE ALCOHOL AND DRUG POLICIES**

As a private institution, Andrew College prohibits any person, regardless of their age, to possess, consume, or distribute any alcoholic beverage on campus or campus property. With the belief that students will act responsibly and within the law, student's privacy and autonomy will be respected. Intrusive means to verify compliance (i.e. room and vehicle searches, package inspection, etc.) will only be used when a violation is suspected. Criminal law violations such as underage possession of alcoholic beverages, using a false ID, or providing alcoholic beverages to an underage person may result in an arrest, a court fine, a jail sentence, probation and the creation of an adult

criminal arrest record.

Public intoxication, consumption, or display of alcoholic liquors, wines, or beer on campus is prohibited. Empty or full alcoholic beverage containers (including collectibles) and/or paraphernalia for use or abuse of alcohol are not allowed. Occupants of rooms are responsible for what takes place in the room. If alcohol or alcohol paraphernalia, such as bottle caps, empty beer, liquor or wine bottles, shot glasses, flask, and beer funnels, is located in a room, the occupants of the room will be charged accordingly. Students in need of assistance with an alcohol problem may contact the Office of Student Affairs or a member of the faculty or staff. Referrals for professional assistance may be provided.

Any student who is suspected of being under the influence of an alcoholic beverage will be given the opportunity to deliver a breath sample to a hand held alcohol breath sensor for chemical analysis. This test will be administered in a private setting by an ACPD officer specially trained in the operation of such a device.

All students who are in the room or direct social contact where alcohol, drugs, or other violations have been found will be charged with a violation. Students who are found to have acted as a “host” including but not limited to purchasing or supplying alcohol to other students, are subject to additional and more severe sanctions.

*Sanctions for violations of the College's Alcohol Policy are as follows:*

- **1st Offense ~ (Level II Violation)**
  1. \$100.00 fine
  2. 20 Community Service Hours
  3. Notification letter sent to parent or legal guardian if under 21

- **2nd Offense ~ (Level III Violation)**
  1. Probation for a period of time equal to 1/10 of the academic semester
  2. \$150.00
  3. 30 Community Service Hours
  4. Notification letter sent to parent or legal guardian if under 21

- **3rd Offense During Academic Year ~ (Level IV Violation)**
  1. Suspension from the College for the remainder of semester
  2. Notification letter sent to parent or legal guardian if under 21

**Sanctions for violations of the College's Drug Policy:** The possession, use, manufacture or distribution of illegal drugs is strictly prohibited at Andrew College. Students found to have drug paraphernalia (i.e. bongs, hookahs, roach clips, pipes, grinders, etc.) in their possession should also be prepared to have criminal charges brought against them in a criminal court.

*Sanctions for violations of the College's Drug Policy are as follows:*

- **1st Offense ~ (Level IV Violation)**
  1. Suspension and/or Expulsion from college
  2. Notification letter sent to parent or legal guardian if under 21

The actual sanction to be imposed will depend on the type and amount of unlawful substance or any other aggravating or mitigating circumstances. The above ranges of disciplinary sanctions apply to first offenses only; multiple offenses will result in more severe sanctions, including possible expulsion.

The College may combine other sanctions (such as completion of a rehabilitation program and/or community service) with those listed above. In addition to imposing appropriate sanctions, the College may notify local and federal authorities when criminal activity has occurred.

*Sanctions for violations of the College's Resident Hall Visitation Policy are as follows:*

- **1st Offense ~ (Level I Violation)**
  1. \$50.00 fine
- **2nd Offense ~ (Level II Violation)**
  1. Visitation Suspension for semester
  2. \$100.00 fine
  3. 20 Community Service hours
- **3rd Offense ~ (Level III Violation)**
  1. Suspension from residence halls

## **THE CONDUCT PROCESS**

The following procedural guidelines shall apply in any and/or all conduct hearings conducted by the Dean of Students or CARE Team:

If more than one Student is involved in a discipline case, the Hearing Officer may request that the hearings be combined. Students may request separate hearings, a request which will be granted for good cause shown. In case of a dispute, the Hearing Officer's decision is final.

All hearings will be closed to the public. Admission of any person to the hearing shall be at the discretion of the Hearing Officer; however, in all cases of alleged Sexual Harassment, the respondent and the complainant shall have the same opportunities to have others present, and the Title IX Coordinator and any Investigators may be present. Conduct Hearings will not be recorded and the Notice of Outcome shall serve as the only documentation of the evidence presented and decision reached at the hearing.

Students are found responsible for violating the Code of Conduct based on a reasonable belief that a violation was more likely than not to have occurred.

### **Step 1: Received Report / Preliminary Inquiry**

Anyone may report a Student, Group or Organization suspected of violating this Code to the Dean of Students. The referral must be in writing and must include factual information supporting the allegation. The person making such a referral is normally expected to serve as a witness in any hearing or disciplinary conference.

Upon receipt of a report of an alleged violation or incident report, the Dean of Students will review

the report and consult with relevant parties for investigation, if necessary. The Dean of Student Affairs will determine if the report constitutes a violation of the Code and if subsequent disciplinary proceedings are necessary.

*If proceedings are deemed necessary, the accused will be afforded a conduct hearing with the appropriate adjudicating body.*

#### **Step 2: Informational Meeting**

Once an incident report is considered acceptable then the student is contacted and an informational meeting is scheduled. The alleged Student will receive written notice via his/her official College e-mail account detailing the date, time and place of the meeting; a description of the alleged charges; and the rights of the accused at least five (5) working days before the scheduled hearing. At the informational meeting the student is given the opportunity to review the incident report. After the Informational Meeting, the Director of Student Conduct will proceed with a Conduct Hearing, if deemed necessary.

#### **Step 3: Conduct Hearing**

In a majority of cases alleged student will receive a minimum of twenty-four (24) hours prior to the time of the hearing to prepare for the hearing unless the severity of the charge(s) indicates a danger to the accused or the community.

At the commencement of any conduct hearing, the Hearing Officer or the Chair of the Appeals Committee shall introduce the other members of the committee, reiterate the rights of the parties, and present the alleged violation(s). The conduct officer shall ask each party for the name of his or her Hearing Advisor and advise that the Hearing Advisor is present solely for the purposes of consultation (i.e. suggest questions or points of clarification for the party to raise). The parties will also be reminded that lying to any College official during the hearing is itself a violation of this Code subject to sanctions.

Witnesses may participate in hearings. A party who chooses to rely on the testimony of a witness—that is, a person who has personal knowledge of the incident at issue -- must submit a list of witnesses to the Office of Student Affairs no later than three (3) hours before the hearing. The list should include each witness's name and a summary of the witness' expected testimony. A person who serves as a witness may not serve in any other capacity during the hearing.

#### **Step 4: Appeals**

##### **1. Persons and/or Adjudicative Bodies with Authority to Hear Appeals:**

*Disciplinary Appeals Committee:* The Disciplinary Appeals Committee shall hear appeals of decisions rendered in hearings conducted by the Dean of Student Affairs. The Disciplinary Appeals Committee shall be composed of three (3) members of the administrative staff and shall have a Chairperson. The Disciplinary Appeals Committee acts on behalf of the President.

##### **2. Appeals Procedure Conducted by the Disciplinary Appeals Committee:**

- a. Within twenty-four (24) hours of receipt of the Notice of Outcome, the Accused, Respondent or

both may submit a written appeal via Andrew College official email to the Dean of Student Affairs based only on the following grounds: a) to determine whether there was a material deviation from the substantive and procedural protections provided in this Code; b) to determine whether the final decision was based on substantial evidence or information; c) to consider new information sufficient to alter the decision or relevant facts not brought out in the hearing. An appeal based solely on any reassertion of innocence will not be considered.

- b. Upon his or her receipt of a valid written appeal, the Dean of Student Affairs shall forward the appeal to the Chairperson of the Disciplinary Appeals Committee for review by the Council.
- c. The Disciplinary Appeals Committee shall then have the authority to inquire into the circumstances of the case by interviewing the party making the appeal, discussing the case with the principal administrator involved; interviewing any witness upon whose testimony the hearing body or hearing official relied; and performing a careful review of the minutes and other records of any hearing or administrator connected with the case.
- d. The Disciplinary Appeals Committee shall review its findings with the Dean of Student Affairs prior to disclosing the findings to the party who appealed.
- e. Each party will be notified of the other party's appeal submission and outcome.

### **3. Possible Results of an Appeal:**

- a. Results of an appeal may include one of the following:
  - Affirming of the finding of responsibility and the sanction(s);
  - Affirming of the finding of responsibility and reduce, but not eliminate, the sanction(s).

If it is determined that the accused did not receive a fair hearing, the Disciplinary Appeals Council may ask the original hearing body to re-hear the disciplinary proceedings, or they may, at their discretion, convene another hearing. The findings of the Disciplinary Appeals Council will be reviewed with the Dean of Student Affairs prior to being shared with the student who has appealed. The Council is the last step in the appeals process, and additional appeals will not be allowed. The Dean of Student Affairs retains authority for allowing a student appealing a suspension or dismissal to attend classes or to live in the residence halls during an appeal process. The Disciplinary Appeals Committee is the last step in the appeals process, and additional appeals will not be allowed.

## **Cases Involving Reports of Sexual Misconduct**

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The College does not discriminate on the basis of sex in its educational, extracurricular, athletic, or other programs or in the context of employment. Sex discrimination is prohibited by Title IX of the Education Amendments of 1972, a federal law that provides:

No person in the United States shall, on the basis of sex, be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any education program or activity receiving Federal financial assistance.

The College is and remains committed to:

- Providing programs, activities, and an educational environment free from all forms of

- discrimination and harassment, including sexual misconduct;
- Providing programs, activities, and an educational environment free from "sexual assault," "domestic violence," "dating violence" and "stalking," as those terms are defined under section 40002(a) of the Violence Against Women Act of 1994 and/or applicable state law;
- Fostering an environment that encourages prompt reporting of all types of Sexual Misconduct and a timely response to complaints;
- Providing adequate, prompt, fair and impartial investigations into and resolution of allegations of Sexual Misconduct; and
- Ensuring that Title IX investigations are conducted by College officials who receive annual training on the issues related to Sexual Misconduct, including domestic violence, dating violence, sexual assault, and stalking, and on how to conduct an investigation and hearing process that protects the safety of the accusers and promotes accountability.

## **SEXUAL MISCONDUCT POLICY**

This Policy applies to all College employees, students and non-employee third parties and prohibits all forms of sexual or gender-based discrimination, harassment, and misconduct, including sexual assault, non-consensual sexual contact, intimate partner violence, sexual exploitation, and stalking. This Policy also prohibits retaliation against a person who reports, complains about, or who otherwise participates in good faith in any matter related to this Policy. All of the foregoing conduct shall be referred to as "Prohibited Conduct."

### ***JURISDICTION AND AUTHORITY OF THE TITLE IX COORDINATOR***

The College has jurisdiction to receive, investigate, hear and resolve reports and/or formal complaints brought by Students and College employees that involve or invoke Title IX. The Title IX Coordinator is authorized to enact procedures that include specific instructions for reporting, investigating and resolving incidents and/or complaints of Sexual Misconduct. The Title IX Coordinator may designate deputies to assist in the reporting, investigation, and resolution of incidents and/or complaint of Sexual Misconduct.

Title IX Coordinator  
 Jennifer Mitchell  
 Business Office,  
 McDonald Street  
 229-732-5996  
[jennifer.mitchell@andrewcollege.edu](mailto:jennifer.mitchell@andrewcollege.edu)

### ***PROHIBITED CONDUCT***

The College expressly prohibits any form of Sexual Misconduct. The College also prohibits any behavior and conduct described in the College's Sexual Misconduct Policy, and which creates a hostile campus and/or work environment.

Retaliation against any member of the College community who makes a report of Sexual Harassment and/or cooperates in the review and investigation of such report is strictly prohibited and is a violation of the College's Sexual Misconduct policy, Title IX and other federal civil rights laws. Retaliation includes intimidation, harassment, threats, or other adverse action or speech against the person who reported the misconduct, the Respondent or witnesses. The College will not only take steps to prevent retaliation, but will also take strong corrective action if it occurs. Any person who experiences or sees acts of retaliation of any kind should promptly report such conduct to the Title IX Coordinator / Dean of Student Affairs, or the Andrew College

Police Department.

The following definitions and examples provide a common language for the College community. These terms, such as "consent," "sexual assault," and "retaliation," are also found in the College's policies and procedures.

### ***SEXUAL MISCONDUCT POLICY:***

#### ***PROHIBITED CONDUCT***

- **Harassment** – is conduct that creates an intimidating, offensive, or hostile working or learning environment or that unreasonably interferes with work or academic performance based on a person's protected status, including sex, sexual orientation, gender identity, or gender expression. All such conduct is unlawful.
- **Sexual Harassment** - is any unwanted sexual advance, requests for sexual favors, or other unwelcome conduct of a sexual nature, whether verbal, physical, graphic, or otherwise.
- **Gender-Based Harassment** – is harassment based on sex, sexual orientation, gender identity, or gender expression, which may include acts of aggression, intimidation, or hostility, whether verbal, physical, graphic, or otherwise. To qualify as gender-based harassment, the conduct need not involve conduct of a sexual nature. Generally Speaking, harassment can be divided into two types of conduct:
- **Quid Pro Quo** – unwelcome sexual advances, requests for sexual favors, and other visual, verbal, or physical conduct of a sexual nature when submission to such conduct is made either explicitly or implicitly a term or condition of an individual's education, living environment, employment, or participation in a College-related activity or program.
- **Hostile Environment** – unwelcome sexual advances, requests for sexual favors, and other visual, verbal, or physical conduct of a sexual nature when the conduct is sufficiently severe or pervasive to deny or limit the Complainant's ability to participate in or benefit from the college's educational programs or benefits by creating an intimidating or hostile environment. A single isolated incident may create a hostile environment if the incident is sufficiently severe, particularly if the conduct is physical. A single incident of Sexual Assault, for example, may be sufficiently severe to constitute a hostile environment. In contrast, the perceived offensiveness of a single verbal or written expression is typically not sufficient to constitute a hostile environment.
- **Sexual Misconduct** encompasses a range of prohibited behaviors, including sexual assault, non-consensual sexual conduct, domestic violence, dating violence, stalking, sexual exploitation, and any other conduct of a sexual nature that is nonconsensual, or has the effect of threatening, intimidating, or coercing a person at whom such conduct is directed.
- **Sexual Assault** is having or attempting to have sexual intercourse with another individual by force or threat of force, without explicit consent, or where the individual is incapacitated.. Falling under the definition of sexual assault are sexual activities as forced sexual intercourse, forcible sodomy, child molestation, incest, fondling, and attempted rape.
- **Sexual intercourse** includes penetration, no matter how slight, of the vagina or anus with any body part or object, or oral penetration by a sex organ of another person.

- **Non-Consensual Sexual Contact** – is having sexual contact with another individual by force or threat of force, without effective affirmative consent, or where that individual is incapacitated. Sexual Contact includes intentional contact with the intimate parts of another, causing an individual to touch their own intimate body parts, or disrobing or exposure of another without permission. Intimate body parts may include the breasts, genitals, buttocks, groin, mouth or any other part of the body that is touched in a sexual manner.
- **Threats/Intimidation of a Sexual Nature** – conduct of a sexual nature, which reasonably would be expected to have the effect of threatening or intimidating the person at whom such conduct is directed.
- **Dating Violence** includes violence committed by a person:
  - Who is or has been in a social relationship of a romantic or intimate nature with the Complainant; and
  - Where the existence of such a relationship shall be determined based on a consideration of the following factors:
    - a. The length of the relationship.
    - b. The type of relationship.
    - c. The frequency of interaction between the persons involved in the relationship.
- **Domestic Violence** refers to felony or misdemeanor crimes of violence committed by a current or former spouse of the Complainant by a person with whom the Complainant shares a child in common, by a person who is cohabiting with or has cohabited with the Complainant as a spouse, by a person similarly situated to a spouse of the Complainant under the domestic or family violence laws of the jurisdiction where the crime occurred, or by any other person against an adult or youth Complainant who is protected from that person's acts under the domestic or family violence laws of the jurisdiction where the crime occurred.
- **Stalking** occurs when a person engages in a course of conduct or repeatedly commits acts toward another person, under circumstances that would:
  - Place a reasonable person in fear for safety, or of harm or bodily injury to self or others; or
  - Reasonably cause substantial emotional distress to the person.
  - A course of conduct refers to a pattern of behavior of two or more acts over a period of time that can be reasonably regarded as likely to alarm, harass, or cause fear of harm or injury to that person or to a third party. The feared harm or injury may be physical, emotional, or psychological, or related to the personal safety, property, education, or employment of that individual. Stalking may involve individuals who are known to one another or have an intimate or sexual relationship, or may involve individuals who are not known to one another.
- **Sexual Exploitation** – occurs when an individual takes non-consensual or abusive sexual advantage of another for one's own advantage or benefit, or to benefit or advantage anyone other than the one being exploited. Examples of Sexual Exploitation include, but are not limited to:

- Surreptitiously observing another individual's nudity or sexual activity or allowing another to observe consensual sexual activity without the knowledge and consent of all Parties involved;
- Non-consensual sharing or streaming of images, photography, video, or audio recording of sexual activity or nudity of the person being exploited, or distribution of such without the knowledge and consent of all Parties involved;
- Exposing one's genitals or inducing another to expose their own genitals in non-consensual circumstances;
- Knowingly exposing another individual to a sexually transmitted disease or virus without their knowledge; and
- Inducing incapacitation for the purpose of making another person vulnerable to non-consensual sexual activity

## ***SEXUAL MISCONDUCT POLICY:***

### ***OTHER KEY TERMS AND CONSIDERATIONS CONSENT***

**Consent** means clear and unambiguous agreement, expressed in mutually understandable words or action, to engage in a particular sexual activity. Whether valid consent has been given will be judged based upon what a reasonable person would have understood from such words or actions. Consent must be voluntarily given and is not valid if:

- If obtained by physical force, coercion, or threat;
- When a person is Incapacitated; or
- When an intellectual or other disability prevents a person from having the capacity to give consent.

Consent to engage in one sexual activity, or agreement to engage in a particular sexual activity on a prior occasion, cannot be presumed to constitute consent to engage in a different sexual activity or to engage again in a sexual activity. Consent can be withdrawn by either person at any point. Silence is not always considered as consent. Circumstances surrounding such instances determine whether consent is valid.

**Coercion** is the practice of persuading someone to do something by using force, intimidation, pressure, authority, or implied or outright threats.

**Threat** is an expression of intention to inflict pain, injury, emotional harm, damage to one's reputation, or other hostile action on someone in retribution for something done or not done.

**Incapacitation** means that a person lacks the capacity to give Consent to sexual activity because the person is asleep, unconscious, mentally and/or physically helpless, or otherwise unaware that sexual activity is occurring. Incapacitation is not necessarily the same as legal intoxication.

Where alcohol or other drugs are involved, evaluating Incapacitation requires an assessment of how the consumption of alcohol and/or drugs affects a person's: decision-making ability; awareness of consequences; ability to make informed, rational judgments; capacity to appreciate the nature and quality of the act; or level of consciousness. The assessment is based on objectively and reasonably apparent indications of incapacitation when viewed from the perspective of a sober, reasonable person.

**Intentional Incapacitation** means providing alcohol or other drugs to a person with the intent to render the person Incapacitated.

**Retaliation** means engaging in conduct that may reasonably be perceived to:

- Adversely affect a person's educational, living, or work environment because of their good faith participation in the reporting, investigation, and/or resolution of report of a violation of this policy; or
- Discourage a reasonable person from making a report or participating in an investigation under this policy.

Retaliation includes but is not limited to: acts or words that constitute intimidation, threats or coercion intended to pressure a person to drop or support a complaint under this policy or to provide false or misleading information in connection with an investigation; and pressuring a person to participate or refrain from participating as a witness in an investigation under this policy.

Retaliation may constitute a violation of this policy even when the underlying report made in good faith did not result in a finding of responsibility.

**Reporting Person** means:

- A person who alleges that another person violated policy; or
- A person who alleges that a Student Organization is responsible for a violation of this policy under the College's Group Accountability Statement.

Any person – regardless of race, color, religion, sex, age, sexual orientation, gender identity or expression, national origin, disability, or military/veteran status – may be a Reporting Person. A Reporting Person need not be an Andrew College student, faculty member, or staff member.

**Complainant** means:

- A person alleging a violation of this Sexual Misconduct Policy.
- Any person – regardless of race, color, religion, sex, age, sexual orientation, gender identity or expression, national origin, disability, or military/veteran status – may be a Complainant.

**Respondent** means:

- A person who is possibly responsible for violating this Sexual Misconduct Policy, abetting , or inciting such conduct; or Retaliation; or
- A Student Organization respondent of violating this policy.
- Any person – regardless of race, color, religion, sex, age, sexual orientation, gender identity or expression, national origin, disability, or military/veteran status – may be a Respondent.

#### ***WHAT SHOULD ONE DO AS A COMPLAINANT***

If a person experiences or witnesses sexual or other unlawful harassment in the workplace, classroom, in or on college-owned or college controlled property or at college-sponsored events, Andrew College encourages him/her to report it immediately according to this Sexual Misconduct Policy. He/she can raise concerns and

make reports without fear of reprisal or retaliation. Andrew College prohibits any form of discipline or retaliation for reporting in good faith incidents of perceived harassment in violation of this policy, pursuing any such claim, or cooperating in the investigation of such reports.

All allegations of harassment or discrimination, including, but not limited to, any conduct that may violate Andrew College's Equal Employment Opportunity Policy or Sexual Misconduct Policy, or which may be contrary to Andrew College's Notice of Nondiscrimination, will be quickly and discretely investigated. To the extent possible, his/her confidentiality and that of any witnesses and the alleged harasser will be protected against unnecessary disclosure. When the investigation is completed, the Complainant and the alleged harasser will be informed concurrently of the outcome of the investigation.

Any Andrew College official who becomes aware of possible sexual or other unlawful harassment must immediately advise the Dean of Student Affairs/Title IX Coordinator so the incident can be investigated in a timely manner. Upon completion of the investigation, corrective measures will be taken. These measures may include, but are not limited to, training, counseling, warning, suspension, expulsion or immediate dismissal. Anyone, regardless of status, position or title, found through investigation to have engaged in improper conduct will be subject to discipline up to discharge or expulsion.

In all instances, reports of sexual misconduct, domestic violence, dating violence and/or stalking involving students, staff and/or faculty will be reported to the Title IX Coordinator.

#### ***OPTIONS FOR REPORTING OR DISCLOSING SEXUAL MISCONDUCT***

If Sexual Misconduct of any kind occurs, the Complainant (witness or 3<sup>rd</sup> party, if applicable) of said misconduct may pursue the following options:

- Report the offense to one or more of the following College officials and/or departments:
  - Title IX Coordinator and Dean of Student Affairs;
  - Dean of Student Affairs;
  - Residence Hall Directors and Resident Assistants ("RA"); or
  - Director of Athletics or team coaches;
  - Campus Security Authorities ("CSA")s
- Notify the Andrew College Police Department ("ACPD") or other law enforcement authorities;
- Decline to notify any such authorities. However, the College strongly encourages Complainants of Sexual Misconduct to report the occurrence and seek all necessary and available assistance.

Assistance is available upon request to help Complainants of Sexual Misconduct review these disclosure and reporting options. In addition, College support services are available to Complainants regardless of whether they choose to formally report the violation to the College or to local law enforcement.

#### ***PRESERVATION OF EVIDENCE***

The College is acutely aware that a Complainant of Sexual Misconduct, particularly, rape, sexual assault, or any attempts thereof, may experience physical, mental and emotional trauma as a result of the occurrence.

Therefore, in order for the College to conduct a prompt, fair and thorough investigation into the occurrence and commence appropriate disciplinary proceedings (if the Complainant so chooses), a Complainant of Sexual

Misconduct is encouraged to follow these procedures immediately following the occurrence of Sexual Misconduct:

- Go to a safe place as soon as possible.
- Do not wash, shower, bathe, use the toilet or change clothing.
- Preserve any evidence as would be necessary to prove Sexual Misconduct, or in obtaining a protective order or a no-contact order. Examples of such evidence include: Clothing worn during the incident, including, but not limited to, undergarments. Sheets, bedding, and condoms, if used also.
- A list of witnesses with contact information.
- Text messages, call history, and social media posts.
- Pictures of any injuries.

Call the appropriate law enforcement agency. If the Sexual Misconduct occurred on campus, contact the Andrew College Police Department as soon as possible by calling (229) 732-5919. If the attack did not occur on campus, call the law enforcement agency having jurisdiction where the Sexual Misconduct occurred.

Get medical attention. If called, the Andrew College Police Department will assist the Complainant with medical attention that will include collecting any evidence. The Complainant may also contact Student Health Services, when appropriate.

The Complainant may contact the Title IX Coordinator to obtain resources for Complainants of sexual crimes. The Complainant also has a right to have an advocate and support person present at the hospital, doctor's office, or urgent care unit for examination.

#### ***PROCEDURES FOR REPORTING SEXUAL MISCONDUCT***

**Reporting Contacts:** A Complainant who chooses to report an incident of Sexual Misconduct may report it to any person that is a:

- Resident Assistant
- Resident Director
- Athletic Coach
- Staff member in the Office of Student Affairs
- ACPD
- CSA

#### **DEFINITION: CSA**

- |  |
|--|
| · A campus police department or campus security department of an institution.  |
| · Any individual or individuals who have responsibility for campus security but who do not constitute a campus police department or a campus security department (e.g., an individual who is responsible for monitoring the entrance into institutional property). |
| · Any individual or organization specified in an institution's statement of campus security policy as an individual or organization to which students and employees should report criminal offenses.   |

- An official of an institution who has significant responsibility for student and campus activities, including, but not limited to, student housing, student discipline and campus judicial proceedings.

Under CLERY, a crime is deemed “reported” when it is brought to the attention of a CSA or local law enforcement by a complainant, a witness, other third party or even the perpetrator. It doesn’t matter if the persons involved in and/or reporting the crime are associated with Andrew College. The function of a CSA is to report to the official or office designated by Andrew College to collect crime report information (such as the Title IX coordinator or the campus police or security department) those allegations of Clery Act crimes that he or she concludes were made in good faith. CSAs are not responsible for determining whether a crime took place or for apprehending the perpetrator: that is the function of law enforcement personnel.

All reports made to such individuals or departments will be reported to the Title IX Coordinator. Reports of sexual harassment, domestic violence, dating violence and/or stalking involving students, staff and/or faculty will be reported to the Title IX Coordinator, Jennifer Mitchell, located in Business Office at 501 College Street, Cuthbert, Georgia 39840 or 229-732-5946.

**Meeting with the Complainant Only:** Upon receipt of notice of any allegation of Sexual Misconduct, the Dean of Student Affairs or designee will promptly schedule an individual meeting with the Complainant to:

- Provide him or her a general understanding of this Code, these procedures, and the investigative process;
- Discuss and provide written information regarding forms of support or immediate interventions available to the Complainant, such as on- and off-campus resources, interim measures, etc.;
- Discuss and provide written information regarding the Complainant's options for, and available assistance in, changing any accommodations that may be appropriate and reasonably available concerning the Complainant's academic, living, transportation and working situations;
- Seek to determine if the Complainant wishes to notify law enforcement authorities, wishes to be assisted in notifying law enforcement authorities, or does not wish to notify law enforcement authorities;
- Where applicable, provide information to the Complainant of his or her rights and the College's responsibilities regarding orders of protection, no contact orders, restraining orders, or similar lawful orders issued by a criminal, civil or tribal court; and
- Inform the Complainant about how the College will protect his or her confidentiality, including the omission of the Complainant's identifying information in publicly-available records, to the extent permissible by law.

**When Complainant Requests Confidentiality and Elects Not to Proceed With an Investigation or to File Formal Charges:** If the Complainant does not wish to proceed with an investigation and/or requests that the complaint remain confidential, Title IX still requires the College to investigate and take reasonable corrective action in response to the Complainant's information. The Title IX Coordinator or designee will inform the Complainant that the College's ability to respond may be limited.

The Title IX Coordinator will weigh the Complainant's request(s) for confidentiality and/or wish not to proceed with an investigation against the College's obligation to provide a safe, non-discriminatory environment for all students. Specifically, the Title IX Coordinator will consider the following factors:

- The seriousness of the alleged Sexual Misconduct;
- Whether there have been other complaints of Sexual Misconduct against the respondent at the College or any other school or in the nature of prior criminal charges;
- Whether the respondent threatened further Sexual Misconduct or violence against the Complainant or others;
- Whether the Sexual Misconduct was committed by multiple perpetrators;
- Whether the Sexual Misconduct involved use of a Weapon;
- The age of the Complainant;
- Whether the College possesses other means to obtain relevant evidence of the Sexual Misconduct;
- Whether the complaint reveals a pattern of conduct at a particular location or by a particular individual and or student group or organization; and
- The respondent's right to receive information about the allegations if the information is maintained by the College as an "education record" under FERPA.

The Title IX Coordinator or designee will inform the Complainant if the College cannot ensure confidentiality. In an instance where the College must disclose a Complainant's identity to the respondent, the Title IX Coordinator or designee will inform the Complainant prior to making the disclosure.

Even if the Complainant does not wish to file a formal complaint or proceed with an investigation because he or she insists on confidentiality or requests that the complaint not be resolved, the College reserves the authority to undertake appropriate corrective action, including the interim measures.

There is no time limit to filing a complaint, making a report or commencing an investigation under these procedures. However, Complainants are encouraged to report a complaint immediately in order to maximize the College's ability to obtain information, and conduct an adequate, thorough, prompt, and impartial investigation. Failure to promptly report alleged Sexual Misconduct may result in the loss of relevant information, evidence, and reliable witness testimony, and may impair the College's ability to carry out these procedures and take corrective action.

#### ***PROCEDURES FOR FILING COMPLAINTS OF SEXUAL MISCONDUCT***

If the Complainant elects to file and/or proceed with a formal complaint, he or she may file a formal complaint with the Title IX Coordinator. The Title IX Coordinator or designee will schedule an individual meeting with the respondent in order to provide him or her with notice of the complaint, a general understanding of the procedures for investigating and resolving complaints of Sexual Misconduct, and to identify forms of support or immediate interventions available to him or her. Pursuing a complaint under this Code does not affect a Complainant's ability to pursue a criminal action against the respondent through the criminal justice system. A Complainant of sexual misconduct may choose to pursue a complaint under this Code, through the criminal justice system, or both.

#### ***INVESTIGATION PROCEDURES***

##### **Determination of Proceedings:**

If the Title IX Coordinator commences a formal investigation, he or she will provide a Notice of Investigation to both the Complainant and the Respondent. This Notice will include a description of the alleged conduct, the alleged conduct violation(s), a description of the investigation process, and a reaffirmation of available resources for both parties throughout the process.

### **Investigation/ Fact-Finding Procedures:**

The Title IX Coordinator may appoint one or more trained Investigators, who will conduct interviews with the Complainant, the Respondent and any witnesses, and who will collect and review any other information or evidence relevant to the complaint. When applicable, the Investigator(s) will coordinate with the College police department and other law enforcement officials concerning the preservation and handling of any physical evidence. Nothing in this section shall prevent the Title IX Coordinator from serving as an Investigator under this section.

### **Summary of Investigation:**

Once a formal investigation is completed, the Investigator(s), along with the Title IX Coordinator, will prepare an Investigation Summary that includes the following:

- An overview of the incident including involved parties and history of the case;
- Alleged violation(s);
- The Standard of Proof; preponderance of evidence
- Summaries of information provided by the Complainant, the Respondent and any third-party witness(es);
- Summaries of information provided by expert witnesses, where applicable;
- Any other relevant information (e.g., photographic, electronic and/or forensic evidence);
- A summary of established facts and information that remain in question;
- Recommendation of determination regarding alleged violations; and
- A list of recommended witnesses to be called in the event of a formal hearing.

After review of the Investigation Summary by the Title IX Coordinator, the Investigator(s) will distribute the Investigation Summary to the Complainant and the Respondent. The Investigator(s) will then meet independently with the Complainant and the Respondent to discuss the Investigation Summary findings, collect responses, answer any questions, and discuss next steps in the proceedings. The Investigator(s) will then make a recommendation whether to move forward with a formal hearing before an impartial Title IX Hearing Board.

### ***INTERIM AND REMEDIAL MEASURES***

Regardless of whether a Complainant of Sexual Misconduct chooses to report the incident to campus police or local law enforcement, the College shall proactively consider the following remedies, as well as other remedies deemed appropriate for each specific case, while an investigation into Sexual Misconduct is being conducted:

- Providing the Complainant with an escort to ensure that he or she can move safely between classes;
- Ensuring that the Complainant and the respondent do not attend the same classes or work in the same location;
- Moving the Complainant or the respondent to a different residence hall;
- Providing referral information for counseling services;
- Providing referral information for medical services;
- Providing academic support services, such as tutoring;
- Arranging for the Complainant to re-take a course or withdraw from a class

- without penalty, including ensuring that any changes do not adversely affect the Complainant's academic records;
- Reviewing any disciplinary actions taken against the Complainant to see if there is a causal connection between the harassment and the misconduct that may have resulted in the Complainant being disciplined.

The College also reserves the right to suspend the Respondent pending the investigation of the Complainant's complaint, disciplinary or criminal proceedings or medical evaluation. The interim suspension shall become immediately effective without prior notice whenever there is evidence that the continued presence of the student at the College poses a substantial and immediate threat to himself or herself, or to others. A Student suspended on an interim basis under this Part of the Code shall be given a prompt opportunity to appear personally before the Dean of Student Affairs or designee in order to discuss the following issues only:

- The reliability of the information concerning the Student's conduct, including the matter of his or her identity; and
- Whether the conduct and surrounding circumstances reasonably indicate that the continued presence of the Student on College premises poses a substantial and immediate threat to himself or herself, or to others.

The College may also consider and take remedial measures that affect the broader Student population, including, but not limited to, offering College-wide counseling and training; developing, updating and disseminating materials on Sexual Misconduct; developing and implementing new policies and grievance procedures; and conducting internal College investigations to assess the effectiveness of the College's efforts to eliminate Sexual Misconduct and promote an environment free of sex discrimination.

Mediation will not be used to resolve Sexual Misconduct complaints.

#### ***GENERAL TIMELINE FOR RESOLVING COMPLAINTS FOR SEXUAL MISCONDUCT***

Most cases of alleged Sexual Misconduct will be resolved within sixty (60) calendar days, excluding any appeal(s). Sexual Misconduct violates College policy and federal civil rights laws and a person found responsible for said conduct may be subject to penalties as severe as expulsion and/or denial of state funds for any loans, grants or scholarships, criminal prosecution, fines and/or imprisonment.

#### ***TITLE IX HEARING PANEL AND PROCEDURES***

A Title IX Hearing Panel shall be authorized to hear cases specifically involving formal charges of Sexual Misconduct.

The Dean of Student Affairs shall be responsible for soliciting nominations for, screening, appointing and training members of the Title IX Hearing Panel. The Title IX Hearing Board shall consist of five (5) faculty/staff members, not of all the same gender.

The role of the Title IX Hearing Board shall be to determine whether the Respondent(s) is/are Responsible for the alleged Sexual Misconduct based on a reasonable belief that a violation was more likely than not to have occurred, and to make recommendations for sanctions to the Dean of Student Affairs.

Members of any Title IX Hearing Board who are charged with any violation of this Code or with a criminal offense may be suspended from their judicial positions by the Dean of Student Affairs. Members found to have actually violated any section of this Code may be disqualified from any further participation in the College judicial

system. Additional grounds and procedures for removal may be established by the Dean of Student Affairs.

No member of any hearing board shall take part in any hearing where he or she has a conflict of interest, which may include, but not be limited to, personal, monetary, teacher-student, supervisor-supervisee interests or relationships.

#### ***STANDARD OF PROOF***

The role of the Title IX Hearing Board shall be to determine whether the Respondent(s) is/are responsible for the alleged Sexual Misconduct by a preponderance of the evidence that is; based on a reasonable belief that a violation was more likely than not to have occurred.

#### ***POSSIBLE SANCTIONS FOLLOWING A FINAL DETERMINATION OF A TITLE IX HEARING BOARD***

Any Student found to have violated any portion of the College's Sexual Misconduct Policy (regardless of whether sexual intercourse has occurred) will be subject to sanctions ranging from a warning to expulsion, depending on the severity of the incident, and taking into account any previous campus conduct code violations.

Andrew College reserves the right to broaden or lessen any range of recommended sanctions as necessary where mitigating circumstances require.

##### **Students:**

- Warning
- Probation
- Community Service
- Fines
- Residence Hall Restrictions
- Suspension
- Expulsion

Andrew College reserves the right to broaden or lessen any range of recommended sanctions in the case of serious mitigating circumstances or egregiously offensive behavior. Neither the initial hearing officers nor any appeals body or officer will deviate from the range of recommended sanctions unless compelling evidence exists to do so. Nothing in the Code should be interpreted to relieve a Respondent from legal actions that could be brought under local, state or federal law.

#### ***DISCLOSURES TO COMPLAINANTS OF SEXUAL MISCONDUCT***

Andrew College will disclose to the complainant the outcome of a crime of violence, or a non-forcible sex offense, the results of any disciplinary hearing conducted by the college against the respondent of the crime or offense. If the complainant is deceased as a result of the crime or offense, Andrew College will provide the results of the disciplinary hearing to the Complainant's next of kin, if so requested. Both, the complainant and respondent shall receive notification of the outcome simultaneously.

#### ***APPEAL RIGHTS***

Within twenty-four (24) hours of receipt of the Notice of Outcome, the Complainant, Respondent or both may submit a written appeal request via Andrew College official email to the Title IX Coordinator based only on the following grounds:

1. to assert there was a material deviation from the substantive and procedural protections provided in this Code that significantly impacted the outcome of the investigation as it applies to the Appellant;
2. assert the sanctions was too severe considering the evidence presented; or
3. to submit new information has arisen that was not available or known to the Appellant during the investigation and that could significantly impact the findings. Information that was known to the Appellant during the investigation but which she/he chose not to present is not new information.

An appeal based solely on any reassertion of innocence will not be considered. Upon his or her receipt of a valid written appeal request, the Dean of Student Affairs shall forward the appeal to the Chairperson of the Disciplinary Appeals Committee for review by the Council.

The Disciplinary Appeals Committee shall then have the authority to inquire into the circumstances of the case by interviewing the party making the appeal, discussing the case with the principal administrator involved; interviewing any witness upon whose testimony the hearing body or hearing official relied; and performing a careful review of the minutes and other records of any hearing or administrator connected with the case.

The Disciplinary Appeals Committee shall review its findings with the Title IX Coordinator prior to disclosing the findings to the party who appealed. Each party will be notified of the other party's appeal submission and outcome. Appeals Committee decisions are final.

**Possible Results of an Appeal** may include one of the following:

1. Affirming of the finding of responsibility and the sanction(s);
2. Affirming of the finding of responsibility and reduce, but not eliminate, the sanction(s).

#### ***CONFIDENTIALITY OF COMPLAINANTS***

All members who may participate in a Title IX case (CSA's, Responsible Employees, Hearing Board members, Appeals Board members, Investigators, Victim advocate, and Title IX Coordinator), and have been trained in confidentiality. This also includes the maintaining of student records and the provisions of the Family Educational Rights to Privacy Act. Personally identifiable information about the Complainant will be treated as confidential and only shared with persons with a specific need to know who are investigating/adjudicating the complaint or delivering resources or support services to the complainant. The College does not publish the name of Complainants nor house identifiable information regarding Complainants in the campus police department's Daily Crime Log.

#### ***SEX OFFENDER REGISTRATION***

The federal Campus Sex Crimes Prevention Act of 2000 requires colleges and universities to issue a statement advising the campus community where state law enforcement agency information concerning registered sex offenders may be obtained. The act also requires registered sex offenders to provide to appropriate state officials notice of each institution of higher education in that state at which the offender is employed, carries on a vocation, or is a student. In the State of Georgia, all convicted sex offenders are required by law to register their names and addresses with the Sheriff of their respective county of residence and the Georgia Department of Corrections within seventy-two (72) hours of relocating to this State in accordance with Section 42-1-12 of the Georgia Criminal and Traffic Law Manual.

## ***HOW TO INQUIRE***

Members of the Andrew College community may request information about sex offenders in Georgia by contacting the Georgia Bureau of Investigation (GBI) at 404-270-8465. The GBI is also responsible for maintaining a sex offender registry, which can be accessed at <http://gbi.georgia.gov/georgia-sex-offender-registry>. Your questions may be answered in the Sex Offender Registry FAQ at <http://services.georgia.gov/gbi/gbisor/faq.html>. In addition, Georgia participates in the National Sexual Offender Public Registry, which can be accessed at [www.nsopr.gov](http://www.nsopr.gov).

Locally, information about registered sex offenders may be obtained in the office of the Andrew College Police Department or at the Randolph County Sheriff's Office, 401 Peachtree Street, Cuthbert, Georgia or 229-732-2525.

## THE ANDREW COLLEGE ALMA MATER

Where the spires of Old Cuthbert  
Pierce the Southern blue  
Proudly stands our Alma Mater Noble,  
grand and true.  
Blue and gold float forever, Bright  
our colors shine!  
Hail to thee, our Alma Mater, Hail  
to Andrew mine!

As our classic halls of learning, So  
thy worth appears,  
And thy mem'ry still shall linger Thru  
life's smiles and tears.  
Lift the chorus, wake the echoes,  
Make  
the welkin ring!  
Hail the queen of all the southland  
Loud her praises sing!

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## **ADDENDUM #1**

### **CONSTITUTION OF THE STUDENT GOVERNMENT ASSOCIATION**

#### **PREAMBLE**

We, the Student Government Association of Andrew College, do establish objectives and functions. Our goals are to further Andrew College by the following: to establish a collaborative community between the students and Andrew College, to strive and meet the needs of students through prompt, polite, and excellent service, and to respect the rights of all students, regardless of race, religion, gender or national origin.

#### **ARTICLE I – NAME**

The name of this association shall be the Student Government Association of Andrew College.

#### **ARTICLE II – PURPOSE**

The purpose of the Student Government Association is the following:

- To encourage cooperation between all students and the groups they represent as well as between faculty, staff and students
- To develop the highest standards of honor and integrity in personal conduct and scholarship
- To seek out and listen to the concerns of the student body
- To assist in the enhancement of academic development
- Advocating for the interests and welfare of on-campus students

#### **ARTICLE III – MEMBERSHIP**

All persons enrolled at Andrew College are automatically members of the Student Government Association, with full voting rights to elect the Executive Board and Senators. Hereafter, the term SGA shall apply only to elected Executive Board, Senators and Organizational Representatives.

#### **ARTICLE IV - GENERAL ORGANIZATION**

The Student Government Association shall be composed of Senators and Representatives who represent all approved campus organizations, and Officers elected by the students serving on the Executive Board.

#### **ARTICLE V – OFFICERS**

##### **DUTIES**

The Officers shall serve as the Executive Board of the SGA. Its main purpose shall be to lead and coordinate the governmental actions according to the rules and regulations set forth in this constitution and to assure compliance with the policies thereof in such government actions.

#### **EXECUTIVE BOARD**

##### **President**

- The executive power shall be vested in the President of the Student Government Association. The President shall hold office for one academic year
- In case of the removal or resignation of the President, the duties of the President shall be

transferred to the Vice President

- The President shall be responsible for the following duties:
  - To uphold the aims and purposes of Andrew College
  - To uphold the constitution, bylaws, and the laws of SGA
  - To ensure the laws of the SGA are faithfully executed
  - To preside over all meetings of the SGA and represent the student body during the prescribed times
  - To act as Chairperson of the Executive Board and to create new committee positions. These appointments are to be approved by a majority vote of the SGA
  - To have the power to call special meetings
  - To have the power to fill any vacancies that may occur in the Executive and the Senate after midterms of the fall semester after consultation of the SGA
  - To appoint members to all committees with the approval and consent of the committee chairpersons
  - To cast the deciding vote if the vote of the Senate and the Executive Board is equally divided
  - To meet with the Andrew College President on a monthly basis
  - To sit on committees as needed by the Dean of Student Affairs
  - Make an annual report on the state of the SGA to the Office of Student Affairs. This report shall be submitted by the deadline determined by the Office of Student Affairs.

## Vice President

- The Vice President shall assume the duties of the President in his/her absence
- The Vice President shall be a voting member of the Executive Board and SGA
- The Vice President shall be responsible for the following duties:
  - To uphold the aims and purposes of Andrew College
  - To uphold the constitution, bylaws, and campus regulations,
  - To certify the eligibility of candidates for all elections
  - To carry out assignments designated by the President
  - To be the coordinator of all committees

## Secretary

- The Secretary shall be a voting member of the Executive Board and SGA.
- The Secretary shall be responsible for the following duties
  - To uphold the aims and purposes of Andrew College
  - To be accountable for all correspondence of the SGA
  - To record and keep minutes of all SGA meetings
  - To take roll at all meetings and to notify members of their absences
  - To perform other duties assigned by the President

## Treasurer

- The Treasurer shall be a voting member of the Executive Board and SGA.
- The Treasurer shall be responsible for the following duties:
  - To keep an account of all finances in conjunction with the Office of Student Affairs
  - To make a weekly report to SGA on all expenditures

- To present an itemized budget no later than the second SGA meeting of fall semester
- To ensure that all funds be distributed through the Andrew College Business Office
- To ensure that all SGA funds are spent on items and activities that are in the keeping with the mission of the College
- Shall serve on the activities committee in an advisory capacity and the budget committee as chairperson

### **Residence Hall Association Representative**

- The Residence Hall Association Representative shall be a voting member of the Executive Board and SGA.
- The Residence Hall Association Representative shall be responsible for the following duties:
  - Serve as the liaison to residential life and college administration.
  - Advocating for the interests and welfare of residential students.
  - Create and manage all flyers/posters posted in the hall.

## **ELIGIBILITY FOR MEMBERSHIP IN EXECUTIVE BOARD**

### **Qualifications**

- The candidate must carry a full load 12 semester hours
- A candidate must have an overall average of at least a 2.5 and must maintain this average throughout term of office
- If an Executive Board member does not have a grade point average Of 2.5 after the end of the grading period, he/she shall be immediately disqualified from SGA
- In order to run for election, officers must have earned at least 12 hours at Andrew College
- All candidates for an executive office must be certified for eligibility by the Dean of Student Affairs.

### **Election of the Executive Board**

- The executive officers are to be elected by the student body to serve for one academic year
- A popular vote is necessary for the election of any office

## **ARTICLE VI – SGA SENATE**

### **Name**

All powers shall be vested in the Senate, the voting membership of the Student Government Association.

### **Composition**

The SGA Senate shall be composed of two male and two female Senators from both the freshman class and the sophomore class who shall hold office for one academic year.

### **Voting**

Each Senator shall have one vote.

### **Purpose**

The SGA Senate shall vote on all issues brought to SGA, shall provide leadership in matters pertaining to student

concerns, and shall support any action taken by SGA. The SGA Senate shall also coordinate and regulate all student activities at Andrew College in cooperation with the faculty and administration.

## **SENATE – ELIGIBILITY FOR MEMBERSHIP**

### **Qualifications**

- All candidates desiring a SGA Senatorial position must be carrying at least 12 semester hours
- All members of the Senate must have an overall grade point average of 2.5 to obtain a position as a Senator
- If a Senator fails to maintain thereafter at least a 2.5 cumulative average he/she will be dismissed from SGA
- Senators must be certified to hold office by the Dean of Student Affairs

### **Election**

- All members of the Senate must be elected according to the rules set forth by this constitution
- All elections will be conducted by secret ballot with the polling area free of distractions

## **ARTICLE VII – EXPULSION**

### **Disciplinary Action of Executive Board Officers and Senators**

- Any member of the Student Government Association is subject to dismissal if he/she fails to maintain the eligibility requirements by which he/she was elected
- Any member of the SGA who commits serious or repeated violations of code of conduct are subject to dismissal
- Repeated non-attendance at meetings is subject to dismissal without approval

### **Procedure**

- The Executive Board and Senate combined have the power to try all expulsion procedures
- An Officer or Senator may request expulsion and dismissal of another officer or Senator at any time for any reason
- There shall be a two-thirds approval of SGA members by secret ballot for dismissal of anyone from the SGA for reasons other than a disciplinary reason
- Dismissal from SGA needs only a majority vote

### **Attendance Policy**

- Officers or Senators who are absent for three or more meetings per semester without an approval (by SGA) will be subject to dismissal as referred to in Article VII.
- All meetings shall be mandatory including Executive Board and committee meetings, and absences will be based on Article VII of the Attendance Policy

## **ARTICLE VIII - SGA MEETINGS**

## **Regular Meetings**

- All SGA general meetings shall be held weekly unless cancelled or postponed by the President
- The prescribed day and time of the meetings shall be satisfactory to all SGA members
- To constitute a meeting, a quorum (majority) of all voting delegates should be present
- Executive Board meeting:
  - Shall be chaired by the President
  - It shall be composed of the Executive Board members
  - The Executive Board meeting will be closed but may be opened at the President's discretion

## **Committees**

- All committees shall report to the SGA
- The following shall be the duties of standing committees:

### **Executive Board**

- It shall handle all discrepancies confronting SGA
- It shall oversee all SGA activities
- The President shall be the Chairperson
- It shall be composed only of executive officers and Advisor

### **Finance Committee**

- Shall be responsible for generating an annual budget
- The Treasurer shall serve as Chairperson
- Shall assist the Treasurer as seen fit in preparing the weekly budget reports and updates

### **Food Service Committee**

- Shall be responsible for surveying the student body at least once persemester
- The Chair shall be appointed by the SGA President
- Meetings:
  - Meeting once a week to discuss suggestions to the food service staff and to help make food service better for the entire campus
  - Meeting with the Director of Food Service to involve him/her with ideas and to hear his/her input

### **Tiger Cash Committee**

- Shall be in charge of planning, implementing, and overseeing SGA studentactivities
- Shall consist of the Vice President, who will serve as chair of the committee, and as many members deemed necessary by the Vice President

Recognized College-sponsored organizations may request SGA funds to sponsor activities or events. The following guidelines will be enforced:

- The event/activity must be open to the entire student body
- The event/activity must benefit or promote the mission of Andrew College
- Requests for funds must be made before the Student Government Association at least two weeks prior to the event
- Requests must be written and a detailed plan of action of the event must be provided to SGA at the time of the request
- One week prior to the event/activity, final details and plans for the event/activity must be provided to SGA
- SGA, through the voting membership, retains the right to withdraw financial support at any time if, in their opinion, the policy guidelines are not followed

#### **Meetings:**

- Meeting bi-weekly to discuss suggestion on activities and campus events.
- Meeting with the OSA staff member to involve him/ her with ideas and to hear his/ her input Other committees shall be appointed by the President as necessary.

## **ARTICLE IX - GENERAL ELECTION**

#### **Procedure**

- Election for Executive Board officers shall be held during the spring semester prior to the 12th week of the semester
- The new officers will be required to attend all regular meetings of the Student Government Association as a time to prepare for their offices
- Their term of office shall be for one full academic year
- The grade point average of the candidates for office will be based on their cumulative grade point average
- Election for six sophomore senators, shall be set by the Executive Board
- Their term shall be for one full academic year
- Voting for all elections shall be administered by secret ballot by the students of Andrew College
- A popular vote is necessary for the election of any officer or senator
- A popular vote is defined as being any number of votes that surpassed that of any candidate
- Candidates are encouraged to campaign and may be asked to address the student body
- Campaign posters may be used but cannot contain derogatory remarks
- Posters may not be used within 50 yards of the voting premises. However, other types of publicity such as flyers and table-tents can be used
- Candidates who have violated the election codes as stated in this constitution will have their candidacy reviewed by SGA
- There shall be a presidential debate between all presidential candidates before the date of elections
- The procedure of the debate is as follows:
  - There will be four people from the student body, faculty, and staff who shall serve on a panel, which will ask two questions each to the candidates. One question from one member of the panel shall be asked to one candidate, then another until all have answered the

question, and then the next panel member will ask a question, and so forth, until all panel members have asked their questions. Then, the panel members will ask their second question to all of the candidates, this time in reverse candidate order

- Each candidate shall have two minutes to answer each question, with the Secretary of SGA serving as the timekeeper
- After each candidate has answered both of the questions asked by the panel members, the student body will have 30 minutes to take turns asking questions to the candidates. The order that the candidates answer the questions shall change after each question. Again, each candidate has two minutes to answer each question

## **SGA Vacancies**

Two separate elections will be held in the spring to select officers and senators for the following academic year. The election for executive officers will be held prior to the election for senators. Candidates for executive positions who were not elected may run in the senatorial election.

If, at any time during the fall semester, a member or members of the Student Government Association is excused or disqualified, an election shall be necessary to fill the vacancy. The election shall be conducted and announced by the Vice President with help from other Senators.

## **ARTICLE X – RATIFICATION**

This Constitution and all amendments to it, shall become effective upon two-thirds affirmative vote of the SGA. All applicable provisions contained herein shall become effective immediately upon ratification.

## **ARTICLE XI – AMENDMENTS**

Before any addition or deletion can be applicable to this constitution, there must be two-thirds consent of the SGA. Any member shall have the right to propose an amendment. The proposal must be presented in proper amendment form to the Secretary. A copy of any change to the constitution will be posted on the bulletin board by the Office of Student Affairs for public review of the student body. The Dean of Student Affairs shall have the authority to veto any proposal amendments to the constitution that are not in the best interests of the entire student body.