

2013

Student Guidebook

2014



Georgia
Perimeter
College

Fall 2013 – Summer 2014

Fall 2013 (Approved) (Revised 2/25/2013)

	Full Term	First-Half Term	Second-Half Term
Admissions Application Due Date	Jul 1	Jul 1	Jul 1
Convocation (College Closed)	Aug 12	Aug 12	Aug 12
Registration	Aug 14-Aug 16	Aug 14-Aug 16	Aug 14-Aug 16
Classes Begin	Aug 19	Aug 19	Oct 14
Schedule Adjustment	Aug 19-Aug 20	Aug 19-Aug 20	Oct 14
Withdrawal with W	Aug 21-Oct 16	Aug 21-Sep 11	Oct 15-Nov 6
Labor Day Holiday	Sep 2	Sep 2	----
Refund 90% *	Aug 21-Aug 27	Aug 21	Oct 15-Oct 17
Refund 50% *	Aug 28-Sep 9	Aug 22-Aug 28	Oct 18-Oct 25
Refund 25% *	Sep 10-Oct 9	Aug 29-Sep 11	Oct 26-Nov 6
Midpoint of Term	Oct 16	Sep 11	Nov 6
Withdrawal with WF	Oct 17-Nov 25	Sep 12-Sep 25	Nov 7-Nov 21
Thanksgiving Holiday	Nov 28-Dec 1	----	Nov 28-Dec 1
Classes End	Dec 3	Oct 2	Nov 26
Final Exams	Dec 4-Dec 10	Oct 3-Oct 7	Dec 2-Dec 6
Graduation Date	Dec 13	Dec 13	Dec 13

*For withdrawals from all classes. Dates for First-Half and Second-Half are for students taking courses in that part of term only.

Spring 2014 (Approved)

	Full Term	First-Half Term	Second-Half Term
Admissions Application Due Date	Nov 1	Nov 1	Nov 1
Registration	Jan 8-Jan 10	Jan 8-Jan 10	Jan 8-Jan 10
Classes Begin	Jan 13	Jan 13	Mar 19
Schedule Adjustment	Jan 13-Jan 14	Jan 13-Jan 14	Mar 19
Withdrawal with W	Jan 15-Mar 6	Jan 15-Feb 6	Mar 20-Apr 14
Martin Luther King, Jr. Holiday	Jan 20	Jan 20	----
Refund 90% *	Jan 15-Jan 22	Jan 15	Mar 20-Mar 21
Refund 50% *	Jan 23-Feb 6	Jan 16-Jan 23	Mar 22-Mar 28
Refund 25% *	Feb 7-Mar 5	Jan 24-Feb 5	Mar 29-Apr 9
Spring Break	Mar 10-Mar 16	Mar 10-Mar 16	Mar 10-Mar 16
Midpoint of Term	Mar 6	Feb 6	Apr 14
Withdrawal with WF	Mar 7-Apr 25	Feb 7-Feb 21	Apr 15-Apr 25
Classes End	May 1	Feb 27	May 1
Final Exams	May 2-May 8	Feb 28-Mar 4	May 2-May 8
Graduation/Commencement Date	May 9	May 9	May 9

*For withdrawals from all classes. Dates for First-Half and Second-Half are for students taking courses in that part of term only.

Summer 2014 (Approved)

	Full Term	First-Half Term	Second-Half Term
Admissions Application Due Date	Apr 1	Apr 1	Apr 1
Registration	May 21-May 23, May 27	May 21-May 23, May 27	May 21-May 23, May 27
Memorial Day Holiday	May 26	May 26	May 26
Classes Begin	May 28	May 28	Jun 30
Schedule Adjustment	May 28-May 29	May 28-May 29	Jun 30
Withdrawal with W	May 30-Jun 24	May 30-Jun 9	Jul 1-Jul 10
Refund 90% *	May 30	----	Jul 1
Refund 50% *	May 31-Jun 9	May 30-Jun 2	Jul 2-Jul 3
Refund 25% *	Jun 10-Jun 19	Jun 3-Jun 9	Jul 4-Jul 10
Midpoint of Term	Jun 24	Jun 9	Jul 10
Withdrawal with WF	Jun 25-Jul 9	Jun 10-Jun 16	Jul 11-Jul 16
Independence Day Holiday	Jul 4	Jul 4	Jul 4
Classes End	Jul 15	Jun 19	Jul 22
Final Exams	Jul 16-Jul 22	Jun 23	Jul 23
Graduation Date	Jul 25	Jul 25	Jul 25

*For withdrawals from all classes. Dates for First-Half and Second-Half are for students taking courses in that part of term only.



Georgia Perimeter College

Student Guidebook and Planner
2013-2014

Georgia Perimeter College

COLLEGE ADMINISTRATIVE OFFICES

3251 Panthersville Road
Decatur, Georgia 30034
Phone: (678) 891-2300

CLARKSTON CAMPUS

555 North Indian Creek Drive
Clarkston, Georgia 30021
Phone: (678) 891-3200

DECATUR CAMPUS

3251 Panthersville Road
Decatur, Georgia 30034
Phone: (678) 891-2300

DUNWOODY CAMPUS

2101 Womack Road
Dunwoody, Georgia 30338
Phone: (770) 274-5000

NEWTON CAMPUS

239 Cedar Lane
Covington, Georgia 30014
(770) 278-1200

ALPHARETTA CENTER at GSU

3705 Brookside Parkway
Alpharetta, GA 30022-4408
(404) 413-7878

If more specific directions are required or if you have questions,
please call the appropriate campus.

The University System of Georgia/AA/EOE

Dear Students:

Welcome to the Georgia Perimeter College family! As a first step in furthering your educational goals, we are so delighted that you have chosen Georgia Perimeter College.

Our commitment is "Students First." The College exhibits its commitment by providing the tools needed to succeed. Our academic programs and student support services focus on careful assessment of our students' abilities, achievements, needs, accommodations of special requirements and resources, and on guidance in the development and realization of their expectations and goals.

To meet the educational needs of our students, we encourage and support excellence in teaching, provide a technologically advanced learning environment and support innovative strategies for responding to the learning styles of all students. In all of these activities "students first" remains the priority at GPC.

GPC recognizes that students benefit from a balanced program of involvement in organizations and activities. GPC is home to numerous student service and honor clubs and nationally competitive athletic teams.

Again, welcome to the GPC family, and we wish you much success in all of your educational pursuits.

Sincerely,

Robert E. Watts
Interim President

TABLE OF CONTENTS

About This Handbook 6

Statement of Non-Discrimination..... 6

ACADEMIC SERVICES AND POLICIES..... 7

Offices 7

 Academic Services..... 7

 Library..... 7

 Online Classes at GPC..... 7

Services and Programs..... 7

 Fine Arts..... 7

 Honors Program 8

 Honors Societies..... 8

 Learning and Tutoring Center..... 9

 Study Abroad 9

 Transfer Admission Guarantee..... 9

Policies and Procedures 9

 Academic Honesty Policy..... 9

 Cheating and Plagiarism Policy 12

 Dean’s List..... 12

 Disruptive Student Behavior 12

 Grade Point Average (GPA) Calculations..... 12

 Graduation 14

 Regents Test..... 16

STUDENT SERVICES AND POLICIES 16

Offices 17

 Advising, Counseling and Retention Services 17

 Enrollment and Registration Services 17

 Disability Services..... 17

 International Student Admissions and Advising..... 18

 Military Outreach Center 19

 Student Financial Services..... 20

Financial Aid..... 20

Student Accounts..... 25

Veterans Educational Services..... 27

 Student Health Center 27

 Student Services 27

 Testing Centers..... 28

Services and Programs..... 28

 Bookstores..... 28

 Computer Labs..... 30

 Food Services..... 30

 GPC E-mail Accounts 30

 ID Services 31

New Student Orientation	31
Vending Services	31
Policies and Procedures	32
Anti-Harassment and Anti-Retaliation Policy	32
Drug and Alcohol Policy	35
Sexual Assault Policy	37
Standards of Conduct for Use of GPC Computing Resources	39
Student Code of Conduct	41
College Court	46
Student Discrimination Grievance	51
COLLEGE LIFE	53
Offices	53
Athletics	53
Health, Wellness and Recreation	53
Office of Student Life.....	54
Student Government Association	54
<i>Clubs and Organizations</i>	55
Student Newspaper and Publications	57
Policies and Procedures	57
Display of Non-College Publications Policy	57
Free Expression Policy	58
Sales and Solicitation Policy and Procedures	59
Student Activity Fee Financial Code	59
Student Government Association Constitution.....	59
PUBLIC SAFETY	60
Federal Disclosure Requirements	61
Reporting Procedures for Emergencies.....	61
Vehicle Code	61
<i>Statement of Policy</i>	61
<i>Vehicle Registration and Responsibility</i>	62
<i>Violations and Fines</i>	64
<i>Repeat Offenses</i>	66
<i>Appeals</i>	66

ABOUT THIS HANDBOOK

This handbook is prepared for the convenience of students and does not constitute an official publication of the Board of Regents of the University System of Georgia. In case of any divergence from or conflict with the Bylaws or Policies of the Board of Regents, the official Bylaws and Policies of the Regents shall prevail.

The statements set forth in this handbook are for information purposes only and should not be construed as the basis of a contract between a student and this institution. While every effort has been made to ensure accuracy of the material stated herein, the college reserves the right to change any provision listed in this handbook without actual notice to individual students. Every effort will be made to keep students advised of such changes.

Updates to this handbook are made on the web. For the most recent version of the information available, go to www.gpc.edu.

STATEMENT OF NON-DISCRIMINATION

Georgia Perimeter College supports the Civil Rights Act of 1964, Executive Order #11246, Title IX of the Educational Amendments of 1972, Section 504 of the Rehabilitation Act of 1973, and the Americans with Disabilities Act. No person shall, on the basis of age, race, religion, color, gender, sexual orientation, national origin or disability, be excluded from participation in, or be denied the benefits of, or be subjected to discrimination under any program or activity of the college.

Any student with a grievance which is related to the enforcement of any of the above provisions should contact the Ombudsperson. Please refer to Appendix E, Student Discrimination Grievance Procedure.

This handbook is not a contract. It is for informational purposes only and provides no rights to the reader.

ACADEMIC SERVICES AND POLICIES

OFFICES

ACADEMIC SERVICES

Academic Services is responsible for oversight of academic student support, the Learning and Tutoring Center and the Learning Resource Center, and has oversight of campus student and personnel issues related to academics.

LIBRARY

GPC Libraries provide reference and instruction services at each campus library, as well as in classrooms, by phone, email, text, online chat, and Facebook. The GPC libraries' website links to our online library catalog (GIL), research guides and multi-format tutorials created by GPC librarians, and to library hours, contact information, and "how to" sections. The libraries' website also links to GALILEO databases, containing thousands of full-text articles, online books, and videos. Off-campus access to library databases is available to current GPC students, faculty, and staff. GPC library materials are delivered from one GPC campus to another usually within two business days. GPC students and faculty may use any of the other 34 University of Georgia (USG) libraries in person or borrow books from these libraries using GIL Express.

ONLINE CLASSES at GPC

GPC Online provides a variety of online courses and, in some disciplines, a fully online degree. You can log in at any time – anywhere, and experience the ease and convenience our online course management tool provides. GPC online classes are fully accredited and can be taken in combination with on campus classes. A number of communication tools allow students to interact with faculty and classmates.

A full array of student services and support is available through the GPC Online Student Success Team. Each semester, the Team also offers a schedule of online webinars, workshops and activities to give students the opportunity to interact with other online students, guest speakers and student support staff.

The tuition rate for online courses is applied separately from tuition for on-campus courses. A student's residency status has no bearing on the calculation of tuition for online courses. Go to the college's web site for up to date tuition information (<http://www.gpc.edu/~finaid/>).

To find out more about online courses and activities, check the GPC Online website <http://www.gpc.edu/online> or call (678) 891-2805.

SERVICES AND PROGRAMS

FINE ARTS

Faculty and Student dramatic and musical performing organizations are based on many of the GPC Campuses. They are open to participation by all students, faculty and staff from any campus as well as community residents.

Theatre at GPC

Dramatic and musical theatre productions are presented throughout the year at the Clarkston, Decatur, Dunwoody, and Newton campuses. Students, faculty, staff and community residents are invited to audition for any production. They may also participate in a technical and support capacity for these productions through volunteering. Class credit in THEA 1701 "Theatre Practicum – acting/directing", and THEA 1702 "Theatre Practicum – technical" is available to registered students. Please

contact the Arts and Humanities Department on the respective campus for audition and volunteer information.

Musical Performing Organizations at GPC

The GPC Chorus at the Clarkston campus is open to any student, staff or faculty member or resident of the community who is interested in singing. Several concerts of varied styles of choral literature are presented each year, both on and off campus. No audition is required, but the basic ability to sing is expected. One hour of class credit is available for students enrolled in MUSC 1652 - Chorus.

The Jazz Ensemble at Dunwoody campus and the Student Jazz Bands at Dunwoody and Clarkston campuses perform works in a wide variety of jazz and jazz-derived styles. Any student, faculty, staff, or resident of the community is eligible to audition for the Jazz Groups in the fall term or as vacancies occur. One hour of class credit is available for students enrolled in MUSC 1756 - Jazz Ensemble and MUSC 1754 – Jazz Lab Band. Please contact the Arts and Humanities Departments at Clarkston or Dunwoody for audition information.

The Wind Ensemble at Georgia Perimeter College is open to any student, staff, faculty member or resident of the community by audition. In addition to formal campus concerts, the Wind Ensemble has performed for professional meetings and many other off campus events. One hour of class credit is available for students enrolled in MUSC 1654 – Wind Ensemble. Please contact the Arts and Humanities Department at Clarkston for audition information.

The DeKalb Symphony Orchestra is a resident non-profit professional organization open to students, staff, faculty members, and residents of the community by audition only. The orchestra performs orchestral repertoire, often with soloists of a national reputation, four to six times per year at college and community venues. One hour of class credit is available for students who have auditioned and are enrolled in MUSC 1656 – Orchestra. Please contact the Arts and Humanities Department at Clarkston for audition information.

Additional information is available at the Arts and Humanities Division website: www.gpc.edu/finearts

HONORS PROGRAM

The Honors Program is an academic and student services program for students in all programs of study who have demonstrated outstanding achievement and motivation. The program offers intellectually challenging courses taught by dedicated faculty, interaction with other students, and opportunities for recognition and service. The purpose of the program is to encourage students to achieve excellence in all areas of their experience at Georgia Perimeter College. The Honors Program fosters in its students a lifelong commitment to intellectual inquiry through their engagement with the academic community and society at large. The Honors Program seeks to promote the academic and personal growth of outstanding students at Georgia Perimeter College, helping to prepare them for leadership roles in careers of their choice.

As members of this unique learning community, students will engage in a stimulating Honors curriculum focusing on interdisciplinary investigation and independent research, further enhanced by the emphasis on small classes and seminars. Outside the classroom, Honors students benefit from a wide variety of Honors activities and programs.

HONOR SOCIETIES

Alpha Beta Gamma is an International Business Honor Society for men and women at junior and community colleges. To become a member of Alpha Beta

Gamma, one must be a currently enrolled student in the program of Business Administration with a 3.0 cumulative GPA after earning 15 semester credit hours.

Phi Theta Kappa, the national honor society for two-year colleges, recognizes and furthers outstanding academic achievement. Membership is offered to those students who have completed 18 semester credit hours at Georgia Perimeter College with a GPA of 3.5 or better. Chapter activities promote both fellowship and scholastic excellence. Students are invited to join each semester.

Who's Who Among Students In American Junior Colleges recognizes outstanding achievement among junior college students. Membership is by selection and is based on scholarship, leadership, participation in extracurricular activities, and general citizenship. Selections are made yearly from sophomore students.

LEARNING AND TUTORING CENTER (LTC)

The Learning and Tutoring Centers on each campus are certified by the College Reading & Learning Association (CRLA) and offer academic support to Georgia Perimeter College students. The LTCs assist students to develop their own writing, math, and scientific skills that may be required in any college course. The LTCs' welcoming environment and free tutorial services support the college curriculum and respond to diverse learning styles. One-to-one tutoring or small group sessions with experienced tutors are available on a drop-in basis. The LTCs also offer Internet access, computer-assisted instruction for skill building and test preparation, and a variety of workshops. Online tutoring is available through the OWL (Online Writing Lab) and the MOL (Math Online Lab). Additional resources are available on the LTC website.

STUDY ABROAD

Study abroad allows students to combine academic coursework with an overseas experience, making their education even more globally relevant and personally rewarding. GPC students can find an array of study abroad opportunities through the Center for International Education (CIE). Short and long-term programs are available. Financial Aid can be applied toward the costs, and scholarships are available for approved programs. Students should plan at least five months in advance and work closely with a study abroad advisor or study abroad faculty member throughout the process.

TRANSFER ADMISSION GUARANTEE (TAG)

Georgia Perimeter College has transfer admission guarantees with numerous four year public and private institutions within Georgia as well as in other states. See the GPC TAG web site at <http://www.gpc.edu/tag> for a list of institutions and their criteria. Students who wish to transfer to one of these institutions after completing their program of study at GPC should meet with an academic advisor in Advising, Counseling and Retention Services.

POLICIES & PROCEDURES

ACADEMIC HONESTY POLICY

Policy

Georgia Perimeter College requires that students not attempt to defraud, deceive, or mislead an instructor in arriving at an honest grade assessment.

Procedure

Any attempt to defraud, deceive, or mislead constitutes cheating. Cheating of any kind may result in a penalty ranging from a grade of zero for the work in question to expulsion from the college.

The following are examples of cheating unless they have been specifically authorized by the instructor. This is not an exhaustive list.

A. On tests and quizzes:

1. Looking at or copying from another student's work.
2. Allowing another student to look at or copy work.
3. Having a copy of the test before actually taking the test.
4. Sharing a calculator.
5. Communicating with anyone except the student's instructor using any form of communication including all forms of electronic communication.
6. Accessing unauthorized material whether it be student notes, printed material, or material accessed electronically or any other way.

B. On homework, papers, and other out-of-class assignments:

1. Copying work or answers from any source.
2. Having a person do another student's work.
3. Allowing a student to use another student's work as his or her own.
4. Presenting one student's work as the work of another.
5. Submitting false results of an experiment, data collection, a computer program or any other assignment.
6. Plagiarism.
7. Submitting work that has been previously submitted in another course.

C. For late work, tests, or grades:

1. Providing false information or documents in order to be allowed to make up a missed exam, quiz, class work, or homework.
2. Providing false information or documents in an attempt to obtain a grade change.

D. While using any GPC computer system or educational system:

1. Logging in with someone else's identification.
2. Allowing an individual to log in with another student's identification.

When an instructor believes there has been a violation of the AHP, the student may accept the instructor's decision or appeal it to the department chair. If the student chooses, he or she may appeal the decision of the department chair to the campus academic dean. The decision of the dean is final. Multiple violations may result in expulsion.

When a violation of the Academic Honesty Policy occurs, the instructor will inform the student of a suspected violation by completing and delivering Form A (from Academic Affairs Policy #101) to the student and obtaining the student's signature on the form.

These are the possible courses of action for the student.

- A.** The student proves to the instructor that there was no violation. In this event, the instructor should destroy his or her copies of Form A.

- B. The student chooses to accept the instructor's decision. In this case, the instructor should keep his or her copy of Form A, signed by the student, and assign the grade as described in Section 2 of Form A. A copy of Form A should be delivered to the department chair.
- C. The student chooses to appeal the instructor's decision.
 - 1. The student must inform the instructor and department chair of this decision by completing 2 copies of Form B (from Academic Affairs Policy #101), one each for the instructor and the department chair. The student must deliver Form B to the department chair and the instructor within five college instructional days of receiving Form A. A "college instructional day" is a weekday on which classes meet or final exams are scheduled.
 - 2. The department chair will schedule a meeting with the instructor and the student. The meeting will be within five college instructional days of the date by which the department chair received Form B from the student.
 - 3. The department chair will inform the student, the instructor, and the campus academic dean of his or her decision, in writing, within five college instructional days of the meeting.
 - 4. The student may appeal the decision of the department chair. To do so, the student must complete 3 copies of Form C (from Academic Affairs Policy #101), one each for the campus academic dean, the department chair, and the instructor. The student must deliver these forms to the dean within five college instructional days of receiving the department chair's decision.
 - 5. The academic dean will schedule a meeting with the instructor and the student. The meeting will be within five college instructional days of the date by which the dean received Form C from the student.
 - 6. The academic dean will inform the student of his or her decision in writing within five college instructional days of the meeting. The decision of the dean will be final.

This dean may choose to confer with a group of his/her peers while making this decision.

If this decision results in a second incident being recorded in the data base of the Vice President for Academic Affairs, the academic dean's notification to the student will include a warning that future violations could result in expulsion from the college.

If this decision results in a third incident being recorded in the Vice President's data base, the Vice President will direct the Expulsion Panel to convene to decide if the student should be expelled (See Academic Expulsion Policy, Academic Affairs).

NOTE: If the appeals process has not been completed by the end of the term, the instructor should assign the grade of NR until the matter is resolved.

Records of the incident will be placed on file in the office of the Vice President for Academic Affairs in the following cases:

- 1. The student accepts the instructor's decision.

2. The student is found guilty by the department chair, and the student does not appeal the decision of the department chair.
3. The student is found guilty by the academic dean.

CHEATING AND PLAGIARISM POLICY

Cheating includes any attempt to defraud, deceive or mislead the instructor in arriving at an honest grade assessment. Plagiarism is a form of cheating that involves presenting as one's own the ideas or work of another. Through course syllabi or course requirements, students will be informed of the cheating and plagiarism policy. The policy has been established by Georgia Perimeter College to insure due process in cases of cheating and plagiarism (See Academic Affairs Policy #101 and Academic Honesty Policy Information on page 8).

DEAN'S LIST

The Dean's List is an honor roll of high-achieving Georgia Perimeter students. At the end of each semester, students who have achieved a grade-point average of 3.5 or better while carrying an academic load of nine semester hours or more of courses numbered 1000 or higher will be placed on the Dean's List.

DISRUPTIVE STUDENT BEHAVIOR

Disruptive student behavior in academic or other college settings is prohibited at Georgia Perimeter College. Disruptive behavior is defined as any behavior that interferes with teaching, administration, college activities, and the collegiate learning process. Determination of a behavior as disruptive is at the discretion of faculty or staff and can be dependent upon many factors.

Behavior which college personnel may declare disruptive includes, but is not limited to, the following:

- Entering class late or leaving early (without permission)
- Eating/drinking in class without permission
- Sleeping in class
- Persistent speaking without permission
- Inappropriate use of electronic devices
- Disputing the authority of faculty or staff
- Arguing with faculty, staff or other students
- Electronic communications which are abusive, harassing, or excessive
- Threats of any kind and/or harassment
- Physical or verbal disruptions or assault

Procedure

Disruptive behavior occurring outside of an academic setting will be reported to the Dean of Student Services and will be handled according to the Student Code of Conduct.

Disruptive behavior occurring during academic activities will be addressed by Academic Affairs Policy #113 using the following procedure. The instructor will inform a student if he or she is disruptive. If the behavior continues or escalates, the instructor will ask the student to leave the class for the day, possibly resulting in grade penalties for work missed. If the student does not leave, the instructor will call Public Safety to remove the student. If disruptive behavior occurs during academic activities conducted outside of a physical classroom, such as in on-line instruction or during a field trip, the instructor may remove students from participation in that activity.

Instructors should call Public Safety immediately if any of the following occur:

- A student threatens or intimidates faculty, staff, or other students
- A student engages in violent behavior
- Faculty suspect criminal activity
- A situation begins to escalate, such as a discussion turning into shouting

Any time a student is dismissed from class, the instructor will complete the Disruptive Behavior Form (from Academic Affairs Policy #113). Within five college instructional days of the incident, the instructor and student will meet to discuss the disruptive behavior and develop a corrective behavior to prevent future disruptions. (*A "college instructional day" is a weekday when classes meet or final exams are scheduled.*) The instructor will retain a copy of the form and submit a copy to the Department Chair and to the student. If Public Safety was called to remove the student from class, the instructor will also send a copy of the form to Public Safety. If the student fails to meet with the instructor or refuses to sign the form, the instructor will note this on the form and send it forward to the Department Chair five college instructional days after the incident.

Five college instructional days after receiving the Disruptive Behavior Form, the Department Chair will sign the form, deliver a copy to an Academic Dean on that campus, and retain a copy. The Academic Dean will review the form and determine if further disciplinary action is required as governed by Academic Affairs Policy #113 and/or by the Student Code of Conduct. Five college instructional days after receiving the Disruptive Behavior Form, the Dean will sign the form and send a copy to the Vice President of Academic Affairs (or the office/designee of the Vice President of Academic Affairs), send a copy to the instructor, and retain a copy.

The office of the Vice President of Academic Affairs (or the office/designee of the Vice President of Academic Affairs) will conduct a records search each time a disruptive behavior violation is entered. If three (3) or more violations of the disruptive behavior policy (Academic Affairs Policy #113) are found, the Vice President of Academic Affairs will direct an Expulsion Panel to convene to decide if the student should be expelled. Disruptive conduct of a sexual nature may require further action (See Anti-Harassment and Anti-Retaliation Policy information on page 31).

The student may appeal the instructor's decision by delivering a completed Appeal of Instructor's Decision Form (from Academic Affairs Policy #113) to the Department Chair within five college instructional days of receiving the Disruptive Behavior Form. The Department Chair will schedule a meeting with the instructor and the student within five (5) college instructional days of receiving the appeal form. The Department Chair will inform the student and the instructor of his or her decision, in writing, within five college instructional days of the meeting.

The Department Chair's decision may be appealed by delivering a completed Appeal of Department Chair's Decision Form (from Academic Affairs Policy #113) to the Academic Dean within five (5) college instructional days of receiving the Department Chair's decision. The Dean will schedule a meeting with the instructor and the student within five (5) college instructional days of receiving the appeal form. The Dean will inform the student and the instructor of his or her decision, in writing, within five (5) college instructional days of the meeting. The decision of the Dean will be final.

GRADE POINT AVERAGE (GPA) CALCULATIONS

Use the following steps to calculate a term GPA:

1. Multiply the number of credit hours for the course by the number of grade points for the corresponding letter grade to get the number of quality points for the course.
(Credit hours X Grade Points = Quality Points)
Repeat this for each course in the term.

Grade	Grade Points
A	4.0
B	3.0
C	2.0
D	1.0
F	0.0
WF (Withdrawal Fail)	0.0

Note: Courses with any other letter grade (i.e. W, V, etc.) or grades followed by % (Learning Support, ESL, Regents' Prep), \$ (Transfer Credit), # (Academic Renewal) are not used in the GPA calculation.

1. Total the credit hours for each course used in the GPA calculation.
2. Total the quality points for each course used in the GPA calculation.
3. Divide the total quality points by the total credit hours to obtain the GPA.
(Term Quality Points / Term Credit Hours = Term GPA)

EXAMPLE

Course	Letter Grade	Credit Hours		Grade Points		Quality Points
ENGL1101	B	3	X	3	=	9
MATH0098	C%	0	X	0	=	0 (not used)
PSYC1501	C	3	X	2	=	6
COMM1201	A	3	X	4	=	12
PHED1063	W	0	X	0	=	0 (not used)
Totals		9				27

$$27 / 9 = 3.00 \text{ GPA}$$

To calculate a cumulative GPA, divide the total number of quality points earned by the total number of credit hours using the guidelines in item #1 above.

(Total Quality Points / Total Credit Hours = Cumulative GPA)

GRADUATION

Students are encouraged to fulfill all requirements for graduation to earn an associate degree in arts, science, or applied science. Students who earn associate degrees enhance their chances of being accepted into the senior institution of their choice. Students with associate degrees also enhance their employment opportunities after they graduate.

Students who are within a few hours of earning an associate degree but transfer to a four-year institution before completion may, in many cases, transfer the necessary hours back to Georgia Perimeter College from the four-year institution and earn the

associate degree. Students should consult the campus Enrollment and Registration Services Office to explore this option.

The annual formal commencement ceremony is held in May of each year. Students completing degree requirements at the end of the summer or fall semesters may participate in the May commencement.

Graduation Requirements

Associate of Arts, Associate of Science, and Associate of Applied Science degrees and certificates are awarded each semester to those students who meet all graduation requirements. All students who have earned 30 semester hours are eligible for a graduation evaluation. Students should complete a graduation application form, available in the campus Enrollment and Registration Services office or by downloading the form from the Student Forms page of the GPC website. A separate application must be submitted for each program of study in which a degree audit is sought and a \$25 (non-refundable) graduation application fee is required per application. Students should apply for graduation by the following graduation deadlines:

Fall Semester	July 1
Spring Semester	November 1
Summer Session	March 1

To graduate, students must do the following:

- Successfully complete an approved program of academic work, including the basic physical education requirement
- Earn an overall grade point average of "C" or better in courses presented for graduation
- Pass all courses on Area A (Essential Skills) with "C" or better
- File an application for graduation with the campus Enrollment and Registration Services Office by the appropriate deadline
- Complete at least 18 semester hours for an associate's degree or 36 semester hours for a bachelor's degree at Georgia Perimeter College and be enrolled during the semester of graduation
 - Students who transfer their final nine semester credit hours for approved courses back to Georgia Perimeter College to complete their associate degree requirements can be exempt from the enrollment requirement.
 - Transfer students must take 18 hours of courses from Areas A through F in the Core Curriculum of the associate's degree they are seeking.
 - Transfer students must take 36 semester hours of courses that apply to the bachelor's degree they are seeking; a minimum of 18 semester hours must be in major courses.
- Demonstrate a satisfactory knowledge of United States and Georgia history and Constitutions (These requirements can be met by successfully completing Area E in the program of study.)
- Settle all financial obligations to the college before a degree, certificate, or transcript will be issued

Note: Students seeking a degree will not be credited with the completion of the requirements for graduation while on probation. To be eligible for graduation in Nursing or Dental Hygiene, a student must make a minimum grade of "C" in all professional courses and in all basic science courses required by the program.

SECOND DEGREE

Graduates seeking a second degree from Georgia Perimeter College must complete all degree requirements for the second degree to include a minimum of 18 semester hours above the hours submitted for the first degree.

- Hours must be taken in Areas B through F in the Core Curriculum for the second degree.
- Courses already taken may not be repeated for credit in the second degree.
- No third degrees will be awarded unless they are a combination of two associate transfer degrees and a degree or certificate in a Career program offered by Georgia Perimeter College.

GRADUATION WITH HONORS

Students who graduate from Georgia Perimeter College and excel in their academic work shall be recognized at graduation. The following grade point averages will be used in the selection of students who receive honors recognition:

3.50 - 3.69	Graduation with honors
3.70 - 3.89	Graduation with high honors
3.90 - 4.00	Graduation with highest honors

Computation will be based on all academic work completed at Georgia Perimeter College. At least 27 semester hours must be earned at Georgia Perimeter College to receive consideration for honors.

REGENTS' TEST

The Board of Regents of the University System of Georgia instituted the Regents' Testing Program to ensure that students receiving degrees possess certain minimum reading and writing skills. The passing or exempting the Regents' Test is a graduation requirement from GPC.

Once a student has passed ENGL 1101 and ENGL 1102, he or she will be considered exempt from taking the Regents' Test.

Other Exemptions:

Students will be considered to have fulfilled the reading comprehension requirement of the Regents' Test if they have:

- SAT-I Verbal scores of at least 510
- ACT Reading scores of at least 23

(Scores must be from a *national* administration of these tests.)

Students will be considered as having fulfilled the essay requirement of the Regents' Test if they have:

- AP English scores of at least 3
- IB higher level English scores of at least 4
- SAT-II English Writing scores of at least 650
- SAT I Writing scores of at least 560
- SAT Reasoning, Writing Section Test: 500 for students who also have at least 510 on the SAT Reasoning, Critical Reading Section.
- ACT Combined English/Writing test: 22 for students who also have at least 23 on the ACT Reading Test.

(Scores must be from a *national* administration of these tests.)

STUDENT SERVICES AND POLICIES

OFFICES

ADVISING, COUNSELING AND RETENTION SERVICES

Advising, Counseling, and Retention Services (ACRS) provides supportive curricular and co-curricular guidance to students to support their educational, career, and life goals.

These include:

- Academic and Transfer Advisement, including Transfer Admission Guarantee (TAG);
- Career Development Assessments;
- Learning Support Programs;
- Program of Study Evaluations;
- Student Success Series Workshops (e.g., time management, test taking, time management, etc);
- Comprehensive Personal Counseling.

It is the intent of the Advising, Counseling, and Retention Services to provide students with services that will assist in their academic and personal success.

ENROLLMENT AND REGISTRATION SERVICES

The Office of Enrollment and Registration Services provides information to assist students with admissions, tuition classification changes, registration, grades, course withdrawals, graduation evaluations, enrollment verifications, and transcript requests. Students requiring changes in personal information and/or student record information should contact this office. Offices are located at the Clarkston, Decatur, Dunwoody, and Newton campuses and at the Alpharetta Center.

DISABILITY SERVICES

Disability Services ensures access for students with disabilities who self identify through accommodations that are:

- Individualized, flexible and confidential
- Based on the nature of the disability and the educational environment
- Supported by documentation from a licensed professional
- Sanctioned by Section 504 of the Rehabilitation Act of 1973 and the Americans with Disabilities Act
- Provided by a Faculty Accommodation Letter developed with each student

For additional information visit <http://www.gpc.edu/cds> and contact a Disability Coordinator at one of the following locations:

- | | |
|----------------------|--------------|
| • Alpharetta Campus: | 678-240-6038 |
| • Clarkston Campus: | 678-891-3385 |
| • Decatur Campus: | 678-891-2406 |
| • Dunwoody Campus: | 770-274-5235 |
| • Newton Campus: | 770-278-1316 |

INTERNATIONAL STUDENT ADMISSIONS AND ADVISING (ISAA)

International Student Admissions and Advising provides comprehensive services to address the needs of Georgia Perimeter College's international student population. The following services are offered through the department:

- Admissions counseling and application processing
- Transfer credit evaluation from colleges and universities outside the United States
- International Student Orientation
- Immigration advisement
- Cultural adjustment support
- Cultural and educational programming for International students
- International Peer Assistant (IPA) Program
- F-1 student workshops
- Non-resident Tuition Fee Waivers
- Petition Reviews for In-State Tuition Classification

Maintaining Student Status

Tips for Success for students in F-1 visa status:

When you enter the United States with an F-1 (student) visa, you agree to follow certain immigration rules. Violating these rules will put you at risk for deportation and could affect your ability to re-enter the United States for several years. The following is a list of the things you must do to remain in legal student status.

- Maintain full-time student status.
 - A. Students in F-1 visa status must maintain full-time status by being registered for a minimum of 12 credit hours. There are no excused absences, but you should contact your teacher if you will be absent and explain why.
 - B. F-1 students may count a maximum of 3 credit hours of on-line classes toward full-time enrollment during the fall and spring semesters. This means that F-1 students must enroll in a minimum of 9 credit hours on-campus if they take 3 credit hours on-line.
 - C. Do not withdraw from any classes without consulting with an International Student Advisor if the class withdrawal will put you below 12 credit hours.
- Do not take an unauthorized vacation from school. To maintain status, F-1 visa students must enroll full-time (12 credits) in fall and spring semesters. Summer term is optional and students may choose to either not take any classes or take fewer than 12 credit hours during summer semester (unless summer semester is the first term of enrollment).
- 3. Do not work without authorization. You are eligible to work on campus up to twenty hours per week. For everything else, you must get special authorization from the United States Department of Homeland Security (DHS). Working off-campus without DHS authorization is a violation of your status.
- 4. Keep your passport valid at all times. If your passport is going to expire, contact your home country embassy for renewal information. Please come to International Student Admissions and Advising if you need information about contacting your closest embassy or consulate.
- 5. Keep your I-20 valid at all times. Check the "completion of studies date" in item #5 on your I-20. If it will expire soon, speak to an advisor at International Student Admissions and Advising. If you plan to continue your studies, we may extend your I-20 with a later completion date. I-20 extensions must be done before the I-20 expiration date is reached. Proof of financial support and a graduation audit are required for an I-20 extension.
- 6. Maintain adequate health insurance. The Board of Regents of the University System of Georgia requires that all F-1 students maintain adequate health

insurance. This is to protect you from the unexpected costs of an accident or illness. The fee for your health insurance is paid along with your payment for tuition each semester. If you have other health insurance and you want to be exempt from the mandatory health insurance policy, please contact International Student Admissions and Advising for further instructions.

7. Report address and phone number changes to International Student Admissions and Advising within 10 days.
8. Plan ahead for overseas travel and make the proper preparations. If you will be traveling outside the United States, please come to International Student Admissions and Advising at least two weeks before traveling to get your I-20 and other documents checked. You will need a valid passport, a valid F-1 visa, and your I-20 form.
9. Do not worry if your F-1 visa expires. The F-1 visa in your passport is an entry visa only. Do not worry if it expires while you are in the United States. However, the next time you travel outside of the United States (except for short trips to Canada, Mexico or the Caribbean) you will need to go to the US embassy or consulate to get a new F-1 visa. This should be requested in your home country. Be prepared to show a valid I-20, updated financial documents and your current GPC transcript to the consular office when requesting a new F-1 visa. As always, we recommend that you visit International Student Admissions and Advising to have your documents checked before you travel overseas.
10. Adhere to deadlines to transfer to another college, to apply for Optional Practical Training, or to leave the US once you complete a course of study. See the International Student Advisor for further details.
11. Get good advice if you have questions. If you have questions about your visa status, speak with an advisor in International Student Admissions and Advising for the most accurate and current information about relevant immigration laws. So, play it safe and ask for advice from the staff in International Student Admissions and Advising when you need it.

MILITARY OUTREACH CENTER (MOC)

GPC's Military Outreach Center (MOC) goes above and beyond for military students and has been named year-after-year by G.I. Jobs Magazine as a *Military Friendly School*. This distinction places GPC in the top 15 percent of schools in the nation, offering military students the best services, programs, discounts, scholarships, clubs, networking and staff. The MOC provides resources and support services for military, active duty, National Guard or Reserve, and veteran students, including spouses and dependents. The MOC is staffed by veterans and actively maintains information regarding campus resources, communications, and contact with military and veteran students, as well as local VA support services and Veteran Service Organizations.

Benefits of the MOC's Services:

- Connecting students to campus experts in Admissions, Advising, Financial Aid, Personal Counseling Services, Disability Services and Testing Services
- Providing referrals to campus and community resources
- Facilitating Soldier-to-Student transition through campus activities
- Promoting camaraderie among military students through organized student veteran and military associations, such as the Student Veterans Association (SVA)
- Creating a military-inclusive atmosphere college-wide

Georgia Perimeter College and the Military Outreach Center want to honor veterans returning to pursue their educational goals at GPC. Their goal is to assist each student with a comfortable transition to achieve academic success.

To learn more about the services offered, please call or visit the Military Outreach Center located at the Clarkston campus, *Building CH-1300*, or call 678-891-3025. You can also visit any of the Military Outreach Resource Booths located on all campuses.

STUDENT FINANCIAL SERVICES

FINANCIAL AID

One of Georgia Perimeter College's goals is to strengthen student success. The office of Student Financial Services understands that in order to strengthen student success, we must provide assistance and guidance to students and parents regarding financial assistance so that each student may successfully meet his/her educational goals.

The office of Student Financial Services strives to help remove financial barriers and make the financial aid process as simple and easy to understand as possible. Our office is here to serve and provide financial assistance in the fairest and most efficient way possible by providing equal opportunities for deserving and eligible students who, without financial assistance, might otherwise be unable to attend college.

For additional information please visit <http://www.gpc.edu/~finaid/>

APPLYING FOR FINANCIAL AID

To apply for financial aid a student must complete the annual *Free Application for Federal Student Aid (FAFSA)* to be considered for certain types of aid: federal grants, federal student loans, federal work-study, state aid, institutional scholarships, and outside scholarships. Students pursuing the HOPE Scholarship or HOPE Grant must complete a one-time online Georgia Scholarship/Grant Application (GSFAPPS).

Free Application for Federal Student Aid (FAFSA)

- An instructional worksheet to assist with completing the online FAFSA may be obtained online at www.FAFSA.gov or from any Financial Aid Office at the Alpharetta, Clarkston, Decatur, Dunwoody, and Newton campuses.
- Complete the FAFSA online at www.FAFSA.gov
- When completing the online FAFSA, select Georgia Perimeter College (school code 001562).
- The FAFSA must be completed once each academic year (August –July) and is available in January.
- FAFSAs submitted by the **April 1st** priority processing date may be eligible for certain campus-based aid.

Example: For the 2010-2011 academic year that began August 2010 through July 2011, the 2010-2011 FAFSA was available online January 2, 2010. The priority processing date was April 1st, 2010 for the 2010-2011 academic year.

Scholarships

- Various scholarships are available. To determine scholarship requirements and to obtain a scholarship application, please refer to the *Georgia Perimeter College Catalog* for detailed information on available scholarships.

- To apply for the HOPE scholarship or Grant students must complete a HOPE Scholarship Request or a HOPE Grant Request located on the GPC Financial Aid website. <http://www.gpc.edu/~finaid/hope.htm> For a student to receive the HOPE Scholarship, the HOPE Grant, or the HOPE GED Voucher a student must complete and submit a current year FAFSA with GPC's Federal school code (001562). www.FAFSA.gov

Financial Aid Priority Date: APRIL 1ST

In order to be awarded financial aid at registration, all outstanding requirements and supporting documentation must be submitted to the office of Student Financial Services by the **April 1st** priority processing date. The processing timeframe is 2-4 weeks from the date the last outstanding requirement and/or supporting documentation has been submitted. If a student's file is not complete by the **April 1st** priority processing date, the student must be prepared to pay his/her tuition and fees by the posted fee payment deadline date. If the financial aid awarded is not sufficient to pay for all of the tuition and fees, the student is responsible for the remainder of the balance due by the posted fee payment deadline date.

TYPES OF FINANCIAL AID

The office of Student Financial Services offers several forms of financial assistance:

- **Pell Grant**
 - The Federal Pell Grant is need-based financial aid and does not require repayment. The U.S. Department of Education requires applicants to complete the FAFSA. Recipients must be undergraduate students who have not already earned a baccalaureate degree.
- **Federal Supplemental Educational Opportunity Grant (FSEOG)**
 - FSEOG is a limited-fund, need-based grant, based on the information a student submits the FAFSA. FSEOG is offered on a first-come, first-served basis to students with exceptional financial need, Pell Grant eligible, and at a maximum amount of \$600 per school year. Recipients must be undergraduate students who have not already earned a baccalaureate degree. To assist as many students as possible, eligible students receive FSEOG.
- **Federal Direct Loans (Subsidized, Unsubsidized, and PLUS)**
 - These loans are provided directly through the U.S. Department of Education.
 - Students must complete a FAFSA and have no outstanding requirements.
 - Loans may be awarded in an offered status or students may be required to submit a Georgia Perimeter College loan request form.
 - In order to receive student loans, a student
 - Must be enrolled in at least 6.0 credit hours at the time the loan disburses.
 - Complete a one-time Entrance Counseling and Master Promissory Note (MPN) for Georgia Perimeter College online at www.StudentLoans.gov.
 - Federal regulations state that all 'first semester, first-time borrowers' first loan disbursement date be 30 days after the first day of classes.
 - There are three types of Federal Direct loans offered:

- A Subsidized loan is a need-based loan. Additionally, if a student receives a Subsidized Loan to attend Georgia Perimeter College, the federal government pays the interest on the loan when a student is: 1) attending school at least half time [6 credit hours]; 2) qualifying for an authorized deferment; or 3) in the grace period before beginning repayment.
- An Unsubsidized loan is not 'need based' and a student who receives an Unsubsidized Loan to attend Georgia Perimeter College is responsible for paying the interest while in school. A student may choose to pay this interest while attending school or choose *not* to make the interest payments while in school; the interest will be added or capitalized onto the principal balance at repayment.
- PLUS loans are available through the Direct Loan program. PLUS loans are based on the parent's credit history and a parent may borrow money to pay the education expenses of each child who is a dependent undergraduate student. A Direct PLUS request form must be submitted and an online PLUS application must be completed in order to be awarded a PLUS loan.
- **Federal Work Study Program**
 - The goal of the FWS Program is to promote student employment opportunities for students who desire job experience and to assist those students who need earnings to help meet educational expenses.
 - Students are employed on an hourly basis.
 - Federal Work-Study students should consult the Financial Aid Office at the Alpharetta, Clarkston, Decatur, Dunwoody, and Newton campuses at which she/he attend. For additional information on work-study, please visit <http://www.gpc.edu/~finaid/fws.htm>
 - Students must complete an annual FAFSA (www.fafsa.ed.gov)
 - Students may work on or off campus
- **HOPE Scholarship or Grant or GED Voucher**
 - The Georgia HOPE Scholarship and Zell Miller Scholarship programs provide merit based financial assistance to students attending Georgia public and private institutions of higher learning.
 - The HOPE Grant program provides assistance to students enrolled in one of the three certificate programs at GPC. Student's must not have a bachelor's or master's degree and maintain the required GPA.
 - Hope GED Vouchers are issued to GED students after they have passed the GED exam. The student must not have previously attended a post-secondary institution, and the \$500 voucher can only be use once.
- **For additional information please visit:**
<http://www.gpc.edu/~finaid/loansgrantsaid.htm>

FINANCIAL AID ELIGIBILITY

Ineligible Statuses

Certain admission statuses are not eligible for financial aid: transient student, auditing of course(s), international student, an undeclared major, special student, and conditional acceptance.

Enrollment Hour(s) Freeze Policy

The office of Student Financial Services will freeze enrollment hours after the *No Show Attendance* period for full and first half classes has ended; this is the **financial aid freeze date**. The *No Show Attendance* period may be obtained from the Academic Calendar, and the financial aid freeze date may be obtained online at <http://www.gpc.edu/~finaid/priorityprocessingduedates.htm>.

- Eligibility for financial aid is based on a student's enrollment as of the financial aid freeze date.
- Changes in enrollment status may cause a reduction in financial aid eligibility.
- If there is a change in a student's enrollment status, it may result in the repayment of all or a portion of the financial aid received.
- Any student who has a valid FAFSA and registers for full term, first half, and second half classes before the financial aid freeze date, and then subsequently adds classes on or after the financial aid freeze date will not be eligible for additional financial aid.
- Students who **ONLY** register for Second Half classes may receive federal financial aid if there are no eligibility issues.
- Students who have withdrawn from a class prior to the financial aid freeze date will not receive federal financial aid for that class. *For example: If a student registers for 12 credit hours during registration and withdraws from a 3 credit hour class prior to the financial aid freeze date, this student will only be eligible for federal financial aid on 9 credit hours.*

Satisfactory Academic Progress (SAP) for Financial Aid

Federal regulations require that students maintain **Satisfactory Academic Progress (SAP)** in their course of study to continue receiving federal financial aid. Failure to maintain SAP will result in the loss of federal financial aid and most scholarships. Types of financial aid include:

- Pell Grant
- Federal Supplemental Educational Opportunity Grant (FSEOG)
- Federal Direct Loans (Subsidized, Unsubsidized, and PLUS)
- Federal Work Study Program
- HOPE Scholarship or Grant

Satisfactory Academic Progress can be separated into qualitative and quantitative measures. Students must meet both requirements to continue receiving financial aid. *A more detailed explanation can be found in the [Georgia Perimeter College Catalog](#).* These standards apply to both full-time and part-time students.

IMPORTANT: It is the students' responsibility to monitor their grades and completion rate.

For additional information please visit <http://www.gpc.edu/~finaid/SAP.htm>.

Complete Withdrawal or Failure of the Semester

Students receiving federal financial aid who formally or informally withdraw/fail to pass all courses attempted during the semester are subject to the Federal

regulations for calculating the return of federal financial aid as specified in the Higher Education Amendment of 1998. The calculation determines the amount of federal financial aid that the student was eligible for at the time of withdrawal. The aid for which a student is not eligible for will be returned in the following order:

- Unsubsidized Federal Direct loans
- Subsidized Federal Direct loans
- Federal Direct PLUS loans received on behalf of the student
- Federal Pell Grant
- Federal Supplemental Educational Opportunity Grant (FSEOG)
- Other Federal Title IV assistance

The amount of unearned funds that are returned may create a balance due on a student's account and require repayment. The office of Student Financial Services notifies the student if a repayment is due. All students who fail to repay will be reported to the Department of Education. Failure to repay could result in the loss of future federal financial aid eligibility at Georgia Perimeter College as well as other institutions of higher education.

BOOKSTORE ALLOWANCE and REFUNDS

Bookstore allowance

A student is eligible for a bookstore allowance if there is a credit remaining from financial aid after tuition and fees are paid. A bookstore allowance is not additional funds, but is based on the credit remaining after financial aid is applied to tuition and fees.

- A bookstore allowance is created on the GPC ID (JCARD) to purchase books by the first day of classes. Students may obtain the bookstore allowance availability dates on campus, and notices will be sent via the GPC student email.
- The amount of the bookstore allowance is up to, but may not exceed \$1000.
- Students may login to the Student Information System (SIS) to view their student account information at <http://sis.gpc.edu> to determine the amount of the bookstore allowance.
- Any unused portion of the bookstore allowance will be refunded to the student after all bookstore charges are posted and the student remains eligible.

Refunds

A student is eligible for a financial aid refund if the total financial aid awarded exceeds the total tuition, fees and other charges. A student may also be eligible for a refund if a credit exists on his/her account due to other possible changes that may occur on a student's account. For additional information please visit <http://www.gpc.edu/~finaid/refunds.html>.

- Financial aid refund: Financial aid is credited electronically to a student's account each semester to pay for tuition, fees, and any other charges. Once the student's financial aid funds have been released to Georgia Perimeter College, the refund process occurs.
- The refund process normally occurs at least two weeks after the first day of classes. Students may obtain the refund availability dates on campus, notices will be sent via the GPC student email, and posted on the online academic calendar (<http://www.gpc.edu/calendar/academic/>).
- Students may login to the Student Information System (SIS) to view their student account information at <http://sis.gpc.edu> to determine when the refund has been applied to their student account.

- After the refund has been applied to a student's account, the refund will then be electronically transferred to the GPC Higher One debit card within three to five business days.
 - Students will receive a GPC Higher One MasterCard Debit card with activation instructions and information in the mail within 2 to 3 weeks from the first of day classes.
 - During the activation process, a student may choose the method in which to receive a refund.

STUDENT ACCOUNTS

Tuition and Fees

- A college education is an investment in your future. It requires a commitment of time, energy, and money, but it will reward your efforts tremendously.
- This section is designed to help you consider the cost of a college education. By planning ahead, you can ensure that college will not prove to be too heavy a financial burden.
- Georgia Perimeter College students are responsible for tuition and fees, which are set by the Georgia Board of Regents each year.
- Fees include student activity, student support, athletics, technology and other special fees.
- Tuition and fees are due each semester at the time of registration. Registration is not complete until all tuition and fees have been paid.
- Payment can be made with cash, check, or credit card. The college reserves the right to determine the acceptability of all checks.
- A fine of \$25 or 5 percent of the face value of the check, whichever is greater, will be assessed for each check returned unpaid by the bank.
- A financial hold will be placed on the student's record when a check is returned. The student will be notified of the hold.
- Checks that are not cleared are subject to additional charges for collection.
- The college will withhold copies of transcripts and other student records and/or revoke the enrollment of students who owe the college money.

Fees

- Most fees are assessed for on-campus classes only.
- Instruction delivered at Alpharetta, Clarkston, Decatur, Dunwoody, and Newton is considered on-campus.
- Instruction at other locations or Online Classes at GPC is considered off-campus.
- **Application Fee**—A non-refundable fee is charged for each admission application. The payment of this fee does not constitute acceptance of the student by the college.
- **Applied Music Fee**—The music fee is charged to students taking fewer than four credit hours of music per semester. Depending on the amount, this fee covers one weekly 25-minute private lesson or one weekly 50-minute private lesson.
- **COMPASS Placement Test Fee**—fee charged for students who take the COMPASS Placement Test.
- **Dental Hygiene Insurance and Lab Fee**—This charge applies to students taking dental hygiene courses and is designed to cover the cost of liability insurance for students engaged in clinical activities.
- **Health Insurance Fee**—All F-I Visa students will be charged a non-refundable health insurance fee.

- **Late Registration Fee**—Any student failing to register during the scheduled registration period may be charged a late registration fee.
- **Nursing Exam/Lab/Insurance Fee** – This charge covers special N.L.N. examinations and applies to A.S. degree students taking nursing courses. It also covers liability insurance for students engaged in clinical activities.
- **Student Activity Fee**— All students enrolled in on-campus classes pay a Student Activity Fee each semester to finance activities available to all students.
- **Student Athletic Fee**— All students enrolled in on-campus classes pay an Athletic Fee each semester to finance student athletics.
- **Student Support Fee**— All students enrolled in on-campus classes pay a Student Support Fee each semester to finance student-related facilities.
- **Technology Fee**—All students pay a Technology Fee each semester to support existing technological resources and to provide for upgrades and improvements.

Fees and expenses are subject to change without notice. For the most current fee schedule, go to www.gpc.edu.

- Other fees may be assessed for services or programs with special costs. These include charges for such things as breakage, damage to college property, field trips, and certain physical education courses.

Announcing ... A new, more efficient and faster refund delivery system for students

- Refunds include scholarship checks, financial aid related checks and refunds for dropped or withdrawn classes.
- To improve the refund delivery process, Georgia Perimeter College is partnering with Higher One, a financial services company that exclusively serves higher education.
- The banking services of Higher One are designed to specifically meet the needs of college students.
- What does this mean for GPC students?
- Every student will receive a **GPC MasterCard Debit** card in the mail. The card is **not** a credit card.
- Students will need to activate the GPC Debit card and choose how they want their refund delivered.
- You may choose from two options:
- Refund deposited directly to the student GPC Debit card;
- Refund deposited via ACH to another bank account of their choice;
- **It is the student's responsibility to verify that his or her correct address is on file with the college.**
- The college is very excited about improving the refund process for our students.

To learn more about Higher One, you may visit www.HigherOne.com and for GPC's program you can visit www.GPCone.com

VETERANS EDUCATIONAL SERVICES

- The Georgia Perimeter College Veterans Affairs Office assists former service personnel and other students eligible for veteran's educational benefits.

- The office provides counseling and advisement services as well as certifying enrollment with the Veterans Administration.
- Eligible students should be prepared to pay the initial costs for tuition and fees since payment of benefits do not begin until six to eight weeks after enrollment, except for those who qualify for the Post 9/11 GI Bill at the 100% tier. Please check with <http://depts.gpc.edu/~finaid/veterans.html> for more information.
- Students may apply for financial aid to cover their tuition and fee, if eligible.
- Students who would like more information about applying for benefits should contact the Office of Student Financial Services and Veterans Affairs on any campus or visit our website, <http://depts.gpc.edu/~finaid/veterans.html>.

STUDENT HEALTH CENTER

The Student Health Center is located at 555 North Indian Creek Dr. Clarkston Ga. (Clarkston Campus). We are located in the basement of the CH building room 1210. Phone number: 678-891-4105.

The Student Health Center provides episodic care for faculty, staff and students. The Student Health Center is staffed by a Family Nurse Practitioner, RN and Medical Assistant. Appointments are recommended. Walk-ins are as available. Office visits are free for on campus students. A nominal office visit fee is charged for online students and GPC employees.

Services:

- Free condoms and over the counter medications are available.
- Immunizations: Flu vaccine, Hepatitis B vaccine, Tdap (tetanus, diphtheria, pertussis), Varicella (chicken pox), and MMR (measles, mumps, rubella).
- Titters: Blood draw for proof of immunity includes Varicella titer MMR titer, and Hepatitis B titer.
- STI testing (sexually transmitted infections testing): Gonorrhea/Chlamydia, RPR (Syphilis), and Trichomoniasis (Trich). Testing for bacterial vaginosis (BV) is also available for women.
- Woman's health: breast exams, family planning, pap smears, and pelvic exams can be scheduled.
- Sick office visits for minor illness: fever, cold, cough, flu, sore throat, stomachache, minor cuts, abrasions, skin infections, etc., also physical exams for nursing/dental students and study abroad are available by appointment for a small charge.

To better serve all our students, the Student Health Center has a mobile clinic that goes to other campuses. The mobile clinic offers most of the same services that the clinic provides. Please visit our website to view the schedule. An appointment is recommended. You may call the Student Health Center at 678-891-4105.

Please go to www.gpc.edu then to the student services drop down menu and choose Student Health Center to view our services, prices, hours, and forms. **Please be aware** that prices are subject to change at the discretion of the Student Health Center.

STUDENT SERVICES

Four Deans of Student Services assist Georgia Perimeter College students, faculty and staff at the following campus locations: Alpharetta; Clarkston; Decatur; Dunwoody; Newton. They are responsible for the following areas:

- Student Life and Student Activities
- Civic Engagement

- Judicial Affairs
- Health, Wellness, & Recreation

In addition, the Deans support the customer service functions of admissions, registration, new student orientation, advising, disability services, student financial aid, bookstore services, and campus safety.

TESTING CENTERS

Georgia Perimeter College offers its students a full range of testing services on each campus. Testing Centers are located on the Clarkston, Decatur, Dunwoody, and Newton campuses as well as the Alpharetta Center. The testing programs are specifically designed to meet the needs of Georgia Perimeter College's current and prospective students. Additional information about the testing programs, testing phone numbers and testing schedules are available through the GPC Testing website at <http://testing.gpc.edu>.

Admission testing is required for Joint Enrollment applicants and applicants needing to present proof of English language proficiency. Joint Enrollment applicants are required to submit either minimum national SAT scores of 530 Critical Reading and 440 Math with a total of 970 or national ACT scores of 23 English and 18 Math with a Composite score of 20.

English proficiency may be established by submitting minimum national TOEFL (Test of English as a Foreign Language), the International English Language Testing System (IELTS) Academic exam or minimum national SAT or national ACT English scores. Georgia Perimeter College does not accept institutional TOEFL scores for admission purposes. The TOEFL website is www.toefl.org; the IELTS website is <http://www.ielts.org>.

Placement testing determines the appropriate level of beginning instruction for newly admitted students. Students take either the computerized COMPASS (Computer-Adaptive Assessment and Support System) or the computerized COMPASS/ESL (Computer-Adaptive Assessment and Support System/English as a Second Language). Sample questions are available at www.act.org/compass.

Georgia Perimeter College serves as a national testing site for the SAT Reasoning Test and the SAT Subject Test, the ACT and CLEP.

It is GPC policy that students obtain a Faculty Accommodation Letter through Disability Services before classroom accommodations can be approved. For additional information – including contact numbers - visit <http://depts.gpc.edu/cds/>

SERVICES AND PROGRAMS

BOOKSTORES

Your College Bookstore is the source for your academic materials and general merchandise while attending Georgia Perimeter College. We work closely with faculty to ensure that the books you need are in stock. We offer a comprehensive range of customer services for your success and convenience. There is a bookstore located on each campus to provide students with textbooks, supplies, gift items, and equipment for your classroom success and your shopping convenience.

- [Academic Materials](#)

Your College Bookstore understands the importance of stocked shelves and timely delivery of textbooks. We work closely with faculty to ensure that the books you need are in stock and available for you to purchase. We also carry various study aids and supplies you may need to assist with your academic success.

- General Merchandise

We carry a range of quality emblematic and branded merchandise, gifts and supplies. We sell gift cards for your convenience for your in-store purchases.

- Store Promotions

Throughout the year, we present unique promotions tied to seasonal events, such as the start of classes, homecoming, the holiday seasons, book buyback, and graduation. Please check your College Bookstore for other in store promotions.

- Career Opportunities

We are looking for dynamic customer service individuals to work at our college bookstores during the busy back-to-school season. We offer a discount on textbooks, flexible schedule, great store discounts, a fun place to work, and future career opportunities. Please stop by your campus bookstore and complete an application.

- Used Books

We understand that used books are an important part of making your college experience more affordable. Each College Bookstore strives to provide as many used books for each course whenever possible. Please shop early in the semester if you are seeking money saving used textbooks.

- Textbook Rentals

Textbook rentals are available for many of your textbook needs. Textbook rentals can save GPC students on average 50% of the cost of purchasing the textbook.

- BuyBack

Textbook buyback is another customer service your College Bookstore offers to GPC students year round. This is a great way to make your college experience more affordable. The College Bookstore offers cash back for your textbook at the end of each term. Although buyback is available year round, you will get the best value for your textbook at the end of the term.

- Online Solutions

Today's GPC students are sophisticated consumers who enjoy the ease and convenience of shopping online as an alternative to the campus store environment. Efollett.com is available to GPC students for the convenience and flexibility of ordering textbooks 24 hours a day, seven days a week. GPC students receive the convenience of on-site service for returns, exchanges, and buybacks. GPC students can reserve books, pre-pay for pick-up in the College Bookstore or have them shipped to their home or office.

- Refund Policy

The customer's satisfaction is our #1 priority! We gladly accept returns of merchandise.

- Always have your receipt available!
- **A non-textbook item is available for return or exchange within 30 days of the sale with the original receipt, providing the merchandise is in the original purchased condition.**

- **Your textbook is available for refund with the original receipt within seven (7) calendar days from the start of classes or within two (2) days of purchase thereafter.**
- **Make sure shrink-wrapped 'sets' are returned with all of the enclosures.**
- **Please be careful before opening shrink-wrapped sets. Many contain electronic media and are only returnable if it is defective.**
- **During the summer term, textbook refunds with a receipt will be given within seven (7) calendar days from the start of classes or within two (2) days of purchases thereafter.**
- **Used book buying guide prices are available if your return is outside these guidelines.**
- **Textbooks purchased during the last week of classes or during exams are available for buyback only.**
- **The following items are not returnable: magazines, newspapers, testing materials, study guides, and computer products.**

COMPUTER LABS

The Office of Information Technology (OIT) operates open computer labs and computer classrooms on each campus to provide students and faculty the support necessary for academic programs. OIT realizes the dynamic changes in the computer industry and offers services using the latest technology within its reach. The College encourages students to be competent in the use of computers in analyzing and solving problems in order to increase productivity.

The technology fee has allowed the college to provide upgrades to existing systems and add new resources to provide the latest in computer support for students both in and outside the classroom. Check with the open computer lab on any campus or OIT's web site at <http://www.gpc.edu/oit> or more details.

FOOD SERVICES

CampusCafé operates all food services on Georgia Perimeter College campuses. A wide variety of foods to include Blimpie sandwiches, pizza, grilled items, grab-n-go items, muffins, cookies and Buffalo Springs coffee are offered at most campus locations. The Dunwoody and Clarkston campuses have coffee bars offering many specialty coffee drinks and bakery items. Operating hours vary by campus. CampusCafé also offers a wide variety of catering services. Catering arrangements may be made by calling 678-891-3476.

GPC EMAIL ACCOUNTS

Students are automatically assigned an email address and web space when they initially register for a course at GPC. To activate your email login and password, visit <http://www.gpc.edu/getmylogin>. Upon doing this, you are agreeing to the computer usage policies outlined in this handbook. The College World Wide Web Policy can be found at http://www.gpc.edu/StyleGuide/Standards_Final.htm. If you have any questions or problems with policies or procedures involved with this process, you can contact the Service Desk or send an email to servicedesk@gpc.edu. Assistance is also provided in the open computer labs throughout all of the campus locations. Information can also be found on OIT's web site at <http://www.gpc.edu/oit>.

Student GPC Email Policy

Georgia Perimeter College will provide all students with a GPC email system account upon admission to the College. Email messages sent by GPC to GPC student email accounts will constitute an official means of communication. The College considers students to be duly informed and in receipt of communications sent to their respective account via the GPC email system. Due to security and compliance requirements, restricted information will not be sent via email. Having an official means of communication will ensure that all students are receiving information from GPC consistently and in a timely manner. This policy also provides additional information for use of the College-provided email accounts.

Official Means of Communication

All students must access their College assigned email account. Notifications such as financial aid status, registration dates, and payment deadlines will be sent to student accounts. Students should be aware that certain communications may be time-critical and that their email account should be checked on a regular basis.

Restricted information will not be sent via email. Restricted information includes FERPA-protected student education record data, HIPAA protected health information, protected financial account information, personally identifiable information, Social Security Numbers, and any information that can be used in identity theft. In order to comply with legal and regulatory requirements and protect our students' information, restricted information must be communicated by a secure GPC-provided system. GPC's learning management system, iCollege, is recommended for communicating grades and other sensitive education records information. The Office of Information Technology can help determine the best method of sending other restricted information.

Students must use their GPC email accounts when responding to institutional requests. This ensures blocked or blacklisted senders will not impede the delivery of email communication from students.

The full student email policy can be reviewed at
<http://www.gpc.edu/governance/policies/New500/504.pdf>.

ID SERVICES

Georgia Perimeter College issues Campus Access ID Cards to all students. The use of these cards will continue to increase as additional services are offered. The Access ID Card is required for all students, faculty and staff.

Everyone must present an ID card when requested by Public Safety personnel. This provides a more secure campus environment for everyone at the college.

It is best to obtain a card at registration or orientation, but ID services are available throughout the semester if a card is lost or damaged. There will be a \$10 charge for replacement cards. The fee can be paid at any Student Accounts Office.

NEW STUDENT ORIENTATION

To assist in the successful transition to Georgia Perimeter College, all new students are required to take part in new student orientation. Orientation takes place in two parts: an online information session, and an on campus advisement and registration session. Orientation programming is started online at <http://orientation.gpc.edu>, and must be completed before registration for classes.

VENDING SERVICES

Vending Services are available on all campuses, in a variety of convenient locations. Georgia Perimeter College Vending Services offers a wide array of beverages, snacks, and other convenience foods. Vending Services is always ready

when you are hungry. Check out our well-stocked, easy-to-use machines today. Vending machines accept several forms of payment - cash, JCard or credit card - depending on the machine.

POLICIES AND PROCEDURES

ANTI-HARASSMENT AND ANTI-RETALIATION

Policy

Georgia Perimeter College prohibits any form of discrimination, harassment or retaliation against or by any member of the faculty, staff, administration, student body, or visitors to campus based upon race, color, religion, sex, national origin, age, whistle-blower status, disability, gender identity or expression, genetics, or any other characteristic protected by state or federal law.

ANTI-HARASSMENT AND ANTI-RETALIATION

Policy

Georgia Perimeter College prohibits any form of discrimination, harassment or retaliation against or by any member of the faculty, staff, administration, student body, or visitors to campus based upon race, color, religion, sex, national origin, age, whistle-blower status, disability, gender identity or expression, genetics, or any other characteristic protected by state or federal law.

Procedure

I. Harassment, Sexual Harassment, and Retaliation

A. Harassment

Harassment is unwelcome verbal or physical conduct that denigrates or shows hostility or aversion toward an individual because of his or her race, color, religion, sex, national origin, age, veteran status, whistle-blower status, disability, or genetics when

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

Examples of harassing conduct include, but are not limited to, the following:

1. Epithets, slurs, negative stereotyping, threatening, intimidating, or hostile acts that relate to race, color, religion, sex, national origin, age, veterans status, whistle-blower status, disability, or genetics; and
2. Written or graphic material that denigrates or shows hostility or aversion toward an individual or group because of race, color, religion, sex, national origin, age, veteran status, whistle-blower status, disability, gender identity or expression, or genetics.

B. Sexual Harassment

Sexual harassment is unwelcome sexual advances, request for sexual favors, sexually-motivated physical conduct, or other verbal or physical conduct or communication of a sexual nature when

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

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

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

1. Verbal or overt harassment or abuse;
2. Subtle or overt pressure for sexual activity;
3. Unwelcome or inappropriate sexually-motivated touching;
4. Offensive or unwelcome sexual advances or propositions;
5. Sexual or degrading verbal or written comments about an individual, his/her clothing or his/her physical attributes;
6. Display of sexually suggestive objects, pictures, text, cards, letters or other printed materials that do not serve an academic purpose;
7. Lewd or suggestive comments or gestures;
8. Off-color language or jokes or e-mails of a sexual nature;
9. Unwelcome, intentional touching of intimate body parts;
10. Demanding sexual favors accompanied by implied or overt threats concerning an individual's employment or academic status;
11. Demanding sexual favors accompanied by implied or overt promises of preferential treatment with regard to an individual's employment or academic status;
12. Sexual violence, a physical act of aggression that includes a sexual act or purpose.

Sexual harassment consists of exposure to a pattern of objectionable sexual behavior or exposure to a single, serious act (such as items 9-12 above). Sexual harassment can occur regardless of the relationship, position, or respective sex of the parties. Same sex harassment violates this policy as well as harassment by a subordinate employee of his/her supervisor. Although not acted upon, threats or suggestions of preferential or adverse treatment with regards to an individual's employment, academic program, or activity may constitute harassment. Conduct may be determined to be sexual in nature or to create a hostile work environment only if it would be viewed as such by a reasonable person.

Anyone involved in a romantic or sexual relationship with someone with who he or she teaches or over whom he or she has supervisory power must immediately recuse himself or herself from decisions that affect the compensation, evaluation, employment conditions, instruction, and/or academic status of the involved individual.

C. Retaliation

Retaliation against individuals who file complaints of harassment, discrimination, or retaliation is expressly prohibited. Retaliation includes but is not limited to any form of intimidation, reprisal, or harassment due to filing a complaint of misconduct. Appropriate disciplinary action shall be imposed for verified acts of retaliation.

II. Complaint Resolution Process

Any employee, student, or visitor of the college who feels he or she has suffered any form of harassment, discrimination, or retaliation should immediately report the alleged conduct to any individual at the next supervisory level (above the level of the person identified in the complaint) and/or the Director Human Resources AA/EEO and Compliance. The supervisor must report the complaint to the Director Human Resources AA/EEO and Compliance within two business days of receiving the complaint.

All supervisory personnel have an affirmative obligation to report, prevent, and eliminate harassing, discriminatory, and retaliatory conduct. Faculty members have an obligation to address any inappropriate behavior and report it to appropriate supervisory personnel and, in the case of sexual violence, to public safety. Chairs, deans, directors, executive directors, associate vice presidents, vice presidents, members of public safety, and the Office of the President have been designated as officials who have the authority to address allegations of harassment, discrimination, and retaliation in consultation with the Director Human Resources AA/EEO and Compliance. These persons shall receive training in proper procedures. These persons immediately shall intervene to eliminate misconduct in working and learning environments, regardless of whether they have or have not received a complaint of harassment, discrimination or retaliation. All offenses shall be reported to the Director Human Resources AA/EEO and Compliance within one business day after becoming aware of the incident.

Other personnel who have knowledge of alleged harassment, discrimination, or retaliation shall report the conduct to a supervisor (above the level of the person identified in the complaint) and/or to the Director Human Resources AA/EEO and Compliance. If the Director human Resources AA/EEO and Compliance is accused of wrongdoing, the report shall be submitted to the Chief Human Resources Officer. Complaints of alleged harassment, discrimination, and retaliation should be reported within two business days after becoming aware of the incident.

Determination of whether harassment has occurred must use the "preponderance of evidence" standard. If there is more evidence of harassment than evidence contradicting it, then harassment has occurred.

INFORMAL RESOLUTION (Supervisor, Complainant, and Respondent) The supervisor meets with the complainant and the respondent first individually and then as a group, if appropriate and agreed to by the complainant, to resolve the issue informally. These meetings should occur within seven business days of the initial complaint unless extraordinary circumstances intervene. If the complainant and the respondent accept the supervisor's recommendation at the end of the informal process, each will sign a form acknowledging their acceptance and forward the form to the Director Human Resources AA/EEO and Compliance. If both parties are satisfied with the resolution, the process ends with the Informal Resolution. If either party is not satisfied, he/she may choose to speak with the Director Human Resources AA/EEO and Compliance within ten business days of completing this informal process to begin the Formal Resolution. (If the supervisor has concerns about the severity or complexity of the accusations, he/she may refer the case to the Director Human Resources AA/EEO and Compliance.)

Note: The complainant may skip the Informal Resolution at any time and proceed immediately to Formal Resolution.

FORMAL RESOLUTION (Director of Affirmative Action and Compliance)
Step I. Investigation and Recommendation: (Director Human Resource AA/EEO and Compliance) If either party or the supervisor contacts the Director Human Resources AA/EEO and Compliance requesting further action, the director will initiate an investigation including presenting a written statement of the alleged actions to the respondent. The director will present the written findings of the investigation along with a recommendation of a method of resolution to the area vice president within twenty business days, if possible, but no later than thirty business

days. The Director Human Resources AA/EEO and Compliance will keep both parties and the appropriate level of supervision informed of the status of the complaint at the appropriate time.

Step II. Decision: (Area Vice President) The area vice president in consultant with appropriate area supervisor (e.g. a dean or director), makes a determination based upon HR's written findings within ten business days and notifies all parties. If the complainant or respondent does not agree with the decision, he/she may appeal to the president within ten business days.

Step III. Appeal: (President) The president or his/her designee (someone other than the area vice president involved in the "Decision") either makes a final determination or convenes a review committee. If a review committee is convened, a chair is selected by the president or his/her designee. The complainant and respondent each select a committee member from within the college community. (Any committee member selected will have had no involvement in the Informal Resolution, the "Investigation and Recommendation," or the "Decision.") The committee must present a recommendation to the president within thirty business days of the appeal to the president. The president or his/her designee (someone other than the area vice president involved in the "Decision") reviews the information from the investigation and the review committee's recommendation and renders a final decision within ten business days.

III. Sanctions

Appropriate remedial and/or discipline action up to and including dismissal from the college will be implemented against individuals found to have violated this policy.

IV. Prohibitions

Persons who knowingly fabricate allegations of harassment, discrimination, or retaliation violate this policy. In such instances, the complainant will be subject to disciplinary action. However, failure to prove a claim of harassment, discrimination, or retaliation does not constitute proof of a false and/or malicious accusation.

Individuals who withhold information, purposely provide inaccurate facts, or otherwise hinder an investigation of misconduct shall be subject to disciplinary action.

V. Confidentiality of Proceedings

Although absolute confidentiality cannot be promised, the highest degree of confidentiality possible will be maintained by the college to protect the parties involved in these investigations. Only those persons who have a need to know for purposes of the investigation or resolution of the complaint shall be informed of the matter. Any individual who releases information relating to the complaint or the investigation during the course of the investigation to unauthorized individuals may be subject to disciplinary action. A complainant or respondent may seek procedural or legal advice from supervisors or consultants as long as conversations remain confidential.

DRUG AND ALCOHOL POLICY

Georgia Perimeter College recognizes that the uses of certain drugs are harmful and damaging to the health and safety of students. In compliance with Federal and State Laws, Georgia Perimeter College has a Drug and Alcohol Policy. Please read this important information.

Student Drug and Alcohol Policy

The manufacture, distribution, possession, or use of alcoholic beverages, controlled substances or illegal drugs, in any quantity, on campus and at all Georgia Perimeter College approved events off campus is prohibited.

You cannot bring in, make, distribute, sell, or be under the influence of alcoholic beverages, controlled substances or dangerous drugs while you are on campus including buildings, grounds, and vehicles.

If you violate the policy, you will be punished under the Student Code of Conduct through the student judicial hearing process. Sanctions may include:

- Loss of academic credit.
- Suspension or expulsion.
- Loss of all financial aid.
- Mandated evaluations and treatment.
- Community service work.

You have the right to due process when accused of a violation of the Drug and Alcohol Policy.

Group Drug and Alcohol Policy

Any student organization which permits, authorizes, or condones the manufacture, sale, distribution, possession, serving, consumption, or use of, controlled substances, or other illegal or dangerous drugs at any affair, function or activity, social or otherwise, on or off campus, shall have its recognition as a student organization withdrawn and, after complying with the constitutional requirement of due process and the right of appeal, shall be expelled from the campus for a minimum of one calendar year from the date of determination of guilt.

Your student group must follow the Drug Free Campus Policy or your organization shall:

- Be expelled from campus.
- Be prohibited from using college property or facilities.
- Having your group's lease or rental agreement with the College or the Board of Regents and the organization terminated.

The Student Drug and Alcohol Policy remains in effect for each individual participating in a group function.

Criminal Sanctions for Drug and Alcohol Violations

Under the Penal Code of Georgia, it is a crime to possess, manufacture, sell, or distribute illegal drugs. Penalties may include community service, fines, and imprisonment. Possession of alcohol by a person under the age of twenty-one, or providing alcohol to such a person, is prohibited under the Georgia Penal Code and carries up to twelve months incarceration and a fine of up to one thousand dollars. Driving under the influence of alcohol or drugs incurs penalties which may include mandatory treatment and education programs, community service, and fines starting at three hundred dollars, imprisonment and loss of license. Federal criminal law also prohibits the possession, manufacture, or distribution of controlled substance.

Provisions and Resources

Substance abuse is dangerous to you, both physically and mentally, and may cause long-lasting health effects and even death. Impaired skills while under the influence can cause motor vehicle accidents, falls, fires, and other injuries. Help is available for you if you need it and seek it. Individuals can receive confidential services from the following resources:

Individual County Board of Health, Mental Health Services

Clayton: 866-821-0465
DeKalb: 404-892-4646
Gwinnett: 770-963-8141
Rockdale: 770-483-6840

Cobb: 770-422-0202
Fulton: 866-821-0465
Newton: 770-787-3977

National Cocaine Hotline: 1-800-COCAINE
Narcotics Anonymous: 770-421-8881
Alcoholics Anonymous: 404-525-3178
Georgia Drug Abuse Helpline: 1-800-388-6745

Suicide Prevention 1-866-821-0465

SEXUAL ASSAULT POLICY ***Policy***

Sexual assault is an act of violence in which one person subjects another person to contact of a sexual nature against the latter's will. The various forms of sexual assault are defined under Georgia law and are identified here. Sexual offenses are prohibited on the campuses of Georgia Perimeter College. Sexual offenses include, but are not limited to rape, assault to commit rape, sexual battery, aggravated sexual battery, object rape, statutory rape, sodomy, aggravated sodomy, public indecency, and stalking.

Procedure

- A.** Students should immediately report sexual assaults to the Georgia Perimeter College Public Safety department.
- B.** Public Safety will notify the Dean of Student Services and the Dean of Academic Services.
- C.** Students shall be afforded assistance in seeking counseling and follow-up medical care, making changes to their academic situations, and reporting to the appropriate criminal authorities after an assault has occurred.
- D.** The victim of a sexual assault should take care to preserve any evidence that may be necessary to prove that the sexual assault occurred. Victims are advised to consult law enforcement authorities before showering, bathing, changing or laundering any clothing that was worn during the assault. However, the fact that the victim of a sexual assault has already bathed, showered, or otherwise compromised potential evidence, should in no way dissuade the victim from reporting the assault, as such actions may not prevent prosecution or proceedings from going forward.
- E.** After a campus sexual assault has been reported, campus personnel shall take reasonable and necessary steps to prevent any unnecessary or unwanted contact or proximity with alleged assailant(s).

VICTIMS' RIGHTS AND RESPONSIBILITIES

Georgia Perimeter College recognizes and upholds the rights of victims of sexual assault, including:

- A.** The right to have any and all sexual assaults against them treated with seriousness; the right as victims, to be treated with dignity; and the right of campus organizations which assist victims to be accorded recognition.
- B.** The right to have sexual assaults investigated and adjudicated by the duly constituted criminal and civil authorities of the governmental entity in which the crimes occurred; and the right to the full and prompt cooperation and assistance of campus personnel in notifying the proper authorities. The foregoing shall be in addition to any campus disciplinary proceedings.
- C.** The right to be free from any kind of pressure from campus personnel that victims (1) not report crimes committed against them to civil and criminal authorities or to campus law enforcement and disciplinary officials, or (2) report crimes as lesser offenses than the victims perceives them to be.
- D.** The right to be free from any kind of suggestion that campus sexual assault victims not report, or under report, crimes because (1) the victims are somehow responsible for the commission of crimes against them, (2) victims were contributively negligent or assumed the risk of being assaulted, (3) by reporting crimes victims would incur unwanted personal publicity.
- E.** The same right to advisement and assistance, or ability to have others present, in any campus disciplinary proceeding that the institution permits the accused; and the right to be notified of the outcome of such proceeding.
- F.** The right to full and prompt cooperation from campus personnel in obtaining, securing, and maintaining evidence (including a medical exam) as may be necessary to the proof of criminal sexual assault in subsequent legal proceedings.
- G.** The right to be made aware of and assisted in exercising any options as provided by state and federal laws or regulations with regard to mandatory testing of sexual assault suspects for communicable diseases, and with regard to notification to victims of the results of such testing.
- H.** Referral information for counseling from mental health services will be made available.

To report an assault to Public Safety, contact: 770-274-5500 (non-emergency)

Alpharetta:	678-240-6170
Clarkston:	678-891-3944
Decatur:	678-891-2675
Dunwoody:	770-274-5315
Newton:	770-278-1255
24 Hour Emergency:	770-274-5511

The telephone numbers for the Dean of Student Services on each campus are listed below. It is important for the victim of a sexual assault not to destroy potential physical evidence by bathing, showering, douching, or changing or destroying clothing.

It is also vital for a victim to receive prompt medical attention. For the full range of medical and counseling services, contact:

DeKalb Rape Crisis Center:	404-377-1428
Grady Rape Crisis Center:	404-616-4861
Gwinnett Rape Crisis Center:	770-476-7407

For additional assistance about resources available and the campus judicial process, contact the Dean of Student Services at the following numbers:

Alpharetta:	678-240-6010
Clarkston:	678-891-3525
Decatur:	678-891-2695
Dunwoody:	770-274-5460
Newton:	770-278-1220

RIGHTS OF THE ACCUSED

- A.** The right to have sexual assaults investigated and adjudicated by the duly constituted criminal and civil authorities of the governmental entity in which the crimes occurred; and the right to the full and prompt cooperation and assistance of campus personnel in notifying the proper authorities. The foregoing shall be in addition to any campus disciplinary proceedings.
- B.** The same right to advisement and assistance, or ability to have others present in any campus disciplinary proceeding that the institution permits the accuser; and the right to be notified of the outcome of such proceeding.
- C.** The right to full and prompt cooperation from campus personnel in obtaining, securing, and maintaining evidence as may be necessary for use in subsequent legal proceedings.
- D.** Referral information for counseling from mental health services will be made available.

Sexual assault is a criminal offense and can be adjudicated through the College Court, county court or both. If handled through College Court, please refer to procedures under the Sexual Harassment Policy.

STANDARDS OF CONDUCT FOR USE OF GEORGIA PERIMETER COLLEGE COMPUTING RESOURCES

All users of the Georgia Perimeter College computer systems and networks are subject to state and federal laws involving computer fraud, data theft, privacy, software piracy, copyright infringement, etc., including the Georgia Computer Systems Protection Act. They are also prohibited from engaging in (1) academic dishonesty involving Georgia Perimeter College computer systems, (2) disruption and destruction of computer facilities and (3) violation of licenses and copyright agreements, Georgia Perimeter College policies, and state or federal laws.

Academic honesty is defined in the Georgia Perimeter College Student Conduct Code. Examples of this type of behavior involving computing resources include, but are not limited to:

- submitting the programs, documentation or program results of another person as your own
- obtaining or attempting to obtain unauthorized access to information stored in electronic form

- submitting false results of a program's output for a class assignment or falsifying the results of program execution for the purpose of improving a grade

The Georgia Computer Systems Protection Act outlaws certain accesses, alteration, damage, or destruction of any computer, computer system, computer network, computer software program or data. Other laws and regulations specify protection of personal or otherwise sensitive information. All users of Georgia Perimeter College computing resources are subject to the terms of applicable laws. It is the responsibility of the Academic Computing, Administrative Computing, and Network Services departments to report any violations involving computer systems or networks for which they are responsible. Examples of behavior disruptive or destructive to computer resources involve the following:

- damaging or stealing college owned equipment or software
- unauthorized altering or destruction of college data
- causing the display of false system messages
- maliciously causing system slow-downs or rendering systems inoperable
- gaining or attempting to gain access to accounts or data without proper authorization
- introducing viruses or worms into a system

In support of applicable laws and regulations, all users of Georgia Perimeter College computing resources are required to comply with approved policies in the areas of computing resources, copyright materials, and information security. Please refer to <http://www.gpc.edu/governance/policies/other/toc.html#New500> for Information Technology policies, and <http://www.gpc.edu/governance/policies/other/toc.html#New600> for Information Security policies. The Georgia Perimeter College Appropriate Use of IT Resources Policy at <http://www.gpc.edu/governance/policies/New500/507.pdf> defines requirements for acceptable use of computing resources.

Copyright Infringement

Georgia Perimeter College students are required to adhere to copyright laws and regulations. Most software used on Georgia Perimeter College computers is covered by copyright, license or non-disclosure agreements. Violation of these agreements puts Georgia Perimeter College and the individual in jeopardy of civil penalties. Other possible infringements include illegal copying or distribution of copyrighted digital media, such as music and videos. Examples of copyright violations include, but are not limited to:

- making copies of or distributing copyrighted or licensed software or digital media without proper authorization
- using software in violation of copyright, license or non-disclosure agreements
- using college computers for unauthorized private or commercial purposes

The **Higher Education Opportunity Act** (HEOA) includes provisions to reduce the illegal downloading and distribution of copyrighted works through peer-to-peer (P2P) file sharing. In order to comply with HEOA and effectively combat unauthorized distribution of materials by users of the Georgia Perimeter College network, Georgia Perimeter College has implemented technologies to identify and/or block many peer-to-peer protocols primarily associated with copyright infringement. Georgia Perimeter College also receives Digital Millennium Copyright Act (DMCA) notifications indicating unauthorized copying of materials. When the college identifies or is notified of this activity, the network port and/or wireless connection associated with that user is disabled and the affected user is notified. The user must remove the offending

software in order to re-establish connectivity to the Georgia Perimeter College network. Repeat offenders are subject to progressive consequences, including disciplinary actions.

Copyright infringement may include civil and criminal penalties. In general, anyone found liable for civil copyright infringement may be ordered to pay either actual or statutory damages affixed at not less than \$750 and not more than \$30,000 per work infringed. For "willful" infringement, a court may award up to \$150,000 per work infringed. A court can, in its discretion, also assess costs and attorneys' fees. For details, see Title 17, United States Code, Sections 504, 505. Willful copyright infringement can also result in criminal penalties, including imprisonment of up to five years and fines of up to \$250,000 per offense.

EDUCAUSE maintains a list of all known legitimate download services, available at <http://www.educause.edu/legalcontent>, which the Georgia Perimeter College community is welcome to access.

The Georgia Perimeter College Appropriate Use of IT Resources Policy at <http://www.gpc.edu/governance/policies/New500/507.pdf> prohibits illegal downloading and sharing of copyrighted materials. Please refer to www.gpc.edu/heoacompliance for additional information about the college's HEOA compliance plan. Please also refer to <http://www.gpc.edu/library/copyright.htm> for additional information on use of copyrighted materials.

STUDENT CODE OF CONDUCT

Membership in the college community confers upon students certain rights and imposes certain responsibilities, which are defined below. Students are expected to understand and exercise their rights, to meet their responsibilities, and to respect the rights of others. The College's student code of conduct enforces these responsibilities and affords the same rights to students. The College will help to preserve a climate in which students can develop without denying this same opportunity to others. Unfamiliarity with the following does not excuse students from carrying out their responsibilities as members of the college community.

- **Student Rights**

1. Students have the right to be heard in matters that affect their rights and responsibilities. (e.g. through Student Government Association, Dean of Student Services, etc.)
2. Students have the right to take stands on issues, to examine and discuss questions of interest, and to support legal causes by orderly means which do not disrupt college operations or interfere with the rights of others. Students or student groups wishing to engage in peaceful demonstrations must obtain a Free Expression Permit to do so from the Office of Student Life at least two business days prior to the demonstration. The demonstration must be restricted to the area specified in the permit.
3. Student publications and communications are guaranteed the rights inherent in the concept of "freedom of the press." Individual students and student organizations have the right to publish, distribute, and broadcast material on the college campus provided that the materials are identified by the name of the student or student organization. All publications and broadcasts shall demonstrate responsible journalism, including the avoidance

- of defamation, indecency and obscenity, undocumented allegations, and harassment.
4. Students have the right to form and participate in student organizations that provide opportunities for educational and social enrichment. All student organizations registered with the Office of Student Life may meet on college premises provided that they make reservations in accordance with the established rules and regulations for room and space reservation. Students and/or student groups may not make reservations or any contractual agreements on behalf of the institution.
 5. Student organizations registered with the campus Office of Student Life have the right to invite any persons of their choosing as speakers on college premises. The President of the college, the Dean of Student Services or the Director of Student Life may cancel a speaker's reservation where there is a clear and present danger to the orderly operation of the college. Such cancellation shall be communicated to the sponsoring organization at the earliest opportunity.
 6. Students have the right to have their academic records kept confidential subject to existing law. No official records shall be kept which reflect political activities or beliefs of students. No official records shall be available to unauthorized persons within the institution, or to any person outside the institution without the expressed written consent of the student involved, except under legal compulsion.
 7. Students have the right to due process when accused of any violations of college regulation or rules of conduct. A student will find adequate due process accorded through the Student Government Association Constitution, administrative procedures, and the College Court. This right shall include the following:
 - Right to a notice in writing of any charges.
 - Right to admit the alleged violation, waive a hearing in writing and accept the college's action.
 - Right to admit the alleged violation but request a hearing.
 - Right to deny the alleged violation and request a hearing.
 - Right to a hearing before an impartial committee.
 - Right to appear in person at a hearing or not to appear with assurance the failure to appear shall not be interpreted as indicative of guilt.
 - Right to select an advisor of their choice, in accordance with the College Court policy, to attend the hearing with them.
 - Right to call witnesses and present evidence on their behalf.
 - Right upon request to a list of witnesses who will appear against them.
 - Right to confront and cross-examine witnesses and/or accusers during the hearing.
 - Right to request a copy of any available record or tape recording of a hearing if the offenses involve possible suspension or expulsion.
 - Right to appeal to the Vice President of Student Affairs and Enrollment Services or his designee, and then to the President of the College whose decision is final.

The College Court is the designated agency to hear charges regarding alleged violations of established college codes and policies. Each campus shall have a college court.

- **Student Regulations and Rules of Conduct**

It is a basic and fundamental responsibility of a college to maintain order through reasonable policies and procedures. The filing of an application for admission shall be regarded as evidence of the applicant's intention to abide by the standards and regulations of Georgia Perimeter College. Students forfeit their right to remain enrolled if they fail to comply with such standards and regulations.

The following is a statement of the regulations and responsibilities of students both as individuals and as groups at Georgia Perimeter College. Additional rules or regulations may be initiated under established procedures during the year.

- ***Weapons/Firearms***

Firearms, explosives, fireworks, or weapons of any kind are not to be brought onto the college premises or to college-sponsored events except as authorized by the proper officials of the College.

- ***Alcohol and Controlled Substances***

The manufacture, distribution, sale, possession, or use of alcoholic beverages, marijuana, controlled substances, or dangerous drugs on the campus and at institutionally approved events off campus is prohibited and subject to criminal prosecution.

- ***Personal Abuse***

No person shall threaten or endanger the health or safety of self, faculty, staff, students or visitors to the College by acts such as, but not limited to, physical or verbal abuse or intimidation including verbal or written threats, bullying, harassment and or/coercion of any kind.

- ***Larceny/Property Damage***

The taking, damaging, or malicious destruction of property belonging to the College, visitors, or any member of the College community is prohibited and subject to criminal prosecution.

- ***Disruptive Conduct***

No persons shall assemble on campus for the purpose of creating a riot or disruptive or disorderly diversion which interferes with the normal educational processes and operations of the College. This policy shall not be interpreted as the denial of any student's right to peaceful assembly.

Behavior that is disruptive or that interferes with teaching, administration, college activities and the campus learning process is not permitted. Please refer to Academic Affairs Policy 113 -- Disruptive Student Behavior on page 11.

- ***Gambling***
Gambling on campus premises is prohibited.
- ***Noncompliance with an Official Request***
No person shall interfere with, fail to cooperate with, or fail to identify himself or herself to any properly identified Public Safety officer, administrator or staff person while that person is in the performance of his or her duties.
- ***Unauthorized Use of Keys and/or Entry***
Unauthorized entry into, use, or occupation of college facilities which are locked, closed to student activities, or otherwise restricted as to use, or which have not been reserved for use through the proper college authorities is prohibited and may be subject to criminal prosecution.
- ***Falsification/Fraud***
Falsification, alteration, fabrication, or misuse of college forms, documents, records, or identification cards is prohibited. This policy includes any documents submitted in support of official college purposes.
- ***Student Organizations***
The operation on campus of student organizations not properly registered with and recognized by the Student Life Office is prohibited.
- ***Dissemination of Publications***
The dissemination on campus of publications which do not bear the name of the originator or which are not distributed in accordance with college rules and regulations is prohibited.
- ***Hazing***
Hazing is not permitted. Hazing violations include, but are not limited to, abusive (physical or mental) initiation requirements for entrance into a club or organization.
- ***Unauthorized Use of College Property***
Unauthorized use of college property or services is prohibited.
- ***Computer Misuse and Telephone Resources***
Students must not violate copyright, license or non-disclosure agreements. Examples of such violations include but are not limited to, making copies of copyright or licensed software without proper authorization; using software in violation of copyright, license or non-disclosure agreements; using college computers for unauthorized private or commercial purposes. (Please refer to the Standards of Conduct for Use of GPC Computers policy.)

- ***Appearance/Dress***

Appearance and/or dress that is extreme or unusual to the point of distracting from or being disturbing to the learning environment within classes or on campus will not be tolerated. In certain technical labs, student dress is expected to meet all safety codes.

- ***Tobacco Use***

The use of tobacco products is prohibited in all buildings of Georgia Perimeter College.

- ***Postal and Telephone Use***

College telephone and postal services are not available for students. The Office of Public Safety should be contacted (770-274-5511) only in cases of emergencies which involve the illness or death of a family member.

Students accused of Student Conduct Code violations will be given adequate due process through administrative procedures and the College Court. Violations will be adjudicated through an administrative hearing with the Dean of Student Services and/or through a formal hearing via the College Court.

An administrative hearing is a meeting between the accuser, the accused, and the Dean of Student Services. An administrative hearing is appropriate when all parties voluntarily agree to engage in an attempt to resolve the complaint. This may result in sanctioning if needed. If the administrative hearing does not result in resolution, the case will be forwarded to the College Court for a formal hearing.

- ***Disciplinary Sanction***

Failure by a student to follow prescribed rules of conduct will subject him or her to disciplinary sanctions by the College Court and/or Dean of Student Services.

- Admonition or oral statement to the student who has violated regulations.
- Official reprimand, warning, or notice in writing that continuation or repetition of wrongful conduct may cause more severe action.
- Educational sanction including but not limited to public service, participation in a particular program, receipt of specific instruction, or completion of a research assignment. The accused shall be responsible for the payment of any required fees.
- Disciplinary probation or exclusion from privileged or extracurricular activities.
- Restitutions or reimbursement for damage or loss caused to others.
- Suspension or exclusion from classes and other privileges for a definite period of time which may result in forfeiture of academic credit.
- Expulsion or termination of student status in the college community which may result in forfeiture of academic credit.
- Any other sanctions as deemed appropriate by the College Court and/or the Dean of Student Services. All disciplinary sanctions handed down by the College Court will be reviewed by the Dean of Student

Services and reported to the Vice President of Student Affairs and Enrollment Services.

Except under unusual circumstances (i.e. threat of personal safety or physical danger), dispositions resulting from administrative hearings will not involve suspension or exclusion from classes or expulsion or termination of student status in the college community.

Students under disciplinary suspension, exclusion, or expulsion and termination are forbidden the use of college facilities during the term of their sanction. Disciplinary charges against a student or student organization alleging infraction of the rules and regulations of the college may also subject such student or student organization to temporary sanctions by the campus Dean of Student Services, including suspension, pending the final disposition of the case, if the circumstances indicate that this is necessary to maintain the orderly operation of the college.

COLLEGE COURT

Policy

In order to provide due process to students charged with infractions of the student conduct code or academic honesty policy, the Dean of Student Services may refer these students to the College Court for disposition of the charges.

Procedure

I. COMPOSITION of the Courts will consist of two (2) Faculty Justices and three (3) Student Justices. In case of unavoidable schedule conflicts or other good cause shown, alternate faculty justices will be appointed by the Dean of Student Services to serve. Members of the Student Government Association may be designated by the Dean of Student Services to serve as alternates for Student Justices.

II. TERMS OF OFFICE

- A.** Members are appointed in June (Summer term) for one year or until an existing case is decided.
- B.** Faculty Justices are appointed by the Dean of Student Services.
- C.** Student Justices are appointed by the Student Government Association with one appointed Chief Justice.

III. THE PRE-HEARING PROCESS

A. Filing of a charge

- 1. The accuser files a written complaint with the Dean of Student Services, stating the facts underlying the alleged violations and the witnesses to the alleged violation.
- 2. GPC Public Safety Incident Reports or the Dean of Student Services Incident Report may be used to initiate College Court procedures.
- 3. Except under extraordinary circumstances, complaints must be filed within **forty-five (45) days** of the occurrence of the alleged violation.

B. Notification

- 1. The Dean of Student Services will give the accused student notice of charges against him/her. If the accused is a student organization, the notice will be

served to an officer of the organization and the advisor of the organization.

2. The notice will be in writing and contain the facts underlying the alleged violation, the specific College Conduct regulation(s) the student is alleged to have violated, possible penalties, the date, time, and place of the hearing before the College Court, and the right to receive a list of witnesses.
3. Except in emergency circumstances, service of notice will be by letter delivered by hand or by registered mail at least **five (5) business days** before the date of the hearing.
4. The accuser and accused will notify the Dean of Student Services at least **three (3) business days** prior to the hearing of the names of witnesses he or she wishes to appear on his or her behalf; the Dean of Student Services will supply the names of these witnesses to the accused or accuser upon request.

C. Request for Postponement

1. The College Court hearing will be held at the date and time specified in the written notice unless an official postponement has been requested and approved in writing by the Dean of Student Services.
2. If the accused has a serious reason for postponing the hearing, he or she must notify the Dean of Student Services no later than **two (2) business days** prior to the hearing time.
3. If the accused has not obtained an official postponement and fails to appear for the hearing, the College Court may decide to conduct the hearing without the accused and to impose penalties.

D. Hearing Involving Multiple Defendants of Multiple Campuses

1. Two or more accused students may be required to participate jointly in a hearing if they are alleged to have participated in the same incident, act, events, or series of related acts. The regulation(s) or factual circumstances alleged need not be identical for the accused in a hearing held jointly.
2. When students from more than one campus are alleged to have participated in the same incident, the Deans of Students from those campuses will determine the location of the court hearing.
3. Motion for a separate hearing: The accused students may file a written motion, within **two (2) business days** of notification, with the Dean of Student Services for a separate hearing, citing specific reasons why being heard jointly would unfairly prejudice his/her defense. The motion will be decided by the Dean of Student Services.

E. Summons of Witness

If there are reasonable grounds to suspect that a witness will refuse to appear before the College Court, any party may request the Dean of Student Services to summon a witness. Failure of a

summoned witness to appear or to submit a written statement may result in disciplinary action.

IV. HEARING PROCESS

A. Attendance at the Hearing:

1. Members of the College Court
2. The accused
3. The accuser
4. Students, faculty and staff of the College
5. Both the accuser and the accused are entitled to have an advisor, who may not actively participate in the dialogue of the hearing but will be restricted to consulting and advising the accuser and the accused. Attorneys may not serve as advisors in the college administrative hearing. Failure to abide by these rules may result in the advisor's removal from the hearing. The accused may request the SGA to appoint an advisor for the accused.
6. The accuser and the accused will be given an opportunity to present necessary witnesses and documentary or other evidence, but all witnesses will be admitted to the hearing only when their personal participation is necessary.

B. Rights of the Accused Students

1. Right to a notice in writing of any charges.
2. Right to admit the alleged violation, to waive a hearing and to accept the College's action.
3. Right to admit the alleged violation but request a hearing.
4. Right to deny the alleged violation and request a hearing.
5. Right to a hearing before an impartial committee.
6. Right to appear in person at a hearing or not to appear with assurance the failure to appear will not be interpreted as indicative of guilt.
7. Right to select an advisor of their choice to attend the hearing with them.
8. Right to call witnesses and present evidence on their behalf.
9. Upon request, the right to a list of witnesses who will appear against them.
10. Right to confront and cross-examine witnesses and/or accusers.
11. Right to request a copy of the record of the tape recording of a hearing if the offenses involve possible suspension or expulsion.
12. Right to appeal to the Vice President of Student Affairs and Enrollment Services and then to the President of the College.

C. Burden of Proof

The accused student will be presumed innocent until proven guilty. The accuser must prove his/her case against the accused by a preponderance of evidence. This may be defined as a belief

that it is more probable than not that the facts are true and exist, which is sometimes expressed as 51% certainty.

D. General Guidelines for Conducting a Hearing

The following guidelines for hearings will be followed in all cases. These rules will be interpreted to maintain a procedure for hearings to the extent that informality will not hinder or obstruct the basic fact-finding function of the Court.

1. The College Court will not be bound by formal rules of legal proceedings and may admit any information that may be of value in determining the issues involved.
2. Hearings will be open except for cases involving academic records.
3. A recording of the proceedings will be kept in the office of the Dean of Student Services.
4. The College Court may grant adjournments to enable either the accuser or the accused to investigate evidence if a valid claim of surprise is made or when in the opinion of the Court an interruption in the hearing would be desirable.
5. The accuser and the accused will have the right to question all witnesses.
6. The findings of fact and the decision of the College Court will be based solely on the record of the hearing.

E. Oath/Affirmation by Witness

1. As each witness is called, he/she will take an oath or affirmation, administered by the Chief Justice, that he/she will tell the truth.
2. The oath will be: "Do you swear or affirm that the testimony you will give at this hearing will be the truth?"

F. Pleas

A plea is not required; however, the accused will have the right to plead guilty or not guilty.

G. Evidence

1. The Court will consider only evidence presented at the hearing. Irrelevant, immaterial, or unduly repetitious evidence will be excluded.
2. Signed affidavits (written statements) shall be admissible if a witness has a legitimate reason he/she cannot appear. In the case, the Court cannot question the witness. The Court will place the highest value on direct examination of all witnesses. Accordingly, it is in the interest of all parties to ensure that their witnesses are present. Affidavits must be submitted no later than three (3) business days prior to the hearing. Affidavit forms may be requested from the Dean of Student Services.

H. Orders of Proceedings

1. The Chief Justice will explain the order of proceedings and answer questions regarding that order.
2. The Chief Justice will read the statement regarding truthful testimony to all parties in the hearing.

Afterwards, witnesses will wait outside the hearing room.

3. The accuser presents the charge. (3 minute statement)
4. The accused answers the charge. (3 minute statement)
5. The Court may question the accuser and accused at any time during the hearing.
6. The accuser presents relevant evidence and witnesses.
7. The accused may question the accuser and the accuser's witnesses.
8. The Court may question those witnesses.
9. The accused presents relevant evidence and witnesses.
10. The accuser may question the accused and the witness of the accused witnesses.
11. The Court may question those witnesses.
12. The Court presents any witnesses separately summoned by the Court as relevant to the case.
13. First the accuser and then the accused may question the Court's witnesses.
14. Any witnesses may be recalled for further questioning by any participants.
15. Final statement by the accuser.
16. Final statement by the accused.
17. The Court deliberates.

I. Deliberations of the College Court

1. The deliberations of the College Court will be closed to all except Court members.
2. Decision of the Court will be based on a majority vote.
3. The Chief Justice will vote only in case of a tie.

J. Prior Record

1. During the hearing, evidence of the accused student's past violations of the Student Conduct Code will be excluded from the hearing unless the Court concludes that it is necessary and that admitting the prior record would not be unduly prejudicial to the accused student.
2. In recommending a penalty, if the Court concludes that the accused student is guilty of the present charge(s), the Court may then consider the accused student's prior record in determining the appropriate penalty.
3. The accused student has the option of raising the matter of his/her prior record for the Court to consider when setting a penalty.

K. Sanctions may be imposed by the College Court. (See Disciplinary Sanctions section on page 44 for a listing of possible sanctions.)

V. REPORTING THE COURT'S DECISION

- A.** Within one **(1) business day** of the hearing, the Chief Justice of the Court will forward the Court's decision and penalty to the Deans of Student Services.
- B.** Within **five (5) business days** of the hearing, the Dean of Student Services will inform the accuser and the accused of the decision of the Court and the penalty. Notification will be in writing and will be delivered by hand or by registered mail.

- C. One record of the charge and the Court's decision and penalty will be kept in the student's confidential activity file in the office of the Deans of Student Services. Court records will be maintained in a college-wide database maintained by the Dean of Student Services. A copy of the file will be made available to the Vice President of Student Affairs and Enrollment Services.
- D. Any further distribution of the information will be restricted because of the confidentiality requirements for student records.

VI. APPEALS

- A. Within **five (5) business days** of notification of the Court's decision, the accuser, the accused, or the executing administrator may file a written appeal with the Vice President of Student Affairs and Enrollment Services. Further appeals can be made through the Office of the President.

STUDENT DISCRIMINATION GRIEVANCE

Policy

Discrimination as prohibited by law is a matter of particular concern to Georgia Perimeter College. The College's policies and procedures for dealing with discrimination have been designed to protect all individuals while ensuring academic freedom to teach, learn and work. The policy is in accordance with the University System of Georgia Board of Regents Policy 401.02 and the law. The policy has the support of the college's President and administration.

Discrimination means to treat a person adversely because of race, color, gender, religion, creed, national origin, age, disability, veteran status or sexual orientation to implement policies or practices that intentionally or unintentionally adversely impact a person on the basis of race, color, gender, religion, creed, national origin, age, disability, veteran status or sexual orientation.

Confidentiality will be maintained insofar as it does not interfere with the college's legal obligation or ability to investigate allegations of misconduct when brought to its attention, and to take corrective action when it is found that misconduct has occurred.

Throughout the process, every effort will be made to protect the complainant from reprisals and to protect the accused from irresponsible complaints.

The Student Discrimination Grievance procedure encourages and provides guidelines for informal resolution of disputes by communication between the parties involved.

Procedure

I. GENERAL INFORMATION

This procedure provides a means by which students who are aggrieved of actions taken by college personnel (faculty, staff or administration) which they feel are discriminatory, including assignment of grades (so long as the basis of the grade appeal is alleged discrimination), can voice their grievances and be heard in a meaningful manner.

In cases where a student is appealing a grade on the basis of alleged discrimination, the student must elect between the College Grade Appeal procedure at Section 304.50 of the Administrative Procedures Manual and the Student Discrimination Grievance Procedure, but cannot use both for the same grade appeal. (See Student Appeal Regarding Grades, *Georgia Perimeter College Administrative Procedures Manual*, Section 304.50)

All proceedings pursuant to this procedure will be conducted as confidentially as is practical.

All time limitations are not to exceed the specified number of days. All references to days are to working days.

II. CAMPUS DEAN OF STUDENT SERVICES' ROLE

An aggrieved student shall meet with the Campus Dean of Student Services at the earliest opportunity after the most recent incident which is the subject of the grievance. The student should be prepared to explain to the Campus Dean of Student Services all relevant facts and circumstances surrounding the grievance.

III. FILING OF WRITTEN GRIEVANCE

If an informal resolution cannot be reached a written grievance shall be filed by the student and any other party in interest with the Ombudsperson within ten working days after the aggrieved student's meeting with the Campus Dean of Student Services. Such grievance must contain specific factual allegations of the discriminatory practice(s) or incident(s), and a statement of at the alleged basis or bases of the discrimination, which must be one or more of the following: race, color, sex, religion, age, persons with disabilities, national origin, sexual orientation or veteran's status.

IV. APPOINTMENT OF GRIEVANCE COMMITTEE

An Ad Hoc Grievance Committee will be appointed by the Ombudsperson no later than ten working days after the filing of a written grievance and will consist of five members: a student, a faculty member, and a student affairs professional, plus two other individuals, either staff, administrative or faculty, corresponding to the position of the individual against whom the grievance is brought. All committee members will be from the campus on which the grievance originated. The Ombudsperson will name one of the five members as chair of the committee.

V. DUTIES OF GRIEVANCE COMMITTEE

A. Notice of Hearing

Within ten working days of the appointment of the committee, the chair shall issue a written notice of the date, time, place and issue of the hearing to the student and any other party in interest. The date of the hearing shall be within ten working days of the notice.

B. Hearing Procedure

The hearing will follow the same general guidelines as found in the College Court procedure.

VI. APPEAL TO THE ASSOCIATE VICE PRESIDENT OF ENROLLMENT MANAGEMENT AND STUDENT SUCCESS

The parties may appeal to Associate Vice President of Enrollment Management and Student Affairs' within five working days. The Associate Vice President of Enrollment Management and Student Affairs shall issue a decision based on review of the record.

VII. APPEAL TO THE VICE PRESIDENT OF ACADEMIC AND STUDENT AFFAIRS

A party in interest who is aggrieved by the decision of Associate Vice President of Enrollment Management and Student Affairs may appeal the decision to Vice President of Academics and Student Affairs within five working days of the date of the respective decision.

VIII. APPEAL TO THE PRESIDENT

A party in interest who is aggrieved by the decision of the Vice President of Academic and Student Affairs may appeal the decision to the President within five working days of the date of the respective decision of the Vice President of Academic and Student Affairs' decision.

IX. FINAL DECISION

The President shall issue a final decision on the appeal within a reasonable amount of time. The decision shall apprise the appealing party of the right to further appeal to the Board of Regents of the University System of Georgia pursuant to Paragraph IX of the Bylaws of the Board of Regents or any other applicable provision of the Policies of the Board of Regents.

COLLEGE LIFE

OFFICES

ATHLETICS

The Georgia Perimeter College athletic programs boast a rich tradition of excellence that serve as one of the finest in junior college athletics. A member of the National Junior College Athletic Association and the Georgia Collegiate Athletic Association, Georgia Perimeter fields eight competitive teams in:

- Men's soccer (Dunwoody)
- Women's soccer (Clarkston)
- Men's and Women's Basketball (Decatur)
- Men's Tennis (Clarkston)
- Women's Tennis (Dunwoody)
- Baseball and Fast-pitch Softball (Newton)

Scholarships are available for eligible student-athletes. For more information contact the office at 678-891-2360.

HEALTH, WELLNESS AND RECREATION

Georgia Perimeter College Health and Wellness Department is your pathway to better health. As a student, you invest time, effort and financial resources towards attaining your educational goals. GPC Health and Wellness fully supports your academic endeavors. GPC believes it is as important for students to invest time and effort in their physical and emotional development as well as in their academic development.

Today, it is important that students maintain a healthier balance between academics, work and family. Statistics show the leading causes of death can be significantly reduced by maintaining proper nutrition, maintaining a consistent exercise program and addressing mental/emotional health issues. Heart attacks, diabetes, strokes, obesity and many forms of cancer prematurely end lives and take away valuable resources from our communities each day. In order to counteract these negative aspects, Health and Wellness Dept. events focus on providing students opportunities for physical activity, wellness education, organized sports competition and exposure to lifelong learning activities.

The Student Activity Fee allows access to programs and resources that empower the student to achieve their individual level of mental, emotional and physical health. Students may participate in a variety of free wellness activities on and off campus; including HIV/STD testing, health screenings, stress reduction activities, campus

walks, health fairs, exercise incentive programs, nutritional incentive programs, outdoor wellness programs, fitness classes and intramural sports activities.

Each GPC campus provides recreational and intramural programs for currently enrolled students, faculty and staff. Hours of operation, rules, procedures, cost of participation and other pertinent information may be obtained from each campus Health & Wellness Office or visiting department website, www.gpc.edu/hwr.

Health and Wellness is dedicated to seeing students obtain and maintain optimal health at Georgia Perimeter College. Our department motto reflects that belief: Get fit. Stay fit... the game lasts a lifetime!

OFFICE OF STUDENT LIFE

The Office of Student Life's mission is to promote and provide student learning through the delivery of **an array** of comprehensive co-curricular programs and activities **intentionally designed to support opportunities and experiences that promote a diverse community of engaged learners**. The Office of Student life coordinates professional & leadership development, social, recreational, cultural, **and** wellness programming, clubs and organizations, community outreach, volunteer services and advises the Student Government Association (SGA). These programs **and** initiatives collectively support the college's mission to embrace excellence, teamwork and quality service that link the college's human capital with our communities to enhance economic, social and cultural vitality. Students are encouraged to contact the Student Life Office to obtain information about activities taking place on their campus, leadership opportunities, and to get information about organizing new student clubs.

STUDENT GOVERNMENT ASSOCIATION

Students of Georgia Perimeter College, a multi-campus institution within the University System of Georgia, do hereby form a more effective and functional student government. We will foster the spirit of loyalty to the College and spirit of unity among the students, to encourage individual responsibility. We will work to provide an experience in democratic living, to provide a means for expression of student needs to strive toward a closer understanding between the faculty, staff, and students, and to assume the fullest responsibility and power of self-government consistent with the Constitution, policies of this College, and the laws of the State of Georgia. We do hereby ordain and establish this Constitution for a Student Government Association that advocates for the student body of Georgia Perimeter College.

The Student Government Association is the official voice of the student body, and shall work with faculty, staff, and administration in efforts of serving the students of Georgia Perimeter College. The Student Government Association has the authority and responsibility in participating in the recommendation of Student Activity Fees allocations, appointing student representatives to college committees, maintaining self-governance, and working to resolve institutional student issues and concerns.

Each campus unit of Georgia Perimeter College is authorized to elect an individual campus Student Government Association as indicated in this constitution. Each campus Student Government Association will participate (periodically) in College-wide meetings during the fiscal year to discuss and address matters of mutual concern.

The name of this organization shall be the Student Government Association of Georgia Perimeter College and may hereinafter be referred to as the SGA. The

supporting membership of this organization shall include all students that have enrolled and paid a student activity fee to the institution of Georgia Perimeter College.

The Student Government Association shall be organized into three branches: Senate, Executive, and Judicial. All meetings of the Senate Branch, the Executive Branch, and the Judicial Branch of the SGA shall be conducted on a Georgia Perimeter College campus or site. The officers of the SGA Executive Branch shall be President, Vice President, Secretary and Treasurer. The officers of the SGA Senate Branch shall consist of six elected/appointed Senators and the Vice President. The Judicial Branch hereinafter referred to as College Court shall consist of an appointed Student Chief Justice and two appointed Student Justices. All official Student Government Association meetings shall be open to the public. Such meetings shall be advertised 24-48 hours in advance. Summary notes and minutes will be posted as directed by the Georgia Open Meetings Act Procedure Manual. The Student Government Association of Georgia Perimeter College recognizes the *State of Georgia – Open Meetings Act* O.C.G.A -50-14, 1-6. (*Note: All members and visitors shall adhere to appropriate parliamentary procedures during meetings*)

The Campus Programming Board hereinafter referred to as Jaguar Activity Group (JAG) shall be recognized as a sub-agency of the Student Government Association, and shall be governed by the guidelines set forth in the JAG By-laws.

Clubs and Organizations

The following service clubs, honor societies, and other organizations are available to all students. Not all organizations are located on every campus. Check with the Student Life office for a complete listing of active organizations on your campus.

Active Minds

African-American Student Association

African Students Club

ALP Environmentally Green Organization

Alpha Beta Gamma

AMATYC

American Chemical Society

Animation Society

Art Club

Baptist Collegiate Ministries (BCM)

Billiards Club

Blank Canvas Fashion Club

Brother 2 Sister Network

Business Club

Business and Economics Club

Café Noir

Chess Club

Chinese Language Club

Civic and Political Awareness Club

Collegiate DECA

The Collegian Student Newspaper

Communications Club

Computer and Engineering Club (CLACEC)

Computer Science Club

Criminal Justice/ Military Affairs Association

Dancing Jaguars

Decatur Media Arts Club

Decatur Swamp Stompers Science Adventure Club
Drama Club
Earth Club
Environmental Sustainability Club (ESC)
Ethiopian Students Association (ESA)
Film Club
GA PCANS (Georgia Association of Nursing Students)
Georgia Association of Educators (GAE) Student Club
Gospel Choir
GPC Clarkston Student Book Club
GPC Hillel
GPC Jaguars Men's Rugby Club
GPC Men in Nursing
GRIN (Great Reading in Newton)
Health Science Club
Hispanic Connections
History and Current Events Club
History and Politics Club
Honors Program
Impact (Christian Club)
International Students' Club
Interpreter Training Society
It's Never Too Late
Jaguar Activity Group (JAG)
Japan Club
Japanese Society
Jazzy Jaguars Dance Team
Juntos Club
Korean Club
LAMBDA Triangle
Latino Connection
Le Cercle Francophone (French Club)
Leadership Academy
Math Club
MESA-BOR
Mingling Minds (Philosophy Club)
Muslim Student Association (MSA)
National Society of Collegiate Scholars
Nursing Christian Fellowship
Outdoor Adventure Club
PEACH – Physical Educational and Associated Careers in Allied Health
Peer Financial Counseling (Peer Advocates)
Perimeter Martial Arts Fitness Club
Phi Theta Kappa
Pre-Professional Chemistry
Psychology Club
SCALED – Student Committee Advocating Leadership & Empowering the Disabled
Science Club
Screenwriters Workshop
Second Wind
Sigma Alpha Pi

Sigma Kappa Delta
SPACE Club
Spanish Club
STEM Initiative
STAR Leaders
Student Government Association (SGA)
Students of Caribbean Ancestry (SOCA)
Triangle Club
VETCOM: The Military Veterans' Community Awareness Support Group
Vietnamese Club
Voices Poetry Organization

STUDENT NEWSPAPER AND PUBLICATIONS

Student publications offer students the opportunity to showcase their writing and artistic talents, gain an in-depth knowledge of college activities, and learn valuable skills.

- *The Chattahoochee Review, the Polishing Cloth, and Creative License* is also publications offered by Georgia Perimeter College. The *Review* is a literary journal edited by students and faculty of the college and distributed internationally. It publishes stories, poems, essays, and book reviews. Over 4,000 submissions are received each year from across the United States and from other countries. The *Review* publishes accomplished, well-known authors as well as promising, young writers.
- *Creative License* is an annual literary magazine that publishes poetry, prose and photographs by Georgia Perimeter students. It is edited by faculty members, with students serving as advisory editors.
- *The Polishing Cloth* is an annual publication of essays by Georgia Perimeter students collected from English and writing classes from all campuses. Many instructors use *The Polishing Cloth* in college writing classes.
- *The Collegian* - Georgia Perimeter College's student newspaper is published by students from each campus. Students write, edit, take photographs and contribute artwork. Editors learn to use page design software to construct pages and to maintain *The Collegian's* online products. Students also participate in advertising sales and distribute the newspaper. All students are eligible to contribute to *The Collegian*, regardless of field of study. Certain editors receive small stipends. Students who are interested in serving on *The Collegian* staff should contact the Coordinator of Student Publications at 678-891-3381.

POLICIES & PROCEDURES

DISPLAY OF NON-COLLEGE PUBLICATIONS

As an institution of higher education, Georgia Perimeter College seeks to foster a "free marketplace of ideas" in support of the ideas written in our state and national constitutions. To that end, Georgia Perimeter College allows the display of non-college publications on its campuses. The regulations contained herein in no way approve, disapprove, support, or fail to support the content of the publications included in this policy. The policy simply assists Georgia Perimeter College in the use and management of college facilities.

Procedure

- An Agreement of Display of Non-College Publications must be on file in the Office of Student Life at the campus where a publication is to be displayed. Agreements must be renewed annually; however, all agreements may be cancelled at the discretion of Georgia Perimeter College at any time by giving two weeks' notice.
- Display locations will be identified by the Office of Student Life on each campus, and all locations are solely within the discretion of Georgia Perimeter College.
- Appropriate display racks, provided by each publication must be used.
- Publications that are primarily advertisements are subject to the Georgia Perimeter College Sales and Solicitation Policy, consequently, any publications which are deemed by Georgia Perimeter College to be an advertisement will be removed and the agreement subject to cancellation.
- Each publisher must keep his/her rack clean and in good order, with only current issues on display.
- Georgia Perimeter College display racks (i.e., ***The Collegian***, registration information, college forms, etc.) may not be used by non-college publications.
- Georgia Perimeter College retains the right to modify these regulations and to take action including, but not limited to:
 - Removing outdated issues of a publication;
 - Changing display locations;
 - Canceling any agreement.

FREE EXPRESSION POLICY

Georgia Perimeter College supports free expression as stated in the First Amendment of the U.S. Constitution. The College in no way supports, fails to support, agrees, or disagrees with ideas that may be voiced in the Free Expression Area but does make provision for the expression of diverse viewpoints in an academic setting.

Procedure

- A.** Each campus procedure shall identify a particular area as the Free Expression Area. The campus Office of Student Life shall be responsible for identifying the Free Expression Area.
- B.** The first priority for use of the area will be given to student activities, academic, and administrative uses.
- C.** Individuals and/or groups wishing to use the Free Expression Area must complete a Free Expression Application form at least three (3) business days in advance. Registration forms may be obtained from the campus Office of Student Life.
- D.** Any publicity material must be submitted with the application form. Upon Approval, copies of the application form and any publicity material shall be distributed to the campus Director of Public Safety, and Dean of Student Services, and the applicant.
- E.** The Free Expression Area may be used during the following hours (when classes are in session): Monday through Thursday 11:00 a.m. – 1:00 p.m. and 5:30 p.m. – 7:30 p.m.; Friday 11:00 a.m. – 1:00 p.m.
- F.** Individuals using the Free Expression Area are required to have a copy of the approved registration with them during those times the area is being used.
- G.** Persons utilizing the Free Expression Area shall not interfere with the free flow of traffic nor the ingress and egress to buildings on campus.

- H.** No interruption of the orderly conduct of college classes or other college activities shall be permitted.
- I.** No commercial solicitations, campus sales, or fundraising activities shall be undertaken in the Free Expression Area.
- J.** The individual filing the Free Expression Registration Form shall be responsible for seeing that the area is left clean and in good repair.
- K.** The organization/individuals using the area must supply their own tables, chairs, etc. No sound amplification devices may be used at any time.

SALES AND SOLICITATION

Georgia Perimeter College does not permit the operation of private business enterprises on its campuses, except as otherwise provided by contract. Except as specified by related procedure, all business enterprises operated on a campus of Georgia Perimeter College shall be operated as auxiliary enterprises and shall be under the direct management, control and supervision of the chief business officer of the institution.

Procedure

Students and Student Organizations

Students may place notices of items for sale on the bulletin board designated "Campus Advertising Board." The posting of such notices must be approved in the Student Life Office. Students may only solicit for the sale of services through:

- Advertising in ***The Collegian***
- Auxiliary Services (bookstore, food service, vending)
- Athletic Teams Programs

Non-Students, Businesses

Non-students and businesses may only solicit for the sale of items or services on campus through:

- Advertising in ***The Collegian***
- Auxiliary Services (bookstore, food service, vending)
- Athletic Teams Programs

Flyers, handbills, or leaflets advertising for the sale of items or services and any other information may not be placed on campus, or presented to students in any way other than that listed above.

STUDENT ACTIVITY FEE FINANCIAL CODES

The Georgia Perimeter College (GPC) Student Activity Fee Financial Codes are designed to provide guidance in the form of procedural directives that will be used for clarification, establishment of operational procedures and internal compliance.

The Student Activity Fee Financial Codes includes information on topics such as, the allocation of Student Activity Fees, the annual Student Activity Fee budget process, internal regulations/business practice and sanctions. The Student Activity Fee Financial Codes document is available on the GPC website, in the Offices of Student Life or the Deans of Student Services.

STUDENT GOVERNMENT ASSOCIATION CONSTITUTION

The constitution of the Student Government Association (SGA) was created to share the purpose, duties, guidelines, and responsibilities of the SGA to the student body of Georgia Perimeter College. Each campus unit of Georgia Perimeter College is authorized to elect an individual campus Student Government Association as indicated

in the constitution. For more information, and to access the full Student Government Association Constitution, visit the link below.

<http://depts.gpc.edu/~gpcslife/studentgovernmentassociation.html>

PUBLIC SAFETY

The Department of Public Safety is responsible for providing a safe and secure educational environment for the entire Georgia Perimeter College community. Public Safety personnel are assigned to all campuses of the College. The Director of Public Safety is the administrator of the Department of Public Safety. In conjunction with Police Lieutenants and the Campus Academic Deans, the Director ensures that the public safety needs of the campuses are met.

The Department of Public Safety is comprised of Georgia P.O.S.T. certified Police Officers and Public Safety Security Guards. Georgia Perimeter College Police Officers enforce state laws, county ordinances, conduct criminal and traffic investigations and are granted powers of arrest by Georgia Law. All departmental personnel are authorized to enforce college policy as well as parking regulations.

The Department of Public Safety is committed to providing professional, courteous customer service to all members of the Georgia Perimeter College community. In addition to regular patrol functions, personnel are available to handle calls for service, provide escorts and additional services as needed. Personnel may also be on hand during special functions to help direct traffic and facilitate crowd control.

- **Campus Watch** — Campus Watch is a crime prevention safety program that asks students, faculty, and staff to look out for each other's welfare, to be alert to anything that threatens the quality of campus life, and to report all suspicious activities, emergencies, and other public safety concerns to the Department of Public Safety.

- **Lock It Or Lose It** — Is an educational program designed to inform the college community about the need to be proactive in preventing crime. Seminars, brochures, posters and promotional materials are available from Public Safety to promote a safe campus.

- **Operation Identification** — Students and staff may register their valuable items with Public Safety for identification purposes. This service is free and greatly aids in recovery, should your items become stolen. Persons may register their valuable items at www.depts.gpc.edu/gpcpd/

- **Vehicle Assistance** — Public Safety Officers will respond to a student's request for assistance on campus. The driver/owner of the vehicle must sign a Request for Service Waiver before any hands-on assistance can be given in the form of jump-starting or unlocking a vehicle.

- **Lost and Found** — Each campus Public Safety Office maintains a lost-and-found depository.

- **Rape Aggression Defense** — The Department of Public Safety offers Rape Aggression Defense (RAD) Classes free of charge throughout our campuses on a rotating basis. Course announcements are sent over student email prior to class dates.

Federal Disclosure Requirements

Georgia Perimeter College's annual Crime Report includes statistics for the previous three years concerning reported crimes that occurred on campus; in certain off-campus buildings owned or controlled by Georgia Perimeter College; and on public property within, or immediately adjacent to and accessible from the campus. The report also includes institutional policies concerning campus safety, such as policies concerning alcohol and drug use, crime prevention, the reporting of crimes, sexual assault, and other matters. You can obtain a copy of this report by accessing <http://depts.gpc.edu/gpcpd/2010%20CLERY%20Report.pdf>

Reporting Procedures for Emergencies and Non-emergencies:

GPCPD Emergency Line- 5511 from any campus phone; 770-274-5511 from off campus or cell phone.

GPCPD Non-emergency Line- 5500 from any campus phone; 770-274-5500 from off campus or cell phone.

The Georgia Perimeter College community is strongly encouraged to report all suspicious or criminal activity whenever observed, either in person at any campus public safety office or by telephone. All emergencies should be reported directly to the Public Safety emergency line at **770-274-5511** in order to coordinate the proper emergency response. Non-Emergencies should be directed to **770-274-5500**. Calls concerning tickets and vehicle registration information should be made directly to your local campus Public Safety office.

Emergency call-boxes are located on several campuses in parking areas and between buildings as an additional means of communication. These phones are marked by a blue light and once activated, report directly to the 24-hour communications center. These phones should be used to report criminal activity or request a Public Safety service.

VEHICLE CODE

Article 1-Statement of Policy

- Authority & Jurisdiction – The Georgia Perimeter College Department of Public Safety has the responsibility and authority to administer the traffic policy for the institution and to control traffic and parking accordingly. The Georgia Motor Vehicle and Traffic Code (Title 40) confers the right to Georgia Perimeter College to control traffic and parking on its properties. All individuals who register a vehicle with Public Safety or operate a vehicle on Georgia Perimeter College property shall abide by the regulations set down by this vehicle code.
- Enforcement – Georgia Perimeter College Public Safety enforces Georgia State law and vehicle codes and the rules and regulations of the College. Statutes are enforced 24 hours a day, 365 days a year except as otherwise indicated within this code. Violators are subject to having their vehicle immobilized (booted) and/or towed for serious violations or after a fourth and subsequent unpaid fine.
- Vehicle Insurance – Georgia law requires that every owner and driver of a motor vehicle in this state maintain financial responsibility through liability insurance coverage. Any other means of financial responsibility must be approved by the Department of Motor Vehicles. Anyone who registers a vehicle or drives on Georgia Perimeter College property must meet this requirement.

- Driver's Licenses – The State of Georgia requires that any non-resident student over the age of 18 must obtain a Georgia driver's license and vehicle registration within 30 days of entering the state.
- Liability – Georgia Perimeter College does not assume responsibility for any damage to a vehicle due to theft, vandalism, flood, fire, or accident.
- Permission to Park and Operate a Vehicle on Campus – A PARKING PERMIT DOES NOT GUARANTEE OR RESERVE A PLACE TO PARK. It does give permission to drive and park on Georgia Perimeter College property in the manner prescribed by this vehicle code. PARKING PERMITS ARE REQUIRED AT ALL TIMES FOR VEHICLES PARKED ON GEORGIA PERIMETER COLLEGE PROPERTY. These privileges may be revoked at any time at the discretion of the College.
- Control of College Roads and Parking Lots – The College reserves the right to close any campus parking area when it is necessary for maintenance, safety or to meet special needs. When possible, notices will be posted indicating the closure.
- Fines – Fines shall be levied according to the schedule indicated in Article III & IV. Fines must be paid upon receipt of a violation. Fourth and subsequent unpaid fines may result in a vehicle being booted and/or towed. Student grades, subsequent registration and diplomas shall be withheld until all fines are paid. Violations may be appealed as indicated in Article V.
- Suspension of Privileges – The privilege to operate or park a vehicle on campus may be suspended to preserve the safety of the campus. Vehicle operators accruing 5 or more unpaid citations (parking or moving) in a semester may be subjected to this suspension at the discretion of Public Safety.

Article II-Vehicle Registration and Responsibility

- Vehicle Registration – Parking permits are free. All vehicles operated on campus by students or employees MUST be registered with the Public Safety Department. Vehicles that are unregistered or do not display a valid College permit are not permitted to park on campus. Visitors may obtain a permit free of charge from the Public Safety office during business hours. It is unlawful to forge, fabricate or alter a parking permit.
 - i) Registration – Vehicles must be registered with Public Safety within 5 business days from the first time a vehicle is on college property.
 - ii) Student Permits – permits must be affixed to the **exterior** lower driver side of the rear windshield or driver side of the rear bumper.
 - iii) Visitor/Temporary Permits – permits are to be placed on the driver side dashboard.
 - iv) Handicap Parking Permits – Public Safety is not authorized to issue temporary or permanent handicap parking permits. The vehicle owner can go to the nearest DMVS office in the county in which they reside to obtain a Disabled Person's Parking Affidavit (MV-9D) or they can complete the form on line at <http://motor.etax.dor.ga.gov/forms/pdf/motor/mv-9d.pdf>. Note: Parking in a handicap parking place by anyone other than the person to which the permit is issued

is a violation of Georgia Law. Violators are subject to State of Georgia traffic citations for this offense.

- Unregistered Vehicles – An unregistered vehicle may be subject to a check with the Georgia Department of Motor Vehicles or other agency, an immobilization boot or towing if it is found to be in violation of any of these regulations. If a College student or employee has an unregistered vehicle on campus, he/she will be responsible for all costs involved in the removal of an immobilization boot, towing charges and the cost of verification of ownership through the appropriate agency. Any previously unbilled citations will be billed to the student's account.
 - Selling or transfer of a Registered Vehicle – When selling a vehicle, the original owner must remove any Georgia Perimeter College parking permits on the vehicle and notify Public Safety of the sale within 5 business days. Failure to do so may result in any citations received being the responsibility of the owner of record.
 - Students who are part-time staff – Students who are also part-time employees of the College **shall not** be issued a faculty/staff parking permit by Public Safety.
 - Curb Designations – All curbs adjacent to campus buildings are considered Fire Lanes unless there are parking spaces designated by parking bumpers and/or white lines painted on the pavement. Parking on a yellow curb is prohibited. Note: Parking in a fire lane is a violation of Georgia Law. Violators of fire lane restrictions are subject to State of Georgia citations for this offense.
 - Lot Restrictions: Reserved parking for Staff and Faculty is indicated by signage and is enforced Monday-Friday, 7a-7p. Students may park in any lot NOT designated as Staff/Faculty parking when displaying a valid parking permit.
- ** Georgia Perimeter College parking permits are valid for ANY LOT on weekends and holidays.**
- D. Visitor Permits – Visitors, vendors and other special groups may be issued a Temporary Permit at no charge. Permits may be obtained from the Public Safety Office during normal business hours. Visitor Permits for large groups must be ordered seven (7) business days in advance by the department requesting permits.
 - E. Temporary Permits – Students who have not obtained a student ID can obtain a Temporary Permit from the Public Safety office.
 - Lost Parking Permits – If a parking permit is lost it must be reported immediately to the Public Safety office before a new permit will be issued. A replacement fee of \$5.00 will be assessed for lost permits. Recovered permits must be returned to the Public Safety Administrative office.
 - Inoperable Vehicles – Vehicles that are inoperable or are not properly registered with DMV will be considered abandoned after a period of 10 business days from their date of discovery. These vehicles may be fined and/or towed at the owner's expense. Inoperable vehicles may not be stored on campus.
 - Auto Repair – Auto repair and maintenance of any kind is not permitted on campus.

- Motorcycles – Motorcycles and motorized bicycles (mopeds, motor scooters, etc.) are subject to all regulations in this code.
 - i) Motorcycles must park in normal vehicle parking spaces or designated motorcycle areas.
 - ii) Mopeds that have an engine size of 100cc or less may park in the bicycle racks.
- Bicycles – Bicycles are not required to be registered with Public Safety.
 - i) Bicycles may not be ridden on pedestrian sidewalks. Bicycles must use roads open to automobile traffic only. Roads closed to automobiles are for pedestrians only.
 - ii) Bicycles are to be chained to bicycle racks only. Bicycles chained to building handrails, etc. are subject to fines and impoundment by Public Safety.
 - iii) Public Safety reserves the rights to sell abandoned bicycles or give them to charity after a 90 day hold from the date of impound.

Article III - Violations and Fines

All warnings and violations are documented in a Driver History. Repeat violators are subject to a Repeat Violator fine schedule (see Article IV). **Fourth** and subsequent unpaid tickets may result in your car being booted and/or towed. Student grades, subsequent registration, transcripts and diplomas may be held until all fines are paid.

Vehicle Registration/Permits:

10.0 Permit Not Displayed/Not Registered – **\$30.00 Fine:** All vehicles parked on Georgia Perimeter College property must be registered with Public Safety. Students, staff and faculty must register for a parking permit. Visitors and guests must display a temporary parking permit.

10.1 Expired Permit – **\$30.00 Fine:** Student permits are valid for one year and must be renewed prior to expiration.

10.2 Expired Temporary Permit – **\$30.00 Fine:** Temporary permits are valid only for a limited period of time as indicated on the permit.

10.3 Improper Display – **\$30.00 Fine:** All parking permits **must** be displayed on the *exterior* rear window in the lower driver side corner OR on the rear driver side bumper. Temporary permits must be displayed on the front dash board.

Restricted Parking:

11.0 Posted Reserved Space – **\$35.00 Fine:** Reserved parking by special permit or permission from Public Safety only.

11.1 Posted No Parking – **\$35.00 Fine:** No parking or standing.

11.2 Posted 15 Minute Zone – **\$35.00 Fine:** 15 minutes is the maximum time permitted in temporary loading/unloading zones unless otherwise specified by posting.

11.3 Posted Faculty/Staff Parking – **\$35.00 Fine:** Faculty staff parking only from 7a-7p Monday-Friday.

Illegal Parking:

12.0 Parking on a Curb – **\$40.00 Fine:** Parking on a curb lacking pavement markings to indicate a designated parking space is prohibited.

12.1 Parking on Lawn or Walkway – **\$40.00 Fine:** Parking on sidewalks or lawns is prohibited.

12.2 Blocking a Driveway or Wheelchair Ramp– **\$40.00 Fine:** Vehicles shall not block driveways or handicap access ramps.

12.3 Occupying More Than One Space – **\$40.00 Fine:** Vehicles shall not occupy more than one designated parking space.

12.4 Red Zones/Fire Lanes/Fire Hydrants–**\$100.00 Fine:** A vehicle may not stop or park in a red zone or fire lane, whether the vehicle is attended or not. Violation of this section is also a violation of Georgia Law. Violators are subject to a state citation and immediate towing.

12.5 Handicapped Parking –**\$200.00 Fine:** Blue handicapped spaces with a sign posted are for handicapped parking only, including nights, weekends and holidays. The only vehicles allowed to park in handicapped spaces are those displaying a special handicap license plate or placard issued by the DMV. PERMITS ARE VALID FOR THE PERSON NAMED ON THE PERMIT ONLY. College employees may not park in handicapped zones without proper DMV issued permits. Violation of this section is also a violation of Georgia Law. Violators are subject to a state citation for this offense.

Traffic Control Devices:

13.0 Entering the Wrong Way – **\$50.00 Fine:** Vehicles shall at all times travel in the proper direction by lane assignment and shall not enter into areas posted Wrong Way.

13.1 Failure to Stop – **\$50.00 Fine:** Vehicles must come to a complete stop at all posted Stop signs.

13.2 Failure to Yield – **\$50.00 Fine:** All vehicles must yield the right-of-way to vehicles and pedestrians where posted. All vehicles must yield to Public Safety vehicle lights/siren when necessary.

13.3 Unsafe Vehicle Operation – **\$50.00 Fine:** The operation of a vehicle in a manner deemed hazardous or unsafe is prohibited. All vehicle operations are limited to public roadways unless prior permission is obtained from Public Safety.

13.4 Tampering With Vehicle Gates, Barricades/Cones – **\$75.00 Fine:** Attempting to open, raise or alter static or motorized vehicle gates is prohibited. The altering a traffic cones or barricades is prohibited.

13.5 Tampering with Immobilization Device –**\$100.00 Fine:** The College reserves the right to impound any vehicle that violates parking regulations by using an immobilization boot. Tampering with or attempting to remove an immobilization device is prohibited.

Exceeding the Posted Speed Limit:

14.0 10-15 mph over the posted limit - **\$40.00 Fine**

14.1 15-19mph Over Posted Limit – **\$75.00 Fine**

Misuse of Vehicle:

15.0 Reckless Driving – **\$75.00 Fine:** Vehicles driven in an abusive manner, with wanton disregard for the safety of others are considered reckless. This includes, but is not limited to "laying drags" and display of speed. Note: Violation of this section may also be a violation of Georgia Law. Violators may be subject to a state citation for this offense.

15.1 Obstructing Traffic **\$50.00 Fine:** There is no stopping, standing or parking in a way that prevents another vehicle from moving or hinders the normal flow of traffic.

15.2 Passing a Moving Vehicle – **\$50.00 Fine:** Passing a moving vehicle on campus roads is prohibited.

15.3 Aggressive Driving – **\$75.00 Fine:** A person commits the offense of aggressive driving when he or she operates any motor vehicle

with the intent to annoy, harass, molest, intimidate, injure, or obstruct another person or motor vehicle. Note: Violation of this section may also be a violation of Georgia Law. Violators may be subject to a state citation for this offense.

15.4 Limits on sound volume produced by radio, tape player, or other mechanical sound-making device from within the motor vehicle – \$50.00 Fine: It is unlawful for any person operating or occupying a motor vehicle on any campus property to operate or amplify the sound produced by a radio, tape player, or other mechanical sound-making device from within the motor vehicle so that the sound is plainly audible at a distance of 100 feet or more from the motor vehicle.

Article IV – Repeat Offenses

Repeat Violator: Repeat violators will be assessed an additional fine for any warning or violation in excess of the proscribed number.

RV.1 3rd violation, base fine plus \$15

RV.2 4th violation, base fine plus \$25

RV.3 5th violation, base fine plus \$40

RV.4 6th violation, base fine plus \$50

RV.5 7th unpaid violation, possible revocation of vehicle privileges on GPC Property

(Repeat violations accrued by semester)

Article V – Appeals

- A. On the back of the citation form there is space to write an appeal. All information must be filled out completely and returned in person or by mail (post-dated) within seven (7) business days of issuance. Results of your appeal will be mailed to your home address or sent to your student email account. Appeals made after seven (7) days may be grounds for denial.
- B. Failure to complete all information on back of the form may be grounds for denial.
- C. Causes due but not limited to tardiness, weather conditions, or a lack of parking do not constitute a valid appeal.
- D. Student appeals are adjudicated by a student led judiciary board.



**You don't
have to be a
major to get
involved with
art, music
and theatre
at GPC!**

<http://eapps.gpc.edu/jaglists/>



Join our event
info list to stay
current on what's
happening both
on stage and
backstage all
year long!



Alpharetta Center

3705 Brookside Parkway
Alpharetta, GA 30022

Clarkston Campus

555 North Indian Creek Drive
Clarkston, GA 30021

Decatur Campus

3251 Panthersville Road
Decatur, GA 30034

Dunwoody Campus

2101 Womack Road
Dunwoody, GA 30338

Newton Campus

239 Cedar Lane
Covington, GA 30014

GPC Online

555 N. Indian Creek Drive
Clarkston, GA 30021
www.gpc.edu/online

