



**Georgia Military College Policy File**  
As of October 28, 2020

## Georgia Military College Policy File

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## **Policy: 1001 Establishing Georgia Military College (GMC) Policy**

### **Policy Statement:**

Pursuant to Article XI, Section 1, Clause A of the GMC Board of Trustees By-laws, “The President shall develop and maintain a set of policies and regulations for the internal organization of the college.”

GMC policy statements apply institution-wide, are general in nature, and provide broad rather than restrictive guidance.

GMC employees and supervisors are expected to enforce policy and to exercise good judgment when deciding when and under what circumstances to apply policy.

Any GMC employee may recommend that a new policy be considered, or an old policy is revised, and should make their recommendation known through one of the channels indicated below.

1. **General Administration (1000 through 1999).** The President and Vice President-level supervisors may originate General Administration policies.
2. **Administrative Services (2000 through 2999).** The Vice President-level supervisor responsible for the administrative area addressed by a policy statement normally originates Administrative Services policies.
3. **Student Affairs (3000 through 3999).** The Dean of Students in coordination with the Executive Vice President and Chief Operating Officer, Chief Academic Officer and Dean of Faculty, and the Campus Executive Directors originate Student Affairs policies.
4. **Academic Affairs (4000 through 4999).** The Chief Academic Officer and Dean of Faculty originates Academic Affairs policies for the College, and the Principal originates policies for the GMC Preparatory School.
5. **Personnel (5000 through 5999).** The Chief Financial Officer and the Vice President for Human Resources, in coordination with the Executive Vice President and Chief Operating Officer, originates Personnel policies.

### **Definitions:**

Policies differ from procedures and guidelines in that procedures describe the actions necessary to implement policies.

1. Policies are written in clear, concise, and simple language.
2. Policy statements address the rule and not how to implement rules.
3. Guidelines are abridged, user-friendly versions of procedures.

As a general rule, policies, procedures, and guidelines appear as separate documents

**Instructions:**

VP-level department heads originate new policies, review and update policies, and ensure that the policies are relevant, up to date, and enforceable.

In developing new and revising old policies, care is taken to ensure that the policy does not conflict with, duplicate, or violate existing policy and guidance issued by the Board of Trustees, or the President.

Proposed and revised policies are submitted to the Director of Staff for review. The Director of Staff will submit policy proposals to the President for final approval.

**Assignment of Policy Numbers:**

The Director of Staff assigns policy numbers. The following numbering system will be used.

- General Administration: 1000 through 1999
- Administrative Services: 2000 through 2999
- Student Affairs: 3000 through 3999
- Academic Affairs: 4000 through 4999
- Personnel: 5000 through 5999

**Review Date:** 6/16/2017

**Reviewed by:** Jeannie Zipperer, Director of Staff

**Creation Date:** 4/8/2009

## **Policy 1002: Absence of the President**

### **Policy Statement:**

It is GMC policy that in the absence of the President, GMC senior administrators, in the following order, are authorized to represent the President and exercise the powers of the presidency:

1. Senior Executive Vice President/Chief Operating Officer
2. Senior Vice President and Chief Academic Officer/Dean of Faculty
3. Senior Vice President and Chief Financial Officer
4. Senior Vice President and Chief College Relations Officer
5. Senior Vice President of Information Technology
6. Institutional Dean of Students/Director of Staff

### **Authority:**

The powers of the presidency may be exercised with respect to any matter that the President has the authority to decide in the name of the College.

Moreover, the authority delegated herein is specific to the positions listed above and may not be delegated except as decided by the President.

**Review Date:** 6/16/2017

**Reviewed by:** Jeannie Zipperer, Director of Staff

**Creation Date:** 2/2/2009



## **Policy 1003: Confidentiality of Records under FERPA**

### **Policy Statement:**

It is GMC policy that no educational records, medical records, banking records, insurance records, disciplinary records, and any other record that has been accorded confidentiality by law or regulations will be released without specific and appropriate authorization as provided for by law or regulation.

Georgia Military College complies with federal and state confidentiality regulations and laws regarding the privacy of student records.

### **Educational Record Defined:**

For the purposes of this policy “educational record” includes but is not limited to: academic records, disability records, medical records, disciplinary records, and financial records generated and maintained as part of the educational career of the individual.

### **FERPA:**

Georgia Military College, in compliance with the Family Educational Rights and Privacy Act (FERPA) of 1974 which is designed to protect the student's rights with regard to educational records maintained by the institution. Under this Act, an eligible student (a student who is 18 years of age) or parent whose child is under the age of 18 has the following rights:

- 1. The right to inspect and review the student’s educational record within 45 days of the day the University receives a request for access.**

Students should submit to the registrar, dean, and head of the academic department, or other appropriate official, written requests that identify the record(s) they wish to inspect. The College official will make arrangements for access and notify the student of the time and place where records may be inspected. If the records are not maintained by the College official to whom the request was submitted, that official shall advise the student of the correct official to whom the request should be addressed.

- 2. The right to request the amendment of the student’s education records that the student believes are inaccurate or misleading.**

Students may ask the College to amend a record that they believe is inaccurate or misleading. They should write the College official responsible for the record, clearly identify the part of the record they want changed, and specify why it is inaccurate or misleading.

If the College decides not to amend the record as requested by the student, the College will notify the student of the decision and advise the student of his or her right to a

hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the student when notified of the right to a hearing.

**3. The right to consent to disclosures of personally identifiable information (PII) contained in the student's education records, except to the extent that FERPA authorizes disclosure without consent.**

One exception, which permits disclosure without consent, is disclosure to school officials with legitimate educational interests. A school official is a person employed by the College in an administrative, supervisory, academic or research, or support staff position (including law enforcement unit personnel and health staff); a person or company with whom the College has contacted (such as an attorney, auditor, or collection agent); a person serving on the Board of Trustees; or a student serving on an official committee, such as a disciplinary or grievance committee, or assisting another school official in performing his or her tasks.

A school official has a legitimate educational interest if the official needs to review an educational record in order to fulfill his or her professional responsibility.

Upon request, the College discloses education records without consent to officials of another school in which a student seeks or intends to enroll.

FERPA requires an institution to make a reasonable attempt to notify the student of the record request unless the institution states in its annual notification that it intends to forward records on request.

**4. The right to file a complaint with the U.S. Department of Education concerning alleged failures by Georgia Military College to comply with the requirements of FERPA.**

The name and address of the office that administers FERPA is:

Family Policy Compliance Office  
U.S. Department of Education  
600 Independence Avenue, SW  
Washington, DC 20202-4605

FERPA permits the disclosure of PII from students' education records, without consent of the parent or eligible student, if the disclosure meets certain conditions found in § 99.31 of the FERPA regulations. Except for disclosures to school officials, disclosures related to some judicial orders or lawfully issued subpoenas, disclosures of directory information, and disclosures to the parent or eligible student, § 99.32 of the FERPA regulations requires the school to record the disclosure. Parents and eligible students have a right to inspect and review the record of disclosures. A school may disclose PII from the education records of a student without obtaining prior written consent of the parents or the eligible student to the following:

- School officials with legitimate education interests;

- U.S. Comptroller General, U.S. Attorney General, U.S. Department of Education;
- State and local officials;
- Authorized organizations conducting educational research;
- Accrediting agencies;
- Alleged victim of a crime;
- Parent of a Dependent Student as defined by the IRS;
- Parent of a student under 21 regarding the violation of a law regarding alcohol or drug abuse.

### **Protected Information:**

Only when given permission by the student or required by law may the following information be given out or posted where others may see:

- Social security number.
- Citizenship.
- Gender.
- Ethnicity.
- Religious preference.
- Grades.
- GPA.

### **Directory Information:**

The following information is designated as Directory Information and may disclose the information without prior written consent of the student unless the student formally requests in writing that the information not be disclosed:

- Student's name.
- Address and telephone number.
- Date and place of birth.
- Major field of study.
- Student status.
- Participation in officially recognized activities and sports.
- Weight and height of members of athletic teams.
- Dates of attendance.
- Degrees and awards received.
- Most recent previous school attended.
- Photograph.

### **Parents/Guardians of Dual Enrollment Students:**

Generally, rights under FERPA transfer to students attending a postsecondary institution. When a student is enrolled in both high school and a postsecondary institution through a dual enrollment program, the two schools may exchange information. If a student is under the age of

18, parents retain the rights under FERPA at the high school and may inspect and review any records sent by the postsecondary institution to the high school.

**Deceased Student Records:**

Records of deceased students are not protected by FERPA and are a matter of institutional policy. Within the first year following the death of a student, GMC will release educational records only under the following circumstances:

- The student has submitted prior written authorization to release records to the party requesting the records.
- The request comes from the Executor/Executrix of the student's estate, spouse, legal guardian, or parent.
- In response to a legal subpoena.

**Review Date:** 6/22/2017

**Reviewed by:** Jeannie Zipperer, Director of Staff

**Creation Date:** 5/29/2009

## **Policy 1004: Intellectual Property Ownership**

### **Policy Statement:**

It is GMC policy that intellectual property developed by faculty, staff, or students in the course of employment, whether contract, part-time, or full-time, is presumed to be the property of GMC in the degree to which the information and work was produced for the use of the institution.

### **Approving Authority:**

The Chief Financial Officer shall be the President's representative in resolving intellectual property ownership and compensation matters and shall work in coordination with the Executive Vice President/Chief Operating Officer, Chief Academic Officer/Dean of Faculty, Vice President for Human Resources, Director of Staff, the Georgia Department of Law, and the concerned student, faculty member, or staff member to prepare or modify contracts when necessary.

### **Intellectual Property Defined:**

Intellectual property shall be defined as information and material that would qualify for patent, copyright, trademark, and software or trade secrets protection. This information and material may include printed and unprinted, visual and auditory, and electronic or magnetic records.

### **Implementation Guidance:**

As a minimum, in deciding the extent to which GMC and other parties will share in revenues generated by intellectual property, the expenses incurred by the college and the degree to which the college partnered with those claiming ownership of the intellectual property will be considered.

How all parties are to be compensated will be detailed in an appropriate contract, which will be signed by the President.

Intellectual property revenues received by GMC will be placed in the College General Fund and disbursed as decided by the President.

The ownership rights to Intellectual Property developed by faculty, staff, or students, in whole or in part, shall be determined by the degree to which the information and work in question is produced independently or while under contract using GMC provided resources, to include paid-for work and time, facilities, and equipment.

All faculty and student material that provides a basis for awarding academic credit shall remain the property of the institution for as long as necessary to provide documentation of academic credit.

Intellectual property rights owned by the institution may be released to individuals by contract, written release, or when such materials no longer become the basis for awarding credit or the subject for grade review processes.

GMC Vice Presidents responsible for Student, Staff, and Faculty Handbooks will ensure that notice of the details of this policy is posted in the appropriate handbooks.

**Review Date:** 6/22/2017

**Reviewed by:** Jeannie Zipperer, Director of Staff

**Creation Date:** 5/29/2009

## Policy 1005: Using Copyrighted Works

### Policy Statement:

It is GMC policy that faculty, staff, and students are prohibited from using copyrighted works in any way that is not authorized by specific exemptions in the copyright law, including those specifically granted to educators in classroom settings, or licenses or written permission from the copyright owner.

### General:

GMC is committed to respecting the rights of copyright holders and complying with copyright law. GMC recognizes that the exclusive rights of copyright holders are balanced by limitations on those rights under federal copyright law, including the right to make a fair use of copyrighted materials and the right to perform or display works in the course of face-to-face teaching activities.

Copyright provides the creators of original works of authorship with a set of limited exclusive rights, including the right to copy, distribute, and perform their works. The law balances the private interests of copyright owners with the public interest and is intended, in the words of the Constitution, “to promote the Progress of Science and useful Arts, by securing for a limited Time to Authors and Inventors the exclusive Right to their respective Writings and Discoveries.”

Copyright law gives copyright owners the exclusive rights to:

- Reproduce work
- Prepare derivative works based on the original
- Distribute copies to the public
- Perform the work publicly
- Display the work publicly

### Standards:

GMC has adopted the [University System of Georgia copyright policy](#) and [fair use exception policy](#), with accompanying [fair use checklist](#). Helpful guidance applicable to the USG policy

The full text of the [Copyright Law of the United States](#) can be accessed through the indicated electronic link.

GMC Vice Presidents responsible for Student, Staff, and Faculty Handbooks will ensure that GMC employees and students are reminded that it is illegal to copy material for which necessary written permission to copy has not been obtained and that both the individual requesting such services and the individual performing them may be liable for copyright infringement.

**Review Date:** 6/22/2017

**Reviewed by:** Jeannie Zipperer, Director of Staff

**Creation Date:** 4/8/2009



## Policy 1006: Records Retention Policy

### Policy Statement:

It is Georgia Military College Policy that records of the college are retained and disposed of in a manner that meets or exceeds the state guidelines for records retention as reflected in the [University System of Georgia records retention schedules](#).

GMC conforms to the guidelines for retaining and disposing of records presented in the [University System of Georgia Records Retention Manual](#).

**Review Date:** 6/23/2017

**Reviewed by:** Jeannie Zipperer, Director of Staff

**Creation Date:** 5/29/2008

### **Policy 1007: Use of Tobacco Products and Electronic Cigarettes**

Georgia Military College (GMC) is committed to providing a safe and healthy environment for all students, employees, guests, and visitors pursuant to the Georgia Smoke Free Air Act of 2005. Concurrent with GMC's drug and alcohol policies and policies promulgated by the Corps of Cadets, the possession, use, or sale of tobacco products on campus is strictly prohibited inside all facilities operated, owned, or leased by GMC including (but not limited to) such space as classrooms, laboratories, hallways, offices, corridors, dining areas, restrooms, common areas, residential areas, and school vehicles. Smoking and use of other tobacco products is restricted to designated outdoor areas located away from entrances and commonly used walkways.

For the purpose of this policy, "tobacco products" is defined as cigarettes, cigars, pipes, all forms of smokeless tobacco, clove cigarettes, and any other smoking devices that use tobacco, such as hookahs, or simulate the use of tobacco, such as electronic cigarettes, vape pens, or juuls.

Violation of this policy may result in corrective action under GMC's Student Code of Conduct or human resources policies. Visitors in violation of this policy may be asked to leave campus.

All campuses, the GMC Preparatory School, and the Corps of Cadets may establish exceptions to this policy to include restricting the use/possession of tobacco products on GMC grounds, designated locations of outdoor areas, and exceptions for educational purposes. Any exceptions should be limited and reflect the intent of this GMC policy.

**Review Date:** 11/07/2019

**Reviewed by:** COL Steve Pitt, Dean of Students & Commandant of Cadets

**Creation Date:** 6/30/2008

## **Policy 1008: Possession and Consumption of Alcoholic Beverages**

### **Policy Statement:**

It is Georgia Military College policy that possession and consumption of alcoholic beverages on property operated or leased by Georgia Military College is prohibited unless approved by the President of Georgia Military College.

In all cases, Georgia laws governing the possession, consumption, and underage use of alcoholic beverages will be enforced.

**Review Date:** 6/6/2017

**Reviewed by:** Patrick Beer, Dean of Students & Commandant of Cadets

**Creation Date:** 8/6/2008

## **Policy 1009: Fund-Raising**

### **Policy Statement:**

It is Georgia Military College policy that the President is the chief fund- raising officer for the College and is responsible for approving Georgia Military College (GMC) fund-raising initiatives, campaigns, and major solicitations.

GMC employees shall accept no major gifts (\$5000 or more) and make no solicitations in the name of the College without first coordinating with the GMC Senior Vice President for College Relations.

### **Responsibility:**

The GMC Senior Vice President for College Relations (CCR) is the President's chief development officer and is charged by the President to administer the college's fund-raising program.

The CCR advises the President on progress made in meeting fund-raising objectives and on the status and activities of fund-raising organizations.

The CCR also serves as Executive Director of the GMC Foundation and coordinates the fund-raising activities of the College to ensure that solicitation is being accomplished in compliance with the guidance of the President, to the benefit of the College, in accordance with applicable federal and state laws, in a manner that will not endanger the tax-exempt status of the College and the GMC Foundation, and to avoid duplicative solicitation being done in the name of Georgia Military College.

The CCR will accomplish the preceding in coordination with individual donors, the Campus Executive Directors, Vice President-level department heads, and the GMC Booster and Bulldog Clubs.

**Review Date:** 8/18/2015

**Reviewed by:** Mark Strom, Senior VP and Chief College Relations Officer and Executive Director of the GMC Foundation

**Creation Date:** 5/12/2009

## **Policy 1010: Use of Recording or Surveillance Devices**

### **Policy Statement:**

Pursuant to Georgia Law, it is GMC policy that no employee, faculty member, agent, or student shall intentionally record or transmit the private conversation of others without notifying and obtaining the permission of all parties.

### **Permission:**

Permission may be obtained by written consent, by verbal affirmation, and by non-objection when recording devices are in plain sight of all parties.

### **General:**

Members of the faculty and students may use recording devices as classroom instructional aids or to accommodate students and faculty members with disabilities. Persons authorized by the President, Chief Academic Officer, Campus Executive Directors, and the Principal of the GMC Preparatory School may use recording devices to observe classroom activity. Faculty must in advance of use provide students notice that such recording or observation will be employed.

**Review Date:** 6/23/2017

**Reviewed by:** Jeannie Zipperer, Director of Staff

**Creation Date:** 1/21/2009

## **Policy 1011: Providing Staff Assistance to Campus Executive Directors**

### **Policy Statement:**

It is GMC policy that only the President may refuse to provide GMC staff support requested by a Campus Executive Director.

### **General:**

Any GMC staff member can say "yes" to a request for staff assistance. Only the President can say "no".

Staff members at any level who receive a request for assistance from a Campus Executive Director that they determine cannot be provided will immediately move the problem through their supervisory chain to the responsible Vice President-level supervisor.

Vice President-level supervisors will inform the Chief Operating Officer (COO) of the difficulty and make every effort to find a way to provide the requested support.

If the COO determines that the requested support cannot be provided, then he will inform the President.

### **Handbooks:**

GMC Vice Presidents responsible for Student, Staff, and Faculty Handbooks will insure that notice of the details of this policy is posted in the appropriate handbooks.

**Review Date:** 6/32/2017

**Reviewed by:** Jeannie Zipperer, Director of Staff

**Creation Date:** 1/21/2009

## **Policy 1012: GMC Officials Authorized to Sign Contracts**

### **Policy Statement:**

Documents obligating Georgia Military College into any financial arrangement may be signed only by officials of GMC authorized to sign contracts. As per Article XI, Section 2, Clause K, the GMC Board of Trustees delegates discretionary authority to sign contracts to the President of Georgia Military College.

The following individuals have been granted authority to sign contracts on behalf of GMC: the President; the Executive Vice- President/ Chief Operating Officer, and the Chief Financial Officer. For maintenance and repair of facilities, the Vice-President for Engineering Services may sign. For Junior College sporting events, the Athletic Director may sign.

Academic Agreements and Memorandums of Understanding (MOU) may be signed by Vice President-level department heads and by Campus Executive Directors with the approval of the President/Chief Operating Officer, as appropriate.

Questions as to whether agreements or MOUs should be defined as a contract governed by this policy must be directed to the Chief Financial Officer.

### **General:**

According to the provisions of Georgia Code Section 50-21-1, the laws of Georgia shall govern all contracts to which state agencies are a party.

### **Review Required:**

Before execution, all contracts to which GMC may be a party shall be reviewed by the Chief Financial Officer (CFO) and when indicated by the Georgia Department of Law.

During review, the CFO will confirm

- Date of contract creation,
- Duration and ending,
- Fair indemnity provisions for failure to perform,
- Disengagement rights with specific due notice dates,
- Certification of authority for signatory powers of the other party.

Before contracts are signed, the President will be informed of the result of CFO review and intent to sign.

All official copies of contracts shall be filed by the CFO.

**Agreements and MOU:**

Academic Agreements and Memorandums of Understanding (MOU) may be signed by Vice President-level department heads and by Campus Executive Directors with the approval of the Chief Operating Officer.

The President will be informed of intent to sign.

Questions as to whether agreements or MOUs should be defined as a contract governed by this policy should be directed to the Chief Financial Officer.

**Review Date:** 6/1/2017

**Reviewed by:** James J. Watkins, CFO

**Creation Date:** 8/23/2009



## **Policy 1014: Department-level Employee Gift Cards**

### **Policy Statement:**

Vice president-level supervisors and Campus Executive Directors may use commercially purchased gift cards to recognize the performance of deserving employees.

### **General:**

Gift cards may be presented to employees in recognition of outstanding performance, whether for sustained superior performance or for meritorious individual acts.

Gift cards will be purchased as needed and not routinely stocked for future use.

Supervisors are responsible for purchasing, securing, controlling, and documenting presentation of gift cards and must immediately report the use of gift cards to the Chief Financial Officer.

Gift cards to employees are reported as taxable fringe benefits and are taxed accordingly.

**Review Date:** 6/1/2017

**Reviewed by:** James J. Watkins, CFO

**Creation Date:** 5/3/2010

## **Policy 1015: Hazardous Material Management**

### **Policy Statement:**

Supervisors will minimize exposure of students, employees, and campus communities to hazardous materials and remain compliant with municipal, state, and federal regulations and statutes governing management of hazardous materials, and supervisors will responsibly manage inventory and use, store, and dispose of hazardous materials in a safe manner.

### **Responsibility:**

The GMC Vice President for Engineering Services is responsible for authoring guidelines, enforcing hazardous material management policy, developing hazardous material management procedure, for monitoring regulatory compliance at department and Campus-level, and for ensuring that the College is Environmental Protection Agency (EPA) compliant.

**Review Date:** 6/22/2017

**Reviewed by:** Jeff Gray, VP Engineering Services

**Creation Date:** 5/3/2010

## **Policy 1016: Commercial Solicitation**

### **Policy Statement:**

Unauthorized solicitation is prohibited on all GMC owned and leased properties. This policy governs individuals, groups, and outside organizations that wish to sell products and/or services and promote these products and services to GMC students and employees.

### **Solicitation by Non-GMC Agents:**

Off-campus individuals or companies wishing to distribute or sell their services or products must be authorized to do so by the appropriate Vice-president level department head, Campus Executive Director, or Principal of the GMC Preparatory School.

### **Solicitation by Recognized GMC Agents:**

Selling, soliciting, or promoting services or products by recognized GMC organizations on GMC property must be approved by the appropriate Vice-president level department head, Campus Executive Director, or Principal of the GMC Preparatory School.

Selling or soliciting by recognized GMC organizations will occur only in campus common areas. Door-to-door selling in any campus building is prohibited unless arranged in advance by phone or email.

### **Student Solicitation:**

Individual students selling services or products for personal gain cannot sell door-to-door in any campus building or set up displays advertising personal businesses.

Acceptable notices such as posters may be used to promote sales if posted in approved places. Posters must be approved by the appropriate Campus Executive Director or Principal of the GMC Preparatory School.

GMC resources such as email systems, the Webpage, official social media, and GMConline cannot be used to promote personal business or for commercial selling or solicitation.

### **Employee Solicitation:**

Faculty and staff are not permitted to conduct personal business for personal profit, sell services, or selling and advertising products for personal gain to GMC students or GMC employees on GMC properties. Employee solicitation on behalf of non-profit causes is permitted as approved by the appropriate Vice-president level department head, Campus Executive Director, or Principal of the GMC Preparatory School.

**Review Date:** 6/16/2017

**Reviewed by:** Jeannie Zipperer

**Creation Date:** 8/19/2010

## Policy 1017: Comprehensive Title IX Non-Discrimination Policy

### Policy Statement:

It is Georgia Military College policy that no GMC entity will discriminate against any employee, an applicant for employment, student, or applicant for admission.

### Protected Categories:

The following are categories protected by federal law:

- Race
- Personal Appearance
- Color
- Pregnancy
- Source of Income
- Residence
- Creed
- National Origin (including ancestry)
- Physical or Mental Disability
- Marital Status
- Sexual Orientation
- Gender Identity
- Predisposing Genetic Characteristics
- Hearing Status
- Sex
- Political Affiliation
- Place of Business
- Religion
- Ethnicity
- Citizenship Status
- Age
- Family Responsibilities
- Gender
- Veteran or Military Status
- Domestic Violence Victim Status

...any other protected category under applicable local, state or federal law, including protections for those opposing discrimination or participating in any complaint process on campus or within the *Equal Employment Opportunity Commission (EEOC)* or other human rights agencies.

### Applicability:

This policy covers nondiscrimination in employment and access to educational opportunities. Therefore, any member of the campus community, guest, or visitor who acts to deny, deprive, or limit the educational, employment, social access, or benefits and opportunities of any member of the campus community on the basis of their actual or perceived membership in the protected classes listed above is in violation of the College policy on nondiscrimination.

### Duty to Remedy:

When brought to the attention of the College, any such discrimination will be appropriately remedied by the College by notifying the designated Title IX coordinator for the institution. The designee will then carry out responsibilities under Title IX in order to properly document and report all eligible Title IX complaints

**Note:** This policy is expanded in GMC Policy 5001: Prevention of Discrimination and Harassment.

**Review Date:** 7/3/2017

**Reviewed by:** Jill Robbins, Vice President of Human Resources, Title IX Coordinator

**Creation Date:** 10/19/2011

## **Policy 1018: Georgia Military College Weapons Policy**

### **Policy Statement:**

Violation of Georgia law applicable to firearms, weapons, and explosive devices will result in appropriate action, including but not limited to

- Expulsion,
- Termination,
- Dismissal,
- Permanent removal from a campus, and/or
- Criminal prosecution.

### **Basis for Action:**

Action will be taken if GMC determines that a student, employee, or visitor to a campus, engages in using, possessing, manufacturing, distributing, maintaining, transporting or receiving, in a residence hall, any location on GMC property, or at any GMC sponsored event, any of the following:

1. Operable firearm or weapon or any object of like character, including but not limited to paintball guns, BB guns, potato guns, airsoft guns or any device that propels a projectile of any kind;
2. Any dangerous weapon, machine gun, sawed-off shotgun or rifle, shotgun or silencer;
3. Any bacteriological weapon, biological weapon, destructive device, detonator, explosive, incendiary, over-pressure device or poison gas;
4. Any explosive materials; or
5. Any hoax device, replica of a destructive device or configuration of explosive materials with the appearance of a destructive device, including but not limited to, fake bombs, packages containing substances with the appearance of chemical explosives or toxic materials used with the intent to cause another to believe that such hoax device or replica is a destructive device or detonator.

### **Legal Possession:**

Weapons or devices exempt under Georgia Code § 16-11-127.1 include items used for legitimate athletic purposes, organized sport shooting events, and firearm training courses.

Authorized teachers may use prohibited weapons for valid classroom purposes and demonstrations with prior approval from the campus Executive Director or GMC Preparatory School Principal. Such approval must include the items to be brought to campus, method of securing the items, the specific times these items will be on campus, and under no circumstances will live ammunition be allowed to accompany the weapon. Campus police or security must be notified prior to bringing to campus such items for classroom purposes and demonstrations.

Pursuant to Georgia Code § 16-11-130(c) (4) POST certified police officers are not prohibited from carrying weapons on GMC campuses.

Anyone who possesses a firearm in their vehicle must have a valid firearms permit pursuant to Georgia Code §§ 16-11-129 or 43-38-10.

The President of GMC has the authority and discretion to approve personnel to carry a firearm pursuant to Georgia Code § 16-11-130.1. Only the President of GMC, or Executive Vice President acting in the President's absence, has this authority.

### **Where Firearms are Prohibited:**

Pursuant to Georgia Code §§ 16-11-127.1 (a) (3) and (c) (20), firearms will be strictly prohibited in the following locations:

1. Any building or property used to support the GMC Preparatory School;
2. Any building or property used for athletic sporting events;
3. Any building or property used for student housing;
4. Any room or space used for classes in which high school students are enrolled through a dual enrollment program;
5. Any faculty, staff, or administrative office; and,
6. Any room where disciplinary proceedings are conducted.

GMC designated as a military junior college (MJC) and offers a Reserve Officers' Training Corps (ROTC) program at its Milledgeville campus only. This program is offered through a special relationship with the U.S. Army. Possession of privately owned firearms is strictly prohibited in buildings or spaces used primarily for GMC's ROTC Program pursuant to DODD 5210.56, AR 145-1, AR 190.14, and USCC Reg § 145-3.

### **Questions and Inquires:**

Anyone having questions about this policy may contact the GMC Dean of Students (478-387-4783); Georgia Military College Police Chief (478-387-4715); Principal of the GMC Preparatory School (478-387-4784); the appropriate Campus Executive Director; the Director of Staff (478-387-4743); or the GMC Executive Vice President (478-387-4778).

**Review Date:** 6/20/2017

**Reviewed by:** Jeannie Zipperer, Director of Staff

**Creation Date:** 11/28/2011



## **Policy 1019: College Catalog**

### **Policy Statement:**

The College catalog is an official document that contains college policies, regulations, and descriptions of degrees and degree programs offered by the college.

Since policies and regulations change, students will be held to the policies listed in the catalog at the time of their first registration, unless the student has had a break in enrollment longer than 12 months. In such situations, students will be held to the policies in the catalog in effect at the time of readmission.

**Review Date:** 6/16/2017

**Reviewed by:** Dr. Mike Holmes, Chief Academic Officer

**Creation Date:** 9/62012

## **Policy 1020: Accommodation of Disabilities**

### **Policy Statement:**

GMC complies with the *Americans with Disabilities Act of 1990 (ADA)* and *Section 504 of the Rehabilitation Act of 1973*, which prohibit discrimination against qualified persons with disabilities, as well as other federal and state laws pertaining to individuals with disabilities.

### **General:**

Under the ADA and its amendments, a person has a disability if he or she has a physical or mental impairment that substantially limits a major life activity.

The ADA protects individuals who have a record of a substantially limiting impairment or who are regarded as disabled by the institution whether qualified or not.

A substantial impairment is one that significantly limits or restricts a major life activity to include, but is not limited to hearing, seeing, speaking, breathing, performing manual tasks, walking, caring for one's self and other notable functions that restrict an individual from performing life tasks.

### **Responsibility:**

Disability Coordinators for the GMC College and Preparatory School operate separately.

The GMC College Manager of Disability Services is the ADA/504 responsible for coordinating efforts of the college on behalf of its students to comply with disability laws, including investigation of any complaint alleging noncompliance. The College ADA Coordinator also supports the GMC Vice President for Human Resources in matters involving GMC employees.

The GMC-Preparatory School ADA/504 Coordinator provides support for the Preparatory School.

### **Students with Disabilities:**

Georgia Military College is committed to the full and total inclusion of all individuals providing equal opportunity to participate in and benefit from all programs, services and activities. Georgia Military is also supportive of individual rights and responsibilities as outlined in the GMC Academic Catalog.

All accommodations are made on a case-by-case basis. A student requesting accommodation must follow the procedures established and outlined by each organization. For the College, students must self-identify disclosing a disability and participate in the interactive intake process in addition to providing requested documentation.

A review of all information provided by the student will be completed. The Manager of Student Disability Services will determine reasonable accommodations. If a faculty member feels an accommodation fundamentally alters the academic standards in a course a discussion will be required with the Manger of Student Disability Services for determination and resolution.

**Note:** This policy is expanded in GMC Policy 4016: Students with Disabilities.

### **Employees with Disabilities:**

Pursuant to the ADA, Georgia Military College will provide reasonable accommodation(s) to all qualified employees with known disabilities, where their disability affects the performance of their essential job functions, except where doing so would be unduly disruptive or would result in undue hardship.

An employee with a disability handles requesting an accommodation in writing to the ADA Coordinator and must provide appropriate documentation.

Once the proper paperwork is received and a formal accommodation request has been made, the ADA Review Committee will review the request and work with the employee's supervisor to identify which essential functions of the position are affected by the employee's disability and what reasonable accommodations could enable the employee to perform those duties.

**Note:** This policy is expanded in GMC Policy 5006: Accommodation of Employees with Disabilities.

**Review Date:** 7/3/2017

**Reviewed by:** Jill Robbins, Vice President of Human Resources, Title IX Coordinator

**Creation Date:** 7/24/2013

## **Policy 1021: Discriminatory Harassment**

### **Policy Statement:**

Students, staff, administrators, and faculty are entitled to a working environment and educational environment free of discriminatory harassment.

GMC condemns and will not tolerate discriminatory harassment against any employee, student, visitor, or guest on the basis of any status protected by college policy or the law.

### **General:**

Georgia Military College harassment policy is not meant to inhibit or prohibit an educational content or discussions inside or outside of the classroom that include germane, but controversial or sensitive subject matter.

The sections below describe the specific forms of legally prohibited harassment that are also prohibited under Georgia Military College policy.

### **Discriminatory and Bias-related Harassment:**

Harassment constitutes a form of discrimination that is prohibited by law.

Georgia Military College harassment policy explicitly prohibits any form of harassment on the basis of actual or perceived membership in a protected class, by any member or group of the community, which creates a hostile environment, both objectively and subjectively.

A hostile environment may be created by oral, written, graphic, or physical contact or conduct that is sufficiently severe, persistent, or pervasive so as to interfere with, limit, or deny the ability of an individual to participate in or benefit from educational programs or activities, employment access, benefits, or opportunities.

Merely offensive conduct or harassment of a generic nature not on the basis of a protected status may not result in the imposition of discipline under Georgia Military College policy, but will be addressed through confrontation conducted in a civil manner, remedial actions, education, or effective utilization of conflict resolution mechanisms.

### **Sexual Harassment Definition:**

Both the *Equal Employment Opportunity Commission (EEOC)* and the State of Georgia regard sexual harassment as a form of sex/gender discrimination and, therefore, as an unlawful discriminatory practice.

Georgia Military College has adopted an amended version of the EEOC definition of sexual harassment, in order to address the special environment of an academic community, which consists not only of employer and employees, but of students as well.

**Sexual harassment** is unwelcome, sexual or gender-based verbal, written, or physical conduct that is sufficiently severe, persistent, or pervasive that it has the effect of unreasonably interfering with, denying, or limiting employment opportunities or the ability to participate in or benefit from the college's educational, social, or residential program, and is based on power differentials (quid pro quo), the creation of a hostile environment, or retaliation.

### **Sexual Misconduct:**

Georgia Military College has defined categories of sexual misconduct, as stated below, for which action under this policy may be imposed.

Generally speaking, Georgia Military College considers Non-Consensual Sexual Intercourse violations to be the most serious, and therefore typically may impose the most severe sanctions, including suspension or expulsion for students and termination for employees.

However, Georgia Military College reserves the right to impose any level of sanction, up to and including suspension, expulsion, or termination, for any act of sexual misconduct or other gender-based offenses based on the facts and circumstances of the particular complaint.

### **Sexual Misconduct Violations:**

Acts of sexual misconduct may be committed by any person upon any other person, regardless of the sex, gender, sexual orientation, or gender identity of those involved. Violations include:

1. Sexual Harassment, already defined
2. Non-Consensual Sexual Intercourse Defined as:
  - Any sexual penetration or intercourse
  - However slight
  - With any object
  - By a person upon another person
  - That is without consent or by force.
3. Non-Consensual Sexual Contact Defined as:
  - Any intentional sexual touching
  - However slight
  - With any object
  - By a person upon another person
  - That is without consent or by force.

#### 4. Sexual Exploitation

Sexual Exploitation refers to a situation in which a person takes non- consensual or abusive sexual advantage of another.

**Review Date:** 7/6/2017

**Reviewed by:** Jill Robbins, Vice President of Human Resources, Title IX Coordinator  
**Creation Date:** 7/24/2013

## **Policy 1022: Retaliation**

### **Policy Statement:**

It is Georgia Military College policy that retaliation against an individual for alleging harassment, supporting a complainant, or for assisting in providing information relevant to a claim of harassment will be treated as a possible instance of harassment or discrimination.

Acts of alleged retaliation will be reported immediately to Title IX Coordinators of the student or employee home campus and will be promptly investigated.

Georgia Military College will protect individuals who fear that they may be subjected to retaliation.

Any person found to have engaged in retaliation in violation of this Policy will be subject to disciplinary action, up to, and including, or termination.

### **Confidentiality:**

In order to assist in the prevention of retaliation, it is the policy of Georgia Military College to keep all reports, evidence, complaints, names of the complainant and respondent, and all other information regarding to the situation or investigation confidential. Only individuals directly involved with the incident or investigation will have access to this information, and will not be allowed to share this information with any other individuals. Failure to maintain confidentiality is punishable, per this policy, by disciplinary action, up to and including, or termination.

### **Retaliation Defined:**

Retaliation is defined as any adverse action taken against a person participating in a protected activity because of their participation in that protected activity.

**Review Date:** 7/3/2017

**Reviewed by:** Jill Robbins, VP of Human Resources

**Creation Date:** 7/24/2013

## **Policy 1023: Remedial Action upon Notice of Harassment, Retaliation, or Discrimination**

### **Policy Statement:**

It is Georgia Military College policy that immediate remedial action is taken upon notice of alleged harassment, retaliation, or discrimination. Furthermore, prompt disciplinary action is considered within the framework of properly provided due process for any member of the community—whether student, employee, guest, or visitor—who is found to engage in harassing or discriminatory behavior or retaliation.

Proceeding under this policy may be carried out prior to, simultaneously with or following any formal or informal complaint resolution process or in conjunction with a Title IX complaint.

College employees identified as witnesses are required to fully cooperate with an investigation. Any member of the College community who willfully disregards, delays or thwarts an investigation or makes false statements during an investigation may be found in violation of this policy and subject to disciplinary action; provided, however, that this provision does not require persons accused under this policy to make a statement or respond to the allegations against her/him during the investigation. If the accused chooses not to provide a statement or response to the allegations, that silence will be considered a general denial of the allegations. However, the investigation may ultimately proceed and result in a policy violation if the evidence collected proves a violation by a preponderance of the evidence.

Procedures to remedy the action of notice of harassment, retaliation or discrimination will consist of interim protective measures followed by the designated route of an informal or formal resolution process as identified by the complainant.

Deliberately false or malicious accusations of harassment, as opposed to complaints that are made in good faith, are just as serious an offense as harassment and will be subject to appropriate investigation and disciplinary action.

**Review Date:** 7/3/2017

**Reviewed by:** Jill Robbins, VP of Human Resources

**Creation Date:** 7/24/2013



## Policy1024: Service Animal Policy

### Policy Statement:

Georgia Military College (GMC) is committed to the equal access of its programs, services, and activities at all its campuses and facilities. In compliance with federal and state law, GMC permits the reasonable use of animals in assisting individuals with disabilities.

### Definitions:

**Service Animal.** Pursuant to the Americans with Disabilities Act 1990 (Section 35.136), a service animal is, "...a dog that is individually trained to do work or perform tasks for the benefit of an individual with a disability, including a physical, sensory, psychiatric, intellectual, or other mental disability. Other species of animals, whether wild or domestic, trained or untrained, are not service animals for the purposes of this definition. The work or tasks performed by a service animal must be directly related to the individual's disability. Examples of work or tasks include, but are not limited to, assisting individuals who are blind or have low vision with navigation and other tasks, alerting individuals who are deaf or hard of hearing to the presence of people or sounds, providing non-violent protection or rescue work, pulling a wheelchair, assisting an individual during a seizure, alerting individuals to the presence of allergens, retrieving items such as medicine or the telephone, providing physical support and assistance with balance and stability to individuals with mobility disabilities, and helping persons with psychiatric and neurological disabilities by preventing or interrupting impulsive or destructive behaviors. The crime deterrent effects of an animal's presence and the provision of emotional support, well-being, comfort, or companionship do not constitute work or tasks for the purposes of this definition."

**Handler.** The individual with a disability, as defined under federal and state law, who uses a service animal to perform a work or task directly related to the individual's disability.

**Trainer.** A person identified as an agent or employee of a school for Seeing Eye, hearing, service, or guide dogs pursuant to O.C.G.A. § 30-4-2.

**Emotional Support Animal (ESA).** An emotional support animal (ESA) is an animal of any species, the use of which is supported by a qualified physician, psychiatrist, or other mental health professional based upon a disability-related need. An ESA does not have to be trained to perform any particular task. ESAs do not qualify as service animals under the Americans with Disabilities Act (ADA), but they may be permitted as reasonable accommodations for persons with disabilities under the Fair Housing Act.

**Pet.** Any animal kept for ordinary use and companionship that does not meet the definition of service animal or ESA.

## General:

**Service Animal Access.** Service animals must be allowed to accompany handlers in all areas of GMC, subject to the restrictions outlined below.

Pursuant to federal law, employees may not ask about a person's disability, require medical documentation, require special identification or training documents for the animal, or ask the animal to demonstrate its ability to perform a task.

Employees may ask two questions:

- (1) if the animal is a Service Animal in accordance with this policy, and
- (2) what work or task has the animal been trained to perform.

Students may register their Service Animal with Student Disability Services to document that the Service Animal has been trained to perform specific tasks, but are not required to do so.

**Service Dogs in Training Access.** Pursuant to Georgia Law, an agent or employee of a school for Seeing Eye, hearing, service, or guide dogs, must be permitted access to public facilities. Trainers should contact the Campus Executive Director if they will be on a campus or the Director of Staff for all other facilities to register their Service Animal. Registration is annual or at any time the Trainer changes animals in training. Handlers must document their credentials from an entity that trains dogs to use as service animals. Campus Executive Directors and the Director of Staff shall maintain appropriate records on registered Service Animals in Training.

**Emotional Support Animal Access (ESA).** ESAs are not permitted to accompany persons with disabilities in public areas of GMC.

**Pet Access.** Pets are not allowed in any GMC facility.

## Restrictions to Access:

GMC may prohibit or otherwise restrict the access of Service Animals in certain GMC Facilities due to health and safety concerns. Restricted areas include, but are not limited to:

- (1) Food preparation areas;
- (2) Mechanical rooms or custodial closets;
- (3) Areas where the Service Animal or Service Animal in Training may be endangered or constitute a danger to others; and
- (4) Areas where the presence of the Service Animal or Service Animal in Training may cause a fundamental alteration of a GMC program or activity.

## Responsibilities of Handlers and Trainers:

Service Animals and Service Animals in Training must be under the direct and physical control of the Handler or Trainer at all time. Handlers or Trainers will use a harness, leash, or other

tether. **For Service Animals only**, if a harness, leash, or other tether would interfere with the Service Animal's safe and effective performance of tasks, the Service Animal should be under the Handler's control through some other effective means.

Service Animals and Service Animals in Training must be in compliance with state and local laws regarding health, vaccinations, and care.

Handlers and Trainers are liable for all damage that is a direct cause of the Service Animal or Service Animal in Training.

Owners will be asked to remove any animal if the animal is out of control or the animal is not housebroken.

**Review Date:** 5/16/2018

**Reviewed by:** Jeannie Zipperer, Director of Staff

**Creation Date:** 5/16/2018

## **Policy 1025: Recruitment Practices**

### **Policy Statement:**

The payment of bonuses, commissions or incentives to any individual for the recruitment of students or the awarding of financial aid is strictly forbidden. GMC employees charged with the responsibility of counseling student admissions, advising or financial aid are not allowed to receive any financial incentive correlated with a change in student enrollments. In addition, no contracted arrangement with any entity can be structured in a way to monetize and incentivize the enrollment of a student. Additionally, GMC personnel will refrain from making more than three attempts to contact a student who has not expressed interest in attending GMC.

**Review Date:** 2/28/2020

**Reviewed by:** Jody Yearwood, SVP & CIO, ED GOLC

**Creation Date:** 2/28/2020

## **Policy 2001: Social Media For Office GMC Use**

### **Policy Statement:**

Social media is a general term used to describe websites and applications that allow users to create and share content with other users. Examples of social media include Facebook, Instagram, Snapchat, YouTube, blogs, and podcasts. As GMC continues to build and maintain a strong presence on social media in its ongoing efforts to engage prospective and current students, interact with the public, communicate internally and externally, and promote lasting relationships with alumni and friends, it is important to ensure all content released to the public is accurate and consistent with GMC's policies and branding. Moreover, Policy 2007 provides that employees and others authorized to perform duties for the college must ensure that college information technology resources, to include devices and systems, are not misused.

### **General:**

GMC supports academic freedom and free speech; however, the institution has a duty to ensure accuracy of content and consistency with GMC branding. Because of this duty, the Department of Communications will routinely monitor all official GMC social media. To assist in this effort, all social media accounts created for official GMC use must be approved and registered with the Department of Communications.

The Office of Communications will adopt procedures for creating and maintaining social media presence for official GMC use.

Personal social media accounts are not governed by this policy; however, staff and faculty should not make statements via social media that violate the law or GMC policy and regulations.

**Review Date:** 5/11/2018

**Reviewed by:** Jeannie Zipperer, Director of Staff

**Creation Date:** 5/11/2018

## **Policy 2002: Computer Access**

### **Policy Statement:**

Access to GMC computing resources will be granted to current faculty and staff upon their completion of the required documents that are part of the HR on-boarding process. Currently enrolled students will be granted access to GMC computing resources once they receive admission into the institution.

**Review Date:** 6/26/2017

**Reviewed by:** Jody Yearwood, VP Information Technology

**Creation Date:** 2/27/2008

## Policy 2003: Use of College Vehicles/GMC Driving Privileges

### Policy Statement:

It is Georgia Military College policy that faculty and staff members are authorized to use GMC vehicles for official use only.

Students are not authorized to drive GMC vehicles except during faculty- supervised driver education classes.

Use of GMC vehicles is otherwise limited to GMC employees in the possession of a valid state issued driver's license/permit. License/background checks are performed during the initial hire/screening process and periodically during employment. Any driver that exhibits a pattern of unsafe driving as indicated by repeated citations for traffic violations or call in reports under the Department of Administrative Services (DOAS) Driver Alert program may lose driving privileges for GMC vehicles.

Any driver with more than 10 points on their STATE driving record at any time will lose GMC vehicle driving privileges. (The state suspends licenses at 15 points.) The State of Georgia moving violation point system details can be reviewed at: <https://dds.georgia.gov/points-and-points-reduction>. GMC driving privileges may be reinstated as soon as the employee's STATE driving record is reduced to 10 points or less.

Additionally, Driver's Alert reports received through DOAS will affect GMC driving privileges as follows:

1. For a first call offense the driver will be verbally counseled and a note from the driver's supervisor shall be placed in the driver's personnel file. The driver shall receive two points (these points are for internal tracking at GMC and are not a part of the Georgia Department of Driver Services Points Program). If there are no further moving offenses reported against the driver within 12 months, one point will be deducted from the total. Deductions will occur at the rate of one point every 12 months thereafter as long as the employee carries a point balance.
2. For a second call moving offense (same driver), two points will be added to the point total for the driver and accrue to the driver's point balance using the formula noted in paragraph 1 above. If by adding the point it causes the driver to exceed 2 points, a documented verbal warning to the personnel file will be required. Along with the warning, the driver will be required to successfully complete the State's on-line driver safety course within 30 days of the verbal warning, or they will not be allowed to drive a state vehicle again until such time as the course has been completed.
3. For the third call offense (same driver), two points will be added to the point total for the driver and accrue to the driver's point balance using the formula noted in paragraph 1 above. If by adding the points it causes the driver to exceed 4 points, a documented written warning to the personnel file will be required, along with suspension of driving

privileges for 120 days. In addition to the written warning and suspension of driving privileges, the driver must successfully complete the State's on-line driver safety course again before they will be allowed to drive a state vehicle.

4. For the fourth call offense (same driver), two points will be added to the point total for the driver and accrue to the driver's point balance using the formula noted in paragraph 1 above. If by adding the points it causes the driver to exceed 6 points, the driver will be permanently debarred from driving state vehicles and will receive a final written warning to the personnel file for failure to follow College procedures. If driving is an essential requirement of the job, the college reserves the right to terminate the employment of a debarred driver.

If the combination of a driver's STATE record and DOAS Driver Alerts indicate an unsafe pattern of motor vehicle operation, GMC may require safety training or remove driving privileges under other circumstances.

**Review Date:** 1/8/2018

**Reviewed by:** Jeff Gray, Vice President for Engineering Services

**Creation Date:** 10/16/2009



## **Policy 2004: Prohibited Use of File Sharing Programs**

### **Policy Statement:**

The use of file sharing programs on GMC computers and networks is prohibited.

### **General:**

The use of file sharing programs creates a significant security risk by making it easier for 'hackers' and 'virus peddlers' to penetrate GMC security systems.

As well, the use of file sharing programs may be illegal when used to copy software, music, and other copyright-protected materials.

Individual violators may be held accountable for any fines charged to Georgia Military College for the violation of copyright laws.

**Review Date:** 6/26/2017

**Reviewed by:** Jody Yearwood, VP Information Technology

**Creation Date:** 3/4/2008

## **Policy 2005: Approval Authority for Maintenance and Repair of Information Technology Hardware**

### **Policy Statement:**

GMC policy prohibits the operator-level performance of maintenance and repair on GMC computers and network hardware without first obtaining written permission from the GMC Department of Information Technology (IT).

**Review Date:** 6/26/2017

**Reviewed by:** Jody Yearwood, VP Information Technology

**Creation Date:** 3/4/2008

## **Policy 2006: Use of College Facilities**

### **Policy Statement:**

Individuals and organizations may lease facilities for functions, to include receptions, banquets, conferences, meetings, and sports events. The Vice President of Engineering will promulgate procedures and regulations to implement this policy. GMC reserves the right to deny use of campus facilities for any event, activity, or function deemed inappropriate for the facility or the institution as a whole.

Off campus instructional sites manage their own facilities and may lease facilities to external groups. Fees vary by site. Executive Directors approve the use of their campus facilities.

Any exceptions to GMC policy must be approved by the President of Georgia Military College.

### **General:**

Requests from external parties or for non-GMC sponsored event must be submitted to the Vice President of Engineering no more than six (6) months and no less than 90 days prior to an event. For planning and coordination purposes, requests submitted less than 90 days before an event may be approved by the President. If approved, external parties will be required to sign a liability waiver. All advertising for external events must identify the facility using the proper and assigned GMC name for the facility. Internal requests for official GMC events and activities may be made at any time to the Vice President of Engineering.

Approved use of facilities is subject to payment of a facility use fee and additional fees necessary to cover security, maintenance, housekeeping, and other costs to the college. Full payment must be remitted seven (7) days prior to the event. College sponsored events are exempt from the facility use fee; however, departmental budgets may be charged to cover overtime for custodians, technicians, food services, public safety officers, and other personnel. GMC reserves the right to deny use of campus facilities for any event, activity, or function deemed inappropriate for the facility or the institution as a whole.

GMC facilities are intended for the use of the college. Scheduled dates for external individuals and organizations and non-GMC related events and activities are tentative and not confirmed until 90 days prior to the event.

All requirements associated with an approved event, to include the rental of tables and chairs, food services requests, set up requirements, technology support, contracting with security, and any other requirement from GMC must be finalized no later than three (3) weeks prior to the event. Any requests within three weeks of the event may not be approved.

Any violation of GMC policy and procedure may result in cancelation of an approved event and deposits will not be refunded.

By IRS guidelines, GMC faculty and staff fees may be discounted up to 20%.

**Co-Sponsored Events:**

A co-sponsored event is defined as an event in which an external sponsor is directly associated with an official GMC sponsoring unit, organization, or group as recognized within the official structure of the college or preparatory school. The event must be directly associated with GMC's mission and vision. There may still be charges and fees associated with the activity. The presence or involvement of GMC students or staff alone is not sufficient to justify co-sponsorship.

**Alcohol:**

Possession and consumption of alcoholic beverages on property owned or leased by Georgia Military College is strictly prohibited unless approved by the President of Georgia Military College. All requests to allow the possession and consumption of alcoholic beverages must be made in writing to the Director of Staff. Individuals requesting use of facilities and approval for alcohol must provide evidence of proper licensing to the Director of Staff prior to the event.

For the Milledgeville location, the Director of Staff will notify the Vice President of Engineering and the Campus Chief of Police when approval to serve alcohol has been granted and will forward copies of any required licenses. A Georgia Military College police officer, or a local police officer at campus locations other than Milledgeville, is required to be present, at the user's expense, when alcohol is served.

**Insurance:**

Non-Georgia Military College sponsored events which are considered major events due to the purpose, program/event format, potential size of their audience, number of participants, or the area(s) they are scheduled to use may be required to show verification of insurance to include Personal Injury/Bodily Harm (\$1,000,000 Liability) and Damage to Property (\$500,000 Liability). Proof of insurance must be verified prior to confirmation of the space.

**Facility usages during holidays, blackout months or when the campus is closed:**

GMC discourages the use of campus facilities when the campus is closed or during holidays. During times when the campus is closed, GMC does not have the staff to support use of our facilities. Users will be charged for direct expenses incurred in support of their events. These charges include compensation for overtime for custodians, technicians, public safety officers, and other personnel. Because utilities are off during holidays, there will be an additional charge to cover the cost of utilities.

GMC will not lease facilities during the blackout months. Blackout months include October, November, December, March, April, and May without approval from the President. During these months, GMC will normally not have the resources or space to support external events.

## Approval Process:

All external requests are submitted to the Vice President of Engineering or a designee within the Engineering Department. If it is determined that the facility is available and the request can be supported by GMC, the request will be considered for approval. The Vice President of Engineering, in coordination with the Director of Staff, will make the final determination if GMC has the ability to support.

The Engineering department will work with facility managers to determine the following:

1. Availability of the space for the date(s) requested;
2. Suitability of the event for the requested location;
3. Appropriate number of persons expected to attend the event;
4. Presence of alcohol;
5. Duration of event;
6. GMC support needed for the event; and,
7. GMC resources are available to support the request.

Internal requests may be made through the facility manager but must be coordinated with the Engineering Department.

Facility:	Facility Manager
<b>Atrium—College Academic Building</b>	Milledgeville Campus Executive Director
<b>Baugh Barracks</b>	Commandant of Cadets
<b>BBQ Pit</b>	Vice President of Engineering
<b>Bulldog Room</b>	Milledgeville Campus Executive Director
<b>Classroom</b>	Milledgeville Campus Executive Director
<b>Cordell: Main Gym Mini Gym Multipurpose Room</b>	Athletic Director
<b>Couch Softball Field</b>	Athletic Director
<b>Craig Baseball Field</b>	Athletic Director
<b>Davenport Field</b>	Athletic Director
<b>Dining Facility—College Academic Building</b>	Milledgeville Campus Executive Director
<b>GMC Activity Center</b>	Vice President of Engineering and Director of Staff
<b>GMC Soccer Field</b>	Athletic Director
<b>Goldstein Center for the Performing Arts</b>	Vice President of Information Technology
<b>Historic Legislative Chamber in the Old Capitol</b>	Vice President of Engineering and Director of Staff
<b>Indoor Training Facility</b>	Athletic Director
<b>Kidd Center Main Floor</b>	Athletic Director
<b>Kidd Center Patio</b>	Athletic Director
<b>Leadership Reaction Course</b>	Commandant of Cadets
<b>Lower Practice Fields</b>	Athletic Director
<b>Raider Course</b>	Commandant of Cadets

<b>Rappel Tower</b>	Commandant of Cadets
<b>Sibley Cone Library Conference Room</b>	Director of Library Services
<b>Tennis Courts</b>	Athletic Director
<b>Usery Community Conference Room</b>	Preparatory School Principal

**Review Date:** 2/26/2019

**Reviewed by:** Jeff Gray, VP Engineering

**Creation Date:** 8/6/2008

**Updated:** 2/26/2019

5/6/2019

## **Policy 2007: Use of GMC Information Technology Resources**

### **Policy Statement:**

It is Georgia Military College policy that employees and others authorized to perform duties for the college ensure that college information technology resources are not misused.

### **General:**

The use of college-owned or leased information technology resources is governed by state policy and the applicable state and federal laws.

Occasional personal use of Internet connectivity and e-mail is permitted. Such use shall not violate the intent of this policy and shall not interfere with user's performance, duties, and responsibilities.

Vice Presidents and Campus Executive Directors may retrieve and read any data that is composed, stored, transmitted, or received using GMC information technology devices and systems.

### **Inappropriate Use Defined:**

Inappropriate use includes (but is not limited to):

- Creating, accessing, or transmitting sexually explicit, obscene, or pornographic material;
- Conducting private or personal for-profit activities, including but not limited to use for private purposes such as business transactions, private advertising of products or services, and any activity meant to foster personal gain;
- Conducting illegal activities as defined by federal, state, and local laws or regulations;
- Creating, accessing, or transmitting material that could be considered discriminatory, offensive, threatening, harassing, or intimidating;
- Creating, accessing, or participating in online gambling;
- Infringing any copyright, trademark, patent, or other intellectual property right;
- Performing any activity that could cause the loss, corruption of, or prevention of rightful access to data or the degradation of system/network performance;
- Conducting any activity or solicitation for political or religious cause;
- Unauthorized distribution of GMC data and information;
- Attempting to subvert the security of any GMC or other network;
- Using another employee's access for unauthorized reasons; and
- Attempting to modify or remove computer equipment, software, or peripherals without proper authorization.

### **Warning:**

Violations of this policy may result in disciplinary action, termination, and/or criminal prosecution.

**Review Date:** 6/6/2017

**Reviewed by:** Jody Yearwood, VP Information Technology

**Creation Date:** 2/9/2008



## **Policy 2008: Use of College Travel and Entertainment Credit Cards**

### **Policy Statement:**

Georgia Military College policy authorizes GMC faculty and staff members to use college travel bank cards to charge only official college travel expenses.

Bank cards will not be used to pay for personal expenses and will not be used to purchase general supplies, equipment, or services not required for official college travel.

### **Approved Exceptions:**

Approval to use travel bank cards for emergency or mission-essential purposes not related to official travel and entertainment must be approved in advance of use by the Chief Financial Officer, who is also responsible for documenting these exceptions.

**Review Date:** 7/19/2017

**Reviewed by:** James J. Watkins, CFO

**Creation Date:** 5/3/2010

## **Policy 2009: Use of Non-travel Credit Cards**

### **Policy Statement:**

Vice president-level supervisors and Campus Executive Directors may use non-travel bank cards to purchase goods and services only when a vendor will not accept a college purchase order or when it is an urgent, time-sensitive situation.

When necessary, department-level vice president-level supervisors and Campus Executive Directors may authorize employees to use non-travel bank cards for charging travel and/or entertainment expenses if the individual does not have access to a GMC Travel and Entertainment Bank Card.

### **General:**

Vice President-level supervisors and Campus Executive Directors are responsible for requesting non-travel credit cards from the Chief Financial Officer and are responsible for controlling, safeguarding, returning as required, and accounting for the use of non-travel cards by submitting all receipts in a timely manner.

**Review Date:** 7/19/2017

**Reviewed by:** James J. Watkins, CFO

**Creation Date:** 5/3/2010

## **Policy 2010: Prohibited Use of GMC Technology for Copyright Infringement**

### **Policy Statement:**

The unauthorized distribution of copyrighted material, including unauthorized peer-to-peer (P2P) file sharing is prohibited.

### **Copyright Infringement Defined:**

Copyright infringement is the act of exercising, without permission or legal authority, one or more of the exclusive rights granted to the copyright owner under section 106 of the Copyright Act (Title 17 of the United States Code).

Copyright owner exclusive rights include the right to reproduce or distribute a copyrighted work.

In the file-sharing context, downloading or uploading substantial parts of a copyrighted work without authority constitutes an infringement.

Peer-to-peer (P2P) file sharing software facilitates the transfer of files from one hard drive to another. Use of P2P software places users in jeopardy of violating copyright law.

### **Warning:**

Individual violators may be subject to institutional penalties, civil and criminal liabilities, and may potentially be held accountable for fines levied against the institution.

Institutional penalties may include disciplinary action up to and including termination for employees and expulsion from the college for students.

**Review Date:** 7/21/2017

**Reviewed by:** Jeannie Zipperer, Director of Staff

**Creation Date:** 9/2/2010

## **Policy 2011: Approval for GMC Employees to Conduct For-profit Camps**

### **Policy Statement:**

It is Georgia Military College (GMC) policy that GMC employees may use GMC facilities such as athletic fields, gymnasium space, and classrooms to conduct for-profit sports camps, such as football, softball, and soccer camps (collectively referred to as “Sports Camps”).

### **Conditions for Approval:**

The following conditions must be met before permission to conduct for-profit camps is granted:

1. Prior to commencement of the marketing for any Sports Camp the GMC employee primarily responsible for the Sports Camp shall obtain approval from the President of Georgia Military College, who is the sole approval authority of all requests to conduct Sports Camps using GMC facilities.
2. The GMC employee primarily responsible for each Sports Camp must submit to the President of Georgia Military College--through the Director of Junior College Athletics--a signed and dated application requesting approval to conduct each Sports Camp. Applicants may obtain an application from the Director of Junior College Athletics.
3. Applicants must demonstrate in the application that the Sports Camp will bestow a substantial benefit to GMC.
4. Applicants must agree to abide by GMC policies and procedures, especially safety procedures, and must demonstrate that participants are properly insured.
5. Neither the GMC employees responsible for conducting Sports Camps nor any other person associated with Sports Camps shall transport participants or cadre in GMC vehicles. For each approved application, the GMC employee responsible for the Sports Camp must pay to Georgia Military College a Five-Hundred Dollar (\$500) non-refundable deposit, and other fees as decided by the President, or must secure from the President of Georgia Military College a signed modification or waiver of deposit and fees.
6. Approved Sports Camps may not be advertised as GMC sponsored, and marketing materials shall include a prominently located statement that the Sports Camp is not being conducted by or sponsored by GMC.
7. The GMC employee primarily responsible must provide proof that a general liability insurance policy covers the event and that GMC is covered to the limits and as allowed by the Georgia Tort Claims Act, O.C.G.A. § 50-21-20 et. seq.

9. The GMC employee primarily responsible for the Sports Camp shall sign a general waiver of liability and indemnification of GMC.
8. GMC employees who perform work in Sports Camps shall sign a waiver releasing GMC and the State of Georgia from any liability incurred as a result of their participation in Sports Camps, including but not limited to, if appropriate, workers compensation, benefit accrual, and compensation.

**Review Date:** 6/28/2017

**Reviewed by:** Bert Williams, JC Athletic Director

**Creation Date:** 1/19/2011

## Policy 2012: Collection of Student Accounts Receivable

### Policy Statement:

Georgia Military College Resource Management Office shall establish internal policies and procedures for the appropriate and cost effective management and collection of student accounts receivable.

### General:

Collection of student accounts receivable begins once a receivable is established. The Resource Management Office will develop and publicize procedures for the timely collection of student accounts receivable. These procedures will be communicated, as a minimum, to Vice Presidents, Campus Executive Directors, and Extension Center Directors.

The Resource Management Office will place a hold on the student record, preventing the student from registering, when the student has a delinquent outstanding balance owed to GMC. The hold will be lifted once the obligation is paid. Even though a delinquent account may be written off to bad debt expense, a hold will remain on the student's record until the student's obligation is paid in full.

A student shall pay any past due debts and obligations incurred in prior academic terms before being permitted to register for future terms. In select cases, Campus EDs may lift the hold barring registration, under certain circumstances (For example, military tuition assistance billed to the government but not yet paid). No diplomas or transcripts will be issued to any student with any unpaid or delinquent debt or obligation owed to GMC.

Accounts are classified as defaulted when all GMC collection efforts have failed to produce payment. These accounts may be written off the GMC books and subsequently submitted to an outside agency for further collection efforts.

**Review Date:** 6/1/2017

**Prepared by:** James J. Watkins, Chief Finance Officer

**Approved by:** Board of Trustees, October 20, 2016

## Policy 2013: Travel Expenses

### Policy Statement:

The purpose of this policy is to provide guidelines for payment of travel expenses in an efficient, cost effective manner. The Chief Financial Officer is the point of contact for questions or clarifications.

### General:

GMC reimburses travelers for reasonable and necessary expenses incurred in connection with approved travel. A necessary expense is one where a clear business purpose exists and supporting documentation is provided.

GMC provides faculty and staff a credit card for GMC travel to reduce the traveler's out-of-pocket expenses. GMC issued credit cards will be used for reasonable and necessary business expenses. GMC credit cards may not be used for personal expenses nor used to purchase general supplies, equipment, or services not required for official GMC travel/entertainment. Misuse of credit cards or process violations are addressed in a separate "Credit Card Policy" memorandum. Alcohol is strictly prohibited.

In addition to credit cards, GMC operates a small fleet of vehicles available for traveler convenience when making short business trips. Travelers must coordinate with the Engineering Department to schedule the use of automobiles for official travel. If available, a vehicle will be provided. GMC will not reimburse staff or faculty at the full government rate for use of a privately owned vehicle (POV) if a GMC vehicle is available for travel or if a rental vehicle is available and more cost effective. It is each supervisor's responsibility to ensure GMC vehicle use is maximized and POV use is minimized. GMC mileage reimbursement rates follow IRS guidelines (for 2017 the IRS rate is 53.5¢ per mile). Employees must get approval from their supervisors if they wish to use their POV when a GMC or rental vehicle is available; in these cases, reimbursement will be at the lower state-wide rate (currently 17¢ per mile).

All official travel must be approved prior to travel. Vice Presidents and Campus Executive Directors have the authority to approve domestic travel requests when the cost of travel, including any registration fees, is \$2,500.00 or less. Domestic travel requests costing more than \$2,500.00 may only be approved by the President or Executive Vice President. International travel requests must be approved by the President or Executive Vice President.

During the course of the fiscal year, individual staff and faculty travel is limited to a ceiling of \$5,000.00 per staff member/faculty. Any employee whose projected travel/development cost exceeds \$5,000.00 in a given fiscal year must first have approval from the President or Executive Vice President.

**Review Date:** 6/1/2017

**Prepared by:** James J. Watkins, Chief Finance Officer

**Approved by:** Board of Trustees, October 20, 2016

## Policy 2014: Cash Management

### Policy Statement:

Cash management is fundamental to Georgia Military College's successful business operations. This over-arching cash management policy addresses the general policies of cash management and does not address the standard operating procedures or processes found on the GMC Staff and Faculty web site. This policy is an institution-wide policy applying to all campuses, departments, and clubs. Specific procedures for the safe handling and reporting of cash transactions are contained in the instructions on the GMC web site, [http://web.gmc.cc.ga.us/fs\\_center/procedures/receivables.html](http://web.gmc.cc.ga.us/fs_center/procedures/receivables.html).

Visibility of available cash is required for effective cash management. The Chief Financial Officer will receive a daily report of cash availability and liquidity. The report will identify cash on hand, cash held in accounts for investment, dollar value of accounts payable, and anticipated payroll requirements at month-end. Information contained in the daily cash report will allow an up to date focus on GMC's liquidity and provide information on cash requirements.

GMC faces multiple risks related to cash, cash equivalents, and checks received by a campus, department or club; the greatest of which is the loss or theft of funds. The best way to mitigate this risk is to deposit the funds in a GMC bank account as quickly as possible. This practice also allows GMC to take advantage of options to maximize investment returns. GMC's procedures include proper internal controls to reduce the risk and temptation of fraud and to ensure the deposits are recorded accurately

### General:

All funds collected by any campus or department must be deposited into a GMC account on the date of collection. Where this is impractical the deposit may be made within one business day of collection. This will protect GMC funds as well as facilitate proper cash management.

GMC campuses, departments, and clubs must follow proper procedures and exercise internal controls when handling the collection and deposit of cash and checks. A system of internal controls is designed to provide reasonable assurance errors will be detected and corrected in the normal course of activities. These internal controls include:

- Segregation of duties between personnel who issue billing/receivables, receive funds, deposit funds, and those who reconcile transactions;
- Written procedures and documented controls for issuing billing / receivables, receiving funds, depositing funds, and reconciling transactions;
- Controlled access to resources such as cash/checks, cash equivalents, deposit supplies, account information, and personal information;
- Verification and reconciliation of financial information;
- Approval of refunds / issuing refunds;



A series of high-level process steps is outlined below for controlling funds management within three main cash handling activities: Receiving Funds; Depositing Funds; and Accounting and Reconciliation. The process steps are as follows:

### **Receiving Funds**

- Determine who is authorized to receive funds, and ensure personnel are properly trained
- Ensure money is counted / verified and a receipt is issued
- Ensure funds and information are safeguarded

### **Depositing Funds**

- Determine who is authorized to deposit funds, and ensure personnel are properly trained
- Deposit all funds into a GMC approved bank account in a timely manner
- Ensure funds and information are safeguarded

### **Accounting and Reconciliation**

- Ensure deposits post to the appropriate account
- Reconcile receipts / deposits

**Review Date:** 6/1/2017

**Prepared by:** James J. Watkins, Chief Finance Officer

**Creation Date:** October 20, 2016

## **Policy 2015: Purchasing Furniture**

### **Policy Statement:**

Purchases of Georgia Military College furniture will be done in a cost-effective manner with clearly defined standards, specifications and timeframes using GMC funds effectively and within a defined budget. All furniture purchases will be coordinated with the Purchasing Department. The Purchasing Department's role is to ensure GMC receives the best value; the requesting campus or Department will make the final selection. Disagreements will be brought to the COO.

### **General:**

The Purchasing Department will perform extensive research and cost analyses on commercial furniture options, manufacturers and dealers to continuously improve and expand the list of competitive contract resources and direct negotiations. These professional relationships allow GMC to achieve substantial discounts, provide high quality products offering the best overall value, while helping to coordinate and streamline the ordering process. All departments and campuses will adhere to this policy.

Furniture purchasing order procedures will be available online.

**Review Date:** 10/16/2017

**Prepared by:** James J. Watkins, Chief Finance Officer

**Creation Date:** October 10, 2017

## Policy 2016: Facility Access Control

### Policy Statement:

The safety and security of the physical space and assets are a shared responsibility of all members of the Georgia Military College (GMC) community. To meet this obligation, GMC has established access control provisions to address the hardware, software, operations, integrity, and administration of the access control system. Only GMC authorized access control systems shall be used on campus facilities.

### General:

A comprehensive access control policy is essential to providing a safe and secure learning environment for the faculty, staff, and students at GMC. The policy applies to all members of the GMC campus community, including staff, faculty, students and approved external users, having authorized access to any GMC owned or leased space on campuses and extension centers. It will govern all methods of physical access control including, but not limited, to mechanical key systems, specialized security access systems, card access control systems, and any system designed to control an area or facility access point.

This policy and supporting guidelines set out specific responsibilities, conditions and practices that are designed to address critical access needs in a manner that minimizes risks to personal safety and maximizes physical asset protection.

### Oversight:

Milledgeville Campus:

1. Access Control Systems Committee. The Access Control Systems Committee serves as a central administrative oversight team to ensure that operational and administrative protocols are met, and will approve new system standards. The committee will include representatives from the Engineering and Information Technology departments, as well as other relevant administrations and stakeholders as deemed necessary. Committee representatives will meet as needed when requested by Campus Access Control Systems Administrators.
2. Campus Access Control Systems Administrators. The Associate Vice President for Engineering and the Campus Police Chief have been appointed to serve jointly as the Campus Access Control System Administrators and are responsible for the administrative oversight of the campus control program. The Administrators will review all requests for access control assignments, all requests for new access controls systems or modifications to existing access control systems that may diverge from GMC approved systems. Exceptions to GMC approved systems or this policy require the approval from the Access Control Systems Administrators in advance except in matters of imminent danger or other serious safety risk.

Other Campuses:

The campus director will be responsible for access control at his/her campus as well as any extension centers under the campus. The campus director or his/her designated representative will be the Campus Access Control Systems Administrator. They will establish needed procedures tailored for their campus size and situation.

### **Access to Facilities:**

Access to each building on campus, including access to building perimeters, areas and equipment, will be regulated by the designated Facility Manager responsible for the building or campus director. The appropriate level of access control is to be determined by the needs, responsibilities and privileges of a given user or group, including the dates and times that the particular user/group requires access.

### **Levels of Access and Associated Responsibilities:**

The user and associated administrative control levels are based on a facility's risk assessment and individual department needs, and each user's level of access is based upon the user's role at GMC. Some users will require access to a single room, while the role of others will necessitate additional levels of access. The level of access allowed for users is at the discretion of GMC, and may include the following levels of control and associated responsibility:

**Individual Access.** The user is allowed access to a single room.

**Departmental Access.** This level of access allows access to all areas within a single department.

**Building Access.** This level of access allows access to all areas within a specific building.

**Outside Door Access.** This user is allowed access to a specific building from a specific outside door.

**Campus Access:** This level of access allows access to all areas of campus. This category is reserved for security and senior leadership.

### **Employee Request for Facility Access:**

All access device requests should be made using some form of formal written documentation (such as a work order, e-mail, access request form, etc.). The written documentation must be submitted to the appropriate approving authority for the campus. A copy of all requests will be maintained by the campus staff after the appropriate access request has been executed.

For every device issued, including keys, cards, etc., the Campus Access Control Systems Administrators shall notify the device holder of his/her responsibilities.

In the event that an access control device is lost, departments are responsible for all costs associated with access control device replacement, including mechanical keys, and required "re-keying" of locks due to the loss of an access control device by their device holder. If the same access control device holder subsequently loses another access control device, a department may consult with Human Resources (HR) to determine whether the cost should be recovered from the

assigned device holder. If repeated losses occur, the Campus Access Control Systems Administrators may revoke the access control holder's privilege.

Upon separation or termination from GMC, all access control devices must be turned in. If they are not turned in, the cost of each device will be deducted from their final paycheck in accordance with a published fee schedule. This is the same fee schedule that departments are responsible for when an individual loses an access control device. HR is responsible for notifying the Campus Access Control Systems Administrators when an employee is separated or terminated from the school within the week of separation.

### **Contractors, Vendors, Volunteers (Temporary Access Control Devices):**

Contractors, vendors, and volunteers will be limited to Issuance of temporary access control devices. Access devices will be signed out on a daily basis and a log will be maintained of all access devices signed out on a temporary basis. The Campus Access Control Systems Administrators may authorize a timeframe longer than a day under special circumstances. However all stated Access Control policies and procedures will be adhered to and followed.

### **Responsibilities of Campus Access Control Systems Administrators:**

1. Review written requests for access control devices for completeness and accuracy before issuing the applicable device.
2. Verify annually that those individuals with access control devices remain employed by GMC and their access privileges are current. If access is no longer warranted for the access control device holder, recover the device(s) and deactivate the access.
3. Maintain a master list of all access devices and individuals given access with those devices.
4. Routinely evaluate/test access control systems and requested modifications for functionality and effectiveness.

### **Responsibilities of All Users:**

1. Secure and be responsible for the access control device issued to him/her. Access control devices shall be used **ONLY** by the individual to whom the access control device was assigned. Access control devices **MAY NOT** be loaned to others.
2. Return the access control device to the appropriate Campus Access Control Systems Administrator upon separation from GMC. Access control devices are considered GMC property and individuals will be held responsible for failure to return them at the end of employment.

3. Report the loss or theft of all access control devices within 24 hours of the discovery of the theft or loss.
4. Do **NOT** prop doors open or leave them unsecured during hours when the facility is normally closed to the public.
5. Report unusual access control locks or other access activities that appear to be out of the ordinary to the Campus Access Control Systems Administrator.

**Review Date:** 2/26/2019

**Reviewed by:** Jeff Gray, VP Engineering

**Creation Date:** 8/6/2008

**Updated:** 2/26/2019

5/6/2019

## **Policy 3001: College Cadet Drug and Alcohol Testing**

### **Policy Statement:**

It is Georgia Military College policy that junior college cadets are subject to random and directed drug and alcohol testing.

### **Consent:**

College Cadets are required upon entry into the Corps of Cadets to sign a consent form that signals their understanding of and willingness to abide by this policy.

**Review Date:** 4/21/2020

**Reviewed by:** COL Steve Pitt, Commandant of Cadets

**Creation Date:** 5/21/2008

## **Policy 3002: Scholar Athletes**

### **Policy Statement:**

It is Georgia Military College policy that junior college athletes who are members of Division I intercollegiate programs are eligible to receive athletic scholarships.

Membership in the College Corps of Cadets is required for participation in the football program only.

**Review Date:** 4/24/2015

**Reviewed by:** Bert Williams, JC Athletic Director

**Approved by:** Board of Trustees, 5/4/2015

**Creation Date:** 5/21/2008



## **Policy 3003: Housing Policy**

### **Policy Statement:**

It is Georgia Military College policy that on-campus student housing at the Georgia Military College-Milledgeville campus is reserved during the fall, winter, and spring terms for members of the junior college Corps of Cadets and selected student athletes.

### **GMC Housing for Staff:**

Staff members who supervise resident cadets may be given permission by the President of Georgia Military College to live in student housing.

Newly arriving or departing staff members may be granted permission by the Commandant of Cadets to stay in barracks for short periods, but under no circumstances will the granting of such permission result in denial of housing to a student.

**Review Date:** 6/26/2017

**Reviewed by:** Patrick Beer, Dean of Students & Commandant of Cadets

**Approved by:** Board of Trustees, 5/4/2015

**Creation Date:** 5/21/2008

## **Policy 3004: Submitting and Resolving Student Complaints**

### **Policy Statement:**

Student complaints will be fairly administered, and students will be afforded reasonable, accessible, and well-publicized pathways for registering complaints.

The college expects administrators charged with resolving student complaints to handle each complaint fairly and expeditiously and to maintain records necessary to demonstrate that the college follows established procedures when resolving student complaints.

Students are informed in the GMC Catalog and GMC Student Handbook that the preferred method for submitting student complaints is electronically by way of the GMC Student Portal.

### **Definition of Complaint:**

A complaint is a problem, concern, dispute, or disagreement raised by a student who considers he/she has been disadvantaged or wronged because of an action, lack of action, decision, or omission within the control or responsibility of the college. A complaint submitted in writing is considered to be a grievance and is covered by this policy.

The college expects that students will attempt to resolve complaints at the lowest possible level before submitting a formal written complaint.

### **Submitting Complaints:**

Formal complaints must be submitted in writing and must be signed by the complaining student.

Complaints sent by email are considered to be signed written complaints.

The college will not treat anonymous complaints and those submitted by anyone other than the complaining student as formal complaints.

The GMC Student Portal provides an electronic pathway for students to submit institutional complaints or academic grievances to the President, Chief Academic Officer and Dean of Faculty, the Chief Operating Officer and the appropriate Campus Executive Director, or others in authority. Institutional complaints are routed through the Director of Staff. Academic grievances are routed through the Associate Chief Academic Officer.

### **Resolution:**

Within 24 hours upon receiving a complaint routed through either the Associate Chief Academic Officer or the Director of Staff, the administrator charged with resolving the complaint will inform the student that the complaint was received and provide a date for

when the complaint is expected to be resolved.

Department heads and Campus Executive Directors may assign an administrator to resolve a complaint. Administrators assigned to a complaint cannot be named in the complaint and must be neutral as they work to resolve the complaint.

All complaints should be resolved within 3 business days from the date the complaint was submitted. If a complaint cannot be resolved within 3 business days, the administrator charged with resolving the complaint will inform the student and provide a timeline for resolution.

The administrator responsible for resolving a complaint will inform the student in writing/email that the resolution is complete. The administrator will then notify either the Associate Chief Academic Officer or the Director of Staff that the resolution process is complete and how the complaint was resolved.

### **Complaint Records:**

The college expects administrators to maintain records necessary to demonstrate that the college follows established procedures and to guide the review of complaints.

The Chief Operating Officer reviews complaints with the senior staff and Campus Executive Directors routinely, but no less than biannually in combination with scheduled Strategic Planning Reviews.

**Review Date:** 3/14/2018

**Reviewed by:** Jeannie Zipperer, Director of Staff

**Creation Date:** 6/09/2009

## **Policy 3005: Recognized Student Organizations**

### **Policy Statement:**

It is Georgia Military College policy that each Campus Executive Director approve establishment of GMC-sponsored student organizations and Directors must ensure that membership in Georgia Military College recognized student organizations shall be limited to full and part-time students of the college.

The GMC Dean of Students will maintain a by-campus listing of approved and recognized student organizations.

### **Qualified Elected and Appointed Officers:**

Elected and appointed officers of recognized student organizations must maintain a minimum quarterly and cumulative grade point average of 2.0 on college-level courses. Exceptions must be approved by Campus Executive Directors.

### **General:**

No recognized student organization may limit its membership on the basis of race, color, creed, gender, or national origin.

Student organizations must be officially recognized to use college facilities and to obtain funds from the college.

Recognized student organizations must conform to college policies, rules, and regulations, applicable federal and state statutes, and applicable local ordinances.

An organization's failure to conform to such policies, rules, regulations, statutes, or ordinances may result in the imposition of sanctions upon the organization and the withdrawal of recognized status.

**Review Date:** 6/6/2017

**Reviewed by:** Patrick Beer, Dean of Students & Commandant of Cadets

**Creation Date:** 6/09/2008

## **Policy 3006: Admission Policy**

### **Policy Statement:**

It is Georgia Military College policy to admit qualified and motivated students who provide evidence of reasonable potential for success in the educational program of the college. All admissions policies and requirements are clearly published in the Georgia Military College Catalog, which is GMC's primary source for information regarding GMC admissions. The admission policies of GMC serve students seeking a liberal arts, two-year undergraduate curriculum, and those with an associate of applied science degree seeking a four-year degree.

Additionally, all admissions policies are aligned with widely accepted undergraduate admissions policies with those of similar open-enrollment institutions.

As well, it is the policy of Georgia Military College to admit students without regard to race, creed, religion, age, gender, marital status, disability, or national origin as long as the prospective student does not represent a clear and present danger to the health and safety of fellow students and others.

GMC's admissions policies are the same regardless of campus physical location or mode of course delivery.

### **“Reasonable Potential” Defined:**

Reasonable potential for success at GMC may be demonstrated by completion of a regular high school diploma from a regionally accredited high school, by an official record of the General Equivalency Diploma (GED), by official transcripts from previously attended colleges, and/or by other documents deemed necessary to determine the student's eligibility for admission (e.g., documentation of completion of an AAS degree for admission to GMC's BAS degree programs). Admissions criteria and documentation required to demonstrate reasonable potential are in place to assist all undergraduate student types (high school student, transfer, international, non-traditional, homeschool, dual enrollment, transient, former GMC students, students on suspension and auditors) and are provided in the GMC Catalog.

### **Warning:**

Admission to Georgia Military College does not guarantee admission to a particular program within the college.

Georgia Military College reserves the right to evaluate special cases and to refuse admission to applicants when a refusal is lawful and in the best interest of the college.

Review Date: 6/06/2017

Reviewed by: Dr. Mike Holmes, Chief Academic Officer

Creation Date: 7/23/2008

## **Policy 3007: Use of Communication Devices by GMC Students**

### **Policy Statement:**

Except in cases of classroom or workplace emergency, it is Georgia Military College policy that personal communications devices such as cellular telephones, pagers, and other electronic devices may not be used inside Georgia Military College classrooms, in places where classes, meetings, and assemblies are being conducted, and where use of these devices would disrupt classes, assemblies, or meetings.

### **Warning:**

Persons violating this policy may be subject to disciplinary action and may be required to turn over their communication device to a person in authority.

Students may be given permission by teaching faculty to use electronic devices as necessitated by course requirements.

**Review Date:** 7/19/2017

**Reviewed by:** Jody Yearwood, Vice President of Information Technology

**Creation Date:** 2/12/2008

## **Policy 3008: Military Service Leave**

### **Policy Statement:**

It is Georgia Military College (GMC) policy to accommodate the withdrawal of students who serve in the U.S. armed forces who may encounter on short notice situations in which military obligations force them to withdraw from a course of study.

### **Military Service Leave Defined:**

For purposes of this policy, a "military service leave" is a GMC approved withdrawal from a GMC course or program that is necessitated by service, whether voluntary or involuntary, in the United States Armed Forces (Active, Guard, or Reserve) for a period of more than 30 consecutive days.

### **Military Service Leave General:**

As soon as possible after receiving military orders that require withdrawal from a program or course of study, a student must contact his or her academic dean and present a copy of the military orders or other appropriate documentation.

This advanced notice can be made by the student or may be done by an appropriate officer of the U.S. Armed Forces or official of the U.S. Department of Defense. The notice need not include a statement of an intention to return to GMC.

If military necessity renders it impossible to provide advanced notice, the student may initiate a military service leave by providing notice at the first reasonable opportunity, in writing, personally signed, and with a copy of the military orders attached, to the Georgia Military College, Office of the Registrar, 201 East Greene Street, Milledgeville, GA 31061 (478-387-4890).

### **Refunds and Course Credit:**

Students who are granted a military service leave will receive a 100% refund of tuition and fees charged for the academic term in which they withdraw, but will be charged for housing and meal plan expenses already incurred.

If the college determines that it be appropriate to award academic credit for work completed during the academic term in which a student takes military service leave, the student shall not receive a refund for the portion of the course of study for which academic credit is awarded.

No refund will be provided until the college receives a copy of the military orders necessitating the withdrawal.

**Review Date:** 6/6/2017

**Reviewed by:** Dr. Mike Holmes, CAO & Dean of Faculty

**Creation Date:** 9/22/2014



## **Policy 3009: Military Service Re-enrollment**

### **Policy Statement:**

It is Georgia Military College (GMC) policy that a student who has taken military service leave from GMC or has had studies interrupted because of active duty or active service in a branch of the United States Armed Forces and wishes to re-enroll must notify the college of the intention to return to resume a course of study upon conclusion of duty or service and present appropriate documentation.

### **“Military Re-enrollment” Defined:**

For purposes of this policy, a "military re-enrollment" is a GMC approved re-enrollment into a course or program after a military service leave.

Military re-enrollment guarantees a student who meets these requirements access to the same course of study he/she was in at the time of withdrawal with no re-enrollment fee, unless a student receives a dishonorable or bad conduct discharge or has been sentenced in a court-martial.

### **Qualifying for Re-enrollment:**

To qualify for military re-enrollment, a student must provide notice to the college within two years from the time he or she is discharged from military service or is placed on inactive duty of the intention to re-enroll.

Notice should be provided in writing to the appropriate Campus Academic Dean, and should include documentation (including an official certificate of release or discharge, a copy of duty orders, or other appropriate documentation) to establish that the student's withdrawal was related to service in the uniformed services and that the student can resume studies.

Any student who did not give written or oral notice of service to Georgia Military College prior to withdrawal because of military necessity may, at the time the student seeks readmission, submit documentation that the student served in a branch of the U.S. Armed Services that necessitated the student's absence from the college.

### **Re-enrollment Conditions:**

A student who meets the notice requirements set forth herein will be granted re-enrollment in the academic term following the notice of intent to return, or, if the student chooses, at the beginning of the next full academic year.

A student who chooses at the conclusion of military service to enroll in a different course of study than the one the student was in at the time of military withdrawal must complete the regular admission and enrollment process for that course of study.

Upon returning to the college, the student will resume his or her course of study without repeating completed coursework and will have the same enrollment status and academic standing as before the military leave.

**Re-enrollment Denial:**

If a student is not academically prepared to resume a course of study in which he or she was previously enrolled or is unprepared to complete a program, the college will determine whether reasonable means are available to help the student become prepared.

The college may deny the student re-enrollment if it determines that reasonable efforts are not available, or that such efforts have failed to prepare the student to resume the course of study or complete the program.

A student who has been away from the college on military service for more than five years (including all previous absences for military service obligations after initial enrollment but including only time the student spends actually performing service in the uniformed services) will not be guaranteed military re-enrollment, but may petition his or her Campus Academic Dean for consideration of military re-enrollment.

**Review Date:** 6/6/2017

**Reviewed by:** Dr. Mike Holmes, CAO & Dean of Faculty

**Creation Date:** 9/22/2014

## Policy 3010: Military Tuition Assistance Refunds

### Policy Statement:

Military Tuition Assistance (TA) is awarded to a student under the assumption that the student will attend school for the entire period for which the assistance is awarded. When a student withdraws, the student may no longer be eligible for the full amount of TA funds originally awarded.

### Procedure:

To comply with the Department of Defense policy, Georgia Military College will return any unearned TA funds on a proportional basis through at least the 60% portion of the period for which the funds were provided. TA funds are earned proportionally during an enrollment period, with unearned funds return based upon when a student stops attending.

If a service member stops attending due to a military service obligation, Georgia Military College will work with the affected service member to identify solutions that will not result in a student debt for the returned portion.

### Calculation

Once a last date of attendance has been determined, Georgia Military College will recalculate TA eligibility based on the following formula:

Number of days completed in the course / Total days of the course (start to end date) = percent earned.

### Return of Funds

Determining eligibility for TA is class specific. The start and end date will be used for each class to determine eligibility. Using the formula above, Georgia Military College will be required to return some or all of the TA awarded to service members that do not complete at least 60% of each course; possibly creating a balance due to Georgia Military College.

### Responsible Authority:

The Veterans Affairs Coordinator is responsible for ensuring compliance with requirements for tuition assistance refunds, to include policies and procedures for GMC.

**Review Date:** 5/13/2020

**Reviewed by:** David Fulmer, AVP Academic Records

**Creation Date:** 5/1/2017

## Policy 4001: Faculty Appointment

**Policy Statement:**

It is Georgia Military College policy that the GMC Chief Academic Officer & Dean of Faculty recommends to the President the appointment of new full-time faculty and the composition of the faculty based on academic discipline. The President of Georgia Military College approves the hiring of all full-time faculty.

**Faculty Hiring Procedures:**

The President of Georgia Military College assigns responsibility to the Chief Academic Officer and Dean of Faculty (CAO/DF) to develop policies and procedures that govern the selection and hiring of competent and qualified college faculty. The CAO/DF develops these policies and procedures in consultation with the Executive Vice President/COO, the Associate Chief Academic Officer, the Vice President for Human Resources, the Director of Staff, the Campus Executive Directors, and the Campus Academic Deans and in coordination with division chairs, department chairs, and faculty.

**Review Date:** 6/6/2017

**Reviewed by:** Dr. Mike Holmes, CAO & Dean of Faculty

**Creation Date:** 2/28/2009

## **Policy 4002: Faculty and Student Relationships**

### **Policy Statement:**

It is Georgia Military College policy that faculty members will not engage in emotionally dependent or impermissible consensual relationships with students enrolled at the College.

### **Warning:**

Such behavior will be viewed as unethical and may result in disciplinary action up to and including termination of the faculty member's contractual relationship with the College.

**Review Date:** 6/6/2017

**Reviewed by:** Dr. Mike Holmes, CAO & Dean of Faculty

**Creation Date:** 2/28/2009

## **Policy 4003: Outside Employment of Faculty**

### **Policy Statement:**

It is Georgia Military College policy that full-time GMC faculty members will devote full professional attention to assigned duties at the college during the term of their College contract.

### **Applications for Outside Employment:**

Requests for outside employment must be made in writing to the appropriate Campus Executive Director through his/her Department Chair/Academic Dean, with as much notice as possible. Requests must include details regarding timeframe and extent of obligations for outside employment.

Permission to accept outside employment may be granted for no longer than one academic year and must be received in writing from the supervisor.

**Review Date:** 7/14/2016

**Reviewed by:** Dr. Mike Holmes, CAO & Dean of Faculty

**Creation Date:** 2/28/2009

## **Policy 4004: Faculty Responsibility for Curriculum**

### **Policy Statement:**

It is Georgia Military College policy that the faculty, under the academic leadership of division chairs (also full-time faculty members), and acting with the guidance and advice of the Chief Academic Officer and Dean of Faculty, have primary responsibility for the content, quality, and effectiveness of the curriculum and for ensuring that the curriculum is appropriate to the successful accomplishment of the college's educational mission. The GMC faculty manages the development, evaluation, and improvement of its curriculum through their proceedings in (1) division work; (2) curriculum committee service; and (3) faculty assembly participation.

### **Faculty and Division Chair Responsibility:**

In these matters, the faculty and division chairs are responsible to ensure that each educational offering proposed to the Curriculum Committee is assigned academic credit appropriate to the contact class hours, level of instruction, and course content regardless of format or mode of delivery. The faculty and division chairs exercise the responsibilities assigned in the manner outlined in the Curriculum Committee Bylaws and by serving as the voting members of the institution-wide Curriculum Committee.

**Review Date:** 6/6/2017

**Reviewed by:** Dr. Mike Holmes, CAO & Dean of Faculty

**Creation Date:** 9/14/2009

## **Policy 4005: Faculty Tenure**

### **Policy Statement:**

Georgia Military College does not operate a faculty tenure system; therefore, there are no provisions explicit or implied, for tenure in employment.

### **“At Will” Contract:**

The renewal of a faculty member's appointment is contingent upon the offer of a faculty position by the college in an annual "at will" contract that indicates a specific time-frame for performance.

Renewal through a series of one-year appointments carries no implied tenure status with the college.

**Review Date:** 6/9/2017

**Reviewed by:** Dr. Mike Holmes, CAO & Dean of Faculty

**Creation Date:** 3/4/2008



## **Policy 4006: Faculty Contracts**

### **Policy Statement:**

It is Georgia Military College policy that all college faculty are employed under indefinite appointments on "at will" annual contracts and serve at the discretion of the President. The college uses annual "at will" contracts of 12 months duration and quarterly adjunct contracts.

### **Faculty Annual Contracts:**

Annual contracts are provided for faculty members who teach on a full-time basis. Faculty employed under full-time contracts assume specific obligations in the operation of the College, are eligible for benefits, and are subject to annual performance reviews according to college policy.

All annual contracts are defined as "at will" contracts and carry no expressed or implied provision for tenure or renewal beyond the term specified in the contract.

### **Faculty Quarterly Contracts:**

Quarterly contracts are given to adjunct faculty members who teach on a part-time basis. Faculty employed under a quarterly contract are subject to the same performance and evaluation standards as faculty employed under annual contracts.

Adjunct faculty members are not eligible for benefits. All quarterly contracts are contingent on sufficient enrollment to merit execution of the contract.

**Review Date:** 6/06/2017

**Reviewed by:** Dr. Mike Holmes, CAO & Dean of Faculty

**Creation Date:** 3/3/2008

## **Policy 4007: Appointment of Division Chairs and Department Chairs**

### **Policy Statement:**

It is Georgia Military College policy that Division Chairs and Degree Program Coordinators are appointed annually by the Georgia Military College Chief Academic Officer & Dean of Faculty with the approval of the appropriate Campus Executive Director.

Department Chairs are appointed annually by each Campus Executive Director in consultation with the Campus Academic Dean.

**Note:** Division Chair, Degree Program Coordinator, and Department Chair appointment decisions are not subject to action under the college problem resolution procedure since they are solely administrative decisions and appointments.

**Review Date:** 6/9/7

**Reviewed by:** Dr. Mike Holmes, CAO & Dean of Faculty

**Creation Date:** 3/3/2008

## Policy 4008: Academic Freedom

### Policy Statement:

Georgia Military College adheres to a Supreme Court statement that academic freedom is essentially a right of the institution "to determine for itself on academic grounds who may teach, what may be taught, how it shall be taught, and who may be admitted to study" (Rabban, D.M., "Academic Freedom, Individual or Institutional?" *Academe*, Nov.-Dec. 2001, Vol. 87, Number 6.).

Georgia Military College affirms the Joint Statement on Academic Freedom authored by the Association of American Colleges and the American Association of University Professors (1940) that is extracted below, including the interpretive comments, noted in italicized print, adopted by the two organizations in 1970.

"Institutions of higher education are conducted for the common good and not to further the interest of either the individual teacher or the institution as a whole. The common good depends upon the free search for truth and its free exposition...Academic freedom in its teaching aspect is fundamental for the protection of the rights of the teacher in teaching and of the student to freedom in learning. It carries with it duties correlative with rights....

### Academic Freedom and Rights:

Teachers are entitled to full freedom in research and the publication of the results, subject to adequate performance of his/her other academic duties; but research for pecuniary return should be based upon an understanding with the authorities of the institution.

Teachers are entitled to freedom in the classroom in discussing the subject, but they should be careful not to introduce into teaching controversial matter that has no relation to the subject. Interpretive Comments (AAC&AAUP): *The intent of this statement is not to discourage what is 'controversial.' Controversy is at the heart of the free academic inquiry that the entire statement is designed to foster. The passage serves to underscore the need for teachers to avoid persistently intruding material that has no relation to their subject.*

Teachers are citizens, members of a learned profession, and officers of an educational institution. When they speak or write as citizens, they should be free from institutional censorship or discipline, but their special position in the community imposes special obligations.

As a person of learning and as an educational officer, teachers should remember that the public may judge their profession and their institution by their utterances.

Hence, they should at all times be accurate, should exercise appropriate restraint, should show respect for the opinion of others, and should make every effort to indicate that they are not an institutional spokesman."

**Review Date:** 6/9/2017

**Reviewed by:** Dr. Mike Holmes, CAO & Dean of Faculty

**Creation Date:** 2/28/2008

## **Policy 4009: Awarding Academic Credit**

### **Policy Statement:**

Georgia Military College follows the traditional model of assigning academic credit hours based on the nature of the course, the course content, and the number of hours the course must meet in order to achieve the expected student learning outcomes.

**Note:** The GMC faculty are responsible for ensuring that each educational offering is assigned academic credit appropriate to the contact class hours, the level of instruction, and course content regardless of format or mode of delivery.

### **Assignment of Course Credit:**

A component of GMC's mission is to prepare students to transfer to four-year colleges and universities. Thus, when proposing new courses, faculty members are guided in their consideration of the proposed amount and level of credit hours assigned to a course by the course time required to successfully achieve proposed student learning outcomes and the equivalent courses at follow-on four-year colleges and universities.

Additionally, GMC utilizes a Master Syllabus system in which each course has a master syllabus. The course description and learning objectives for the course are included on the master syllabus and guide faculty in the content, instruction, and length of the course in credit hours. Thus, when faculty propose new courses to the curriculum committee, they must consider credit hours assigned to the course, based on course content and student learning objectives, and include credit hours as a part of the proposed master syllabus.

### **Transfer of Credit:**

Transfer credit is evaluated based on the factors cited above and on the course description. Georgia Military College accepts courses for transfer that were completed with a grade of C or better and were awarded by a regionally accredited institution.

Georgia Military College assures comparability of transfer credit by a process of evaluating the comparability of course description, learning outcomes, syllabus, and credit hours. Further analysis includes a review of the transfer institution's catalog and reference to professional manuals to determine institutional accreditation.

GMC faculty evaluators approving a course for transfer to GMC are attesting to the fact that the course meets the following four criteria:

1. Coursework and learning outcomes are at the collegiate level;
2. Coursework and learning outcomes are above the level of basic skills and more than simply a training experience;
3. Content and learning outcomes are comparable to other or most GMC courses; and
4. Course meets the requirements of the degree GMC intends to award.

For specific/special comparability issues, the analysis is conducted within the academic division and academic discipline. Issues in dispute are referred to the CAO and Dean of Faculty for resolution.

**Experiential Learning:**

The ACE Guide is employed to assist in assigning academic credit in experiential learning.

**Conversion of Semester Hours:**

Conversion of semester hour credit courses in transfer to the GMC quarter hour based curriculum is accomplished by multiplying the semester hour credit by 1.5 hours to attain the quarter hour equivalent hours.

**Review Date:** 8/3/2020

**Reviewed by:** Dr. Mike Holmes, CAO & Dean of Faculty

**Creation Date:** 4/11/2008

## **Policy 4010: Readmission of Former GMC Students**

### **Policy Statement:**

It is Georgia Military College policy that former students, who have not attended Georgia Military College (GMC) for three years but were in good standing at the time of withdrawal, and former students who have attended another institution, must re-apply for admission at the GMC campus they wish to attend.

Note: Re-enrollment of military students is addressed in GMC Policy 3009.

### **Readmission Conditions:**

Official transcripts from every institution attended since enrollment at GMC must be submitted at the time of application for re-admission.

Prior to re-admission, students with either academic deficiencies or financial debt to the college will be advised of such and will be considered for readmission on a case-by-case basis.

Students returning under this policy do so under the catalog in effect at the time of readmission. This policy is not subject to appeal.

**Review Date:** 6/6/2017

**Reviewed by:** Dr. Mike Holmes, CAO & Dean of Faculty

**Creation Date:** 5/23/2008

## **Policy 4011: Course Numbering Policy**

### **Policy Statement:**

It is Georgia Military College policy that the GMC Registrar is responsible for assigning course numbers to courses adopted by the faculty for inclusion in the college curriculum, using the following system.

- 00-99—Learning Support Services (LSS) courses.
- 100-199—Lower division courses, which are typically freshman courses.
- 200-299—Lower division courses, which are typically sophomore courses.
- 300-499—Upper division courses, which comprise the Bachelor of Applied Science (BAS) degree programs.

Course numbering is based on course content and is aligned with the numbering of similar courses at follow-on colleges and universities. Proposed course numbers are included as part of the initial course proposal submitted to the Georgia Military College Curriculum Committee, and subsequently the GMC faculty, for approval.

**Review Date:** 6/6/2017

**Reviewed by:** Dr. Mike Holmes, CAO & Dean of Faculty

**Creation Date:** 5/23/2008



## **Policy 4012: Shared Governance of Educational Programs, Courses, and Academic Policies**

### **Policy Statement:**

It is Georgia Military College policy that the faculty and the administration approve all additions, deletions, and revisions to educational programs, courses, and academic policies.

### **Faculty Governance:**

Faculty exercise their academic governance responsibilities primarily by their participation in the curriculum committee process, through which proposed changes can be made in educational programs, courses, and academic policies.

Full-time faculty members participate in this process through their discussion and vote on curriculum committee proposals at the Fall/Spring Faculty Assemblies.

Curriculum matters from the Faculty Assembly are considered for approval/disapproval by the GMC President in light of the College's mission and fiscal constraints and not the content, quality, and effectiveness of the proposed curriculum changes, as that is the primary responsibility of the faculty. The GMC Board of Trustees must also approve the proposed change if such a change would alter the College's mission.

Upon approval by the faculty and administration, these changes become official college policy.

Faculty may also share academic governance responsibilities by serving as a Division Chair, Department Chair, or Degree Program Coordinator as well as by participating in college-wide division meetings.

**Review Date:** 6/6/2017

**Reviewed by:** Dr. Mike Holmes, CAO & Dean of Faculty

**Creation Date:** 3/3/2008

### **Policy 4013: Access to Faculty Credential Files**

#### **Policy Statement:**

It is Georgia Military College policy that the Chief Academic Officer & Dean of Faculty is responsible for maintaining and granting access to college faculty credentialing files. Requests for access to college faculty credentials must be directed to Georgia Military College; Attention: Chief Academic Officer and Dean of Faculty; 201 East Greene Street, Milledgeville, GA 31061; 478-387-4903.

It is Georgia Military College policy that the Principal of the Georgia Military College Preparatory School is responsible for maintaining and granting access to preparatory school teacher credentialing files. Requests for access to preparatory school teacher credentials must be directed to Georgia Military College; Attention: Principal; 201 East Greene Street, Milledgeville, GA 31061; 478-387-4784.

**Review Date:** 6/6/2017

**Reviewed by:** Dr. Mike Holmes, CAO & Dean of Faculty

**Creation Date:** 11/1/2009

## **Policy 4014: Right of Faculty to the GMC Problem Resolution Process**

### **Policy Statement:**

It is Georgia Military College policy that any GMC faculty member may initiate and participate in the problem resolution process concerning a decision, action, lack of action, policy, procedure, regulation, or requirement by a person or group of persons acting in an official college capacity, which directly and adversely affects the professional or personal well-being of the faculty member and which can be corrected by the college.

### **Problem Resolution Process:**

Faculty members wishing to proceed with the GMC Problem Resolution Process shall do so using procedures provided in the Faculty Handbook (Section 2.5).

Faculty members may use this procedure without fearing reprisal for initiating the process or participating in its resolution.

Georgia Military College officials shall fairly and promptly resolve and respond to faculty member complaints.

**Review Date:** 6/6/2017

**Reviewed by:** Dr. Mike Holmes, CAO & Dean of Faculty

**Creation Date:** 6/16/2008

## **Policy 4015: Minimum Teaching Qualifications for College Faculty Members**

### **Policy Statement:**

It is Georgia Military College policy that faculty members teaching associate degree courses designed for transfer to a baccalaureate degree or teaching courses within the Bachelor of Applied Science (BAS) degree programs at GMC will hold a doctoral or master's degree in the teaching discipline or a minimum of a master's degree with a concentration in the teaching discipline, which is defined as a minimum of 18 graduate semester hours (or 30 quarter hours) in the teaching discipline.

Faculty members teaching Learning Support Services (LSS) courses will hold a bachelor's degree or higher in the teaching discipline or a bachelor's degree or higher and 18 undergraduate or graduate semester hours (or 30 quarter hours) in the teaching discipline.

### **Exceptions Granted by the President:**

With the approval of the President of Georgia Military College, exceptions to these stipulations may be granted by the Chief Academic Officer and Dean of Faculty (CAO/DF).

Exceptions will rarely be considered and rarely granted.

When determining whether an exception is warranted, the CAO/DF will consider the highest earned degree in the discipline along with the applicant's competence, effectiveness, and capacity, including, as appropriate, undergraduate and graduate degrees, related work experiences in the field, professional licensure and certification, honors and awards, continuous documented excellence in teaching, or other demonstrated competencies and achievements that contribute to effective teaching.

**Review Date:** 6/9/2016

**Reviewed by:** Dr. Mike Holmes, CAO & Dean of Faculty

**Approved by:** Board of Trustees, 5/4/2015

**Creation Date:** 11/28/2008

## **Policy 4016: Students with Disabilities**

### **Policy Statement:**

Georgia Military College is committed to the full and total inclusion of all individuals by providing equal opportunity to participate in and benefit from all programs, services, and activities. GMC complies with the Rehabilitation Act of 1973, the Americans with Disabilities Act of 1990, the ADA Amendments Act of 2008 and Sections 504 and 508 regarding the civil rights of all students.

### **Rights of a Person with Disabilities:**

GMC seeks to ensure that any student, currently enrolled at GMC, with a disability seeking assistance is afforded his/her right to:

- Equal access to courses, programs, services, jobs, activities, and facilities offered at the College;
- Reasonable accommodations, academic adjustments, and auxiliary aids and services determined on a case-by-case basis;
- Appropriate confidentiality of all information regarding disability and the choice to whom a disability is disclosed except as required or permitted by law; and
- Information available in accessible formats.

### **Responsibilities Clearly Explained to Students with Disabilities:**

GMC ensures that every student with a disability understands that he/she has the responsibility to:

- Meet essential standards as determined by the GMC for courses, programs, jobs, services, and facilities;
- Register with the GMC Office of Student Disability Services promptly when seeking an accommodation;
- When seeking accommodations, participate in the interactive intake process and provide documentation of the disability based on GMC's documentation guidelines including information about the functional limitations of the disability;
- Follow specific procedures for obtaining reasonable accommodations, academic adjustments, and auxiliary aids and services recommended by college authorities as early in the term as possible; and
- Communicate requests for accommodations to instructors by requesting instructor notification letters and meet with faculty to discuss approved accommodations.

Please see the GMC Academic Catalog for full disclosure of the policy and procedures regarding Student Disability Services.

**Review Date:** 3/14/2018

**Reviewed by:** Jeannie Zipperer, Director of Staff

**Creation Date:** 9/18/2009

## **Policy 4017: Credit Hour Definition**

### **Policy Statement:**

It is Georgia Military College policy that the College will conform to commonly accepted practices in higher education and to Department of Education and Commission on Colleges policies for determining the credit hours awarded for courses and programs.

### **General:**

In consonance with federal regulations, GMC will define a credit hour as an amount of work represented in intended learning outcomes and verified by evidence of student achievement that is an institutionally established equivalency that reasonably approximates

1. Not less than one hour of classroom or direct faculty instruction and a minimum of two hours out of class student work each week for approximately fifteen weeks for one semester or trimester hour of credit, or ten to twelve weeks for one quarter hour of credit, or the equivalent amount of work over a different amount of time, or
2. At least an equivalent amount of work as required outlined in Item 1 above for other academic activities as established by the institution including laboratory work, internships, studio work, and other academic work leading to the award of credit hours.

By commonly accepted practice in higher education, at Georgia Military College a credit hour is a reasonable approximation of a minimum amount of student work in a Carnegie unit (50-minute period).

### **Quarter System Credit Hours:**

As Georgia Military College operates on the quarter system, the quarter credit hour will equate to the equivalent of ten 50-minute sessions of classroom instruction coupled with the expectation that a typical student will require two hours of outside study for each class session in order to achieve the intended learning outcomes.

Typically, over the period of each term, regardless of its length, for each hour of credit there will be 500 minutes of classroom instruction and 1000 minutes of additional study required by a student.

Over the period of a term, regardless of its length, for each hour of laboratory credit, there will be 1000 minutes of in-lab time and 500 minutes of additional study required by a typical student.

**Online Credit Hours:**

Credit hours for courses delivered using online (distance), hybrid, and independent study modes will be assigned based on at least an equivalent amount of work as required in a traditional classroom setting.

**Review Date:** 6/9/2017

**Reviewed by:** Dr. Mike Holmes, CAO & Dean of Faculty

**Creation Date:** 9/6/2012

## **Policy 4018: Substantive Change**

### **Policy Statement:**

Georgia Military College (GMC) will comply with the Southern Association of Colleges and Schools Commission on Colleges (SACSCOC) Substantive Change Policy.

- Compliance requires GMC to notify the SACSCOC of substantive changes and, when required, seek approval prior to the initiation of changes.
- Compliance requires GMC to have a policy and procedure to ensure that all substantive changes are reported to the SACSCOC in a timely fashion.

### **Substantive Change Defined:**

Substantive change is a significant modification or expansion of the nature and scope of an accredited institution. Under federal regulations, substantive changes include the following:

- Any changes in the established mission or objectives of the institution,
- Any change in legal status, form of control, or ownership of the institution,
- The addition of courses or programs that represent a significant departure, either in content or method of delivery, from those that were offered when the institution was last evaluated,
- The addition of courses or programs of study at a degree or credential level different from that which is included in the institution's current accreditation or reaffirmation,
- A change from clock hours to credit hours,
- A substantial increase in the number of clock or credit hours awarded for successful completion of a program,
- The establishment of an additional location geographically apart from the main campus at which the institution offers at least 50 percent of an educational program,
- The establishment of a branch campus,
- Closing a program, off-campus site, branch campus or institution,
- Entering into a collaborative academic arrangement that includes only the initiation of a dual or joint academic program with another institution,
- Acquiring another institution or a program or location of another institution,
- Adding a permanent location at a site where the institution is conducting a teach-out program for a closed institution,
- Entering into a contract by which an entity not eligible for Title IV funding offers 25% or more of one or more of the accredited institution's programs'.

### **GMC Compliance Responsibility:**

Responsibility for GMC compliance with its substantive change policy and that of SACSCOC rests with the administrative heads of both academic and non-academic units.



Responsibility for notifying SACSCOC of substantive changes rests with the GMC SACS Liaison.

It is the SACS Liaison's responsibility to keep current with all changes to SACSCOC substantive change policies and communicate policy changes promptly.

**Review Date:** 6/6/2017

**Reviewed by:** Jeannie Zipperer, Director of Staff

**Creation Date:** 9/6/2012

## **Procedure Addendum to GMC Policy 4018: Substantive Change**

### **Introduction:**

GMC compliance with SACSCOC Substantive Change Policy requires that the College have a procedure to ensure that all substantive changes are reported to the SACSCOC in a timely fashion.

### **Expanding at Current Degree Level (significant change):**

Procedure 1: Prior notification, prior approval, and prospectus required with a 6-month time frame.

1. Faculty proposing new programs must follow the procedures as detailed in the Curriculum Committee Bylaws, indicating that the program is a significant departure from current programs at the site.
2. If approved, the VPAA/DF will forward a copy of the committee minutes and appropriate Curriculum Committee Form to the SACS Liaison.
3. The SACS Liaison will send SACSCOC the prospectus six months prior to implementation for approval.

### **Expanding Program Offerings at Previously Approved Off-Campus Sites (Significantly different/or not from current programs):**

No notification necessary.

1. Faculty proposing new programs must follow the procedures as detailed in the Curriculum Committee Bylaws, indicating that the program is not a significant departure from current programs at the site.
2. If approved, the Vice President of Academic Affairs/Dean of the Faculty (VPAA/DF) will forward a copy of the committee minutes and appropriate Curriculum Committee Form to the SACS Liaison.
3. The SACS Liaison will file the change, no notification necessary.

### **Closing a Program:**

Procedure 3: Prior notification, prior approval and teach-plan required and Immediate Notification. If applicable, a copy of a signed teach-out agreement.

1. The CAO notifies the SACS Liaison, in writing, of all plans to close a program. If there are students enrolled in the program, a teach-out plan must also be submitted.
2. The SACS Liaison will notify SACSCOC immediately of the decision to close and include a teach-out plan with the notification.
3. If the institution contracts with another institution to teach-out students, a signed copy of the Teach-out Agreement detailing the terms will be included with the notification.

### **Initiating an Off-campus Instructional Site (50% credit toward a program):**

Procedure 1: Prior approval and prospectus required.

1. All off-campus instructional sites must be approved by the President.
2. The Executive Assistant to the President forwards documentation of the President's approval.
3. The CAO works with the appropriate Campus Executive Director and Campus Dean to develop a prospectus.
4. The SACS Liaison will send SACSCOC the prospectus prior to implementation for approval.

**Initiating an Off-campus Instructional Site (25-49% or less credit toward a program):**

Procedure 2: Letter of notification prior to implementation.

1. All off-campus instructional sites must be approved by the President.
2. The Executive Assistant to the President forwards documentation of the President's approval of the off-campus site.
3. The SACS Liaison sends the notification to SACSCOC prior to implementation.

**Initiating an Off-campus Instructional Site (24% or less of credit toward a program):**

No notification necessary.

If the off-campus instructional site offers less than 25% of credits towards a degree program, then no notification is necessary.

The CAO works with the appropriate Campus Executive Director and Campus Dean to determine the exact list of courses that can be offered and scheduled and represent less than 25% of the credits toward a degree.

The SACS Liaison files the documentation and, in conjunction with the appropriate Campus Executive Directors and Campus Deans under the guidance of the CAO, monitors the instructional site.

If courses are added, and the credits approach the 25% mark, the SACS Liaison sends a letter of notification so that the notification will arrive at the SACSCOC Office prior to reaching the 25% of credit threshold.

**Current Sites at the 25% Threshold and Approaching 50% Threshold:**

Sites at the 25% threshold will have a letter of notification and the accompanying SACSCOC response on file.

1. The CAO works with the appropriate Campus Executive Director and Campus Dean to determine the exact list of courses that can be offered and scheduled and represent less than 50% of the credits toward a degree.
2. The SACS Liaison files the documentation and, in conjunction with the appropriate

Campus Executive Directors and Campus Deans under the guidance of the CAO, monitors the instructional site.

**Note:** Monitoring occurs: 1) during the schedule planning and publication process by the appropriate Campus Executive Director and Campus Dean under the guidance of the CAO and, 2) on the census date by personnel in the SACS Liaison's office for each term to determine the current threshold.

### **Initiating or Relocating a Main or Branch Campus:**

Procedure 1: Prior notification, prior approval, and prospectus required with a 6 month time frame.

1. All campus locations are initiated by the President and approved by the GMC Board of Trustees, 5/4/2015 (BOT).
2. The Executive Assistant to the President provides copies of the BOT minutes to the SACS Liaison.
3. Upon approval by the BOT, a prospectus will be prepared by the SACS Liaison.
4. The SACS Liaison will send the prospectus so that it will arrive at the SACSCOC Office at least six months prior to the opening of the branch campus.

### **Moving an Off-campus Instructional Site (same geographic area):**

Procedure 2: Letter of notification prior to implementation with new address and starting date.

1. All off-campus instructional sites must be approved by the President.
2. The Executive Assistant to the President forwards documentation of the President's approval of the new off-campus site.
3. The SACS Liaison sends the notification with the new address and start data to SACSCOC prior to implementation.

### **Initiating Certificate Programs Using Existing Approved Courses at an Approved Site:**

No notification necessary.

### **Initiating Certificate Programs at a New Off-campus Site (previously approved program):**

Procedure 1: Prior approval and prospectus required.

1. All off-campus instructional sites must be approved by the President.
2. The Executive Assistant to the President forwards documentation of the President's approval of the off-campus site.
3. The CAO works with the appropriate Campus Executive Director and Campus Dean to develop a prospectus.
4. The SACS Liaison will send SACSCOC the prospectus prior to

implementation for approval.

**Note:** If the certificate is being initiated at an employer's request and on short-notice, a modified prospectus may be submitted.

### **Initiating a Certificate Program that is a Significant Departure from Previously Approved Programs:**

Procedure 1: Prior notification, prior approval, and prospectus required with a 6 month time frame.

1. Faculty proposing new certificate programs must follow the procedures as detailed in the Curriculum Committee Bylaws, indicating that the program is a significant departure from current programs at the site.
2. If approved, the CAO will forward a copy of the committee minutes and appropriate Curriculum Committee Form to the SACS Liaison.
3. The SACS Liaison will send SACSCOC the prospectus 6 months prior to implementation for approval.

**Note:** If the certificate is being initiated at an employer's request and on short notice, a modified prospectus may be submitted for approval prior to implementation.

### **Altering Significantly the Length of a Program:**

Procedure 1: Prior approval and prospectus required.

1. Faculty proposing changes to the length of a program must follow the procedures as detailed in the Curriculum Committee Bylaws.
2. If approved, the CAO will forward a copy of the committee minutes and appropriate Curriculum Committee Form to the SACS Liaison.
3. The SACS Liaison will send SACSCOC the prospectus prior to implementation for approval.

### **Altering Significantly the Educational Mission of the Institution:**

Procedure 1: Prior approval required, contact Commission staff.

1. The provisions of the bylaws of GMC Board of Trustees, 5/4/2015 require that the Board approve changes to the mission of the college. Changes in the mission are forwarded to the BOT by the President after receiving the concurrence of the faculty and college leaders. When approved by the BOT, the President directs the Executive Vice President to initiate the substantive change process.
2. The SACS Liaison contacts the Commission staff for additional guidance and assistance to ensure completion promptly.

### **Initiating a Joint Degree with an Institution not Accredited by SACSCOC:**

Procedure 1: Prior notification, prior approval, and prospectus required with a 6 month time frame.

1. The provisions of the bylaws of the GMC Board of Trustees, 5/4/2015 require that initiation of joint degrees with another institution be approved by the Board. Recommendations to initiate are forwarded to the BOT by the President after receiving the recommendation of the faculty. When approved by the BOT, the President directs the CAO to initiate the substantive change process.
2. For joint programs with an institution not accredited by SACSCOC, prior approval is needed. The SACS Liaison assists in preparing a prospectus to be sent to SACSCOC 6 months in advance.

### **Initiating Programs or Courses Offered Through Contractual Agreement or Consortium:**

Procedure 2: Prior notification and approval required and copy of signed agreement.

1. The provisions of the bylaws of the GMC Board of Trustees, 5/4/2015 require that the Board approve initiation of programs or courses offered through contractual agreement or a consortium. Recommendations to initiate are forwarded to the BOT by the President after receiving the recommendation of the faculty. When approved by the BOT, the President directs the CAO to start the substantive change process.
2. Prior to implementation, the SAC Liaison sends the letter of notification with a copy of the signed agreement.

### **Entering into a Contract with an Entity not Certified to Participate in Title IV Programs if Entity Provides Less than 25% of Program:**

Procedure 2: Notification prior to implementation required and a copy of the signed agreement.

1. The provisions of the bylaws of the GMC Board of Trustees, 5/4/2015 require that the Board approve entering into a contract with an entity not certified to participate in USDOE Title IV programs. Recommendations to initiate are forwarded to the BOT by the President. When approved by the BOT, the President directs the Executive Vice President to start the substantive change process.
2. The SACS Liaison will send SACSCOC the letter of notification and copy of signed agreement prior to implementation.

### **Changing Governance, Control, or Legal Status, or Acquiring a Program, or Adding a Permanent Site from another Institution:**

Prior Notification, approval and prospectus required (see SACSCOC policy “Mergers, Consolidations, and Change of Ownership: Review and Approval”).

1. Georgia law and extant federal court decisions dictate the form of GMC governance, ownership, control, and legal status. Recommendations to change any of those conditions are forwarded to the GMC Board of Trustees, 5/4/2015 by the President. When approved, the President petitions the state and/or the federal court system to gain approval for the change. Once the college receives approval, the President directs the Executive Vice President to initiate the substantive change process.
2. The SACS Liaison would oversee the details of the substantive change process to ensure completion promptly.

### **Initiating a Merger or Consolidation with Another Institution:**

Prior Notification, approval and prospectus required (see SACSCOC policy “Mergers, Consolidations, and Change of Ownership: Review and Approval”).

1. GMC is a Public Authority established by Georgia law. Initiating a merger or consolidation with another institution can only be accomplished by a change in Georgia law. Such a merger will be preceded by feasibility discussions with SACSCOC led by the President. When the recommendation to merge or consolidate is approved by the GMC Board of Trustees, 5/4/2015, securing changes to a state law allowing merger or consolidation will be accomplished by the President. When approved and lawfully possible, the President directs the Executive Vice President to initiate the substantive change process.
2. The SACS Liaison oversees the details of the substantive change process to ensure completion promptly. Prospectus due dates: April 15th or September 15th.

### **Substantive Change for which All Notifications and Reports are Made:**

1. Initiating Distance Learning
2. Offering 50% or more of credits for existing programs via Distance Learning.

## **Policy 4019: Participation in GMC Commencement Ceremonies**

### **Policy Statement:**

It is Georgia Military College policy that students are eligible to participate in GMC commencement ceremonies once the student has submitted a signed application for graduation and has completed all requirements for the degree.

### **Exception:**

Students who have applied for graduation but have not met all of the degree requirements by the end of the Spring term in a given academic year may be eligible to participate in the commencement ceremony if all remaining degree requirements can be completed in the academic term immediately following the commencement ceremony (summer).

The student would be required to be registered to take all remaining coursework in the summer term prior to participation in the commencement ceremony.

**Note:** If all degree requirements cannot be met in the academic term following the commencement ceremony (summer), the student would not be eligible to participate in the commencement ceremony until the following academic year.

**Review Date:** 2/27/2018

**Reviewed by:** Dr. Mike Holmes, CAO & Dean of Faculty

**Creation Date:** 2/27/2018



## **Policy 5001: Prevention of Discrimination and Harassment**

### **Policy Statement:**

Georgia Military College (GMC) prohibits any member of the faculty, staff, student body, and visitors to GMC campuses from harassing or discriminating against any member of the college community because of that person's race, sex, gender, gender identification/expression, sexual orientation, ethnic or national origin, religion, age, disability, or status as a veteran.

The college further prohibits retaliation against a person who has made a report or filed a complaint alleging discrimination or harassment, or participated as a witness in a discrimination or harassment investigation.

No GMC employee, investigator, supervisor, or person in authority will interfere with any employee or student who chooses to exercise his or her right to appeal to state or federal agencies.

### **Report Violations:**

Any student, employee, or visitor subjected to harassment, including sexually offensive behavior, or discriminatory behavior of any sort is encouraged to report the occurrence to a person in authority, the Vice President for Human Resource Management and Georgia Military College Title IX Coordinator at (478) 387-4908.

### **Warning:**

Persons violating this policy may be subject to disciplinary action appropriate to their status as an employee, student, or visitor. Disciplinary action may include, but is not limited to, suspension from work without pay, termination of employment, suspension from school, probation, expulsion from GMC, or banning from the campus.

For further information regarding Georgia Military College's policies on Harassment and Discrimination, see policy 1021, 1022, and 1023.

**Review Date:** 7/3/2017

**Reviewed by:** Jill Robbins, VP of Human Resources/Title IX Coordinator

**Creation Date:** 2/28/2012

## **Policy 5002: Sexual Assault**

### **Policy Statement:**

It is Georgia Military College policy that every GMC employee and student will actively work to prevent sexual assault by obeying laws prohibiting the act, by taking preventive actions when prudent, and by always reporting violation of laws governing sexual assault.

### **Reporting:**

Incidents of sexual assault should be immediately reported to the GMC Title IX Coordinator (478) 387-4908 or appropriate college authority. For incidents occurring at the Milledgeville campus, persons involved or knowledgeable of an assault should contact either the Dean of Students and Commandant of Cadets--who is also the GMC Title IX Coordinator--Campus Police, the GMC-Milledgeville Executive Director, or the Vice President for Human Resources. For incidents occurring at a distant Campus, immediately notify the appropriate Campus Executive Director, who will in turn notify the GMC Title IX Coordinator.

### **Warning:**

Sexual assault of any student or employee that occurs on or off campus that is perpetrated by another student or employee may be subject to Georgia Military College disciplinary action.

Such disciplinary action will be in addition to and separate from any civil or criminal action initiated for sexual assault.

**Review Date:** 7/3/2017

**Reviewed by:** Jill Robbins, VP of Human Resources/Title IX Coordinator

**Creation Date:** 2/28/2012

### **Policy 5003: Employment Probationary Period**

#### **Policy Statement:**

It is Georgia Military College policy that new employees, those newly promoted, and employees laterally transferred to a new position must undergo a six (6) month employment probationary period.

#### **Purpose of Probationary Period:**

During this period, first line supervisors will evaluate employee work performance and will provide appropriate counseling to make certain employees understand the employment consequences of their performance.

#### **Probationary Period Outcomes:**

Probationary employees will be given a performance evaluation at the end of the probation period.

Employees who met or exceeded expectations will be informed, removed from probationary status, and confirmed in their position.

Newly hired employees who are unable to perform satisfactorily in their new position may be terminated after consultation with the Human Resource department or, in rare cases, may have their probationary period extended to allow for further evaluation.

Newly promoted or laterally transferred employees who are unable to perform satisfactorily in their new position may be terminated after consultation with the Human Resource department or, with approval of the President and if a vacancy exists, be returned to their original job position.

**Review Date:** 7/1/2016

**Reviewed by:** Jill Robbins, VP, Human Resources

**Creation Date:** 6/3/2009

## **Policy 5005: Conditions of Employment**

### **Policy Statement:**

### **Policy Statement:**

It is Georgia Military College policy that the following are conditions of employment:

1. Must be qualified to perform the duties of the position for which hired.
2. Must have an application on file for the position into which they were hired.
3. Must agree to be interviewed during the employment process.
4. Must submit a reference check as part of the application process.
5. Must submit to a law enforcement background check.
6. Must agree to complete Form INS I-9 (Employment Eligibility Verification).
7. Must furnish all information requested by the Human Resources department.
8. Must complete a Payroll Initialization form.
9. Must complete the necessary direct deposit of pay forms.

**Note:** Newly hired employees must comply with all conditions within three business days of accepting employment.

**Review Date:** 7/3/2017

**Reviewed by:** Jill Robbins, VP, Human Resources

**Creation Date:** 11/25/2008

## **Policy 5006: Accommodation of Employees with Disabilities**

### **Policy Statement:**

Georgia Military College does not discriminate against qualified individuals with disabilities who are applying for employment or who, as employees of the college, are eligible for advancement, fair and equal compensation, training, or other employment opportunities and considerations.

### **General:**

Georgia Military College complies with all federal and state laws concerning the employment of persons with disabilities, including the Americans with Disabilities Act (ADA) and Section 504 of the Rehabilitation Act of 1973.

Georgia Military College provides reasonable accommodation to qualified individuals having a temporary or long-term disability.

Any qualified individual, with or without disabilities, who applies for an available position at Georgia Military College, who can be reasonably accommodated without placing an unreasonable hardship on the College, will be given fair consideration.

The Vice President for Human Resources handles implementing this policy and handles addressing reasonable requests for accommodation and for resolving undue hardship claims and complaints.

### **Notice:**

Applicants for employment who pose a direct threat to the health or safety of in the workplace, which threat cannot be eliminated by reasonable accommodation, will not be hired.

**Review Date:** 7/1/2016

**Reviewed by:** Jill Robbins, VP, Human Resources

**Creation Date:** 12/1/2008

## **Policy 5007: Drug-free Workplace**

### **Policy Statement:**

It is a violation of Georgia Military College policy for any employee to:

1. Buy illegal drugs or otherwise engage in the illegal use of drugs on or off the job.
2. Work under the influence of or while possessing in his or her body, blood, or urine illegal drugs in any detectable amount.
3. Report to work under the influence of or impaired by alcohol.
4. Use prescription drugs illegally.

**Note:** Georgia Military College (GMC) campuses are drug, alcohol, and tobacco-free zones.

### **Warning:**

**As a condition of employment, employees must abide by the terms of this policy and must notify GMC in writing of any arrest other than for minor traffic violations and must do so no later than five calendar days after such arrest.**

Violations of this policy are subject to disciplinary action up to and including termination.

**Review Date:** 6/6/2017

**Reviewed by:** Patrick Beer, Dean of students & Commandant of Cadets

**Creation Date:** 12/1/2008

## **Policy 5008: Nepotism**

### **Policy Statement:**

It is Georgia Military College policy that family relationships shall constitute neither an advantage nor a disadvantage for employment, retention, or promotion.

### **General:**

No two persons with a family relationship may hold positions in which one of them is directly responsible for recommendations or decisions involving the other in such matters as hiring, initial appointment, release from employment, or promotion.

No GMC employee shall make employment or disciplinary decisions that impact a related individual.

For the purpose of this policy, decisions or recommendations include those related to hiring, setting working conditions, defining job responsibilities, completing performance evaluations, deciding promotions, making disciplinary decisions, and terminating from employment a related individual.

Relatives may be employed in the same department only upon favorable review by the Vice President of Human Resources and with the approval of the President of Georgia Military College.

**Review Date:** 7/1/2016

**Reviewed by:** Jill Robbins, VP, Human Resources

**Creation Date:** 12/1/2008

## **Policy 5009: Minimum Age for Employment**

### **Policy Statement:**

It is Georgia Military College policy that the College will not employ any person under the age of 16.

In the case of hazardous occupations such as maintenance of buildings and grounds, custodial maintenance, heavy equipment and vehicle maintenance, or food service, the minimum age is 18.

### **Work Permit Required:**

Any employee under the age of 18 must have a work permit issued by the Georgia Department of Labor, and that permit must be on file in the employee's Georgia Military College personnel record.

**Review Date:** 7/3/2017

**Reviewed by:** Jill Robbins, VP, Human Resources

**Creation Date:** 12/1/2008



## **Policy 5010: Signing Georgia Military College Employment Contracts**

### **Policy Statement:**

It is Georgia Military College policy that only the person for whom an employment contract is intended will sign that contract.

Exceptions to this policy will be decided by the President of Georgia Military College.

**Review Date:** 7/3/2017

**Reviewed by:** Jill Robbins, VP, Human Resources

**Creation Date:** 12/1/2008

## **Policy 5011: Job Attendance Policy**

### **Policy Statement:**

It is Georgia Military College policy that the GMC work week is a forty (40) hour-work week.

### **General:**

Employees are expected to report for work as scheduled by their supervisor and remain on the job until the official end of their workday unless excused by their supervisor.

The College applies all Fair Labor Standards Act (FLSA) guidelines towards classifying employees as non-exempt and exempt, and abides by the guidance within the law to administer the appropriate management of time worked within a week for non-exempt employees. The official record keeping software for Georgia Military College is eTime. eTime is an online software program for timecard data management reporting. Any disputes over hours worked, attendance or accruals are resolved by using the eTime system. All compensatory time awarded to non-exempt employees must be tracked and recorded in eTime.

### **Warning:**

Frequent unexcused absences or tardiness may result in disciplinary action.

Failure to report to work for three (3) consecutive days without notifying the immediate supervisor will result in immediate termination of employment and will be considered job abandonment and a resignation without notice.

The employee must notify the supervisor by speaking directly to him/her as soon as they become aware that they will miss work. Email or voicemail notification will not be considered an acceptable form of notification.

All absences allowable under separate policy such as Family Medical Leave, worker's compensation, ADA accommodation, and other civil obligation are outlined in the faculty handbook in section 3.0 Attendance and Leave Policies and the staff handbook under section 3.0 Attendance and Leave Policies and 4.0 Compensation.

**Review Date:** 7/3/2017

**Reviewed by:** Jill Robbins, VP, Human Resources

**Creation Date:** 12/1/2008

## **Policy 5012: Salary Policy**

### **Policy Statement:**

Georgia Military College adheres to federal and state pay equity mandates for similar jobs.

To ensure equity, the institution has developed a job classification system, position grading system, and salary template for full-time faculty and classified and professional positions. Part-time positions are not covered under this system.

In compliance with federal and state mandates, Georgia Military College insures pay equity-based solely upon experience, job requirements, the longevity of service, and evaluation of performance.

**Review Date:** 7/3/2017

**Reviewed by:** Jill Robbins, VP, Human Resources

**Creation Date:** 12/1/2008

## **Policy 5013: Hiring Full-time and Part-time Employees**

### **Policy Statement:**

Georgia Military College Office of Human Resources operates from a centralized, shared services model. As a result, all of its hiring processes are provided through a centralized on-boarding procedure.

Georgia Military College adheres to a policy of equal opportunity employment and affirmative action in the recruitment, selection, promotion, transfer, demotion, and termination of employees. As such, the institution initiates all employment actions on the basis of qualifications specific to requirements of the job and/or job performance, without regard for race, sex, color, religion, national origin, age, disability, or veteran status.

### **General:**

Refer to policies 4001 and 4006 and the GMC Faculty Handbook regarding faculty appointments and contracts.

Full-time employees are employees who regularly work 30 hours or more a week and have a definite term of employment, with the minimum term being three months or longer. Part-time employees, for the purposes of policy 5013, are employees who work 29 hours or less per week and comply with the Affordable Healthcare Act and TRS eligibility guidelines. Part-time employees do not include federal work study students, student ambassadors, or tutors.

As vacancies occur, or new positions are created, the hiring manager may choose to promote or transfer an employee from within their area(s) of responsibility. Prior to a promotion or transfer being awarded, the hiring manager must first seek approval from the Executive Vice President with a recommendation from the Vice President of Human Resources.

Positions that do not require posting include, but are not limited to: reclassified positions, acting or interim appointments, intermittent positions, temporary positions, and/or reassignments within a department without a change of classification.

Prior to the position being awarded, promotions and transfers are reviewed and approved by the College EEO/Affirmative Action Officer, who is the Vice President for Human Resources.

If there is no internal candidate to promote or transfer, the vacancy will be posted/advertised simultaneously, both internally (within Georgia Military College) and externally.

When an employee is selected for transfer or promotion, a minimum of two (2) weeks' notice is expected prior to the transfer.

All job advertisements will contain the statement that "Georgia Military College is an Equal Opportunity/Affirmative Action Employer".

All applicants must submit an Application for Employment for specific posted job vacancies. Also, faculty applicants must submit current official transcripts, certification of degree and professional qualifications, and three letters of reference.

The Vice President of Human Resources endorses each budgeted employment offer with final approval from the Executive Vice President.

The President has the sole authority to approve any unfunded requests related to employment offers.

### **Screening Applicants:**

The Human Resources Department screens only those applications that meet at least the minimal job requirements for the vacancy being filled. From this pool of qualified applicants, candidates are selected and interviewed.

Upon conclusion of the interviews and after the closing date for the vacancy has passed (or at any time after the conclusion of the interviews if no closing date was listed on the posting) a job offer may be made, contingent upon successful completion of the reference checks and a criminal background screen.

### **Warning:**

Applicants may be disqualified from consideration for employment for falsification of application information, criminal conviction, or for drug or alcohol abuse.

Applicants who are known to engage in behaviors that violate community standards of conduct may also be disqualified from consideration.

Former staff who were involuntarily terminated may not be eligible for reemployment at Georgia Military College.

Subsequent to the hiring of an employee, should an application be determined to have been falsified, such falsification may result in disciplinary action up to and including termination of employment.

Should an application be determined to have been falsified before the employee's start date with GMC, such falsification will be grounds to rescind the employment offer.

**Review Date:** 7/3/2017

**Reviewed by:** Jill Robbins, VP of Human Resources

**Creation Date:** 6/30/2008

## **Policy 5014: Telecommunications**

### **Policy Statement:**

It is Georgia Military College policy that the use of GMC owned telecommunications equipment and services is primarily reserved for conducting the business of the institution.

Employee use of telecommunications for personal business, during work hours, is permitted as long as the use is infrequent, does not interfere with work, and serves a legal and harmless purpose.

**Review Date:** 6/6/2017

**Reviewed by:** Jody Yearwood, VP of Information Technology

**Creation Date:** 12/2/2008

## **Policy 5016: Termination of Employment**

### **Policy Statement:**

Georgia Military College is an At-Will employer.

### **“At-Will” Defined:**

According to the Georgia Supreme Court in (*Georgia Power Co. v Busbin*, 242 Ga 612), “at-will” means that motives of an employer in terminating an at-will employee are legally immaterial. Because the reason for termination is legally immaterial, an employer can release any employee for any reason or no reason, good reason or bad reason. The reason behind the termination does not matter. Georgia employment law gives employers broad discretion in deciding who will work for them.

### **Termination Impact on Pay and Benefits:**

Any employee terminated for any reason shall not be paid for any official holidays or scheduled paid "days off" such as spring break or Christmas break if they occur after the date of termination.

Accrued vacation and compensatory time may be used as terminal leave, or the employee may be compensated for accrued vacation and compensatory time.

Unused sick leave will not be compensated; however, it may be credited towards retirement under the Teachers Retirement System of Georgia.

Any negative leave balance will be deducted from an employee's final pay.

### **Employees Who Wish to Resign instead of Termination:**

Employees who wish to resign instead of termination must submit a written resignation to their immediate supervisor and provide a copy to Georgia Military College (GMC) Vice President for Human Resources.

An employee shall give no less than two weeks' notice unless a shorter period is acceptable to the supervisor, and the supervisor must so indicate his or her approval on the resignation and provide a copy of that approval to the GMC Vice President for Human Resources.

Georgia Military College reserves the right to accept or refuse an employee's application for resignation instead of termination.

### **Termination Based on Cause:**

An employee's immediate supervisor may dismiss that employee if his or her performance of duty or conduct is substandard or otherwise unsatisfactory.

An employee will be counseled verbally and in writing before termination. Supervisors will maintain a file documenting all counseling.

In all instances, before terminating an employee, supervisors will consult with the GMC Vice President for Human Resources.

**Notification:**

An employee will be informed of his/her termination in writing; however, it is Georgia Military College's practice that such notification will be limited to a simple statement of termination.

Employees do not have the right to grieve termination.

**Review Date:** 4/25/2016

**Reviewed by:** Jill Robbins, VP, Human Resources

**Creation Date:** 12/2/2008



## Policy 5017: Employee Dress Code

### Policy Statement:

It is Georgia Military College policy that all employees will dress in a manner that presents a clean, well groomed, professional image appropriate to the job requirements.

### General:

Casual institutional dress clothing displaying the red and black institutional colors and logo is permitted on Fridays.

Casual clothing is allowed for certain special work days and by permission of the immediate supervisor.

The proper wear of military uniforms is governed by the regulations for military dress.

Professional dress and casual work dress should not inappropriately reveal private body areas or undergarments.

Cosmetics, hairstyle, and accessories should present a professional image suitable to employment.

Attire should not result in the distraction of another employee or the disruption of the work environment of the department.

All employees should use his or her best judgment when discerning what is appropriate attire and appearance in the work place. The final decision in which regards to the appropriateness of the employee's attire or appearance rests with the administrator directly over the employee.

Under no circumstances should clothing portray any depiction, whether explicit or implied, of a theme that could be construed as racially, gender, sexually, or discriminatorily inappropriate. This is a violation of Georgia military College's Harassment Policy and may result in disciplinary action up to, and including, termination.

Guidelines for dress are contained in the Faculty and Non-Faculty Handbooks, the College Catalog, and the Student-Handbook.

**Review Date:** 7/3/2017

**Reviewed by:** Jill Robbins, VP, Human Resources

**Creation Date:** 12/2/2008

## **Policy 5018: Responsibilities of Georgia Military College Faculty and Staff in Working with Students**

### **Policy Statement:**

It is Georgia Military College policy to provide adequate supervision to students participating in institutional or institutionally sponsored activities.

### **Supervisor Qualifications:**

A student supervisor must be an employee of the institution or an individual contracted by the institution to perform such service.

When the student activity requires the operation of institutional equipment and the use of institutional materials, the supervisor must make certain that the equipment and materials are in working order and are safe for use.

It is the responsibility of the supervisor to provide guidance and training to those staff, faculty, and students who are participating in the activity.

The minimum standard of care is that which any prudent person would exercise.

**Review Date:** 6/9/2016

**Reviewed by:** Dr. Mike Holmes, CAO & Dean of Faculty

**Creation Date:** 12/2/2008

## **Policy 5019: New Employee Orientation**

### **Policy Statement:**

It is Georgia Military College policy that new employees will receive their initial employment orientation from their supervisor within the first week of their employment.

### **General:**

The official on-boarding system for all new College employees is RedCarpet. Within RedCarpet employees are expected to read and comprehend general College policy, their designated handbook (faculty or staff), and a general institutional orientation by presentation within the system.

Each new employee is expected to verify that he/she has read the appropriate manual by completing the policy page contained in Red-carpet. All verifications will be routed with completed on-boarding paperwork to the Human Resource Management office for inclusion in the official personnel file.

New Employees should complete a job/task related orientation from their immediate supervisor during the first 90 days and possibly beyond to ensure proper training. Training should include, but is not limited to, job responsibilities; performance evaluation procedures; salary and benefits; institutional mission, purpose, and values; employment rights; sexual misconduct policy; complaint process, hazardous materials management, and safety. The Human Resources department will facilitate institutional training throughout the year on specific topics through web-based platforms or during campus visits.

Supervisors will document the dates and participants of new employee orientations and forward such documentation to the Human Resources department.

**Review Date:** 7/3/2017

**Reviewed by:** Jill Robbins, VP, Human Resources

**Creation Date:** 4/16/2008

## **Policy 5020: Evaluation of Administrators**

### **Policy Statement:**

It is Georgia Military College policy that GMC employees will be evaluated at least annually.

Chief Administrators and Academic Officers evaluate the performance of subordinate employees annually.

Managers and employees use the Staff Appraisal form to coordinate job performance with strategic initiative for the College.

### **Chief Administrators and Academic Officers:**

The following are designated Georgia Military College Chief Administrators:

- President of Georgia Military College
- Executive Vice President and Chief Operating Officer
- Director of Staff
- Senior Vice Presidents
  - Senior Vice President, Chief Academic Officer and Dean of Faculty
  - Senior Vice President and Chief Financial Officer
  - Senior Vice President and Chief College Relations Officer
- Vice President—Senior Level Staff Officers,
  - Vice President of Engineering Services
  - Vice President of Human Resources
  - Vice President of Information Technology and Director of Enrollment Management
  - Vice President of Institutional Research, Planning, and Effectiveness
  - Dean of Students, Commandant of Cadets
  - Director of Junior College Athletics and Head Football Coach
- Campus Executive Directors
- Campus Assistant Directors
- Campus Academic Deans
- Extension Center Directors
- Associate Vice Presidents and Directors
  - Associate Chief Academic Officer
  - Associate Vice President of Records and GMC Registrar
  - Associate Vice President of Advancement
  - Associate Vice President of Business Affairs and GMC Comptroller
  - Associate Vice President of Engineering Service
  - Assistant Director Junior College Athletics
  - Director of Advancement Services
  - Director of Corporate and Foundation Relations

- Director of Financial Aid
- Director of Food Services
- Director of Institutional Marketing
- Director of Human Resources
- Director of Library Services
- Quality Enhancement Plan Chairperson

### **Evaluation of the President:**

The Georgia Military College (GMC) Board of Trustees evaluates the President of Georgia Military College at least annually.

Performance evaluations are conducted during executive session of designated regularly scheduled meetings.

### **Evaluation of the President's Direct Reports:**

The President of the college evaluates the performance of the College Executive Vice President (EVP)/Chief Operating Officer (COO), Director of Staff, Chief Academic Officer and Dean of Faculty, Chief Financial Officer, Chief of College Relations, and Director of Junior College Athletics.

### **Evaluation of EVP/COO Direct Reports:**

The EVP/COO evaluates the Vice Presidents of Engineering Services, Information Technology/Online Learning and Director of Enrollment Management, Campus Executive Directors, and the Principal of the GMC Preparatory School.

Campus Executive Directors evaluate applicable Extension Center Directors.

### **Evaluation of Chief Academic Officer Direct Report:**

The Chief Academic Officer evaluates the Associate Chief Academic Officer, Vice President for Institutional Research, Planning, and Effectiveness, Director of Library Services, Quality Enhancement Plan Chairperson, and the Associate Vice President of Academic Records.

### **Evaluation of Chief Financial Officer Direct Report:**

The Chief Financial Officer evaluates the Vice President for Human Resource Management and Title IX Coordinator, the Associate Vice President of Business Affairs and GMC Comptroller, and the Director of Financial Aid.

### **Evaluation of Chief College Relations Officer Direct Report:**

The Chief College Relations Officer evaluates the Associate Vice President of Advancement, Director of Advancement Services, and the Director of Corporate and Foundation Relations.

**Evaluation of the Director of Staff Direct Report:**

The Director of Staff evaluates the Director of Institutional Marketing and the Director of Disability Services.

All evaluators forward performance evaluations to the GMC Office of Human Resource Management for inclusion in employee personnel files.

**Evaluation of Full-time Employees:**

Supervisors formally evaluate full-time employees at the end of their first six months of employment and at the conclusion of the fiscal year.

More frequent evaluations are recommended when employee performance is less than satisfactory. Performance evaluations of this kind may be used as records of performance counseling.

**Review Date:** 7/3/2017

**Reviewed by:** Jill Robbins, VP, Human Resources

**Creation Date:** 4/16/2008

## **Policy 5021: Securing the Work Space of Separated Employees**

### **Policy Statement:**

It is the Georgia Military College policy that whenever an employee is separated from employment, his/her workspace will be secured.

### **General:**

The separated employee shall be given notice of the status of his/her personal property and be informed that only the employee or a designated agent (authorized by written consent of the employee) may request access and schedule reasonable time and location for the transfer of such property from the institution to the employee. All such transfers shall be confirmed by a written receipt of the items received and supervised by an authorized administrator of the institution.

At such time, all institutional access aids to include office keys shall be surrendered, and all access to automated institutional systems denied.

Failure or refusal to return such institutional access items may be chargeable as a theft and actionable by warrant.

Files and work product produced for the institution by an employee during employment and through the use of institutional equipment is considered the property of the institution.

Under no circumstances shall any student information be considered the personal property of the employee. Such information remains the property of the institution regardless of the manner of storage, control, and location.

If, upon being given a reasonable amount of time and effort to meet and retrieve personal items, a terminated employee has not taken possession of said items; Georgia Military College will then mail the items to the last known address of the terminated employee and/or will relinquish all responsibility involved in the safekeeping of the items per property abandonment law and regulation.

**Review Date:** 7/3/2017

**Reviewed by:** Jill Robbins, VP, Human Resources

**Creation Date:** 7/10/2008

## **Policy 5022: Drug and Alcohol Abuse Prevention**

### **Policy Statement:**

It is Georgia Military College policy that the unlawful manufacture, purchase, distribution, sale, use, dispensation, possession, solicitation, or being under the influence of any drug or other intoxicant, including alcohol, while on Georgia Military College premises, during working hours, or when performing any College business, including when driving vehicles on and off campus, is strictly prohibited.

### **Prohibited Behaviors:**

The following types of behavior or activity constitute an employee's violation of the College's Drug and Alcohol Abuse Prevention Policy and may result in disciplinary action, up to and including termination of employment:

Reporting for work with any detectable level of alcohol, controlled substance, intoxicant or other illegal substance in their system.

Engaging in the unauthorized use of any alcohol or illegal drug on College premises, including meal or rest breaks, or while conducting College business whether on or off campus.

Having in their possession or attempting to distribute, sell, obtain, manufacture, transfer, share, or receive any alcohol, controlled substance (drugs), or any other substances that impair job performance, pose a hazard to the safety and welfare to the employee, student, or all other persons, including drug paraphernalia or alcohol containers, on College premises, including meal or rest breaks, or while conducting College business.

### **Warning:**

Violation of this policy will result in disciplinary action up to and including immediate termination or denial of employment.

The determination of what action is appropriate in each case rests solely with the College. The College also may report persons in violation of this policy to law enforcement authorities if the College in its sole discretion deems it necessary or appropriate to do so.

Employees are expected to cooperate with the College in the investigation of possible violations of this policy. Accordingly, employees must report any known or suspected violations to their supervisor, a Human Resources representative, or other management personnel.

As a condition of employment with the College, all employees and applicants for employment must abide by the terms of this policy, a copy of which is given to all employees and applicants for employment.

Employees who are convicted under a criminal drug statute for violations occurring on or off



College premises must report the conviction within five days after the conviction. Such reports must be made to the Vice President of Human Resources. Failure to do so may result in disciplinary actions up to, and including, termination.

Any employee who is cited for driving under the influence or driving while intoxicated while operating a vehicle on College business must inform his or her supervisor of that fact, and may result in disciplinary action up to, and including, termination.

**Review Date:** 7/3/2017

**Reviewed by:** Jill Robbins, VP of Human Resources

**Creation Date:** 4/5/2011

## **Policy 5023: Drug and Alcohol Testing**

### **Policy Statement:**

It is Georgia Military College policy that job applicants who have been given a conditional offer of employment and prior to commencing employment with the College will submit to drug and alcohol testing.

### **Warning:**

A confirmed test result indicating the presence of drugs and/or alcohol may result in the revocation of any job offer that has been extended to such job applicant.

The drug and/or alcohol policy of the College includes, but is not limited to: alcohol, illegal drugs, controlled substances, and any prescription for which the employee does not have a current valid and legal prescription in his or her own name.

### **Employees Subject to Drug and Alcohol Testing:**

Current employees covered by this policy will be subject to drug and/or alcohol testing under the following circumstances:

**Reasonable Suspicion Testing (“For Cause” Testing)** – Where the College has a reasonable suspicion that an employee is under the influence of drugs or alcohol, the employee will be required to take a drug and/or alcohol test. For purposes of this policy, “reasonable suspicion” means reasonable grounds to suspect that an employee is in possession or under the influence of drugs or alcohol. The determination whether reasonable suspicion exists in a particular situation shall be made by department-level supervisors in consultation with a Human Resources representative.

Any employee directed to take a drug and/or alcohol test based on reasonable suspicion will be relieved from duty, transported to the testing laboratory, and will be suspended without pay pending the College’s receipt of test results. If the test result is negative, the employee will receive back pay in an amount equal to the wages lost while suspended. A confirmed positive test result indicating the use of drugs or alcohol will result in immediate termination.

**Post-Incident Testing** – Employees involved in a safety incident or near-miss incident in which it appears that actions of an employee may be a contributing factor or cause must submit to post-incident tests as part of the investigation of any such incident. Incidents should be reported immediately to a supervisor followed by immediate reporting to a facility for post-incident testing for drugs and alcohol.

**Random Testing** – Employees may be subject to unannounced drug testing without individualized suspicion of a violation of the College’s substance abuse policy.

Selection is made by neutral criteria so that all employees eligible for testing have an equal opportunity of being tested. Selection may be made on the basis of the department, job

classification, work site, or other classifications.

### **Refusal to Submit to Testing:**

An employee's refusal to submit to drug testing will be considered insubordination and grounds for immediate termination.

Failure to provide a specimen adequate to conduct a drug or alcohol test without a valid medical explanation, as well as any attempt to tamper with or otherwise falsify or interfere with the testing process shall be equivalent to refusal of testing, and may result in immediate termination or denial of employment.

### **Follow-Up Testing/Return to Work:**

Follow-up tests are to be conducted after an employee has returned to work following a positive alcohol test or self-disclosure of a substance abuse problem and the employee has completed professional treatment by a substance abuse counselor. Follow-up tests are unannounced tests over several months in order for an employee to return and maintain employment with the College.

Follow-up Tests may last for a period of up to sixty (60) months (5 years) based on the sole discretion of Georgia Military College in order to ensure a safe, secure, environment.

### **Confirmation of Positive Tests:**

All "positive" tests will be subjected to a secondary, confirmatory test.

#### **Employee Notification of Positive Tests:**

If an employee's drug or alcohol test is deemed positive, the employee will be notified in writing.

For a urine test, the employee has the right to retest the same sample at the same or another licensed laboratory.

An employee may request the independent test by notifying Human Resources in writing within fifteen (15) days after the day the employee is informed of the test results. The charges incurred with a retest will be at the employee's expense.

### **Privacy:**

All information gathered or disclosed during the testing process will be kept confidential. No references to an employee's rehabilitation, medical conditions or disabilities will be placed in an employee's personnel file.

An employee should disclose relevant and necessary information about medical conditions or legal drug use only with medical professionals involved directly in the testing procedure. Such information should not be disclosed to College supervisors.

Information gathered or disclosed during the testing process concerning an individual employee will be disclosed only on a need-to-know basis, such as to managers or other personnel involved in the decision to or in the implementation of discipline.

This confidential information will not be disclosed to any other party without the written consent of the employee, except pursuant to an administrative or legal procedure or process, to the extent permitted or required by law.

### **Employee Counseling Assistance:**

It is the responsibility of each employee to seek counseling or medical assistance before alcohol and/or drug-abuse problems lead to a violation of this or another College policy justifying disciplinary action.

An employee's decision to seek help voluntarily will not be used as a basis for disciplinary action against the employee.

An employee's decision to seek assistance under this policy will be considered voluntary only if the employee seeks assistance prior to being asked to take a drug and/or alcohol test. Any request for assistance that is made after an employee has been asked to take a test under this policy will not prevent the employee from being discharged for violation of College policy.

Entering into such a program will not protect employees from the consequences of substandard work performance or policy violations.

Georgia Military College does not assume any financial or other responsibilities related to drug or alcohol treatment or rehabilitation program sought by an employee outside of what is offered by the benefit plan selected by the employee. Protection of employment and absences related to substance abuse fall under the FMLA and ADA policy.

**Review Date:** 7/3/2017

**Reviewed by:** Jill Robbins, VP of Human Resources

**Creation Date:** 6/20/2011

## **Policy 5024: Sick Leave Donation Policy**

### **Policy Statement:**

It is Georgia Military College policy that any employee who wishes to transfer a portion of his/her sick leave may do so and must sign an acknowledgement statement and waiver forms indicating the number of days to be transferred.

### **General:**

The purpose of this policy is to help voluntarily alleviate another employee's hardship caused if catastrophic illness or injury forces an employee to exhaust all earned sick leave time and thereby placing the sick or injured employee at risk of losing compensation.

The employee receiving the donation is eligible for sick leave donation even with a positive balance of 24 or less hours of unused vacation accruals, so long as the employee has used all sick leave accruals.

Donated sick leave may be used for any reason covered by FMLA.

The minimum amount of sick leave an employee may contribute is one day.

The donating employee must retain a minimum of five (5) days of sick leave in their personal account. Once sick leave has been donated, it cannot be restored to the donating employee.

Employees must designate a particular employee to receive their donated time.

Any donation of sick leave time will be voluntary, and the College, and its management will in no way solicit employees for a donation of accrued sick leave time on behalf of another employee.

### **Confidentiality:**

Any medical information involved in sick leave donation will remain confidential and private, and under no circumstances will be shared with anyone outside of Human Resources except where legally required. No information will be given to those who choose to donate sick leave besides what information the employee who is accepting the donation sees fit to disclose to whatever persons he or she chooses.

### **Exchanges/Gifts:**

Under no circumstances is it permissible for sick leave to be donated in exchange for remuneration, compensation of any form, or gifts.

**Review Date:** 7/3/2017

**Reviewed by:** Jill Robbins, VP of Human Resources  
**Creation Date:** 3/28/2013

## **Policy 5025: Award of the GMC Saber as a Retirement Honor**

### **Policy Statement:**

It is the policy of GMC that the decision to award “The Saber” will be made by the President of Georgia Military College.

Vice President-level supervisors, Prep School Principal, and Campus Executive Directors will forward nominations to the President and the Director of Staff at least 90 days in advance of expected presentation.

Once a nomination is approved, the Director of Staff will notify Human Resources. Human Resources will provide certificate and sabers for this recognition.

### **General:**

The President’s decision to award will be based on individual contributions to the accomplishment of the GMC mission or some other greater good.

Award of “The Saber” recognizes sustained praiseworthy service and performance of duty well beyond the average.

Precedent, position, and length of service will be considered, but are not the sole determinants.

### **Persons Eligible:**

Persons eligible to receive a Saber may include:

- Distinguished visitors and alumni, commencement speakers, and guest presenters of note;
- Retiring GMC employees with at least 20 years of praiseworthy and commendable service;
- Retiring GMC employees, regardless of years of service, who were selected GMC Employee of the Year;
- Retiring Prep or Junior College faculty members selected as Educator or Character Educator of the Year; and
- Retiring GMC head coach, or equivalent, of a team that won a state or national championship.

**Review Date:** 6/16/2017

**Reviewed by:** Jeannie Zipperer, Director of Staff

**Creation Date:** 6/19/2014

## **Policy 5026: Pandemic Planning**

### **Policy Statement:**

GMC strives to provide a safe and healthy workplace for all employees. This pandemic policy outlines our overall response to a pandemic outbreak and our emergency-preparedness and business continuity plan. It outlines specific steps GMC will take to safeguard student and employee health and well-being during any pandemic outbreak while ensuring GMC's ability to maintain essential operations and continue providing essential services to our students, our employees, and other external customers. In addition, it provides guidance on how we intend to respond to specific operational and human resource issues in the event of a pandemic.

### **Definition of Pandemic**

A pandemic is a disease or virus prevalent throughout the nation, globe, or simply widespread.

### **Core and Essential Services**

Each emergency situation or crisis may impact the organization differently. The unique set of circumstances of a pandemic will define what services are core and essential in ensuring operations may continue. At the time of an emergency or crisis, GMC will identify and designate a core group of employees that will continue to provide essential services during the emergency. During the pandemic, employees who have been identified as core and vitally important to our continued operation of business and servicing students, to include instruction for our students, will continue to work.

### **Remote Work Locations**

GMC will make informed decisions on how to continue operations based on advice and guidance from The Department of Health and Human Services (HHS), the Center for Disease Control and Prevention, state and local officials, and the GMC senior leadership team. GMC has a "no telework" policy, however, GMC acknowledges in the rare emergency situation of a pandemic, local, state, or federal authorities might prohibit or severely curtail individuals' access to and use of public services and public transportation; close or prevent access to buildings or public highways; isolate or quarantine buildings' occupants; and prevent inter- or intrastate delivery of good and services. We cannot predict or have control over such authorities' actions and acknowledge our legal duty to comply with outside authorities' directives.

If the decision is made for employees to work at home, it will be done on an exception basis and in all cases must have approval of the institution. The institution will work, as requested, with employees to set up a remote work location, to include a home office. Each employee will be required to sign a remote teleworking acknowledgement that relieves GMC of any responsibility for our employees in their homes. Once it has been determined to end the remote work environment time period, employees will be expected to return to work at their regular location for their normal scheduled work time. All equipment on loan from GMC for the purpose of remote work will be returned as employees return to work.



## **Infection-Control Measures**

GMC takes a number of steps to minimize exposure to and spread of infection in the workplace, which is an ideal site for contagion because of workers' close proximity to one another. As appropriate, GMC will recommend measures employees can take to protect themselves outside the workplace and encourages all workers to discuss specific needs with a family physician or other appropriate health or wellness professional. These measures include encouraging good self-hygiene, avoiding large gatherings of individuals, and maintaining an appropriate amount of social distancing.

### **Ill employees**

GMC expects employees who contract the virus or have been exposed to infected family members or others with whom employees have been in contact to stay home for a determined amount of time to self-quarantine. They will also be referred to seek medical attention as necessary and appropriate. GMC expects such workers to notify the College as soon as possible of exposure or illness. At the discretion of GMC or the direction of outside authorities, GMC can require the isolation and quarantine of any infected employees.

### **Personal protective equipment (PPEs)**

GMC will make every effort to provide adequate supplies of recommended personal-protection equipment, such as face masks, eye protection, rubber gloves, and anti-bacterial hand gels and wipes, when GMC can require workers to use PPE. The institution's ability to do so, may be impacted by larger supply chain issues that impact the availability of such PPE. We urge all employees to speak with their personal physician about types and proper use of personal protective equipment in the home.

### **Facilities maintenance**

GMC is dedicated to providing resources to facilities to ensure proper equipment is installed or cleaning methods are provided in order to guard against the spread of infection in GMC facilities.

### **Employee Leave and Pay**

The pandemic may require GMC to grant all full time personnel immediate administrative leave for a determined period of time to evaluate the level of emergency. Should the pandemic last more than one week, GMC may furlough employees. During a furlough, GMC will pay the employee premium(s) for all benefit-eligible employees who participate in either the GMC sponsored SHBP health plan or State of Georgia Flexible Benefits plan. GMC will submit all employee (part time and full time) information for unemployment claims during the time their work hours have either been reduced or eliminated due to the pandemic. If applicable, all eligible employees who received the Prep School dependent scholarship, or junior college scholarships

when they were active and not on furlough, will continue to receive the aforementioned scholarship(s).

GMC monitors emergency conditions daily to determine how long furloughs must continue and, following consultation with outside authorities, advises employees when to expect to return to work.

### **Family and medical leave**

If applicable, GMC places employees on family and medical leave any workers who fall ill with the virus or must be absent from work to care for an infected family member. GMC requires such employees to notify GMC as soon as possible of need for family and medical leave. GMC allows employees to use accrued paid annual and sick leave in lieu of unpaid family and medical leave. GMC requires employees to take unpaid family and medical leave once all accrued paid leave is used. (See GMC's related Family and Medical Leave Policy.) Any established expanded government law written specifically for the pandemic will be advertised and explained to all employees to use as a benefit.

### **Business Travel**

GMC makes all reasonable efforts to eliminate the need for travel by taking advantage of technology that allows us to communicate or otherwise operate electronically. Generally, in the event of a pandemic, travel on GMC's behalf is immediately suspended and limited to a select group of essential personnel who have obtained required travel authorizations from the President and, if necessary, outside authorities. Essential personnel or other employees traveling anywhere on GMC's behalf, with prior approval, and are exposed to the pandemic are eligible for workers' compensation benefits. (See description of GMC's workers' compensation benefits.)

### **Emergency-Contact Information**

Employees are required to notify their immediate supervisor and Human Resources of any change in emergency-contact information within two weeks of the change. When providing such information, employees, especially those who have children or care for elderly relatives, should identify individuals on whom they can depend if the employees themselves become sick at work and must be isolated and quarantined.

### **Special needs and accommodations**

GMC is required to notify first-responders about employees with medical conditions that could be compromised because of a pandemic. GMC urges such employees to confidentially self-identify to Human Resources so that we are aware of and can prepare for you to receive any special medical expertise you might require if you become severely ill on the job. Human Resources maintains the confidentiality of any information you provide, making it available solely on a need-to-know basis and only when needed by emergency-responders.

## Dedicated Web site

GMC will maintain communication on all internal and external websites to update employees and external stakeholders of evolving information in regards to the pandemic.

### **The following will be considered essential requirements for planning and coordination as GMC prepares for a pandemic:**

- A. Create a pandemic response team from senior leadership to include: the GMC senior leadership team, health services, Engineering services, and communications staff.
- B. Incorporate responses based on scenarios that address various levels of illness in students and employees to include considering
  - a. Cancelling classes, sporting events, and/or other public events;
  - b. Closure of campus, student housing, transportation;
  - c. Assessment of suitability for quarantine of exposed and/or ill students/employees;
  - d. Contingency plans for students who rely on housing and food services;
- C. Work with state and local public health and local authorities to identify authority, decision makers, trigger points, and thresholds to institute community containment measure such as closings, legal responsibilities and authorities for executing infection control measures;
- D. Ensure the pandemic plan is consistent with existing pandemic planning of the community and of the state higher education agency;
- E. Establish a communications plan;
- F. Implement procedures to contain the spread of the pandemic and protect students and employees with the guidance of recommended social distancing, good hygiene and supply of PPE;
- G. Establish policies for students and employee sick leave absence;
- H. Advise students and employees as to where they can receive updated communication;
- I. Disseminate clear communications plan for the continuity of academic and business operations.

**Review Date:** 3/15/2020

**Reviewed by:** Jill Robbins, Vice President of Human Resources, Title IX Coordinator

**Creation Date:** 3/15/2020