



**Georgia Military College Policy File**  
As Approved October 20, 2016

## Georgia Military College Policy File

### Contents:

<b>Policy Number</b>	<b>Policy Title</b>	<b>Responsible Agency</b>
	<a href="#">General Guidance</a>	Director of Staff
1001	<a href="#">Establishing Georgia Military College Policy</a>	Director of Staff
1002	<a href="#">Absence of the President</a>	Director of Staff
1003	<a href="#">Confidentiality of Records under FERPA</a>	Director of Staff
1004	<a href="#">Intellectual Property Ownership</a>	Director of Staff
1005	<a href="#">Using Copyrighted Works</a>	Director of Staff
1006	<a href="#">Records Retention Policy</a>	Director of Staff
1007	<a href="#">Use of Tobacco Products</a>	Dean of Students
1008	<a href="#">Possession and Consumption of Alcoholic Beverages</a>	Dean of Students
1009	<a href="#">Fund-raising</a>	Chief College Relations Officer
1010	<a href="#">Use of Recording or Surveillance Devices</a>	Director of Staff
1011	<a href="#">Providing Staff Assistance to Campus Executive Directors and Extension Center Directors</a>	Director of Staff
1012	<a href="#">Officials Authorized to Sign Contracts</a>	Chief Financial Officer
1014	<a href="#">Department-Level Employee Recognition Awards-Gift Cards</a>	Chief Financial Officer
1015	<a href="#">Hazardous Material Management</a>	VP, Engineering Services
1016	<a href="#">Solicitation</a>	Director of Staff
1017	<a href="#">Comprehensive Title IX Non-Discrimination Policy</a>	VP, Human Resources
1018	<a href="#">Weapons Policy</a>	Director of Staff
1019	<a href="#">College Catalog</a>	Chief Academic Officer
1020	<a href="#">Accommodation of Disabilities</a>	Chief Academic Officer
1021	<a href="#">Discriminatory Harassment</a>	Director of Staff
1022	<a href="#">Retaliation</a>	Director of Staff
1023	<a href="#">Remedial Action Upon Notice of Harassment, Retaliation, or Discrimination</a>	Director of Staff
2002	<a href="#">Computer Access</a>	VP, Information Technology
2003	<a href="#">Use of College Vehicles</a>	VP, Engineering Services
2004	<a href="#">Prohibited Use of File Sharing Programs</a>	VP, Information Technology
2005	<a href="#">Approval Authority for Maintenance and Repair of Information Technology Hardware</a>	VP, Information Technology

2006	<a href="#">Use of College Facilities</a>	VP, Engineering Services and Chief Operating Officer
2007	<a href="#">Use of Information Technology Resources</a>	VP, Information Technology
2008	<a href="#">Use of College Travel and Entertainment Cards</a>	Chief Financial Officer
2009	<a href="#">Use of Non-travel Credit Cards</a>	Chief Financial Officer
2010	<a href="#">Prohibited Use of Technology for Copyright Infringement</a>	Director of Staff
2011	<a href="#">Approval for Employees to Conduct For-Profit Sports Campus</a>	JC Athletic Director
2012	<a href="#">Collection of Student Accounts Receivable</a>	Chief Financial Officer
2013	<a href="#">Travel Expenses</a>	Chief Financial Officer
2014	<a href="#">Cash Management</a>	Chief Financial Officer
3001	<a href="#">College Cadet Drug and Alcohol Testing</a>	Commandant of Cadets
3002	<a href="#">Scholar Athletes</a>	JC Athletic Director
3003	<a href="#">Housing Policy</a>	Dean of Students
3004	<a href="#">Submitting and Resolving Student Complaints</a>	Director of Staff
3005	<a href="#">Recognized Student Organizations</a>	Dean of Students
3006	<a href="#">Admission Policy</a>	Chief Operating Officer
3007	<a href="#">Use of Communication Devices by Students</a>	VP, Information Technology
3008	<a href="#">Military Service Leave</a>	Chief Academic Officer
3009	<a href="#">Military Service Re-enrollment</a>	Chief Academic Officer
4001	<a href="#">Faculty Appointment</a>	Chief Academic Officer
4002	<a href="#">Faculty and Student Relationships</a>	Chief Academic Officer
4003	<a href="#">Outside Employment of Faculty</a>	Chief Academic Officer
4004	<a href="#">Faculty Responsibility for Curriculum</a>	Chief Academic Officer
4005	<a href="#">Faculty Tenure</a>	Chief Academic Officer
4006	<a href="#">Faculty Contracts</a>	Chief Academic Officer
4007	<a href="#">Appointment of Division and Department Chairs</a>	Chief Academic Officer
4008	<a href="#">Academic Freedom</a>	Chief Academic Officer
4009	<a href="#">Award Academic Credit</a>	Chief Academic Officer
4010	<a href="#">Readmission of Former Students</a>	Chief Academic Officer
4011	<a href="#">Course Numbering</a>	Chief Academic Officer
4012	<a href="#">Shared Governance of Education Programs, Courses, and Academic Policies</a>	Chief Academic Officer
4013	<a href="#">Faculty Credentials Files</a>	Chief Academic Officer
4014	<a href="#">Right of Faculty to File Grievance</a>	Chief Academic Officer
4015	<a href="#">Minimum Teaching Qualification for Junior College Faculty Members</a>	Chief Academic Officer

4016	<a href="#">Student with Disabilities</a>	Chief Academic Officer
4017	<a href="#">Credit Hour Definition</a>	Chief Academic Officer
4018	<a href="#">Substantive Change</a>	SACSCOC Accreditation Liaison
Substantive Change Procedure	<a href="#">Substantive Change</a>	SACSCOC Accreditation Liaison
5001	<a href="#">Prevention of Discrimination and Harassment</a>	VP, Human Resources
5002	<a href="#">Sexual Assault</a>	Title IX Coordinator
5003	<a href="#">Employment Probationary Period</a>	VP, Human Resources
5005	<a href="#">Conditions of Employment</a>	VP, Human Resources
5006	<a href="#">Accommodation of Employees with Disabilities</a>	VP, Human Resources
5007	<a href="#">Drug-free Workplace</a>	Dean of Students
5008	<a href="#">Nepotism</a>	VP, Human Resources
5009	<a href="#">Minimum Age for Employment</a>	VP, Human Resources
5010	<a href="#">Signing Employment Contracts</a>	VP, Human Resources
5011	<a href="#">Job Attendance Policy</a>	VP, Human Resources
5012	<a href="#">Salary Policy</a>	VP, Human Resources
5013	<a href="#">Hiring Full-time Employees</a>	VP, Human Resources
5014	<a href="#">Telecommunications</a>	VP, Information Technology
5016	<a href="#">Termination of Employment</a>	VP, Human Resources
5017	<a href="#">Employee Dress Code</a>	VP, Human Resources
5018	<a href="#">Responsibility of Faculty and Staff in Working with Students</a>	Chief Academic Officer
5019	<a href="#">New Employee Orientation</a>	VP, Human Resources
5020	<a href="#">Evaluation of Administrators</a>	VP, Human Resources
5021	<a href="#">Securing the Work Space of Separated Employees</a>	VP, Human Resources
5022	<a href="#">Employee Drug and Alcohol Abuse Prevention</a>	VP, Human Resources
5023	<a href="#">Employee Drug and Alcohol Testing</a>	VP, Human Resources
5024	<a href="#">Sick Leave Donation</a>	VP, Human Resources
5025	<a href="#">Award of Saber at Retirement</a>	Director of Staff

## Georgia Military College Policy File: General Guidance

### **General:**

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 and common sense when deciding when and under what circumstances to apply policy.

### **Recommending Policies:**

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.

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

### **Policy Statement:**

The President presents to the Board of Trustees for their approval policies that govern operations of the institution.

**Note: On April 7, 2015, the Chairman of the GMC Board of Trustees formed a committee composed of GMC Trustees to review the GMC Policy File. The review was completed on April 24, 2015. The committee reported results of the examination to the Board of Trustees during the Board's May 4, 2015 meeting and recommended that the Board of Trustees reaffirm all previously granted approvals, which the Board did by unanimous vote recorded in the minutes of the meeting.**

### **Instructions:**

Proposed and revised policies are submitted online to the President.

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, 5/4/2015 or the President.

### **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

### **Applicability:**

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.

**Definitions:**

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

1. Policies written in the clear, concise, and simple language.
2. Policy statements address the rule and not how to implement rules.

Guidelines are abridged, user-friendly versions of procedures.

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

**Review Date:** 6/2/2016

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

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

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

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

### **Policy Statement:**

It is Georgia Military College 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

### **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:** 6/2/2016

**Reviewed by:** Jeannie Zipperer, 6/2/2016

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

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

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

### **Policy Statement:**

It is Georgia Military College 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.

**Review Date:** 6/2/2016

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

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

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

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

### **Policy Statement:**

It is Georgia Military College 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 the Georgia Military College in the degree to which the information and work was produced for the use of the institution.

### **Approving Authority:**

The Georgia Military College 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, 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 Georgia Military College 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 Georgia Military College 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:** 6/2/2016

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

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

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

## Policy 1005: Using Copyrighted Works

### Policy Statement:

It is Georgia Military College policy that College employees 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:

Georgia Military College 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:

Georgia Military College 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:** 6/2/2016

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

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

**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 \(USG\) Records Retention Manual](#).

**Review Date:** 6/2/2016

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

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

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

## **Policy 1007: Use of Tobacco Products**

It is Georgia Military College policy that smoking and use of other tobacco products is prohibited inside all facilities operated or leased by Georgia Military College including (but not limited to) such space as classrooms, laboratories, hallways, offices, corridors, dining areas, restrooms, common 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.

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

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

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

**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:** 6/6/2016

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

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

**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

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

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

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

### **Policy Statement:**

It is Georgia Military College policy that no College staff, faculty member, 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:** 6/2/2016

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

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

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

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

### **Policy Statement:**

It is Georgia Military College policy that only the President of Georgia Military College 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:** 6/2/2016

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

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

**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 Senior Executive Vice- President; the 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 Chief Financial Officer.

## **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:** 6/1/2016

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

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

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

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

### **Policy Statement:**

It is Georgia Military College policy that 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.

**Review Date:** 6/1/2016

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

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

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

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

### **Policy Statement:**

It is Georgia Military College policy that 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:** 4/24/2015

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

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

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

## **Policy 1016: Commercial Solicitation**

### **Policy Statement:**

It is Georgia Military College policy that the College prohibits unauthorized solicitation on GMC campuses. 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 Campus Executive Director or Principal of the GMC Preparatory School.

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

Selling, soliciting, or promoting services or product sales by recognized Georgia Military College organizations on campus must be approved by the appropriate Campus Executive Director or Principal of the GMC Preparatory School.

Selling or soliciting by recognized Georgia Military College 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.

Georgia Military College resources such as GMC email systems, the GMC Webpage, GMC Facebook, and GMConline cannot be used to promote personal business or for commercial selling or solicitation.

**Employee Solicitation:**

It is Georgia Military College policy that College employees are not permitted to conduct personal business for personal profit, sell services, or sell and advertise products for personal gain to GMC students or GMC employees on GMC campuses. Employee solicitation in behalf of non-profit causes is permitted as approved by the appropriate Campus Executive Director or Principal of the GMC Preparatory School.

**Review Date:** 6/2/2016

**Reviewed by:** Jeannie Zipperer, 6/2/2016

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

**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.

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

**Review Date:** 8/10/2016

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

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

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

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

### **Policy Statement:**

It is Georgia Military College policy that 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 Georgia Military College 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 Georgia Military College (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.

### **Legal Possession:**

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

Authorized teachers may use prohibited weapons for 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, and the specific times these items will be on campus. Campus police or security must be notified prior to bringing to campus such items for classroom purposes and demonstrations.

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. Regardless of the individual's affiliation with the

institution, firearms are strictly prohibited from being removed from a vehicle while on school grounds.

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

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

**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:** 1/8/2016

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

**Approved by:** Board of Trustees, 1/11/2016

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

## **Policy 1019: College Catalog**

### **Policy Statement:**

It is Georgia Military College policy that 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:** 6/9/2016

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

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

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

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

### **Policy Statement:**

It is Georgia Military College policy that the College 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 such as hearing, seeing, speaking, breathing, performing manual tasks, walking, or caring for oneself.

### **Responsibility:**

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

The GMC College Coordinator of Academic Support Services is the ADA/504 responsible for coordinating efforts of the college to comply with disability laws, including investigation of any complaint alleging noncompliance. The College 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 provide qualified physically challenged students with reasonable accommodations and support needed to ensure equal access to the academic programs and activities of the College and Preparatory School.

All accommodations are made on a case-by-case basis. A student requesting accommodation must first contact the College or Preparatory School ADA/504 Coordinator, who coordinates services for students with disabilities.

The coordinator reviews documentation provided by the student and, in consultation with the student, determines which accommodations are appropriate to the student's particular needs and academic programs.

**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 Vice President of Human Resources (VPHR) and must provide appropriate documentation.

The VPHR, in coordination with the Director of Academic Services and ADA/504 Coordinator, will 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:** 4/24/2015

**Reviewed by:**

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

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

## **Policy 1021: Discriminatory Harassment**

### **Policy Statement:**

It is Georgia Military College (GMC) policy that 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:** 6/3/2016

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

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

**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.

### **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:** 6/3/2016

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

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

**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.

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:** 6/3/2016

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

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

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

## **Policy 2002: Computer Access**

### **Policy Statement:**

It is the policy of Georgia Military College that access to GMC computing resources will be granted to current faculty and staff members and currently enrolled students upon completion of application to the GMC Office of Information Technology and assignment of a GMC email account.

Applications are available online.

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

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

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

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

## **Policy 2003: Use of College Vehicles**

### **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.

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

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

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

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

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

### **Policy Statement:**

Georgia Military College policy prohibits the use of file sharing programs on GMC computers and networks.

### **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:** 6/6/2016

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

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

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

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

### **Policy Statement:**

Georgia Military College 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:** 6/6/2016

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

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

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

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

### **Policy Statement:**

It is Georgia Military College (GMC) policy that individuals and organizations may lease facilities for functions, to include receptions, banquets, conferences, meetings, and sports events. Requests must be submitted to the Jeff Gray, Vice President for Engineering, at [jgray@gmc.edu](mailto:jgray@gmc.edu), no less than 90 days prior to an event. For planning and coordination purposes, requests submitted less than 90 days before an event may not be approved.

### **General:**

Approved use of facilities is subject to payment of a facility use fee and fees necessary to cover security, maintenance, housekeeping, and other costs to the college. 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 individuals and organizations are tentative and not confirmed until 90 days prior to the event.

Possession and consumption of alcoholic beverages on property operated 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 Jeannie Zipperer, Director of Staff, at [jezipperer@gmc.edu](mailto:jezipperer@gmc.edu). A Georgia Military College duty officer 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.

**Review Date:** 6/15/2016

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

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

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

## **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 handle ensuring 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:** 6/6/2016

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

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

**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 and entertainment bank cards to charge only official college travel and entertainment 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 and entertainment.

### **Approved Exceptions:**

Approval to use travel and entertainment 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:** 6/1/2016

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

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

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

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

### **Policy Statement:**

It is Georgia Military College policy that 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.

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:** 6/1/2016

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

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

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

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

### **Policy Statement:**

It is Georgia Military College policy that 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:** 6/3/20136

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

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

**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:** 4/24/2015

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

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

**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, the Resource Management Office may lift the hold barring registration, under certain circumstances (For example, military tuition assistance billed to the government but not yet paid). No grade reports, 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:** October 20, 2016

**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 requirement for cash. 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:** January 3, 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 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:** October 20, 2016

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

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

## **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:** 6/6/2016

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

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

**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:** 6/6/2016

**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:**

It is Georgia Military College (GMC) policy that student complaints will be fairly administered, and students will be afforded reasonable, accessible, and well-publicized pathways for registering complaints.

### **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, which is covered by this policy.

### **Resolution:**

The GMC authority responsible for resolving a complaint will immediately inform the student that the complaint was received and when to expect a resolution decision.

The GMC authority responsible for resolving a complaint will inform the student, and others if appropriate when the resolution process is complete.

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 student 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.

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.

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

### **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:** 6/3/2016

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

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

**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:** 6/6/2016

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

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

**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.

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.

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

Reasonable potential for success 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.

### **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 to the college.

**Review Date:** 8/40/2016

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

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

**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:** 7/14/2016

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

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

**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:** 6/6/2016

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

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

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

## **Policy 3009: Military 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.

### **Qualify 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 the inactive duty of the intention to re-enroll.

Notice should be provided in writing to the appropriate 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.

The student will be charged the same tuition and fee amounts for the first year after re-enrollment as were charged in academic term of withdrawal.

However, if military or veterans' education benefits will cover the difference between the tuition and fee amounts currently charged other students and the amount charged in the academic term of withdrawal, GMC may charge the amounts currently charged to other students.

### **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 academic dean for consideration of military re-enrollment.

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

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

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

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

## **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 appointment of new faculty and the composition of the teaching staff.

### **Faculty Hiring Procedures:**

The President of Georgia Military College assigns responsibility to the Chief Academic Office 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, departments chairs, and faculty.

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

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

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

**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:**

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

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

**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

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

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

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

### **Policy Statement:**

It is Georgia Military College policy that the faculty and division chairs, 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.

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

In these matters, the faculty and division chairs are responsible to ensure that each educational offering 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.

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

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

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

**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:** 6/9/2016

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

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

**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 and enjoy identical safeguards for the protection of academic freedom.

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

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

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

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

**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 Program Coordinators are appointed annually by the Georgia Military College Chief Academic Officer & Dean of Faculty in consultation with the faculty members of the Division and with the approval of the appropriate Campus Executive Director.

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

**Note:** Division Chair 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:** 6/9/2016

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

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

**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:** 6/9/2016

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

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

**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 is 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:**

Classes required to meet two hours a week, as in physical education activities courses, are assigned two quarter hours of credit.

Courses required to meet three hours a week, as in advanced military science division courses, are assigned three quarter hours of credit.

Classes meeting five hours a week, as in the case of most academic classes are assigned five quarter hours credit.

Classes that are required to meet six hours per week, as in the case of laboratory-based classes in the natural sciences, are assigned six quarter hours of academic credit.

### **Transfer of Credit:**

Transfer credit is evaluated based on the factors cited above and on the course description.

Georgia Military College accepts courses for transfers 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.

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 assign 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:** 6/9/2016

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

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

**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:** 6/6/2016

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

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

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

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

### **Policy Statement:**

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

- 00-99—Remedial 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.

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

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

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

**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 the creation of and changes 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 participates in this process through their discussion and votes 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 and GMC Board of Trustees 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.

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:** 6/9/2016

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

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

**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 handles 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 handles 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:** 6/9/2016

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

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

**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, requirement, or infringement of academic freedom 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:** 6/9/2016

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

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

**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:**

It is Georgia Military College policy to ensure that qualified persons may not, on the basis of disability, be denied admission to, enrollment in, or participation in College programs or activities, or be discriminated against in admissions or recruitment. The College complies with the law regarding the civil rights of all students.

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

GMC ensures that every student with a documented disability 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;
- Information, reasonably available in accessible formats.

### **Make Responsibilities Clear to Students with Disabilities:**

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

- Meet qualifications and essential standards as determined by the College for courses, programs, jobs, services, and facilities;
- Register with the GMC Office of Academic Support Services and the appropriate Campus Executive Director promptly when seeking an accommodation;
- When seeking accommodations, provide documentation of the disability from an appropriate professional 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.
- Communicate requests for accommodations to instructors by providing a letter of identification describing the reasonable accommodations.

**Review Date:** 10/29/2015

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

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

**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:** 6/9/2016

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

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

**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:** 6/3/2013

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

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

**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 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, 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.

**Review Date:** 7/1/2016

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

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

**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:** 7/1/2016

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

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

**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

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

**Creation Date:** 6/3/2009

## **Policy 5005: Conditions of Employment**

### **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:** 7/1/2016

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

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

**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

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

**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:** 6/6/2016

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

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

**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

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

**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:** 7/1/2016

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

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

**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:** 7/1/2016

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

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

**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.

Each employee is entitled to two 15-minute paid work breaks daily and a one- hour unpaid lunch period daily.

Breaks will be scheduled by supervisors so that each office is covered throughout the normal workday.

### **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 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.

**Review Date:** 7/1/2016

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

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

**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:** 7/1/2016

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

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

**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.

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.

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 a specific job vacancy. 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.

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:** 4/25/2016

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

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

**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:** 4/25/2016

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

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

**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

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

**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.

Guidelines for dress are contained in the Faculty and Non-Faculty Handbooks, the College Catalog, and the Student-Handbook.

**Review Date:** 4/25/2016

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

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

**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

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

**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 orientation process will include a presentation to each new employee of the Georgia Military College (GMC) Non-faculty Personnel Manual or, if a faculty member, the Georgia Military College Faculty Handbook.

Each new employee is expected to verify that he/she has read the appropriate manual by completing the verification page contained in the manual. All verifications must be sent to the GMC Human Resource Management office for inclusion in the official personnel file.

During orientation, new employees will be briefed on the following topics: 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.

Supervisors will document the dates and participants of new employee orientations and forward such documentation to the GMC Vice President of Human Resources.

**Review Date:** 7/1/2016

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

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

**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.

The President, Chief Administrators, Campus Executive Directors, Extension Center Directors, and the Principal of the GMC Preparatory School evaluate the performance of subordinate employees annually.

### **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, Commandant of Cadets/Dean of Students, and the Principal of the GMC Preparatory School.

The Chief Operating Officer evaluates the Executive Directors of the Augusta, Columbus, Fairburn, Fayetteville, Milledgeville, Online, Valdosta, and Warner Robins campuses.

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, 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.

### **College Chief Administrators:**

Chief Administrators, Campus Executive Directors, Extension Center Directors, and the Principal of the GMC Preparatory School ensure that the performance of subordinate employees is annually evaluated.

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.

### **Chief Administrators:**

The following are designated Georgia Military College Chief Administrators:

- Senior Executive Vice President/Chief Operating Officer
- Director of Staff
- Senior Executive Vice President and Chief Academic Officer and Dean of Faculty,
- Senior Executive Vice President and Chief Financial Officer,
- Senior Executive Vice President and Chief College Relations Officer,
- Vice President for Human Resource Management
- Vice President for Institutional Research,
- Vice President for Information Technology and Online Learning,
- Vice President for Engineering Services,
- Commandant of Cadets and Dean of Students,
- Athletic Director – Junior College,
- The Principal of the Preparatory School.

**Review Date:** 7/1/2016

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

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

**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.

**Review Date:** 7/1/2016

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

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

**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.

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.

**Review Date:** 7/1/2016

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

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

**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.

### **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.

**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 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.

### **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.

**Review Date:** 7/1/2016

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

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

**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 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.

**Review Date:** 7/1/2016

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

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

**Creation Date:** 3/28/2013

## **Policy 5025: Award of the GMC Saber as a Retirement Honor**

### **Policy Statement:**

It is the policy of Georgia Military College 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 at least 90 days in advance of expected presentation.

### **General:**

The President’s decision to award will be based on individual contribution 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,
- Retiring GMC head coach, or equivalent, of a team that won a state or national championship.

**Review Date:** 6/3/2016

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

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

**Creation Date:** 6/19/2014