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# GEORGIA MILITARY COLLEGE

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Student Handbook August 2019



Start Here...Go Anywhere

Welcome to Georgia Military College!

Your decision to attend GMC was an excellent choice. Few experiences compare to your college days. It is a time for opening doors to new experiences, gaining new insights, and tackling new challenges.

Only a very few times in your life will you be offered the opportunity to be so immersed in the learning experience. And, as a learner-centered institution, your learning is of paramount concern to us.

At GMC, our focus is on you and your success. In addition to your academic success, we want to provide you with student services that will enhance your educational experience.

This support starts with admissions and includes registration, orientation, health and food services and a wide array of co-curricular and extra-curricular activities designed to give you opportunities for having fun and becoming more involved with other students while achieving your academic goals.

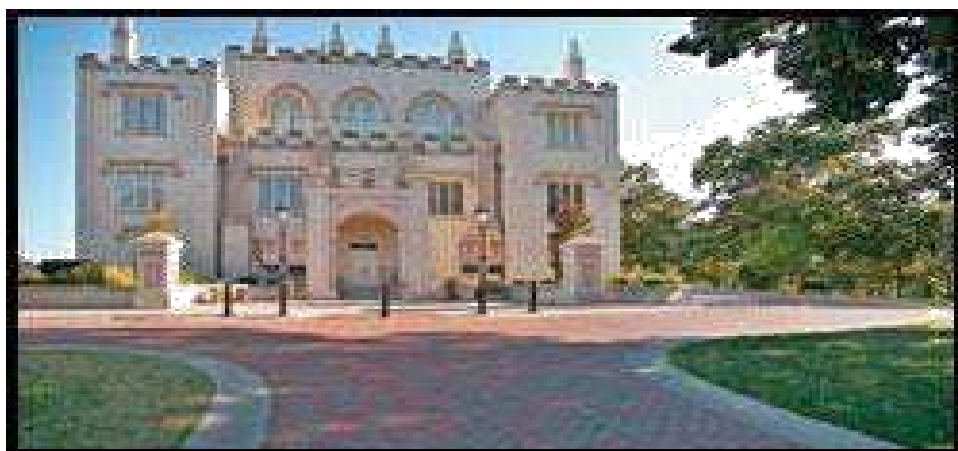
It is important that you take the time to familiarize yourself with this handbook. It is designed to assist you in learning about the many opportunities at Georgia Military College.

GMC students should stop by and see the Assistant Director/Dean of Students on your campus. Let us know how we can make your educational experience more enjoyable and rewarding.

Have a great year!

COL Steve Pitt  
Dean of Students &  
42<sup>nd</sup> Commandant of Cadets





### **The President's Vision Statement**

In its Vision 2029, GMC will be a nationally recognized leader providing a character-based higher education, improving students' personal well-being and giving hope for a brighter future. The vision is achieved by being accessible to any student desiring a character-based college level education, being the best two-year college in the state of Georgia and among the top five in the nation, being nationally recognized as a "best value" college, being recognized as a military friendly school, being nationally recognized in the top ten fastest growing community colleges, being nationally recognized as a leader in the innovation and delivery of individual learning support services, being nationally recognized as a leader in the innovation of programs, and by increasing scholarship endowments to make education affordable.

### **The Mission Statement**

The mission of Georgia Military College (GMC) is to produce educated citizens and contributing members of society in an environment conducive to the development of the intellect and character of its students, regardless of location or method of delivery. College students are offered a liberal arts-based, two-year undergraduate curriculum designed to support student attainment of an associate degree and prepare students for transfer to four-year colleges and universities. Students with an associate of applied science degree are offered a curriculum designed to support student attainment of a Bachelor of Applied Science degree. For selected college students who enroll in the Reserve Officer Training Corps (ROTC), and preparatory school students in the Junior ROTC program, GMC includes a military training and education component.

### **Restated Mission**

The mission of Georgia Military College (GMC) is to produce educated citizens and contributing members of society in an environment conducive to the development of the intellect and character of its students. "Start Here...Go Anywhere!"

## Strategic Initiatives

GMC's programs are guided by its strategic initiatives, otherwise known as "The Four Big Ideas":

- **Contribute to student success.**
- **Grow enrollments.**
- **Think and act as one institution.**
- **Invest in the future of Georgia Military College.**

(Georgia Military College is accredited by the Commission on Colleges of the Southern Association of Colleges and Schools.)



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# **A Student-Centered College**

## **Introduction**

Georgia Military College (GMC) exists solely to support student educational needs. To help assure all students make full use of their time at GMC, the College publishes a series of rules and procedures to guide students, faculty, and administrative staff.

This Student Handbook focuses specifically on the needs of students and contains information that will be valuable to you as you pursue your studies. Additional information unique to the specific campuses will be provided at each campus location. Should questions or issues arise not covered by this handbook, please contact the Dean of Students (478-387-4899) or the appropriate Campus Assistant Director/Dean of Students.



## **Special Notes**

The statements set forth in this handbook are for informational purposes only and should not be construed as the basis of a contract between a student and this institution.

Although every effort has been made to ensure accuracy of the material stated herein, Georgia Military College reserves the right to change any provision listed in this handbook, including but not limited to academic requirements for graduation, without actual notice to individual students. Every effort will be made to keep students advised of such changes.

Information regarding academic requirements for graduation is available in the offices of the Registrar, Vice President for Academic Affairs and Dean of Faculty, Academic Division Chairpersons, and Campus Assistant Academic Dean or Registrar offices as appropriate. It is the responsibility of each student to keep apprised of current graduation requirements for a degree program in which the student is enrolled. Information regarding the requirements for graduation is also listed in the college catalog. Georgia Military College is comprised of campuses located in Milledgeville, Albany, Augusta, Columbus, Dublin, Eastman, Fairburn, Fayetteville, Madison, Sandersville, Stone Mountain, Valdosta, Warner Robins, Zebulon and Online.

The College Catalog and the Student Handbook are companion publications that describe Georgia Military College's rules and procedures and they are excellent references for students. The College Catalog takes precedence in the unlikely event that there is a conflict between the two documents.

## **Title VII of the Civil Rights Act of 1964**

The academic and administrative policy of the College subscribes to the nondiscrimination provision of Title VI of the Civil Rights Act of 1964, which states: "No person in the United States shall, on the grounds of sex, race, color, sexual orientation, disability, or national origin,

be subjected to discrimination under any program or activity." The Affirmative Action/Equal Opportunity Officer is the Vice President for Human Resources (478-387-4908).

## **Title IX of the Education Amendments of 1972**

The academic and administrative policy of the College subscribes to the nondiscrimination provision of Title IX of the Education Amendments of 1972, which states: "No person in the United States shall, on the basis of sex, be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any educational program or activity." The Title IX Coordinator is the GMC Vice President for Human Resources (VPHR). The Dean of Students at each campus, except for the Milledgeville Campus, is a deputy Title IX Coordinator. The deputy Title IX Coordinator for the Milledgeville Campus is the Vice President of Human Resources.

The Affirmative Action/Equal Opportunity Officer is the Vice President for Human Resources (478-387-4908). It is understood that throughout this handbook and all other publications of GMC, terms, such as "he, his, himself, chairman," are used without regard to sex.



## **Family Education Rights & Privacy Act**

The Family Educational Rights and Privacy Act (FERPA) affords parents and students who are 18 years of age or older ("eligible students") certain rights with respect to the student's education records. These rights are:

- 1. The right to inspect and review the student's education records within 45 days after the day Georgia Military College (GMC) receives a request for access.**

Parents or eligible students who wish to inspect their child's or their education records should submit to the appropriate campus Executive Director a written request that identifies the records they wish to inspect. The school official will make arrangements for access and notify the parent or eligible student of the time and place where the records may be inspected.

- 2. The right to request the amendment of the student's education records that the parent or eligible student believes are inaccurate, misleading, or otherwise in violation of the student's privacy rights under FERPA.**

Parents or eligible students who wish to ask GMC to amend their child's or their education record should write the school Registrar, clearly identify the part of the record they want changed, and specify why it should be changed. If the school decides not to amend the record

as requested by the parent or eligible student, the school will notify the parent or eligible student of the decision and of their right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the parent or eligible student when notified of the right to a hearing.

3. **The right to provide written consent before the school discloses personally identifiable information (PII) from 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 GMC 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 GMC 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 GMC may disclose education records without consent to officials of another school in which a student seeks or intends to enroll.

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 are:**

Family Policy Compliance Office  
U.S. Department of Education  
400 Maryland Avenue, SW  
Washington, DC 20202

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.

GMC designates the following as directory information: 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 and photograph. GMC may disclose any of those items without prior written consent, unless the student formally requests in writing that the information not be disclosed.

## **Accreditation**

Georgia Military College is accredited by the Southern Association of Colleges and Schools Commission on Colleges to award associate and select bachelor of applied science degrees. Contact by mail the Commission on Colleges at 1866 Southern Lane, Decatur, GA 30033-4097 or call 404-679-4500 for questions about the accreditation of Georgia Military College.

GMC is approved for certifying Veteran's benefits by the Veterans Administration, and approved by the U.S. Department of Justice, Immigration, and Naturalization Service, and is listed by the U.S. Office of Education in the Higher Education Directory.

## **Statement of Intellectual Property**

### Policy 1004 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 Handbook will ensure that notice of the details of this policy is posted in the appropriate handbooks.

## **Use of Copyrighted Works**

### Policy 1005 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 on the GMC website under policy 1005.

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.

## **Providing Staff Assistance to Campus Executive Directors**

Policy 1011: 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.

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/she will inform the President.





## Academic Affairs





## College Success

Student responsibilities includes a set of routine behaviors that are foundations for success in college as well as in life. If you have ever had a part-time or full-time job, you are familiar with many of these routine expectations:

- Attend class, or put another way, “Come to work every day.”
- Come to class on time. Most employers say, “Don’t be late.”
- Be prepared to accomplish your job.



Preparing to accomplish a college student’s job means:

- Having carefully read the assigned readings or completed the homework.
- Bringing a notebook, pen or pencil, calculator, textbook or any other expected essential tool for the course.
- Always demonstrating respect for the opinions of others in the class.
- Fully participating in class by contributing thoughtful ideas or opinions in a respectful and dignified manner.
- Working cooperatively and faithfully with others in the group or class.
- Completing one’s work in an ethical manner. This means that the work is the student’s own work, not someone else’s, and is given to the instructor on or before the due date.

The Georgia Military College faculty believes that these elements are critical to successful completion of a degree at any college. That belief resulted in adopting them as key components of the student’s responsibility in this learning community that is your college.

Georgia Military College believes that an education has two vital and integrated elements: the development of the intellect and the elevation of character. Given this philosophy, the college has incorporated into each course a component that focuses on ethics within the discipline under study. Ethical exercises and discussions are designed to foster the habit of ethical and critical thinking that is so essential to success, not only in class, but also in life.

The Honor Code is an integral part of maintaining a climate of academic integrity on campus that allows the community of learners of the college to function freely and unencumbered in the pursuit of knowledge. The expectation is that we are a community of ladies and gentlemen of honor whose words, actions, and deeds reflect the highest standards of behavior. Each student is an important player in maintaining the strength of the community’s integrity.

At Georgia Military College, we believe that Character Counts! We also believe that the daily practice of strong character values that are exemplified in duty, honor and country make stronger citizens, stronger families, stronger communities and a stronger Republic. Our Republic, a beacon of liberty that is admired around the world, derives its strength solely from the character of its citizens. That is why Character Counts!

# Academic Mission of Georgia Military College

The academic mission of Georgia Military College is to provide leadership and management of academic programs which provide GMC students with liberal arts based undergraduate associate degrees and bachelor of applied science degrees through a curriculum which is conducive to the holistic development of the intellect and student character. The Office of Academic Affairs is instrumental in the development and implementation of academic policy, academic resource allocation, and assessment of the effectiveness of the educational programs of the college. The Office of Academic Affairs provides leadership in the recruitment, development, supervision and evaluation of faculty, and supports student success through the Registrar's office, the Library, the Academic Success Center, and the Center for Teaching and Learning.

Students are responsible for following college policy. Academic Policies are located in the GMC College Catalog located at [www.gmc.edu](http://www.gmc.edu) under the "Academics" tab and then under the "Catalog" tab.

## Student Academic Dishonesty

### Policy

Georgia Military College acknowledges the need to preserve an orderly process with regard to teaching, research, and the learning process, as well as the need to preserve and monitor students' academic rights and responsibilities. Since a primary goal of education is to increase one's own knowledge, academic dishonesty will not be tolerated at Georgia Military College. Academic dishonesty is defined in two distinct ways:

1. Students that commit academic dishonesty have attempted to mislead others about their competence and knowledge of the subject matter for the course in which they cheated, thus misrepresenting their true intellectual growth; and
2. Academic dishonesty is in violation of the code of conduct expected of students attending Georgia Military College. Students at GMC are challenged to live by our Honor Code, and acts of academic dishonesty show a failure in character that is unacceptable at this college. Acts of academic dishonesty violate the efforts of the college to educate students in both their intellect and their character.

Academic dishonesty includes the following examples, as well as similar conduct aimed at making false representation with respect to academic performance:

1. Cheating on tests, quizzes, and examinations;
2. Collaborating with others in work to be presented, contrary to the stated rules of the course;
3. Plagiarizing, including the submission of others' ideas or papers (whether purchased, borrowed, or otherwise obtained as one's own). When direct quotations are used in themes, essays, term papers, tests, book reviews, and other similar work, they must be indicated; and when the ideas of another are incorporated in any paper, they must be acknowledged, according to a style of documentation appropriate to the discipline;
4. Stealing examination or course materials;
5. Falsifying records, laboratory results, or other data;
6. Submitting unapproved work previously presented in another course;
7. Knowingly and intentionally assisting another student in any of the above, including assistance in an arrangement whereby any work, classroom performance, examination, or other activity is submitted or performed by a person other than the student under whose name the work is submitted or performed.

## Academic Dishonesty Procedures

Academic dishonesty will not be tolerated in any class taught at GMC. It is a joint responsibility of the student body and the faculty to uphold our academic standards. As such, every member of this learning community is expected to support the academic dishonesty policy.

If a student witnesses an incident of academic dishonesty, the student should take appropriate action such as: confronting the student, reporting the incident to the Student Honor Council (SHC) or faculty or take some other action. Being aware of an incident and taking no action represents a failure on everyone's part. Students may refer cases directly to the SHC.

In cases of academic dishonesty, the faculty member will review the facts and decide on the penalty appropriate for that case. The faculty member will communicate his/her findings through the Department Chair to the Academic Dean for approval using the Honor Council Referral Form. Once approved, the faculty member will give the student a copy of the referral form which will include a statement of the academic penalty imposed. The student may appeal the academic penalty by following the Academic Appeals Process. Additionally, all cases of academic dishonesty will be sent to the Campus Dean of Students who will refer the matter to the SHC.

### Academic Penalties for Academic Dishonesty

The following penalties may be imposed for academic dishonesty:

- Revision of the work in question for full or partial credit
- Reduced credit or no credit for the work in question.
- No credit for the course
- Recommendation to the Executive Vice President for expulsion or suspension of the violator

Georgia Military College policy is that all academic dishonesty cases be referred to the SHC who will determine if **additional** non-academic penalties are warranted.

### Honor Code Violation—Academic Dishonesty Procedures

Academic dishonesty is a violation of the Honor Code and, as such, shall be reviewed by the SHC. The aim of the Council is to determine if the student deliberately and with intent violated the Honor Code. As GMC functions to not only develop intellect but also to elevate the character of our students, acts of base character will not be tolerated. Students who repeatedly violate the Honor Code are subject to expulsion.

Students found guilty of academic dishonesty by the faculty will be referred by the Campus Dean of Students to the SHC at their respective campus. Because the academic quarter may end before the case has been adjudicated, the GMC Dean of Students/Campus Dean of Students will place a disciplinary (or registration) hold on the student's account pending the outcome of the hearing.

The GMC Dean of Students/Campus Dean of Students shall give fair notice to any student called to appear in front of the SHC for academic dishonesty. The student is required to appear at the SHC hearing. Failure to appear will lead to the hearing occurring without the student being present and judgment will be passed based on the evidence presented. Failure to appear, and thus present

evidence, may not be used for grounds for appeal. At the hearing, the student may present evidence and witnesses in support of his/her case.

The findings of the SHC will be presented to the GMC Dean of Students/Campus Executive Director using the Honor Council Findings Form. The GMC Dean of Students/Campus Executive Director will review the findings and approve, modify, or disapprove the recommendations of the SHC. The GMC Dean of Students/Campus Dean of Students will then inform the accused student of the findings and the penalty to be imposed. The GMC Dean of Students/Campus Dean of Students will maintain copies of all correspondence and deliberations of the SHC.

### **Penalties for Honor Code Violation—Academic Dishonesty**

In addition to the academic penalty imposed by the faculty, the SHC may recommend the following penalties for academic dishonesty:

Guilty of a deliberate honor violation—First Offense. The student will be placed on disciplinary probation for two calendar years. The SHC may also recommend other minor corrective action such as a letter of apology.

Guilty of a deliberate honor violation—Second Offense. Repeated honor violations will not be tolerated at GMC. For a repeat offense of failing to abide by the Honor Code, the student may be removed from the class in which the infraction took place with a grade of XF indicating an honor violation. The date of the infraction will be recorded as the last day of attendance. The XF grade is only assigned after being found guilty of a repeated honor violation by the Student Honor Council. The student must understand that this action may affect his/her financial aid award for the current quarter and may negatively impact the ability to receive future financial aid. If the academic term has ended, any submitted grade in that class will be changed to a XF. Once the grade has been posted, the disciplinary (or registration) hold will be lifted. Second offenses are also subject to expulsion from the college.

Expulsion is the permanent severance of the relationship between the institution and the student and, as such, this punishment is relatively rare. For expulsion to be warranted, the dishonesty should be repeated and intentional or of such extreme nature that it reflects moral turpitude.

In all cases in which suspension, expulsion and/or XF grade is appropriate, the GMC Dean of Students/Campus Executive Director will submit the documentation and findings to the Executive Vice President of the college for review. Should the Executive Vice President agree to expel the student, the date of the infraction will be recorded as the last day of attendance and the student will earn a grade of IU for all classes in which he or she is currently enrolled and a grade of XF for the course in which the honor violation took place. The student must understand that this decision may affect his/her financial aid for the current academic term and may negatively impact the ability to receive future financial aid. The Executive Vice President may elect, at his/her discretion, to impose another penalty. The student will be notified of the Executive Vice President's decision. The Executive Vice President is the final appellate authority.

It is evident that repeated Honor Code violations result in sequentially harsher penalties. The Honor Code violations do not have to occur in the same class, or even in the same academic term to initiate these penalties. It is the GMC Dean of Students/Campus Dean of Student's responsibility to maintain SHC records and inform the members of the council if the student has previously been found guilty of Honor Code violations.

## **Role of the Dean of Students**

Evidence of non-academic violations will be submitted to the GMC Dean of Students/Campus Assistant Director/Dean of Students, who may refer the matter to the GMC Disciplinary Committee or convene another disciplinary hearing. The GMC Dean of Students/Campus Assistant Director/Dean of Students, is responsible for all non-academic disciplinary actions. All such disciplinary actions should proceed in accordance with the Georgia Military College's Disciplinary Procedures.

## **Notice to Students**

Georgia Military College shall publish a copy of the Academic Dishonesty Policy, any amendments to the policy that are made, any provisions that have been adopted, and any other supplementary provisions consistent with the policy. The policy is published in the current Student Handbook and is available to all students via the GMC website ([www.gmc.edu](http://www.gmc.edu)).



## Corps of Cadets

Georgia Military College is a Department of the Army designated military junior college. The college has accepted the mission to develop junior military leaders. The primary vehicle used for this purpose is the Corps of Cadets. The Corps is a semiautonomous, self-governing body that provides military structure and discipline for all resident students and those non-resident students eligible to participate. Cadets are encouraged to participate in institutional decision making through the Corps primarily, and secondarily, through other student government channels. Cadet leaders are appointed annually by the Commandant of Cadets. Additional cadet rules and procedures are found in the Cadet Guide.

## Distinctive Unit Insignia



Georgia Military College's Distinctive Unit Insignia is commonly called the "unit crest" and represents our heritage. The Institute of Heraldry approved the crest on February 7, 1964. The ivy leaves represent a school of higher learning and alludes to students' academic achievement. Opera Cum Fidelitate is Latin for "To Work (or Serve) with Fidelity." Service to others is an indicator of good character. The wall running diagonally from upper left to lower right represents the ramparts of the gates to Georgia Military College. The star represents the fact that the Department of the Army has recognized Georgia Military College as a National Military Honor School. Red and black are the school's colors.





## *Student Services*





## **New Student Orientation**

A student orientation program is held prior to each academic quarter to acquaint new students with the staff, faculty, services, and facilities of Georgia Military College. Registration, academic advisement, health services, student activities, college rules and procedures, and academic affairs are discussed during Orientation. Orientation is also held at each of the Campuses.

## **Registration Process**

Registration for new GMC students begins in the Admissions Office. New students must be accepted by GMC for the current quarter in order to be eligible to register. “Accepted” means the student has submitted a properly completed application for admission, a nonrefundable application fee, and all required official transcripts. Students must also complete all placement testing if required. Once complete, the student should then attend orientation.

In Milledgeville, parking decals and photo identification cards are made in the atrium area of Boylan Hall during orientation sessions or in Baugh Barracks anytime during the school year. At other campuses, ID cards are processed during Orientation/Registration. The Registration process is complete when a student has met with all offices listed. Failure to stop at each of these stations may result in an incomplete registration. In Milledgeville, Financial Aid in Boylan Hall Atrium is the final station.

## **The “Drop/Add” Option**

Each quarter there is a designated time for students to change their schedule. This period is known as Drop/Add. Students will be allowed to add or drop courses during the scheduled Drop/Add period. No classes will be dropped or added after this time without approval from the Academic Dean at the student’s respective campus. Changing the schedule involves the academic advisor, financial aid, business office, and the registrar. Each step must be completed for an accurate registration.

## **Withdrawing from Courses**

Students may withdraw from a class following the procedures described in the College Catalog. Academic Policies are located at [www.gmc.edu](http://www.gmc.edu) under the “Academics” tab and then under the “Catalog” tab.

## **Academic Advisement**

The purpose of academic advisement is to facilitate the selection of courses that will be appropriate to individual student’s needs and goals. The advisement sessions provide an opportunity for the student to get professional assistance in the evaluation, selection, and accomplishment of the educational program that meets the educational, professional, and personal goals of the student.

Each student attending GMC is assigned an academic advisor to assist him/her in developing and managing the course selection process according to the student's degree plan. The advisor is a faculty or staff member who has demonstrated expertise in the selection and planning of course enrollment. All course registration forms must be approved by an academic advisor as part of the registration process.

Each quarter there will be an opportunity for the student to meet with the academic advisor for registration for the next college quarter. Registration allows students to pre-plan their academic schedule and to develop the best schedule of courses. Advisement is a cooperative effort that requires the guidance of the advisor and the acceptance of the student to achieve a schedule for completion of the education program best suited to the student's goals. Academic enrollment and timely changes to registration are the responsibility of the student. The advisor is bound by the academic regulations of the college and is not authorized to approve a registration in violation of those academic regulations. Compliance with the degree requirements and degree completion policies of the college are the responsibility of the student.

## **Advisement Rules**

- Know your advisor; find out his/her name. If you don't know, ask and find out! Information may be obtained through the Registrar's office.
- Discuss your goals and plans with your advisor so that the advisor may advise you on course work that supports such goals. If you plan to go to a specific senior college and know your intended major, the information is important to your advisor.
- Inform your advisor of any change in your program or degree plans. If you choose your plans for a major or concentration, let the advisor know.
- Plan with your advisor the registration for the next quarter and possible registrations for future quarters.
- If you find yourself in academic trouble, discuss the situation with your advisor.
- Correct any registration errors/changes quickly before the drop/add period ends.
- Let your advisor know your progress.
- If you are having difficulty with your advisor, discuss the matter with the appropriate Faculty Chairperson, Campus Academic Dean, or the Vice President for Academic Affairs.
- Keep a record of your advisement and registrations. Get a planning sheet for your degree program.
- Be on time for your advisement appointment.
- Discuss the difficulty level of the courses with your advisor and plan a registration that realistically fits your time, work schedule, and abilities.
- Don't be shy about what you don't know; ask questions and get answers.
- Discuss any academic trouble you have with the appropriate professor, your advisor, the Faculty Chairperson, Campus Academic Dean, or the Vice President for Academic Affairs.

## Helpful Reminders

Part of your GMC education is developing and refining the ability to critically analyze your situation and progress toward a solution. You are, and should be, the first person to judge your standing in your classes. If you have difficulty, seek help as soon as possible from:

- Your professor
- Your advisor
- Director of Academic Support Services
- Faculty Chairpersons
- The Academic Dean

Make use of the services provided in the library on your campus. Tutoring is available and can be arranged for any subject. Computer systems and/or Wi-Fi resources are available for reference, career research, and tutorials.

Treat pursuit of your educational goal like a job. You must work at developing a good routine, interpersonal skills, critical analysis skills, a system of how to get help, solutions to problems, how to anticipate potential problems, and how and when to have fun.

P.S. You don't need to have problems to make use of all the support services; they may help you improve your ability to make that top grade.

## Important Tips

### Course Load

Choose your courses according to academic need, study requirements, time restrictions, and Grade Point Average (GPA). Meet with your advisor to determine the most reasonable schedule.

### Time

Life demands time management. The successful person is one who learns to control time rather than be controlled by time. Study assigned material before the class so that you are prepared to respond with some knowledge. Make a schedule and stick by it. Make room for a minimum of one hour of study per hour of class. Set priorities for study and class work.

### Help

Get the help you need at the time you need it. Don't wait until the end of the quarter to ask for help. Make use of the facilities at GMC and in the community. We are here to help you succeed.

### Control

Take control of your life and your success. Manage yourself before you are managed by circumstances that you could have changed.

### Now

Many times we live in the past by making excuses or we live in the future by making big plans. You should be living in the "now." Don't put off doing what you can do now. Learning is comparing the present with the past and planning action toward future goals. Don't hide in the

past or daydream about what may never be realized; live in the present, shaped by the past, and directed toward a goal.

**REMEMBER:** An education is a part of real life; regardless of the excuses, you have to pay the price of hard work to achieve success.

## Grade Point Average (GPA) and Success

One of the most important scores to keep up with is your Grade Point Average (GPA). GPAs are important scores that may help determine:

- Entrance into other colleges or specific educational programs.
- Eligibility for financial aid, scholarships, and grants.
- Eligibility for graduation.
- Eligibility for employment.

A GPA is obtained by dividing the total number of quality points earned for courses by the total number of credit hours. Quarterly GPA is obtained by adding the total number of quality points earned for the courses in any one quarter and dividing that total by the total number of credit hours carried in that quarter. Cumulative GPA is obtained by adding the total number of quality points earned for all courses taken and dividing that total by the total number of credit hours taken.

Quality Points (QP) are numerical values given for letter grades: A = 4, B = 3, C = 2, D = 1, F = 0. These points are earned per course hour. In order to determine the total QP for a course, we must multiply the numerical grade value by the number of credit hours earned in the course.

Example: ENG101 B (3) x qtr hrs (5) = 15 QP

### How to Compute Your GPA

Courses	Grade	Credit Hours	QP
ENG 101	C (2)	5 x 2	= 10
GMC 100	A (4)	2 x 4	= 8
MAT 109/106	D (1)	5 x 1	= 5
Totals: 23 quality points divided by 12 credit hours = 1.916 GPA			

## Test Taking Hints

Tests are a fact of life in education. They are the measure of the quantity and quality of your knowledge and understanding. **LEARN HOW TO TAKE TESTS!**

Testing Practice: While studying, test yourself by developing questions on the material, using the summary questions at the end of the chapter, and by using flash cards.

Anxiety Control: Anxiety blocks memory; do some physical exercise to limber up. Take deep breaths. Cramming may only increase your anxiety and confuse your memory.

Get Familiar: Look over the whole test; get familiar with the lay of the test. Read the instructions. Note the credit for each question, the time limit, and the number of questions.

True and False: Answer always; you have fifty percent chance of getting a correct answer. Remember a partially true is false.

Multiple Choice: You have a twenty-five percent chance of guessing/choosing a correct answer if there are four choices. Read the whole statement. Make sure you understand the statement. Look out for qualifying words (not, except, all).

Fill In the Blank: Look for key words in the given statement. Read the given part carefully. Look for hyphenated blanks.

Essay: Think before you begin your answer. Break your answer down into three or more parts and a summary. Outline your concepts in the first introductory sentence and follow your outline.

## **Library Services**



**We have Online Library Resources  
at each Campus!**

## **Mission**

The mission of the GMC Library is to ensure that students, faculty, and staff have access to and are able to be effective users of ideas and information. To accomplish this end, the GMC Library will provide current, curriculum-based resources on the level of its reading public; will make resources available to all students, faculty, and staff; will assist in the use of these materials; will provide access to materials not located in the library; and will provide opportunities designed to foster lifelong learning.

## **Sibley-Cone Library**

The Sibley-Cone Library, located on the Milledgeville main campus, is the hub of a system that spans all Georgia Military College campuses. The Sibley-Cone Library holds a collection of over 35,000 books and 1,500 videos. Print materials are arranged on the shelves by the Dewey Decimal system. Video and print items are available to students, faculty, and staff at all campuses through intra-library loan. Students may only view video materials in their campus library. The entire physical collection is accessible through the library catalog. The library catalog is a search tool for locating books and audiovisual media held by the Sibley-Cone Library. It is available on the library's website. The website: <http://gmcga.libguides.com/home>

## **Online Library Resources**

The Georgia Military College online library resources are an extension of the Sibley-Cone Library. Online resources are available for all GMC students, faculty, and staff from any computer with internet access. To access the library's online resources, visit the library's website, Moodle, or GMC Online. Online resources require a password. The password is located in Moodle and is given to any GMC student, faculty, or staff member upon request. The password is also posted in Moodle.

GALILEO, Georgia's virtual library, provides access to multiple information resources from over 100 databases indexing thousands of periodicals and scholarly journals, many in full-text, as well as encyclopedias, business directories, and government publications.

The library also subscribes to many other online databases, which allow access to thousands of periodicals, journals, newspapers, and eBooks in a range of subject areas corresponding to the institution's curriculum. For assistance using any of these resources or other library materials, please contact any member of the library staff.

## **Reserve Materials**

So that all students will have access to them, reserve materials (special materials needed for class assignments placed in the library by faculty members) are kept at the Library Associate's desk.

## **Intra-library Loan**

Students and faculty at all GMC campuses may borrow materials held by the Sibley-Cone Library on the Milledgeville campus through Intra-library loan. To locate items held by the Sibley-Cone Library, access the catalog from the library website. To request an item, see your Library Associate.

## **Interlibrary Loan**

Interlibrary loan is available for items not located at the Sibley-Cone Library or accessible through the online library resources. To request an interlibrary loan, ask your Library Associate or use the interlibrary loan online form on the library website under Library Services. Note: Interlibrary loans can take 2-4 weeks to arrive.

## **Circulation Policies**

Books may be borrowed for a two-week period and may be renewed twice for a total of six weeks of borrowing. Reference materials do not circulate and must be used in the library. Periodicals do not circulate outside the library. A GMC ID card is required for all circulation transactions. The GMC ID card can be used to check out materials for the cardholder only. All items checked out by the student are the responsibility of the student including lost, stolen, or damaged books.

Students with overdue materials or overdue fines equaling \$10 or more may not borrow additional items. The following charges apply for overdue and lost materials: books not returned on or before the due date are subject to a fine of 25 cents per book, per day; a replacement cost of \$35 will be levied for all lost or damaged library books. Transcripts will not be issued and registration capabilities will be blocked to students who have outstanding library obligations.

## **Hours of Operation**

Hours of operation can be found on the Library information page on the library website under About Us or Connect.

## **Campus Bookstore**

Online clothing/novelty purchases can be made at: [www.gmc.edu/bookstore](http://www.gmc.edu/bookstore)

## **Textbook Rental Programs**

Each class typically requires a specific book or set of books. Students are required to obtain all required textbooks and supplemental materials.

For students enrolled in classes, the college has instituted a textbook program to provide quality textbooks at the most reasonable price. The book fee is included in the registration charges. Acceptance of the books is considered implied consent to use Federal Student Aid (FSA) funds to pay the term's book fees.

Students receiving FSA funds may choose to opt out of the book rental program. Students may choose to purchase books and supplies from other vendors. Detailed instructions on opting out of the textbook program are found on the GMC website.





## **Seated Classes**

Books are checked out at the campus bookstore in the student's name and must be returned at the end of each quarter by the advertised due date to avoid late charges. If a book is not returned or is damaged and deemed to be unusable, a Book Replacement Fee will be assessed.

Some classes require additional books, manuals or supplementary material, which is not part of the textbook program. It is the student's responsibility to purchase those additional materials. If the student has approved Financial Aid above the cost of tuition/fees, the student may elect to charge the materials to their student account; no written authorization is required.

## **Online Classes**

For the majority of online courses, ETextbooks and any required supplemental materials are provided to the student on the first day of class. For courses that require a physical textbook to be purchased, the buying options will be available during the registration process.

## **Store Hours**

In Milledgeville, normal hours of operation are from 9:00 a.m. to 5:00 p.m., Monday through Friday. The bookstore is closed weekends (except JC home football games on Saturday) and holidays. Times of operation are posted in the bookstore. At the other GMC campuses, bookstore hours may vary. Check the hours with the Bookstore coordinator.

## **Bookstore Refund Policy**

All requests for refunds must be accompanied by a cash register receipt dated for the current quarter. Merchandise must be returned within seven business days of the purchase. Full price will be refunded provided the merchandise has not been damaged in any way. The item must be in new condition with original packaging in place. Defective merchandise may be returned for replacement unless a manufacturer's warranty provides other means of replacement or repair. The following merchandise is non-refundable:

- Special orders.
- Computer software.
- All Sale/Clearance merchandise.
- Cadet uniforms that have been worn, washed, dry cleaned, or altered.

### **Corps of Cadets Only:**

- Credit for JC Cadet Uniforms will be given to those who leave the Corp of Cadets during their first term and only new or unused items will be accepted.
- State Service Scholarship (SSS) Cadets are provided with a \$200 stipend every term to spend in the Bookstore. The stipend covers additional uniform items and/or school supplies. The Cadet must use these funds by the "Last Day to Charge" date for each term, usually at the end of the Drop/Add period. SSS Cadets are not authorized to buy Bookstore items for other Cadets.

Note: At other GMC Campuses, procedures vary. Check the policy with the Bookstore Coordinator.

## Identification Cards (Milledgeville Campus)

All students are issued a Georgia Military College ID card and are required to show their ID to use the Library, dining facility, bookstore, and athletic facilities. There is a replacement fee for lost or stolen cards. Throughout the year, ID cards are available in Baugh Barracks.

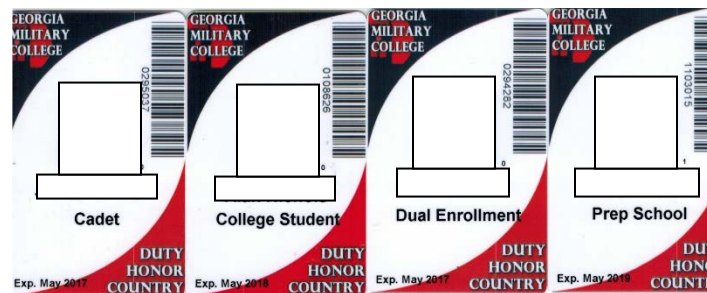
## Dual Enrollment Students (other than GMC Prep Students)

Access to the library, dining facility and the bookstore is essential to the success of Dual Enrollment Students. WE encourage Dual Enrollment students to use these facilities regularly. Participation in intramural sports and access to athletic facilities for recreation purposes are not part of the Dual Enrollment Program.

## ID Cards at other GMC Campuses

Student ID cards are made at several GMC campuses. Specific rules for issuance vary by location and you should check with your Executive Director or Assistant Director for information regarding ID cards.

For Valdosta students, ID cards are issued during each scheduled orientation session. Additional times and dates are posted in the Business Office.



## Student Health Services

Milledgeville Campus, Usery Hall  
Phone Number (478) 387 4839



The Student Health Services Program at Georgia Military College provides a nurse directed outpatient clinic staffed by a nurse and a licensed practical nurse who works under protocol in consultation with a local physician. Services include care for minor illnesses and injuries and referral to local health care providers along with wellness education, counseling and resources. There are no additional charges for clinic services. The clinic is located on the ground floor of Usery Hall adjacent to the Miller Hall parking lot. Clinic hours are 7:30 a.m. – 4:30 p.m. Monday through Friday.

In case of serious illness or injury, students will be referred to a local provider or Navicent Health Baldwin. Costs for off-campus treatment are the responsibility of the student and/or parent/guardian. Students are encouraged to have primary health insurance to cover these costs and to carry their policy identification card.

College cadets who reside in the barracks are required to submit the following medical documentation upon arrival on campus:

- GMC medical consent/release form,
- Health history AND current physical exam with clearance for participation,
- Tuberculosis Screening Form
- Documentation of required immunizations per the American College Health Association guidelines:
  - Tetanus booster within past 10 years
  - 2 MMR (Measles/Mumps/Rubella) Vaccines
  - 2 Varicella (Chickenpox) Vaccines or history of the disease
  - Meningitis Vaccine or waiver
  - Hepatitis B Vaccine if age 18 and under

The required cadet forms are available on the GMC Health Services link from the main website. Click on tabs “Current Students” than “Health Services”

For additional information, call the school clinic at 478-387-4839, Staff Nurse 478-387-4727, or the Director of Health Services at 478-387-4725.



## **Insurance (Milledgeville Campus)**

### **Insurance**

Students are responsible for obtaining personal health care insurance. GMC does not provide a student health insurance plan.

### **Milledgeville Campus-Cadets**

All college cadets are covered by a group accident/injury policy. (Note: This policy covers injuries only; it does not provide any coverage for illnesses). This insurance is extended coverage insurance. Therefore, any of the claimant's other insurance is the primary coverage and must first be exhausted before the second insurance becomes effective to pay claims (subject to policy limitations).

Because this is the student's insurance, not school insurance, care providers bill the student/parents for treatment, not the school, and the student is responsible for filing the claim. Health Services will assist with filing of notification of injury.

### **Athletes**

Injuries are covered by a separate policy for college athletes. The college Athletic Director will assist with first notice claim for accidents occurring during a school sponsored activity. Inquiries about reimbursements or claim status should be addressed directly to the insurance company. Catastrophic insurance is also provided for college students athletes by GMC. This coverage applies to catastrophic accidents that may occur during NJCAA sanctioned events, such as scheduled practices and games.

## **Housing (Milledgeville Campus)**



Georgia Military College provides housing for all college male and female boarding cadets. All cadets are housed in Baugh Barracks, and visitors are restricted. All resident hall rooms accommodate two cadets. In each room, there is a bunk bed, a desk, dresser, lamp, chair, and closet for each cadet. Two adjoining rooms constitute a suite and have an adjoining bathroom. GMC has additional facilities for selected athletes and cadet overflow.

## Campus Police Office (Milledgeville Campus)



Georgia Military College (GMC) Police employ both sworn law enforcement officers and public safety officers. A duty officer is on duty 24 hours each day, including weekends and holidays. A police officer can be reached by multiple means; office is 478-387-4717 or 478-288-0489. If no one is in the office the phone is transferred to the Milledgeville Police Department Dispatch, who in turn dispatch a G.M.C. officer to you. Please remember too tell the Dispatcher, who you are, where you are and what is wrong or what assistance you need. It is not necessary to dial the area code for these numbers if the call is being made within the Milledgeville, Georgia local area.

The GMC Chief of Police can be reached by calling 478-288-0966 or 478-387-4715. GMC Campus Police fully comply with the federal reporting requirements mandated by the Cleary Act. The Annual Security Report is available to all student and employees and may be viewed at: <http://www.gmc.edu/current-students/overview.cms>. Paper copies are available from Campus Police and the Dean of Students. These reports are distributed are available upon request.

Police Services at other GMC campuses are provided by local law enforcement and contracted officers.

## Parking (Milledgeville Campus)

Every GMC student and GMC staff and faculty member parking a vehicle on GMC property must have a GMC parking permit. GMC parking permits are issued at the Campus Police office located in Baugh Barracks.

Vehicles parked without a permit are subject to either tow or ticketing. Telephone 288-0489 or 387-4717.

Visitors and vendors will park in designated spaces. Visitor parking is limited to thirty minutes. Restricted parking is designated by signs in various lots for handicapped drivers, staff and faculty, and visitors.



Vehicles parked in fire lanes designated by a yellow curb are subject to tow and/or ticket. Able-bodied drivers parking in a handicap slot without a valid permit issued to the driver will have their vehicles



towed. Handicap parking spaces are clearly marked in each parking lot. Any vehicle towed will be at the expense of the owner.

Prep school cadet drivers must park in the Cordell parking lot. The Miller Hall parking lot is for college non-resident students. Students are not allowed to park in spaces designated for visitors or for faculty. Students parking off-campus are expected to obey appropriate Milledgeville city ordinances. GMC Campus Police establish parking plans for GMC special events such as football games. Officers are present to direct traffic during those periods.

Anyone issued a parking ticket has five working days to pay fines or to appeal tickets and penalties. Fines can be paid any business day between 9 A.M. and 5 P.M. at the GMC Business Office located in Parham Hall. Individuals who want to appeal citations may do so in writing to the Dean of Students in Baugh Barracks.

Appeal forms are available at either the Campus Police office or the Dean of Students' office. Students with unpaid fines or fees at the end of a quarterly grading period will not receive an official transcript of grades nor be allowed to register for course work until all fines and fees have been paid. Graduating students will not receive a diploma until all fines and fees have been paid.

Parking violation penalties are assessed as indicated on the parking citation.

## **Food Services**

### **GMC Dining Facility**

### **Milledgeville Campus**



The Georgia Military College Dining Facility, located on the lower floor in Boylan Hall, offers breakfast, lunch and dinner on all school days. Brunch and dinner are offered on all holidays and weekends during the normal school term. When school is not in session, meal hours vary to support camps and other activities. Cafeteria meals include a choice of entrees, a selection of vegetables, soup, salad bar, grill items and a variety of desserts.

The Canteen (snack bar) located on the main floor of the atrium in Boylan Hall serves a selection of short order items and snacks during the school day. Other services offered by the Dining Facility staff include on-campus catering for banquets, buffets, and luncheons. Contact the Food Service Director for options and pricing.

Food items may be purchased with cash or credit cards. Additionally, any patron with a GMC ID card can use their ID card as a pre-paid credit card. Credit can be pre-loaded on your ID cards for meal purchases using the "Meal Plan" link under "Quicklinks" on the GMC web page found at [www.gmc.edu](http://www.gmc.edu). Payments can also be taken at any food service cash register. Access to the Meal Plan website requires entry of the ID card number and a unique Personal Identification Number (PIN). Temporary PINs are provided when ID cards are issued and can be changed by the patron

when the site is accessed. In addition to adding funds to accounts, Cafeteria and Canteen transactions conducted using your ID card can also be reviewed at this website.

There is also a meal plan available for ALL students. The Meal Plan is intended to provide all meals for full time students during the entire school term (19 meals a week.) The cost for this meal plan is \$1450 per quarter and is normally paid directly to the Business Office with tuition payment. Although portion control is practiced, the meal plan includes unlimited trips through the cafeteria serving line for authorized meals. Canteen services are not included with the Meal Plan. Note: meal plans are intended for use by the student who purchases that plan. Giving food items away purchased under the meal plan is considered theft which is an honor code violation and could result in the loss of meal plan privileges (without refund.)

### **Normal Dining Hours:**

Monday thru Friday Breakfast 6:30am until 8:00 a.m.

Lunch 10:45am until 1:30 p.m.

Dinner 4:15pm until 6:45 p.m. Friday Dinner 4 pm until 6 pm.

Saturday, Sunday, and Holiday Brunch 9-11 a.m. and Dinner 4-6 p.m.

GMC's Dining Facility and Snack Bar are owned and operated by GMC.

## **Student Email Services**

Your official GMC email address (ending in [@bulldog.gmc.edu](mailto:@bulldog.gmc.edu)) will be utilized by GMC faculty and staff for important correspondence. GMC Email is considered an official form of communication, and you need to check your GMC email every day. You will be held responsible for all content in your email box sent from GMC faculty and staff. This includes deadlines and financial information. Not checking your email will not be considered an excuse for missing these deadlines.

## **Student Activities**

The Student Activities Program is supervised by the GMC Dean of Students and administered by the campus Dean of Students. Students are the key to presenting student interests and needs to these administrators.



Activities include movies, dances, entertainers, concerts, field trips, student publications, intramural sport activities, and club activities. Notices of upcoming events and activities are posted on bulletin boards, on the campus televisions in the Atrium in Milledgeville, and announced in club meetings,



on the GMC Facebook page and occasionally announced in class. Students who wish to suggest activities should contact the Student Activities office/Campus Dean of Students or a member of the Student Government Association. A robust student activities program is conducted on GMC's campuses. So, get involved!

The intent of student activities is to promote student-centered learning and provide educational activities that enhance a sense of belonging to GMC, provide fellowship opportunities, develop leadership skills, and contribute to lifelong learning. These activities enrich the GMC experience and enhance the learning environment. Studies at GMC and across the nation have repeatedly confirmed that participation in student activities significantly enhances retention and also promotes stronger academic performance.

Since student activities are funded by enrolled students' activity fees, currently enrolled students are given priority. However, if space is available for non-enrolled students, they are generally welcome as well. Non-enrolled students cannot participate as a club officer or in a competition in which they represent the school unless the rules of the governing organization/competition specifically allow for such participation. Non-enrolled students are those who were enrolled the previous term but are not enrolled for the current term, or who were previously enrolled for the current term but are no longer enrolled. Note that anyone not currently enrolled would need to sign a liability waiver if GMC provides transportation or the venue for the activity.

The college provides a balanced student life program which contributes significantly to the total educational experience of its students. Students are encouraged to participate in a variety of co-curricular and extra-curricular activities designed to enhance their sense of community responsibility and improve their leadership skills. Student Government, other student organizations, and the student publications are not only a vital part of the operation of the institution but they are also an important part of the students' total educational experience. Students are advised to choose activities wisely and to balance academic responsibilities with participation in service, religious, athletic, social, and recreational pursuits. General administrative responsibility for the Student Activities Program rests with the GMC Dean of Students. However, initiatives in developing organizations and activities appropriate to the educational purposes of the college, as well as in implementation of programs, which have been planned, is a shared responsibility of students, faculty and staff.

Exceptions to this policy require the approval of the campus Executive Director.

## **Distinguished Order of the Servant Leader**

Georgia Military College recognizes that a truly educated person contributes to society by being a participation member. That is, the educated person shows compassion and respect for others and recognizes a corporate responsibility to improve the human condition. As a famous cultural anthropologist Margaret Mead noted, "Never doubt that a small group of thoughtful, committed citizens can change the world; indeed, it's the only thing that ever has."

Volunteer community service benefits everyone. The volunteer benefits through experiential learning—learning by doing. The volunteer makes a difference in his/her life and in the lives of other people. The volunteer develops problem-solving /teambuilding skills and realizes that even one person can make a difference. The civic engagement associated with volunteerism recognizes that each of us is part of a larger whole—whether it is the family, community, nation, or world.

Georgia Military College recognizes students and employees who volunteer at least 100 hours in a 12-month period with the Distinguished Order of the Servant Leader award. This award includes a certificate signed by the President and a distinctive medal.



Members of the GMC family are encouraged to document service hours with your campus Dean of Students. The Servant-Leader is one of the most noble and admirable of souls and hundreds of our students and employees have earned this award. You can too!

## **Campus Publicity**

In Milledgeville, the Community Outreach Advisor-Student Activities Office, is responsible for the maintenance of the student activity bulletin boards, the Atrium TVs and the posting of all advertisements. Posters, flyers, banners, announcements, personal ads, and notices must be submitted to the Community Outreach Advisor-Student Activities Office, for approval and actual posting. The Community Outreach Advisor and Executive Director reserves the right to remove any items of publicity not tastefully posted or properly approved. At all other GMC campuses, the Campus Dean of Students and Executive Director are the approval authorities

## **Guidelines for Officers of Clubs/Organizations**

The following guidelines are to be followed when electing officers for each club/ organization with the exception of the Phi Theta Kappa. A student who is running for any office must maintain at least a 2.0 cumulative GPA to be eligible to serve as an officer. All club members must maintain a 2.0 GPA to be considered as an active member. The GPA for prospective members of Phi Theta Kappa is 3.5.

## **Clubs/Organizations Policy-Drugs and Alcohol**

Any student organization that knowingly permits or authorizes the sale, distribution, serving, possession, consumption of alcohol, or use of marijuana, a controlled substance or a dangerous drug, at any social event or otherwise, when such sale, distribution, serving, possession, consumption or use is not in compliance with the laws of the state, shall have its recognition as a student organization withdrawn for a calendar year from the year of determination of guilt. The organization shall also be prohibited from the use of all property and facilities of the institution. These disciplinary actions are subject to administrative review.

## Student Government Association



Georgia Military College has a separate Student Government Association (SGA) at each campus. The SGA deals with student concerns, enhancing understanding within the college community, and administering all matters which are delegated to the student government by the President of Georgia Military College/Campus Executive Director. SGA serves as the primary student voice to the administration in college affairs. Students are encouraged to participate in the SGA and in the institutional decision making process. Elections are held yearly. Officers are elected by the student body and normally serve for one year.

Responsibility for governing the student body is vested in the students themselves. At each campus, the SGA elects a student honor council to hear cases of suspected honor violations.

If you are wondering what the SGA at Georgia Military College does for you, then you are in the right place. In short, we are a body of representatives that serve as a liaison between Georgia Military College administration and you, the students and our constituency. SGA meets weekly to actively discuss and vote on pertinent issues that regard the student body as a whole at Georgia Military College. If any student has a grievance, then we are here to serve you assuring we do all in our power to accomplish the best solution that will achieve the best results for the most students. If there is anything we could help you with, or if you have any questions, please contact one of your class representatives as soon as possible. Your Student Government invites you to attend any of our meetings, which are open to the public.



## Student Publications

The official student publications on campus include “The Old Capitol News”, the student newspaper and “Reflections”, the literary magazine. These publications are produced by students under the supervision of faculty advisors. All student publications shall maintain high standards for responsible journalism. All news stories shall avoid undocumented allegations, attacks on personal integrity, harassment and innuendo and all other forms of harmful personal opinion or bias.

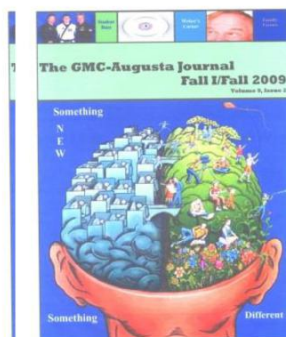
Many GMC campuses have a student newspaper. For more information on how to get involved with this paper check with your campus Dean of Students.



## Student Newspaper

The Old Capitol News is published on the Milledgeville campus quarterly. It is written, produced, and published by students under the supervision of the Office of Student Activities. This club provides opportunities for students in creative writing, reporting, interviewing techniques, business and design. All students, alumni, faculty, and staff are encouraged to read and contribute articles to The Old Capitol News.

The Augusta newspaper is called “The Voice.” The Columbus newspaper is called “The Bark.” The Valdosta campus newsletter is called the Bulldog News. The Warner Robins campus has the GMC-Warner Robins Newsletter. For more information on how to get involved with this paper, check with the Library Association.





*The following organizations are open to ROTC students only.*



### **Color Guard/Drill Team (Milledgeville Campus)**

Open to any student enrolled in ROTC at GMC, the Color Guard/Drill Team promotes the spirit of competition and discipline through the performance of precision execution military drill. The team often competes at national level competitions at various locations throughout the Southeast.



### **Ranger Challenge Team (Milledgeville Campus)**

The Ranger Challenge Team is ROTC's varsity sport. A ten-member team competes at a Brigade level competition against other collegiate teams in such events as orienteering, weapons assembly, rope bridging, hand grenade assault course, and a 10- kilometer forced road march. The Ranger Challenge Team is supervised by the staff of the Military Science Department.



### *Albany Campus-Student Activities*

Albany students are  
welcome to join  
Student Activities  
at any of our other  
campuses.



## *Augusta Campus-Student Activities*



**The Voice**

**Advisor- Aman Kay**

**[akay@gmc.edu](mailto:akay@gmc.edu)**

**Contact for meeting details**



**Criminal Justice Club**

**Advisor- Sam Akers**

**[sakers@gmc.edu](mailto:sakers@gmc.edu)**

**Contact for meeting details**



**Ethics Debate Club**

**Advisors- Kate Williams**

**[kwilliams@gmc.edu](mailto:kwilliams@gmc.edu)**

**Sam Akers**

**[sakers@gmc.edu](mailto:sakers@gmc.edu)**

**Contact for meeting details**

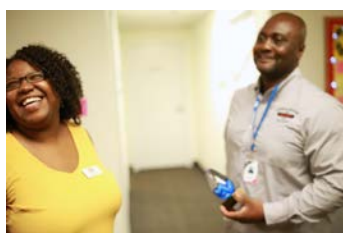
# ΦΘΚ

**Phi Theta Kappa**

**Advisor- April Shoemaker**

**[ashoemaker@gmc.edu](mailto:ashoemaker@gmc.edu)**

**Room 175-Tuesdays 2PM**



**The Veterans Club**

**Advisor- Ben Cairns**

**[bcairns@gmc.edu](mailto:bcairns@gmc.edu)**

**Contact for meeting details**



**Personal Finance Club**

**Advisor- Chris Willox**

**[cwillox@gmc.edu](mailto:cwillox@gmc.edu)**

**Room 110- Tuesdays**

**1PM**



**Student Government Association**

**Advisor- Cathy Simpkins**

**[csimpkins@gmc.edu](mailto:csimpkins@gmc.edu)**

**Tutoring Room-Wednesdays**

**12PM**



**Student Honor Council**

**Advisor- April Shoemaker**

**[ashoemaker@gmc.edu](mailto:ashoemaker@gmc.edu)**

**Room 175-Thursdays 2-4PM**

**Continued on  
next page**

## *Augusta Campus-Student Activities*

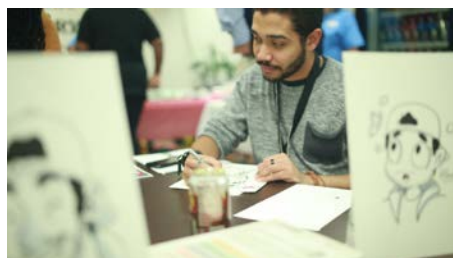


Community Outreach Club

Advisor-Missie Usry

[musry@gmc.edu](mailto:musry@gmc.edu)

Contact for meeting details



Creative Arts Club

Advisor- Greg Tredore

[gtredore@gmc.edu](mailto:gtredore@gmc.edu)

Room 120- Tuesdays 1PM



Tech Dawgs

Advisor-Tom

Lehman

[tlehman@gmc.edu](mailto:tlehman@gmc.edu)

Fridays 12PM

Contact for  
meeting details



General Science Club

Advisor- Ben Wheatley

[bwheatley@gmc.edu](mailto:bwheatley@gmc.edu)



Book Club

Advisor- Flo Smith

[fswalker@gmc.edu](mailto:fswalker@gmc.edu)

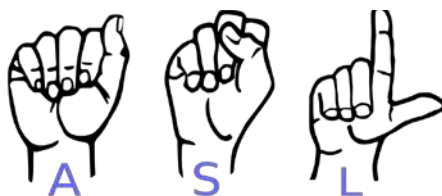
Contact for meeting details

Tabletop Gaming Club  
Advisor-Jeremy Garrison

[jgarrison@gmc.edu](mailto:jgarrison@gmc.edu)

Cooking Club  
Advisor-Vaishali Handa

[vhanda@gmc.edu](mailto:vhanda@gmc.edu)



Sign Language Club

Advisor- Mary Ward

[mward@gmc.edu](mailto:mward@gmc.edu)

Contact for meeting details



Music Club

Advisor-Sharon Greene

[sgreene@gmc.edu](mailto:sgreene@gmc.edu)

Mondays 1PM

Contact for meeting details



Gay Straight Alliance Club

Advisor- Lonzo Smith

[lsmith@gmc.edu](mailto:lsmith@gmc.edu)

Room 155- Mondays 2PM

# COLUMBUS CAMPUS-STUDENT ACTIVITIES



Ethics Bowl



Honor Council



Student Newspaper

## Student Government Association



Veterans Club



## *Dublin Campus-Student Activities*



PHI THETA KAPPA  
HONOR SOCIETY

Advisor-Priscilla Adams Smith

[pasmith@gmc.edu](mailto:pasmith@gmc.edu)

## **Student Government Association**

Advisor-Lashunda Stateson

[lstateson@gmc.edu](mailto:lstateson@gmc.edu)





## *Eastman Campus-Student Activities*



### **Student Government Association**

Advisors Valerie Rose and Christain Smith



### **McAlister Cemetery Clean Up**

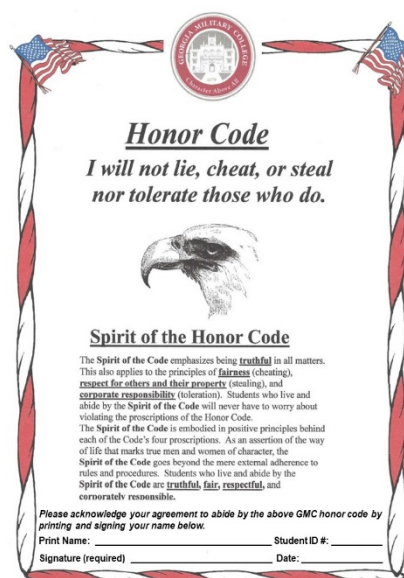


### **Jekyll Island Literature Tri**

## *Fairburn Campus - Student Activities*



PHI THETA KAPPA  
HONOR SOCIETY



***Student Honor Council***

**Student  
Newspaper  
"The Flush"**

# SGA

Student Government Association

*Students Serving Students*



***Follow us on Social Media***



@GMCFairburn



@GMCFairburn



@gmcfairburn



## *Fayetteville Campus-Student activities*

# SGA

Student Government Association

*Students Serving Students*

**Student Government Association**

**Prof Tarria Whitley**

**Twhitley@gmc.edu**



**Student Honor Council**

**Dr. Kristin Girard**

**kgirard@g,c.edu**



**Ethics Bowl Team**

**Dr. Jennifer Haynes**

**jhynes@gmc.edu**



**Student Veterans of America**

**LTC (Ret) Pam McKenzie-Rundle**

**pmckenzie@gmc.edu**

**Student Ambassadors**

**&Community Service**

**Dr. Beth-Anne Miles**

**bmiles@gmc.edu**



**Dr. Josiah Pamoja**

**npamoja@gmc.ed**



**Prof Neysa Gabriel**

**ngabriel@gmc.edu**

## *Madison Campus-Student Activities*

Madison students are welcome at all Student Activities at any of our other campuses.



## *Milledgeville Campus – Student Activities*



Club Advisor  
**Ms. Mason**  
[cmason@gmc.edu](mailto:cmason@gmc.edu)

### *Art Club*



Club Advisor  
**Ms. Zipperer**  
[azipperer@gmc.edu](mailto:azipperer@gmc.edu)



Club Advisor  
**Ms. Kelly Self**  
[kaself@gmc.edu](mailto:kaself@gmc.edu)



**Baptist Collegiate  
Ministries**  
Club Advisor  
**Ms. Kathy Self**  
[kself@gmc.edu](mailto:kself@gmc.edu)

### **BIOLOGY CLUB**



Club Advisor  
**Mr. Fairbrass**  
[mfairbrass@gmc.edu](mailto:mfairbrass@gmc.edu)



Club Advisor  
**Ms. Tucker**  
[ltucker@gmc.edu](mailto:ltucker@gmc.edu)



Club Advisor  
**Ms. Zipperer**  
[azipperer@gmc.edu](mailto:azipperer@gmc.edu)



Club Advisor-  
**Mr. Dietrich**  
[bdietrich@gmc.edu](mailto:bdietrich@gmc.edu)



Club Advisor-**Ms. Yu**  
[myu@gmc.edu](mailto:myu@gmc.edu)

## Milledgeville Campus – Student Activities

*Creative Thinking Club*



Club Advisor  
**Ms. Zipperer**  
[azipperer@gmc.edu](mailto:azipperer@gmc.edu)

**ETHICS BOWL TEAM**




Club Advisor  
**Ms. Johnson**  
[bjohnson@gmc.edu](mailto:bjohnson@gmc.edu)

**JC Fine Arts**



Club Advisors  
**Ms. Zipperer/ Ms. Johnson**  
[azipperer@gmc.edu](mailto:azipperer@gmc.edu)



**MATH CLUB**  
Club Advisor  
**Dr. He**  
[xhe@gmc.edu](mailto:xhe@gmc.edu)

**ΦΘΚ**  
PHI THETA KAPPA  
*Honor Society*  
Club Advisors  
**Ms. Mcpherson**  
[nmcpherson@gmc.edu](mailto:nmcpherson@gmc.edu)

**INTRAMURAL  
PROGRAM**

*Mrs. Celes Mason*  
[cmason@gmc.edu](mailto:cmason@gmc.edu)

**Fall Term**  
**FRIGHT FEST**




**Winter Term**  
**Cocoa / Cookies  
and  
Christmas  
Movie  
Marathon**



**Spring Term**



## *Online Campus-Student Activities*



Online students are welcome to join  
Student Activities at any of our  
other campuses.

## *Sandersville Campus-Student Activities*

Sandersville students are welcome at all Student Activities at any of our other campuses.





## *Stone Mountain Campus-Student Activities*

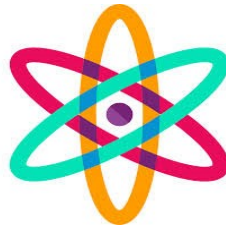
Stone Mountain students are welcome at all Student Activities at any of our other campuses.



## *Valdosta Campus-Student Activities*



Bulldog Newsletter  
Club  
Advisor: **Mr. Adams**  
[aadams@gmc.edu](mailto:aadams@gmc.edu)



Biology Club  
Advisor: **Ms. Childers**  
[pchilders@gmc.edu](mailto:pchilders@gmc.edu)



Honor Council  
Association  
Advisor: **Ms. Routsong**  
[kroutsong@gmc.edu](mailto:kroutsong@gmc.edu)  
**Mr. Rains**  
[erains@gmc.edu](mailto:erains@gmc.edu)



Advisor: **Mr. Wright**  
[cwright@gmc.edu](mailto:cwright@gmc.edu)  
**Ms. Wilcox**  
[iwilcox@gmc.edu](mailto:iwilcox@gmc.edu)



Talent Club  
Advisor: **Mrs. Reaves**  
[treaves@gmc.edu](mailto:treaves@gmc.edu)



Advisor: **Mr. Prowell**  
[wprowell@gmc.edu](mailto:wprowell@gmc.edu)  
**Ms. Conley**  
[tconley@gmc.edu](mailto:tconley@gmc.edu)



Christian Fellowship  
Club  
Advisor: **Mrs. Reaves**  
[treaves@gmc.edu](mailto:treaves@gmc.edu)



Walking/Running Club  
Advisor: **Ms. Wilcox**  
[iwilcox@gmc.edu](mailto:iwilcox@gmc.edu)



History Club  
Advisor: **Ms. Boyer**  
[wboyer@gmc.edu](mailto:wboyer@gmc.edu)

## *Valdosta Campus-Student Activities*



Adventure Club  
Advisor: **Mrs. Brown**  
[pbrown@gmc.edu](mailto:pbrown@gmc.edu)



Pre-Health Club  
Advisor: **Dr. Adiani**  
[ladiani@gmc.edu](mailto:ladiani@gmc.edu)



Craft Club  
Advisor: **Ms. Santicola**  
[ssanticola@gmc.edu](mailto:ssanticola@gmc.edu)

**Follow us on your favorite social media sites!!!**



**Twitter.com/gmcvaldosta**



**Instagram.com/gmcvaldosta**



**Facebook.com/gmcvaldosta**

## *Warner Robins Campus-Student Activities*

Join us for Club Day early in Fall I, or ask about clubs and student activities any time of year. Follow us @gmcwarnerrobins on Facebook, Twitter, and Instagram!

### **ART CLUB**



### **BULLDOG REVIEW**



### **ETHICS BOWL**



### **NEWSLETTER**



### **PHI THETA KAPPA**



### **SOCIAL SCIENCE CLUB**



### **STEM CLUB**



### **STUDENT GOVERNMENT VETERANS CLUB**



### **2019 FALL FESTIVAL**



## *Zebulon Campus-Student Activities*

Zebulon students  
are welcome to  
join Student  
Activities at  
any of our  
other  
campuses.



## Intramural Program

GMC's Campus Recreation Intramural Program strives to provide a variety of opportunities that contribute to and promote the *six dimensions of wellness*—physical, emotional, social, spiritual, intellectual, and environmental. Our goal is to continuously create and provide a competitive, safe, and enjoyable atmosphere that encourages civility, teamwork, and character development, as well as, a lifelong pattern of positive recreational activity regardless of physical ability. The activities vary by quarter which include, but not limited to, basketball, softball, volleyball, Frisbee golf, dodgeball, and flag football.





## Intercollegiate Athletics



GMC provides an intercollegiate athletics program and sponsors the following athletic teams: men's soccer, women's soccer, men's cross-country, women's cross-country, men's and women's golf, women's softball, a cheerleading team, a co-ed rifle team, and a football team. The college is a full member of the National Junior College Athletic Association and the Georgia Junior College Athletic Association. All teams compete at the intercollegiate level with the exception of the cheerleading squad. Currently, the cheerleading program is a game day squad.

Football, women's softball, men's soccer, and women's soccer are institutionally funded athletic scholarship programs. Membership in the GMC Corps of Cadets is required to play on the football team. Teams that do not require intensive practice for proper execution of the sport, such as golf, and cross-country, are open to students from all GMC campuses. Those sports that are team dependent (football, soccer, and softball) are available only at the GMC campus in Milledgeville.

## Voter Registration

Georgia citizens are encourage to register to vote [www.sos.ga.gov](http://www.sos.ga.gov)

GMC students who are residents of other states should contact their home state's Secretary of State's office and also apply for an absentee ballot.

Students can also register at their local courthouse in the Voter Registrar's Office, at the Driver's License Bureau, or obtain a form at the local Wal-Mart Service Desk.

In order to register to vote, one must be a US citizen, be at least 17 ½ to register but 18 years old to vote and have a valid ID card.



All students and employees are encouraged to register to vote. It is a right and a moral obligation. This is an example of exemplifying GMC's core value of "country."

In Georgia, county registrar information can be found at the following link  
<http://sos.georgia.gov/cgi-bin/countyregistrarsindex.asp>

The county elections supervisor for each of our campuses follows:

### Albany Campus-Dougherty County

222 Pine Ave

Albany, GA 31702

Telephone: 229-431-3247

Fax 229-438-3975

### Augusta Campus-Richmond County

Richmond County Election Supervisor

Municipal Building

530 Greene Street

Room 104

Augusta, GA 30901

Telephone: (706) 821-2340

Fax: (706) 821-2814

Email: [lbailey@augustaga.gov](mailto:lbailey@augustaga.gov)

Website: [www.augustaga.gov/index.aspx?nid=527](http://www.augustaga.gov/index.aspx?nid=527)

### Columbus Campus-Muscogee County

Muscogee County Election Supervisor

2<sup>nd</sup> Floor-Citizens Service Center

3111 Citizens Way

Columbus, GA 31907

Telephone: (706) 653-4392

Fax: (706) 653-4394

Email: [nboren@columbusga.org](mailto:nboren@columbusga.org)

Dublin Campus—Laurens County

Laurens County Chief Registrar

Post Office Box 2102

117 E Jackson St., Suite A

Dublin, GA 31040-2102

Telephone: (478) 272-2841

Fax: (478) 277-2933

Email: [registrars@dlcga.com](mailto:registrars@dlcga.com)

Eastman Campus—Dodge County

Dodge County Elections Office

Election Superintendent, PO Box 514

Eastman, GA 31023-0514

Telephone: (478) 374-8123

Fax: (478) 374-8124

Email: [dc.registrar.ga@hotmail.com](mailto:dc.registrar.ga@hotmail.com)

Website: [www.dodgecountyga.com](http://www.dodgecountyga.com)

Fairburn Campus-Fulton County

Fulton County Election Supervisor

130 Peachtree Street, SW, Suite 2186F

Atlanta, GA 30303-3460

Telephone: (404) 612-7020

Fax: (404) 730-8839

Email: [elections.voterregistration@fultoncountyga.gov](mailto:elections.voterregistration@fultoncountyga.gov)

Website: [www.fultoncountyga.gov/rae-home](http://www.fultoncountyga.gov/rae-home)

Fayetteville Campus—Fayette County

Fayette County Election Supervisor

140 Stonewall Ave West, Ste 208

Fayetteville, GA 30214-1520

Telephone: (770) 305-5408

Fax: (770) 305-5449

Email: [electionsgroup@fayettecountyga.gov](mailto:electionsgroup@fayettecountyga.gov)

Website: [www.fayettecountyga.gov/elections/index.asp](http://www.fayettecountyga.gov/elections/index.asp)

Madison Campus-Morgan County

Morgan County Election Supervisor

434 Hancock Street

Madison, GA 30650

Telephone: (706) 343-6311

Fax: (706) 343-6496

Email: [sdoorenbos@morganga.org](mailto:sdoorenbos@morganga.org)

Website: [www.morganga.org/Departments/tabid/55/Default.aspx](http://www.morganga.org/Departments/tabid/55/Default.aspx)

Milledgeville Campus—Baldwin County

Baldwin County Chief Registrar  
Baldwin Co Courthouse  
121 N Wilkinson St  
Suite 102  
Milledgeville, GA 31061-3399  
Telephone: (478) 445-4526  
Fax: (478) 445-5756  
Email: [vrbaldc@windstream.net](mailto:vrbaldc@windstream.net)  
Website: [www.baldwincountyga.com/voterregistration](http://www.baldwincountyga.com/voterregistration)

Sandersville Campus-Washington County

Washington County Chief Registrar  
Washington County Courthouse  
132 West Haynes Street, Room 108  
P. O. Box 5856  
Sandersville, GA 31082-0669  
Telephone: (478) 552-5239  
Fax: (478) 640-0009  
Email: [washcoreg150@yahoo.com](mailto:washcoreg150@yahoo.com)

Stone Mountain Campus—DeKalb County

DeKalb County Election Supervisor  
Memorial Drive Complex  
4380 Memorial Drive, Suite 300  
Decatur, GA 30032-1239  
Telephone: (404) 298-4020  
Fax: (404) 298-4038  
Email: [mwdaniel@dekalbcountyga.gov](mailto:mwdaniel@dekalbcountyga.gov)  
Website: <http://www.dekalbvotes.com>

Valdosta Campus-Lowndes County

Lowndes County Election Supervisor  
Lowndes County Elections  
2808 North Oak Street (31602)  
P O Box 10130  
Valdosta, GA 31604  
Telephone: (229) 671-2850  
Fax: (229) 333-5199  
Email: [dcx@lowndescounty.com](mailto:dcx@lowndescounty.com)

Warner Robins Campus-Houston County  
Houston County Election Supervisor  
Houston County Government Building  
801 Main Street, Room 237  
Post Office Box 945  
Perry, GA 31069-0945  
Telephone: (478) 987-1973  
Fax: (478) 988-0699  
Email: [elections@houstoncountygga.org](mailto:elections@houstoncountygga.org)

Zebulon-Pike County  
Chief Registrar  
PO Box 1032  
Zebulon, GA 30295  
Telephone: (770) 567-2003  
Fax: (770) 567 7280  
Email: [schamblin@pikecoga.com](mailto:schamblin@pikecoga.com)

Online – Georgia residents can contact the voter registration office at their home campus location for more information.

A voter registration form and a required voter registration notice are attached for your use and convenience. In Milledgeville, students and employees are welcome to visit the student activities office for assistance and all students/all employees can find voter assistance at <http://www.sos.ga.gov/elections>.

## **Required Voter Registration Notice**

Applicants have a choice to either personally return the application or permit another person or a private entity to return the application on the applicant's behalf.

Applicants are not officially registered to vote until eligibility has been determined by the appropriate board of registrars. If the applicant does not receive notification within 2-3 weeks after submitting the application, the applicant should contact the appropriate board of registrars for further information.

All applicants must provide to the county registrar one of the forms of registration identification either with the application or prior to or at the time of voting for the first time.

If an applicant's name does not appear on the official list of electors when voting at the polls, that person may be eligible to cast a provisional ballot.

An applicant's registration status and polling place location can be found on the Secretary of State's website

This notice must be posted at the registration site or provided as a handout to all applicants.



# STATE OF GEORGIA APPLICATION FOR VOTER REGISTRATION

Fill out the bottom half of this application by following these directions. Print clearly and use blue or black ink.

- LEGAL NAME.** Your full legal name including any suffix such as Sr., Jr., III, is required on this form.
- ADDRESS.** Provide residential address. This information is required.
- MAILING ADDRESS.** If mailing address is different from residential address, complete the mailing address section.
- PERSONAL INFORMATION.** A telephone number is helpful to registration officials if they have a question about your application. Gender and race are requested and are needed to comply with the Voting Rights Act of 1965, but are not mandated by law.
- VOTER IDENTIFICATION NUMBER.** Federal law requires you to provide your full GA Drivers License number or GA State issued ID number. If you do not have a GA Drivers License or GA ID you must provide the last 4 digits of your Social Security number. Providing your full Social Security number is optional. Your Social Security number will be kept confidential and may be used for comparison with other state agency databases for voter registration identification purposes. If you do not possess a GA Drivers License or Social Security number please check the appropriate box and a unique identifier will be provided for you.
- OATH.** Federal law requires that you answer the citizenship and age questions. Read the oath and sign your name. If you cannot complete this application unassisted because of physical disability or illiteracy, you must either sign or make your mark on the signature line, and the person assisting you MUST sign the signature space for person assisting voter.
- POLL OFFICER QUESTION.** Your willingness to be a poll worker will have no bearing on your application for registration.
- NAME/ADDRESS CHANGE.** Complete these sections to change the name or address of your current voter registration.
- MAP/DIAGRAM.** If you live in an area without house numbers and street names, please include a drawing of your location to assist us in locating your appropriate voting precinct.
- DELIVERY INSTRUCTIONS:** Verify that you have completed and signed the application. Enclose a copy of your ID if you are submitting this form by mail and registering for the first time in Georgia. Fold the application in half, remove the tape at the top, and press the edges together. The application is ready for you to mail (postage is prepaid) or deliver to your county voter registration office.
- You are NOT officially registered to vote until this application is approved.** You should receive a voter precinct card in the mail. If you do not receive this acknowledgement within two to four weeks after mailing this form, please contact your county voter registration office. You can find your poll location and other election information on the Secretary of State's website at [www.sos.state.ga.us/elections](http://www.sos.state.ga.us/elections).



**REQUIREMENT:** If you are submitting this form by mail and you are registering for the first time in Georgia, enclose a copy of one of the following with your application: A copy of a current and valid photo ID, a copy of a current utility bill, bank statement, government check, paycheck, or other government document that shows your name and address. Those who are entitled to vote by absentee ballot under the Uniform and Overseas Citizens Absentee Voting Act are exempt from this requirement.

Place copy of ID in pocket



Trim copy of ID to size

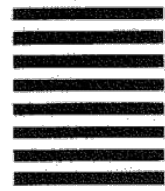
						CHANGE OF ADDRESS <input type="checkbox"/> CHANGE OF NAME <input type="checkbox"/> OTHER <input type="checkbox"/>	
1	LAST NAME	FIRST NAME	MIDDLE OR MAIDEN NAME	SUFFIX <input type="checkbox"/> Jr. <input type="checkbox"/> Sr. <input type="checkbox"/> II <input type="checkbox"/> III <input type="checkbox"/> IV <input type="checkbox"/> V			
2	RESIDENCE ADDRESS: House No. and street name		APT. NO.	CITY	COUNTY	STATE <b>GA.</b>	ZIP CODE
3	MAILING ADDRESS (if different from residence address): Post-office box or route		CITY		STATE	ZIP CODE	
4	TELEPHONE NUMBER ( )	DATE OF BIRTH: MM/DD/YYYY	GENDER Male <input type="checkbox"/> Female <input type="checkbox"/>	RACE/ETHNICITY: <input type="checkbox"/> Black <input type="checkbox"/> White <input type="checkbox"/> Hispanic/Latino <input type="checkbox"/> Asian/Pacific Islander <input type="checkbox"/> American Indian <input type="checkbox"/> Other			
5	VALID GA. DRIVER'S LICENSE OR GA. I.D. NO. [ ] [ ] [ ] [ ] [ ] [ ] [ ] [ ]		If no GA Driver's License or GA. I.D. No., must provide last 4 digits of your Social Security Number [ ] [ ] [ ] [ ]		FULL SOCIAL SECURITY NUMBER (OPTIONAL) Last 4 Digits (Required) [ ] [ ] [ ] [ ]		<input type="checkbox"/> Check if you do not have a GA Driver's License, GA. I.D. No. or Social Security No.
<p>(Your answer is required under federal law)</p> <p><b>I SWEAR OR AFFIRM:</b> Are you a citizen of the United States of America? Check One: Yes <input type="checkbox"/> No <input type="checkbox"/> Will you be 18 years of age on or before election day? Check One: Yes <input type="checkbox"/> No <input type="checkbox"/> If you checked "No" in response to either of these questions, do not complete this form.</p> <p><b>I SWEAR OR AFFIRM THAT:</b> I reside at the address listed above. I am eligible to vote in Georgia. I am not serving a sentence for having been convicted of a felony involving moral turpitude. I have not been judicially declared to be mentally incompetent.</p>							
Date		Signature		Signature of person helping illiterate or disabled voter			
7	May we contact you about working as an Election Day poll officer? Yes <input type="checkbox"/> No <input type="checkbox"/> If you would like to receive additional information by email, please provide your e-mail address:		8		CHANGE OF NAME: If you are changing your name, list the name under which you were previously registered: Last Name First Middle or Maiden Name CHANGE OF ADDRESS: If you are changing your address or if you were previously registered to vote, list your previous address: CITY COUNTY STATE		Military Active Duty? Yes <input type="checkbox"/> No <input type="checkbox"/>



DO NOT FOLD OVER, STAPLE OR TAPE



NO POSTAGE  
NECESSARY  
IF MAILED  
IN THE  
UNITED STATES



**BUSINESS REPLY MAIL**

FIRST-CLASS MAIL PERMIT NO. 19242 ATLANTA GEORGIA

POSTAGE WILL BE PAID BY ADDRESSEE

HON. BRIAN P. KEMP  
SECRETARY OF STATE  
STATE OF GEORGIA  
PO BOX 105325  
ATLANTA GA 30348-9562



**STATE OF GEORGIA APPLICATION FOR VOTER REGISTRATION**

If you meet the following qualifications, complete this form and **personally mail** to the Secretary of State or **personally deliver** to your county voter registration office. Prepaid postage is provided for your convenience.

**QUALIFICATIONS:** To register to vote you must:

- Be a **citizen** of the **United States**
- Be a **legal resident** of the **county**
- Be at least **17½** years of age to register and **18** to **vote**
- **Not** be serving a sentence for conviction of a **felony** involving moral turpitude
- Have **not** been found **mentally incompetent** by a judge

See other side for complete instructions.

Once you complete and personally mail or deliver your application, you should receive an acknowledgement from the local voter registration office. Generally this process takes two to four weeks. To follow up on your voter registration application or to obtain more information on voter registration and elections, just call your local voter registration office.

**GENERAL INFORMATION:**

For more information on election dates, registration deadlines, and local county voter registration telephone numbers, see the Secretary of State's website at [WWW.SOS.STATE.GA.US/ELECTIONS](http://WWW.SOS.STATE.GA.US/ELECTIONS).

HON. BRIAN P. KEMP  
SECRETARY OF STATE  
1104 West Tower  
2 Martin Luther King, Jr. Dr.  
SE Atlanta, GA 30334-1505  
Telephone: (404) 656-2871

# **Academic Support Services**

## **Academic Success Center**

The Academic Success Center, as part of [GMC's Center for Teaching and Learning](#) promotes the academic success of GMC students by providing support through the following programs: academic advising, academic alert, tutoring, and academic suspension counseling.

**Mission:** The Academic Success Center dedicates itself to promoting and motivating students to increase their desire to learn through creating an environment that encourages self-advocacy needed to achieve academic success by:

- Assisting students with the development of academic skills;
- Providing academic advising to students to assist them in obtaining their personal and educational goals;
- Providing tutoring services through online access or face-to-face interaction to meet the needs of a larger population of students;
- Providing educational skills training for students returning from academic suspension to improve student success

### **Academic Advising**

All GMC students receive assistance from an advisor for planning their term course schedules and overall academic program plans through the Academic Advising program.

**Mission:** The academic advising program at GMC strives to assist students in identifying, understanding and achieving educational, personal and professional goals by following a path of learning and discovery. To that end, advisors will foster student success by facilitating an educational experience that holistically leads students to become self-directed, life-long learners and decision-makers.

Georgia Military College provides each student with an advisor, and basic advising information that can be found on the GMC [advising website](#), [GMC College Catalog](#), and [Student Handbook](#). Advisors are available throughout the academic term to meet with students, to answer their questions, to assist them with college policy, and with monitoring their academic progress and educational goals.

### **Academic Alert Program**

The Academic Alert program serves all GMC students in the effort to identify struggling students before and as they need assistance.

**Mission:** Academic Alert seeks to identify at risk and struggling students to facilitate the development of essential academic skills and habits needed to be successful in a post-secondary environment.

Georgia Military College established an academic alert program that involves the use of the Starfish Retention Solutions software program and campus-level success coaches. This program provides additional academic counseling to students who are having difficulty in their classes. Each campus has personnel that serve as Academic Success Coaches, who receive referrals from students, faculty, or staff through Starfish alerting them to contact struggling students. A list of success coaches can be found on our website at <http://www.gmc.edu/academic-programs/academic-support-overview.cms>. The Academic Success Coach contacts the students to provide academic counseling and referral to other campus services such as: tutoring, academic advising, or disability services.

### **Tutoring**

All GMC students have access to tutoring services at no charge to the student in order to support their learning.

**Mission:** GMC Tutoring Centers serve as centers for learning assistance, providing a support structure that allows students to gain self-confidence and independence in their academic work. The ultimate purpose of tutoring is to create independent learners.

**Free tutoring** is provided to students at all GMC campuses and online. Campus specific information for the tutoring at each campus is provided on the GMC website. Each campus has a tutoring program with tutors for a variety of subjects. Tutoring for students taking online courses is available through their Moodle course page. Tutoring services is also free of charge for students taking GMC courses in the online environment.

### **Academic Suspension Program**

All students returning or entering GMC that were placed on academic suspension must complete the Academic Suspension Program. This program was created to assist struggling students with identifying and trying to eliminate behaviors that contributed to their poor academic standing.

**Mission:** This program seeks to help students returning from suspension by providing academic skills training to assist students in the successful completion of courses at a standard acceptable to the institution.

Students returning or transferring to GMC after a period of academic suspension are required to complete a workshop or seminar. Each campus has an individual designated (usually the Campus Academic Dean) to provide additional academic counseling and ensure that students returning or entering from suspension complete the training program.

## **Things to Know at GMC**

**GPA** - Know your Grade Point Average.

**Degree Plan** - Know your degree plan; keep up with your courses and grades.

**Resources** - Keep your catalog, textbooks and handouts at hand; make use of the computers, library, tutors, and other campus resources. Get to know your advisors.

**Your Academic Standing** - Know your academic standing at any time in each course. Target grades and develop a strategy to maintain them.

**Course Requirements** – Be familiar with the syllabus for each class (usually available in Moodle).

**Prerequisite Skills** – Know what skills are necessary for the course.

**College Departments**- Know the location of various offices and stay in contact.

**How to present yourself** - Be an academic diplomat; know how to present yourself in a professional and positive manner.

**Ask questions and take answers** - Ask what you really want to know and be willing to make use of the answer.

**Accept responsibility for success and failure** - Be honest with your ability for success and be willing to accept responsibility for failure.

**Official regulations and procedures** - Don't depend upon unofficial information; get the official line from college publications or ask an official.

**Get your GMC email set up and use it**- All official communication will be sent to your GMC email account. Be sure to maintain it by daily monitoring and cleaning it of any junk email.

**Become familiar with Moodle** – This will be the primary way in which your professor contacts you, provides you with course information, and allows you to connect with classmates.

**Georgia Military College website** – [www.gmc.edu](http://www.gmc.edu)

## **Use Critical Thinking when Registering for Courses**

**Steps to take:**

**Get all records straight** - Make sure that you have completed all necessary forms; applications, financial aid, registration, finance office, and drop/add forms. Make sure required documents are in your file; transcripts, medical records, transfer evaluations, placement scores.

**Get the proper course FIT** - Make sure that you have a balanced registration with required courses. An ideal registration should have a balanced course registration that allows for your maximum study time and success potential.

**Note the periods of withdrawal** – The drop/add period is a short period at the beginning of the academic term during which the student is allowed to drop and add courses without academic or financial penalty. After this period, the student has to officially withdraw from a course that they no longer plan to attend. There is financial obligation to pay for these courses and financial aid may be affected by the time period of withdrawal. See the full withdrawal policy in the Academic Catalog located on the GMC website.

**Evaluate your classes early** - Determine from the syllabus, the assignment load and decide if you should take the class.

**Consult with your professor** - Make contact with your professor and determine the requisite skills for the class.

**Consult your advisor** - Make contact with your advisor to make any changes necessary as soon as possible.

**Identify your strengths and weaknesses** - Know what areas you are strong in and which areas are problem areas.

**Get help as soon as possible** - Don't wait for time to clarify your understanding; ask for assistance.

**Register Early** - Know your target area and secure a spot in your course of your choice early

**Pay your fees promptly** – After registration, pay your assessed fees promptly to assure a secured registration.

## Academic Record

Remember that your academic record is permanent and includes all of the courses that you have attempted at an institution. When you transfer to another college, or transfer into GMC, your academic record is taken as a whole and may be analyzed by a calculation of all courses taken (a roll up GPA).



## Educational Support System



Georgia Military College offers students a number of support programs and services designed to maximize the opportunity for the student to excel academically.

1. Initial transcript evaluation (for transcripts received) is done early in the admissions process to determine difficulties and proper placement in math and English courses.
2. Placement examinations in reading, English, and math are conducted for incoming students. Scores on these tests ensure placement in the proper level of courses in math, reading, and English.
3. GMC offers learning support services in math, English, and reading to prepare students for college level course work if needed.
4. The college provides all students the resources of tutors in a variety of academic disciplines. This tutoring is at no charge to the student and is available regularly through the week at posted times. In addition to tutors, the college has computer labs, library automation services, and audio visual and informational aids to assist students.
5. The college provides advisement and placement services for all students. By proper advisement and registration, students will be able to maximize academic strengths without jeopardizing grade point standing.
6. The college provides an Academic Alert system. Students having academic difficulty (attendance, grades, self-report) are identified by the professor and referred to the campus academic success coaches or the GMC Campus designee for academic counseling. Students are e-mailed a notice of the problem which includes helpful academic information. They are directed to meet with the success coach or a designated representative to discuss the issue. A personalized plan of action is developed to remedy the problem. Academic support is available from the faculty, staff, tutors, and the campus academic success coaches.

## **Personal Problem Assessment & Referral Assistance**

Georgia Military College recognizes that some students will experience personal stressors in the academic environment. Students who have personal stress frequently find it difficult to successfully complete their academic and personal goals. Through the Office of Disability Services or the appropriate GMC Campus representative, the student has someone to listen to problems and help discover ways to solve the dilemma. Such academic counseling is limited to assessment, assistance, and referral. Counseling does not include therapy or psychological evaluation.

## **Transfer/Career Guidance**

GMC campuses routinely host transfer fairs at their respective campuses. During this time, representatives from four-year colleges and local industry are available to provide accurate information for transfer and educational planning. Additionally, the Georgia Career Information Services (GCIS) is available within the online library resources offering.



# Disability Services at GMC

## Student Disability Services

The Student Disabilities Services program is provided to all GMC students to ensure that students needing accommodations are served to ensure equal access.

**Mission:** Georgia Military College is committed to the full and total inclusion of all individuals and to providing equal opportunity to participate in and benefit from all programs, services and activities by:

- Approving and assisting in the provision of reasonable accommodations;
- Encouraging student independence, personal growth, and self-advocacy;
- Promoting diversity and inclusion in all environments;
- Supporting, training and providing resources to faculty, staff and administrators;
- Supporting institutional standards and integrity by valuing high expectations for all students including those with disabilities;
- Providing guidance and leadership regarding policy decisions and planning

## Policies and Procedures for Students with Disabilities

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

As a public institution receiving federal funds, Georgia Military College adheres to the provisions of Section 504 of the Rehabilitation Act of 1973, the Americans with Disabilities Act of 1990 and the ADA Amendments Act of 2008. In accordance with all pertinent federal and state legislation the institution will ensure reasonable accommodations are provided for students with disabilities through the Office of Student Disability Services.

Institutional policy ensures that reasonable accommodations be made on an individualized case-by-case basis. However, it is the responsibility of the student to identify and disclose their disability and make their needs known. Georgia Military College will give primary consideration to the individual's request and will provide the reasonable accommodation unless an equally effective aid or service is available, the means chosen would result in a fundamental alteration of Georgia Military College's programs, or the accommodation would result in an undue financial or administrative burden on the College.

**Definition:** An individual with a disability is defined as a person who 1) has a physical or mental impairment that substantially limits one or more life activities, 2) has a record of such impairment, or 3) is regarded as having such impairment.

Accommodations are those adjustments to structure, location or mode of access to the educational environment. Accommodations are to be reasonable, not altering academic standards or expectations, and does not place undue financial or administrative hardship on an institution.

### **Contact Person**

The primary point of contact is the Campus Disability Coordinator at the campus the student is attending. The Manager of Student Disability Services is located at the main campus of Georgia Military College at Milledgeville, in Zell Miller Hall, phone: 478-387-4902.

### **PLEASE NOTE THAT DISABILITY WILL NOT BE FACTOR IN QUALIFYING FOR COLLEGE ADMISSION.**

### **Rights and Responsibilities**

To ensure full translation of this policy for access of individuals with disabilities, two important areas of rights and responsibilities have to be considered: a) the right of the individual with a disability to be included on the basis of criteria that do not unfairly discriminate because of the disability, and b) the right of the institution to set and maintain standards for admitting and evaluating the progress of students.

### **Rights and Responsibilities of the Institution**

Georgia Military College recognized that its basic responsibility is to identify and maintain the academic and technical standards that are fundamental to providing quality academic programs while ensuring the rights of individuals with disabilities. To meet these obligations, Georgia Military College recognizes the following rights and responsibilities:

- Georgia Military has the right to request and receive documentation that supports a request for accommodation. The institution has the right to deny a request if the documentation demonstrates that no accommodation is necessary, or if the individual fails to provide such documentation.
- Georgia Military has the right to select among equally effective accommodations for individuals with a disability.
- Georgia Military has the right to refuse an unreasonable accommodation or one that imposes an undue hardship on the institution.
- Georgia Military has the responsibility to ensure that its recruitment information and activities are available and accessible.
- Georgia Military has the responsibility to evaluate applicants based solely on their abilities and qualifications. If an evaluation method of criterion unfairly discriminates against an applicant with a disability, the college will seek reasonable alternatives.
- Georgia Military has the responsibility to ensure that all of its academic programs are accessible and usable.

- Georgia Military has the responsibility to adjust, substitute or waive any academic requirements which unfairly discriminate against students with disabilities and that are not essential to the integrity of students' academic programs.
- Georgia Military has the responsibility to make reasonable accommodations for a student with a disability in the delivery, instructional method, and evaluation system of a course.
- Georgia Military has the responsibility to inform its applicants and students about the availability of auxiliary aids and the range of possible accommodations as well as the procedures for requesting them.
- If a request for modification is denied, Georgia Military has the responsibility to inform the individual of his or her right to appeal the decision and the procedures for initiating an appeal.

### **Rights and Responsibilities of the Individual**

An individual with a disability has a right to an equal opportunity to participate in and benefit from programs offered at Georgia Military College. To ensure this right, individuals with disabilities at Georgia Military must identify and disclose a disability to the Disability Coordinator at the campus they are attending. The following rights and responsibilities are placed on the individual:

- Individuals with disabilities have the right to an equal opportunity to learn. They have a right to reasonable accommodations in aspects of their educational experiences such as location, delivery system, or instructional methodologies that limit access, participation, or ability to benefit.
- Individuals with disabilities have the right to an equal opportunity to participate in and benefit from the academic community. This includes access to services and co-curricular activities when reviewed in their entirety, which are comparable to those provided any other student.
- Individuals with disabilities have the right to confidentiality of all information and have the right to choose to whom information about their disabilities will be disclosed.
- Individuals with disabilities have the right to information regarding the availability of auxiliary aids and possible accommodations as well as procedures for making requests for either.
- Individuals with disabilities have the right to be informed of procedures for initiating an appeal of a decision by the institution regarding auxiliary aids or accommodations.
- Individuals with disabilities have the right to be informed of procedures for initiating further appeal of an institutional decision through external channels. This typically would be done through filing a complaint with the Office of Civil Rights or filing a case through the civil court system.
- Individuals with disabilities have the same responsibility as any other student to meet and maintain the institution's academic standards.
- Individuals with disabilities have the responsibility to advocate for their own individual needs and to seek information, counsel, and assistance as necessary to be effective self-advocates.
- Individuals with disabilities have the responsibility to demonstrate or document how their disabilities limit their ability to benefit from a particular delivery system, instructional method, or evaluation criteria when they make a request for accommodation.

- Individuals with disabilities have the responsibility to follow published procedures for making such requests and to do so in a timely fashion.
- Individuals with disabilities have the responsibility to follow published procedures for filing an appeal.

## **Verification Process**

The Verification Process will be determined by the Office of Student Disability Services.

## **Process for Students Applying for Accommodations**

It is the responsibility of the verified students to request accommodations each term if needed. The Office of Student Disability Services does not automatically implement accommodations each term. Students choosing to use accommodations should log in to their Accommodate account and submit their quarter request providing appropriate information. **It is the responsibility of the student to meet with each instructor to discuss the Notification Letter and the desired accommodations.** Students must request the Notification Letters with **Timely Notice** prior to the need of the accommodation. Instructors are not required to provide classroom accommodations until they have received the electronic letter and are not required to provide accommodation retroactively. Therefore, it is encouraged that the students request accommodations early in the term.

Some accommodations have additional requirements before they can be implemented. These accommodations need to be requested at least three weeks before the start of a term or in a reasonable timeframe because these accommodations involve collaboration and coordination with other departments and companies, which may require weeks to process. Where the accommodation is particularly burdensome or cumbersome, additional time may be necessary. Georgia Military College will make every effort to provide these accommodations within a reasonable timeframe; however, the closer to the term a student waits before requesting an accommodation, the more likely these resources will not be available by the start of the term. Students eligible for the following accommodations should supply their schedules to the Office of Student Disability Services at registration, should communicate any schedule changes as soon as possible, and should communicate with the Office of Student Disability Services regarding alternate formats needed as soon as possible.

### **Level I: Informal Appeal**

- All questions regarding accommodation(s) should begin at the lowest level with the Campus Disabilities Coordinator within 5-working days upon receipt of the letter.

### **Level II: Formal Appeal**

- Level II: Formal Appeal
- If unresolved, the student shall file a written appeal to the Campus Executive Director within 5 working days of a decision from the campus disabilities coordinator. A written appeal should include a description of the reason(s) for the appeal and any supporting information/documentation. The Campus Executive Director will provide the decision in writing within 3 working day upon receipt of a written appeal.
- If still unresolved, the student may file a written appeal to the Executive Vice President within 5 working days of the Campus Eexecutive Director's decision. The Executive Vice

President will provide the decision within 3 working days of receipt of a written appeal. This decision will be final.

- If the outcome of the appeal does not resolve the issue, students also have the right to further appeals of an institutional decision through external channels which would typically be done through filing a complaint with the Office of Civil Rights or a case through the civil system.
  - Following this meeting the students will access accommodations through the Accommodate program. Students can make their request for Instructor Notification Letters each quarter in Accommodate and will receive a copy of the letter in email when the request is complete.

## Verification Status

The Office of Student Disability Services will assign the student a verification status depending on the type of disability a student has been diagnosed and/or the completeness of the documentation submitted:

- **On-Going**—A student who receives an on-going verification has submitted current, complete documentation that clearly exhibits an impact from a disability that is stable, not expected to change over time, and supports the need for accommodation. These students will not be expected to submit additional documentation unless they request an accommodation that has not already been approved and is not supported by the previously submitted documentation.
- **Annual Renewal**—An annual renewal verification is approved for those students who have a diagnosed disorder or condition in which the impact may change over time. These students will be required to submit updated documentation on an annual basis to allow the Office of Student Disability Services to adjust the verification status and approve accommodations if necessary.
- **Temporary**—Temporary verification status may be approved for students who have submitted some documentation that may state a diagnosis but may not be complete or is out-of-date. These students may be verified on a temporary basis while allowing them time to gather the necessary documentation. A temporary verification status may also be given, as resources allow, to students who receive a temporary injury and may need accommodations until the injury is sufficiently healed. These students are verified for the length of time recommended by the treating physician.
- **Denied**—A student may be denied verification for a number of reasons, including but not limited to: 1) submitted documentation that does not support the presence of a diagnosed disorder, 2) a diagnosed disorder that does not rise to the level of being disabling, 3) updated or additional documentation requested that is not submitted, 4) an applicant who is not admitted as a student at the College, or 5) required verification meetings that are not attended by the student and contact from the student has ceased.

## Procedure for Requesting Accommodations Each Quarter

It is the responsibility of the verified students to request accommodations each quarter if needed. The Office of Student Disability Services does not automatically implement accommodations each quarter. Students choosing to use accommodations should log into their Accommodate account and submit their quarter request providing appropriate information. **It is the responsibility of the student to meet with each instructor to discuss the Notification Letter and the desired accommodations.** Students must request the Notification Letters with **Timely Notice** prior to the need of the accommodation. Instructors are not required to provide classroom accommodations until

they have received the electronic letter and are not required to provide accommodations retroactively. Therefore, students are encouraged to request accommodations early in the quarter.

Some accommodations have additional requirements before they can be implemented. These accommodations need to be requested at least 3-weeks before the start of the quarter or in a reasonable timeframe because these accommodations involve collaboration and coordination with other departments and companies which may require weeks to process. Georgia Military College will make every effort to provide accommodations within a reasonable timeframe; however, the closer to the quarter a student waits before requesting an accommodation, the more likely these resources will not be available by the start of the quarter. Students eligible for the following accommodations should provide their schedules to the appropriate Campus Disability Coordinator at registration, should communicate any schedule changes as soon as possible, and should inform the Campus Disability Coordinator regarding alternate formats needed as soon as possible.

- Alternate Format Material
- Assistive Technology and
- Service Providers

### **Requirements for Documenting a Disability**

- Clear diagnostic statement and date of diagnosis.
- A description of the diagnostic criteria, evaluation methods, tests and dates of administration, and/or a clinical narrative.
- A description of how the disability impacts the student and the severity of the functional limitations.
- Information on the cyclical or episodic nature of the disability and suspected environmental triggers to episodes.
- A description of current medications and any adverse side effects.
- Recommendations for accommodations and support services that are logically related to the functional limitations.
- A statement of your medical specialization and qualification enabling you to provide the information requested in this letter.
- The statement should be signed by a physician/specialist designated to diagnose and/or treat the disability or disabilities for which accommodations are being requested.
- The statement should be 36-months or less.

### **Procedure to Request a Change of Approved Accommodations**

Students who have been verified as eligible for accommodations may request additions to or deletions from their previously approved accommodations. Requests must be submitted in writing with a detailed description supporting the need for any changes. The Manager of Student Disability Services will review the request along with all documentation on file to determine if any changes to the approved accommodation(s) is required. Additional documentation or student interviews may be required to facilitate any changes. Disability Services may also contact the student to gather more information about the reasons for the request.



# **Student Code of Conduct**

In fulfilling its purpose and mission, Georgia Military College must have the cooperation of each student. The students at GMC are expected to be responsible citizens; they are expected to abide by all local, state, and federal laws. In addition, GMC students are expected to comply with all college policies and regulations. Any student found guilty of breaking the law or of infraction of the Student Code of Conduct may be subject to disciplinary action.

The Dean of Students is the administrative official with primary responsibility for all student discipline. The Commandant of Cadets is responsible for the college Corps of Cadets. And, the campus Executive Director is responsible for the campus and Extension Center students.

Discipline measures at GMC are seen as part of the educational process used to assist students in the development of personal, social, and civic responsibilities. The listing of violations found in the Student Code of Conduct should not be considered all-inclusive and its items are subject to change.

## **Academic Irregularity**

See Student Academic Dishonesty under the Academic Affairs section.

## **The Honor System**

### **Philosophy**

Georgia Military College is a community of students, faculty, and administrators who come together to learn, work, and grow in moral character. Central to this concept of community is a belief in the importance of honorable behavior for oneself and for the community as a whole. The Honor Code fosters this dual sense of honorable behavior.

The Honor Code represents a valuable educational tool for exercising the power of community and for expressing the values of the College. The Code commits all students to perform academic work honestly. It commits a student to take action when academic dishonesty occurs. It commits faculty to strive to engender an atmosphere of trust in the classroom. And finally, the Honor Code advocates responsibility, an integral part of the moral growth that Georgia Military College espouses.

The Honor Code is one part of a continuing effort at Georgia Military College to strengthen character and trust and reduce the likelihood of dishonest behavior. That effort includes a commitment by the faculty to act in support of academic integrity, and a promise by the key leaders of the College to act promptly whenever standards of trust or truthfulness are threatened. It also includes recurrent discussions throughout the Georgia Military College community of the issues central to the Honor Code and academic integrity.



In signing the Honor Code, students commit themselves to maintain their personal honor, to insist that all in the community honor the Code, and to act in response to violations of the Code. The dimensions of that commitment are worth pondering:



# **Honor Code**

***I will not lie, cheat, or steal nor tolerate those who do.***



## **Spirit of the Honor Code**

The **Spirit of the Code** emphasizes being **truthful** in all matters. This also applies to the principles of **fairness** (cheating), **respect for others and their property** (stealing), and **corporate responsibility** (toleration).

Students who live and abide by the **Spirit of the Code** will never have to worry about violating the proscriptions of the Honor Code.

The **Spirit of the Code** is embodied in positive principles behind each of the Code's four proscriptions. As an assertion of the way of life that marks true men and women of character, the

**Spirit of the Code** goes beyond the mere external adherence to rules and procedures. Students who live and abide by the **Spirit of the Code** are **truthful**, **fair**, **respectful**, and **corporately responsible**.

We learn early in life that honorable people tell the truth and keep promises and that cheating or stealing is dishonorable. We know, however, that everyone can be tempted, and that the fear of failure and the prospect of comfort or future success can lead us to betray principles of truth, honesty and integrity. We also know that social pressures, pleasures, or personal problems can compromise our values. In short, thoughtless acts can cost us our integrity.

Codes and promises cannot change who we are, but adherence to them can help us ensure that every decision we make is one that upholds our values. We recognize that conscience and character are shaped and maintained by decisions and actions. We therefore believe that clear commitments regularly reaffirmed keep the need for honor present in our minds. We further believe that honesty, integrity, and truth are not just values; they are decisions that we make and must continue to make despite temptation and the lure of the “easy way out.”

## **Social Responsibility**

The Honor Code emphasizes that students are citizens at Georgia Military College and that civic responsibility here, as anywhere, means going beyond a purely personal concern for honor. The commitment to honor at Georgia Military College is not just an individual matter but also a social contract. A consensus in support of academic honesty is the minimum necessity for accomplishing the aims we share. So, the Honor Code requires opposing what we know is wrong. This may mean speaking out against plagiarized papers or prohibited cooperation, or advising an instructor not to reuse an earlier year’s exam. It surely means considering dishonesty openly, talking about it with others, informally or in class.

## **Awareness**

The notification requirement is crucial. There are instructors unaware of cheating in their classes and the resultant temptation to cheat may unfortunately be high. Better information will help deans, department chairs, faculty, and students reduce the opportunities for dishonesty and will identify patterns that urgently require corrective action.

Notifying the deans and faculty is important, because the community as a whole needs to be more alert to whatever problems exist. If students tell faculty when cheating is occurring, then all of us can know how widespread the problems are and whether they are getting worse or better. This knowledge is essential to all who are serious about trying to achieve a more honest community.

## **Directness**

The Honor Code charges each student to communicate directly with anyone that the student has strong reason to believe has acted dishonestly. This is the most demanding requirement of the Code; yet it also holds the greatest promise of reducing plagiarism and cheating across the whole range of academic work.

What one should say to dishonest friends or classmates is not prescribed by the Code. However, it is expected that students act promptly based on clear evidence that the Code has been violated; that they report what they have seen; or individual(s) suspected of alleged dishonest practices. When improper conduct is identified in this way, violators will know that they have been observed and that to continue may result in serious repercussions—knowledge that, by itself, could affect immediate constructive change.

The requirement to confront others about their acts of dishonesty may cause violators to re-evaluate their decisions. Not every student will feel comfortable with confronting a fellow student about academic misconduct, but consider that corporations, government agencies, and small businesses all depend on the

willingness of their people to recognize and take a stand against serious breaches in ethical conduct. Employees who do not confront wrongdoing within their organizations tacitly condone behavior, which could ultimately compromise their own positions and security.

## **Choice**

The Honor Code emphasizes the choice that witnesses to violations always face— whether or not to inform the authorities. To weigh that choice means to think about the costs of dishonesty both to individuals and to the morale of the community. It means as well to think about students who lie, or cheat, or steal, and whether accounting for their actions before some appropriate authority might help them change their behavior.

There are never good reasons for ignoring dishonest acts and the harm they do to the academic enterprise. Communicating directly to those who act dishonorably and informing faculty and deans that cheating has occurred, will sometimes be sufficient. But there will be times when conscience requires you to do more.

## **Students and the Honor Code**

Each student admitted to Georgia Military College is required to sign the Honor Code before matriculating. The college sponsors discussions of the Code and problems of academic dishonesty during new student orientation and throughout the year in faculty directed classroom discussions.

The faculty is expected to include the following statement on major exams for the students to sign as a reminder of the importance of academic integrity.

“I have neither given nor received aid in completing this examination.”

## **Adjudication of Honor Code Violations**

Violations of the Honor Code will be referred by the appropriate campus Executive Director or Assistant Director/Dean of Students to the Student Honor Council at each campus. The Student Honor Council may be an elected subset of the SGA. Additionally, the Corps of Cadets has a Cadet Honor Council to hear cases of cadet-specific issues. The Student Honor Council will consist of at least three (3) students and be advised by a member of the faculty. A staff advisor may also be assigned to assist with administrative efforts. Decisions are based on a majority vote and the standard of proof is the preponderance of the evidence presented.

When convened, the Student Honor Council will review the facts of each case and decide whether the evidence supports additional non-academic disciplinary procedures. Council findings are forwarded to the appropriate Convening Authority for review. If the reviewing officials agree with a Council finding that a student warrants additional non-academic disciplinary action, then for a first offense, the student will be placed on disciplinary probation for two calendar years with the stipulation that any future violation of the Honor Code may result in immediate dismissal from the College.

For a second offense, the Student Honor Council may recommend that the student be removed from the class in which the infraction took place with a grade of XF to indicate an honor violation. The student is also subject to expulsion. If the student is expelled, a grade of WF will be assigned to all classes in which the student is enrolled in at the time of the second offense. An XF grade, suspension and/or expulsion require the approval of the Executive Vice President.

Note that the Student Honor process reinforces the faculty and gives students an opportunity to learn from their mistake. The Student Honor Council does not override/veto the faculty's academic decision. Rather, the Student Honor Council determines whether additional non-academic disciplinary measures are warranted.



## **The Faculty**

Faculty members have a responsibility for making clear the rules by which their classes operate, including their expectations about when cooperation among students is encouraged or prohibited. They are expected to regularly raise the subject of academic integrity by mentioning the Honor Code in syllabi and discussing it in class. The faculty also has an obligation to reduce the temptation to cheat by making sure that exams are proctored, and that multiple versions of exams are used when the possibility of copying exists.

## **The Administration**

The Vice President for Academic Affairs, Department Chairs, and campus Academic Deans are expected to ensure that academic departments regularly review the Honor Code and its requirements and the faculty's responsibilities for handling matters of academic dishonesty. These administrators and key faculty-members are also expected to take steps to assure that new faculty understand both the Honor Code and the policies of the College as they apply to prevention and adjudication of academic dishonesty.

If key college officials receive allegations of widespread violations of the Honor Code, they will meet promptly with the relevant faculty and department chairs, helping them to develop effective responses to whatever problems are found to exist.

Note: Georgia Military College (GMC) is indebted to Duke University for giving permission to incorporate the ideas and language of their Undergraduate Honor Code into the Georgia Military College Honor Code. GMC also acknowledges the contributions of Gary Pavela from the University of Maryland and the on-line advice provided by the Center for Academic Integrity.

## **Non-Academic Irregularities**

1. Georgia Military College abides by the laws of Georgia with respect to the sale, use, distribution and possession of alcoholic beverages on college campus. To this end, Georgia Military College has endorsed a program designed to enhance awareness and curb abuse of alcohol by students at GMC.

To assist in the implementation of alcohol awareness programs and to enhance the enforcement of state laws on campus, educational classes sponsored by the Dean of Students enhance the awareness of alcohol abuse. These classes are designed to teach and develop within students a sense of responsibility with respect to the use of alcohol.



The sale, use or distribution of alcohol is prohibited on campus or at any event sponsored or supervised by any college recognized club or organization. No student or participant shall be in an intoxicated condition manifested by boisterousness, rowdiness, obscene or indecent conduct or appearance, or by vulgar, profane, or unbecoming language. Individuals and clubs violating this policy will be subject to disciplinary action as outlined in this Student Handbook.

2. **Damage to Property.** Malicious or unauthorized intentional damage or destruction of property belonging to the college, to a member of the college community, or to a visitor to the campus is prohibited.
3. **Disorderly Assembly.** Assembly on campus for the purpose of creating a riot, destruction or disorderly diversion which interferes with the normal operation of the college is prohibited. This should not be construed so as to deny the rights of peaceful, non-disruptive assembly.

Obstruction of the free movement of persons about the campus, interference with the use of college facilities, or materially interfering with the normal operation of the college is prohibited. The abuse or unauthorized use of sound amplification equipment indoors or outdoors during the time when classes are in session is prohibited.

4. **Disorderly Conduct.** Disorderly conduct or breach of the peace on college property, in college facilities or off campus when participating in a college activity is prohibited. The following behaviors are prohibited:
  - Assault (verbal) of teachers, administrators, other school personnel, or students.
  - Assault (physical) or battery of teachers, administrators, other school personnel or other students.
  - Assault (verbal or physical) or battery of, and disrespectful conduct toward persons attending school-related functions.
  - Bullying by students of other students or of other faculty and staff is prohibited.  
Bullying is defined as: any willful attempt or threat to inflict injury on another person, when accompanied by the apparent present ability to do so; or any intentional display of force such as would give the victim reason or fear to expect immediate bodily harm.
  - Conduct on college property or in college facilities which materially interfere with the normal operation of the college is prohibited. Entering or attempting to enter any dance, social, athletic, or any other event sponsored or supervised by the college or any recognized club or organization without credentials for admission, i.e. ticket, I.D. card, or invitation, is prohibited.
  - Dating violence means violence committed by a person who is or who has been in a social relationship or a romantic or intimate nature with the victim and where the existence of such a relationship shall be determined based on a consideration of the length of the relationship, type of relationship, and frequency of interaction between the persons involved in the relationship.
  - Discrimination is defined actions that deprive other members of the community of educational or employment access, benefits, or opportunities on the basis of their actual, or perceived membership in a protected class.
  - Disrespectful conduct toward teachers, administrators, other school personnel or toward other students is prohibited.

- Domestic violence is any felony, battery, simple battery, simple assault, assault, stalking, criminal damage to property, unlawful restraint, and criminal trespass between past or present spouses, persons who are parents of the same child, parents and children, stepparents and stepchildren, foster parents and foster children, and persons living or formerly living in the same household. This definition is applicable to criminal prosecutions for domestic violence in Georgia.
- Dress Code. Georgia Military College expects its students to dress and groom to reflect high standards of personal conduct which demonstrate good taste and are appropriate for college. Student dress may not present a health or safety hazard, violate city or state law, or present a potential for disruption to the instructional program. Attire or accessories which advertise, display, or promote any drug, including alcohol or tobacco, sexual activity, violence, lewd language, disrespect and/or bigotry towards any group are not acceptable. Unacceptable clothing and accessories include, but are not limited to, gang-related attire, excessively tight or revealing clothes, short shorts, bare midriff, low-cut blouses, tank tops, halter tops, tube tops, see-through tops, cropped shirts, spiked jewelry, or chains. Shorts and dresses must adequately cover the front, back, sides, and midriff. As a matter of common courtesy and respect, hats/caps are not to be worn inside buildings.
- Drugs--The possession or use (without valid medical or dental prescription), manufacturing, furnishing, or sale of any narcotic or dangerous drug controlled by federal or Georgia law on or off college property or in college facilities is prohibited.
- Explosives. No student shall possess, furnish, sell, or use explosives of any kind in or on college property.
- Falsification of Records. No student shall alter, counterfeit, forge, falsify, or cause to be altered, counterfeited, forged, or falsified, any record, form or document used by the college.
- Fire Safety. No student shall tamper with fire safety equipment. The unauthorized possession, sale, furnishing, or use of any incendiary device or ammunition is prohibited. No student shall set or cause to be set any unauthorized fire in or on college property. The possession or use of fireworks in or on college property is prohibited. No student shall make, or cause to be made, a false fire alarm.
- Gambling. The playing of cards or any other game of skill or chance for money or other items of value is prohibited.
- 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.
- Hazing is defined as acts likely to cause physical or psychological harm or social ostracism to any person within the College community, when related to the admission, initiation, joining, or any other group-affiliation activity on the basis of actual or perceived membership in a protected class; hazing is also illegal under Georgia law and prohibited by College policy.
- Intimidation, defined as implied threats or acts that cause an unreasonable fear of harm in another on the basis of actual or perceived membership in a protected class.

- **Parking.** Parking is permitted only in appropriately designated areas. Vehicles parked in unauthorized areas will be subject to removal at owner's expense.
- **Repeated violations.** Repeated violations of published rules or regulations of the college cumulatively indicating an unwillingness or inability to conform to the standards of the college for student life are prohibited.
- **Retaliation** is defined as any adverse action taken against a person participating in a protected activity because of their participation in that protected activity. Retaliation against an individual for alleging harassment, supporting a complainant, or for assisting in providing information relevant to a claim of harassment is a serious violation of Georgia Military College policy and will be treated as another possible instance of harassment or discrimination. Acts of alleged retaliation should be reported immediately to Title IX Coordinators and will be promptly investigated. Georgia Military College will protect individuals who fear that they may be subjected to retaliation.
- **Sexual Harassment.** Unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature is prohibited.
- **Sexual Contact—Non-consensual.** Non-Consensual Sexual Contact is any intentional sexual touching, however slight, with any object by a man or a woman upon a man or a woman that is without consent and/or by force.
- **Sexual Intercourse—Non-consensual.** Non-Consensual Sexual Intercourse is any sexual intercourse, however slight, with any object, by a man or woman upon a man or a woman that is without consent and/or by force.
- **Sexual Exploitation.** Sexual Exploitation occurs when a student takes non-consensual or abusive sexual advantage of another for his/her own advantage or benefit, or to benefit or advantage anyone other than the one being exploited, and that behavior does not otherwise constitute one of other sexual misconduct offenses.
- **Smoking, eating, or drinking.** Smoking, eating, or drinking is prohibited in areas so designated. Prohibited areas include all classrooms, laboratories, and other areas where such restrictions are posted. Smoking includes anything that gives off a smoke, steam or vapor, including electronic cigarettes.
- **Stalking** is defined as conduct directed at a specific person on the basis of actual or perceived membership in a protected class that is unwelcome and would cause a reasonable person to feel fear. The Georgia code (O.C.G.A. §16-5-90) stipulates that a person commits the offense of stalking when he or she follows, places under surveillance, or contacts another person at or about a place or places without the consent of the other person for the purpose of harassing and intimidating the other person. This definition is applicable to criminal prosecutions for stalking in Georgia. In this context, "Harassing or intimidating" means that the stalker does repeated acts that cause you to reasonably fear for the safety of yourself or a member of your immediate family and that cause you emotional distress (harm). Even if s/he does not specifically threaten to physically harm you, his/her behavior could still be considered "harassing or intimidating."

**Student I.D. Cards.** Lending, selling, or otherwise transferring a student ID card is prohibited. The use of a student I.D. card by anyone other than its original holder is prohibited.

- Theft. No student shall sell a textbook not his own without written permission of the owner. No student shall take, attempt to take, or keep in his possession, items of college property, or items belonging to students, faculty, staff, student groups, or visitors to the campus without proper authorization.
- Threatening or causing physical harm, extreme verbal abuse, or other conduct which threatens or endangers the health or safety of any person on the basis of their actual or perceived membership in a protected class.
- Unauthorized Entry or Use of College Facilities. No student shall make unauthorized entry into any college building, office, or other facility nor shall any person remain without authorization in any building after normal closing hours. No student shall make unauthorized use of any college facility.
- The use of GMC computer facilities for the purpose of solicitation, enticement, or seduction of a minor is prohibited. The use of GMC computer facilities for compiling, transmitting, printing, publishing, or reproducing trading, selling or exchanging any notice, statement, advertisement or any child's name, telephone number, place of residence, physical characteristics or other identifying information for the purpose of offering or soliciting sexual conduct of or with any child or the visual depiction thereof is prohibited and actionable under Georgia law.
- Violation of local, state, or federal law. The violation of local, state or federal law, on or off campus, that constitutes (or creates a substantial likelihood of) material interference with the normal, orderly operation, and process of the college is prohibited.
- Any other College rules, when a violation is motivated by the actual or perceived membership of the victim in a protected class, may be pursued using this policy and process.
- Weapons. It is Georgia Military College policy that a student, employee, or visitor to campus may not possess, transport, or receive, in a residence hall, any location on Georgia Military College (GMC) property other than in parked and locked private passenger motor vehicles, or at any GMC sponsored event, any of the following:
  1. Firearm or weapon whether operable or inoperable or any object of like character, including but not limited to paintball guns, BB guns, potato guns, air soft guns or any device which 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 as defined; 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.

These provisions do not prohibit the possession of weapons or devices which are legal to possess within a privately owned passenger motor vehicle or for approved and supervised GMC Cadet military training and instruction or approved and supervised college or preparatory school rifle team training, travel, or competition.

Except as allowed by Georgia law, firearms are strictly prohibited from being removed from a vehicle while on school grounds.

Mandated campus police officers are permitted to possess and carry weapons on Georgia Military College campuses.

The President of Georgia Military College has the authority and discretion to approve designated personnel to carry a firearm on GMC 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. This does not extend to the Preparatory School Principal or Campus Executive Directors.

Violation of this policy may result in release from employment or expulsion from Georgia Military College, and may be punishable under Georgia law by a fine of not more than \$10,000 and imprisonment for not less than two or more than ten years.

Anyone having questions about this policy may contact the GMC Dean of Students (478-387-4899); Georgia Military College Police Chief (478-387-4715); Principal of the GMC Preparatory School (478-387-4784); the appropriate Campus Executive Director; or the GMC Executive Vice President (478-387-4778).

Georgia Military College (GMC) affirms its commitment to promote the goals of fairness and equity in all aspects of the educational enterprise. All policies involving equal opportunity, harassment and discrimination are subject to resolution using the Georgia Military College Equity Grievance Process (EGP). The Equity Grievance Process is applicable regardless of the status of the parties involved, who may be members or non-members of the campus community, students, student organizations, faculty, administrators, or staff. Georgia Military College reserves the right to act on incidents occurring on-campus. Georgia Military College also reserves the right to act on incidents occurring off-campus, when the off-campus conduct could have an on-campus impact or impact on the educational mission of Georgia Military College.

## Procedures

All students and all persons employed by the College have the responsibility and obligation to report violators of the CODE OF CONDUCT. When a student is charged with violation of the foregoing conduct regulations, the student's case is treated in keeping with the procedures outlined below:

1. All complaints of alleged violations by a student are made to the Dean of Students, the Commandant of Cadets, or the GMC Campus Executive Director (Convening Authorities). Each complaint should include a statement of facts outlining each alleged act of misconduct.
2. The student will be notified by the Dean of Students, the Commandant of Cadets, or the GMC Campus Executive Director that he/she is accused of a violation and will be asked to come in for a conference to discuss the complaint.
3. At the above mentioned conference, the student shall be advised that:
  - a. The student may admit or deny the alleged violation, waive all further hearings, and request that the college official take appropriate action.
  - b. The student may admit or deny the alleged violation. If the case involves the possibility of suspension or expulsion, the Dean of Students, the Commandant of Cadets, or GMC Campus Executive Director may refer the case to the Disciplinary Committee for full disposition. Otherwise, the Dean of Students, the Commandant of Cadets, or the GMC Campus Executive Director will make full disposition of the case. These administrators may, for good cause, refer any case to the Disciplinary Committee.
4. Students referred to the Disciplinary Committee by a Convening Authority will be given reasonable notice in advance of the hearing. The notice will be provided verbally or in writing, preferably in person. Otherwise, the notification will be by certified mail to the last local address of the student within the reasonable knowledge of the Dean of Students, the Commandant of Cadets, or GMC Campus Executive Director. The notice will include the following:



- The date, time, and place of hearing.
  - A statement of the specific charges and grounds which, if proven, would justify disciplinary action being taken.
  - The names of witnesses scheduled to appear.
  - Parents of a minor will be notified of the charges.
5. The student, if a minor, is expected to notify parents or guardians concerning the charges and these persons may request a conference with the college officials prior to the hearing.



6. The Disciplinary Committee's findings and recommendations are sent to the Convening Authority for decision. The Convening Authority is the approval authority for all findings and recommendations made by the Disciplinary Committee. Decisions involving expulsion or suspension of more than one quarter require Executive Vice President Concurrence.
7. Students are authorized to have a legal representative or family member with them during the hearing but they are not authorized to represent/counsel the student during the hearing. The Disciplinary Committee reserves the right to remove any legal representative or family member at any time during the hearing.
8. Recording of the hearing by the student, legal representative or family member is not authorized.

## **Convening Authority Responsibilities**

1. Convening Authorities will appoint Disciplinary Committees and will ensure that these committees afford due process and that members are trained to conduct and report committee proceedings.
2. Convening Authorities are responsible for notifying the Registrar for annotation of transcripts, if appropriate.
3. Convening Authorities are the office of record for Disciplinary Committee hearings, actions, and decisions that proceed from hearings.
4. The Dean of Students at their respective campus is responsible for monitoring training and compliance with Disciplinary Committee policy and procedure at all campuses.

## **Code of Conduct Penalties**

The following are possible penalties which may be imposed upon the student for an infraction of the Code of Conduct. This list shall not be taken to be exhaustive and may be enlarged or modified to meet particular circumstances in any given case.

- Expulsion. This is permanent severance of the student's relationship with the college.
- Disciplinary Suspension. Temporary severance of the student's relationship with the college for a specific period of time, though not more than one quarter.
- Dismissal. College cadets may be dismissed from the Corps of Cadets. However, this action does not affect their standing as a college student and does not constitute a property right.
- Disciplinary Probation. Notice to the student that any further major disciplinary violation may result in suspension; disciplinary probation might also include one or more of the following: the setting of restriction, the issuing of a reprimand, and/or restitution.
- Reprimand. Oral reprimand is an oral disapproval issued to the student. A letter of reprimand is a written statement of disapproval to the student.
- Restrictions. This includes the exclusion from enjoying or participating in social activities and/or ID card privileges.

- Restitution. Reimbursement for damage to or misappropriation of property; this may take the form of appropriate service or other compensation.

## **Rights of Student Defendant before the Disciplinary Committee**

At hearings of the Disciplinary Committee, student defendants will be afforded all rights entitled by due process. As a minimum, they must be advised of the following:

- The right to have a faculty member or student as their advisor.
- The right to present evidence in their behalf.
- The right to ask questions of witness's testimony or written statements.
- The right to remain silent and have no inference of guilt drawn from that silence.
- The defendant is presumed to be innocent until proven guilty.
- Minutes of the proceedings will be kept and forwarded to the Convening Authority to review prior to making a decision.
- Students referred to the Disciplinary Committee retain the right to attend classes and required college functions until a hearing is held and a decision is rendered. Exceptions to this would be made when the student's presence would create a dangerous or disruptive situation. In such case, the GMC Dean of Students, the Commandant of Cadets, or GMC Campus Executive Director may impose temporary protective measures, including suspension, pending a hearing, which may be reasonably necessary. Such temporary protective measures may be applied where the student is accused of violation of a college regulation or of a local, state, or federal law or regulation. It is understood that such temporary protective measures, if applied, will be without avoidable prejudice to the student.

## **The Disciplinary Committee**

- The campus Executive Director appoints the Disciplinary Committee
- The Disciplinary Committee hears cases involving alleged violations of the Student Code of Conduct and violations of Cadet Rules and Regulations referred to it by the Convening Authority (GMC Dean of Students, GMC Campus Executive Directors, or the Commandant of Cadets). Normally, these cases are those in which there is a possibility of suspension or expulsion of the accused student.
- Preliminary investigations of charges against students are made by the GMC Dean of Students, Commandant of Cadets, or GMC Campus Executive Director. Cases are referred to the Disciplinary Committee through its chairperson. The chairperson sets the time and place for a hearing and notifies other members and from that point, all summoning of respondent(s) and witnesses is done by the Convening Authority that referred the matter to the Disciplinary Committee. It is the responsibility of the Convening Authority to investigate the

misconduct, notify the Disciplinary Committee of witnesses, and present the evidence in the case.

- Decisions of the Disciplinary Committee are made by majority vote. A quorum consists of three members.
- Members of the Disciplinary Committee may disqualify themselves if their personal involvement in the case is detrimental to the interest of the accused or of the institution. Replacements for members who disqualify themselves may be made by the Executive Directors at GMC campuses.
- The Disciplinary Committee Chairperson ensures that minutes of the proceedings are accurately prepared and files maintained.
- The Disciplinary Committee Chairperson is responsible for communicating Committee findings and recommendations to the Convening Authority for final decision.

## **Classroom Behavior**

Disruptive behavior ordinarily is not a problem in a college setting. However, should a student's classroom behavior be disruptive, the following policy applies:

If a student's conduct interferes with or disrupts the orderly class process, the instructor should promptly advise the student to cease the misbehavior. If the disruptive behavior continues, the instructor may ask the student to leave the class and to schedule a private conference with the instructor prior to returning to the class. The instructor may also refer the matter to the GMC Dean of Students or GMC Campus Executive Director for appropriate disciplinary action.

If the student refuses to leave the classroom and continues the disruptive behavior, the instructor may discontinue the class session, inform the student not to return to class without the instructor's permission, and report the incident in writing to the GMC Dean of Students or the GMC Campus Executive Director who will ensure that all necessary actions are taken. Such a report should include dates, times, action, names of persons involved, and names of witnesses.

If, when the class next convenes, the student attempts to return to class without the prior permission of the instructor, the instructor may deny the student access to the class. If the student interferes with or disrupts the orderly class process and/or refuses to leave the classroom when requested by the instructor, the instructor may obtain the assistance of the campus police officers to remove the student from the class and prevent return to that class. The instructor will inform the Dean of Students of the incident without delay.



## **Policies of Disruptive and Obstructive Behavior**

A student, acting individually or in concert with others, who clearly obstructs or disrupts, or attempts to obstruct any teaching, research, administrative, disciplinary, or public service activity authorized to be discharged or held on any campus of Georgia Military College is considered to have committed an act of gross irresponsibility and shall be subject to disciplinary procedures, possibly resulting in dismissal. There are other types of behavior or activities that are friendly, but are disruptive and therefore are not allowed.

- Bringing animal pets to class, study hall, or cafeteria is prohibited.
- Bringing babies or small children to classes or other service areas is prohibited.
- Bringing friends, visitors, or family members who are not enrolled in the class requires the permission and approval of the instructor.

In keeping with the above, it is college policy that no animal pets, un-enrolled or unauthorized persons or other friendly but distracting elements be brought into classrooms, study hall, library, or any other service area of the college unless specifically requested or authorized by the instructor or person in charge of the activity area.

This restriction on persons, particularly members of the family, attending public college special functions does not apply. Family members and friends are always welcome to attend public activities on campus such as graduation or commissioning ceremonies.

## **Disciplinary Obligations**

In order for a student to be approved for graduation, or for release of academic transcripts, she/he must resolve any outstanding disciplinary obligations. The student must have complied with the terms of any penalties imposed as a result of misconduct, to include cadet-specific actions.

The college does not guarantee the award of a degree of any course of study. The award of degrees is conditioned upon satisfaction of all current degree and instructional requirements at the time of such award, compliance with the college rules and procedures, as well as performance meeting bona fide expectations of the faculty.

# **Student Rights and Responsibilities**

## **To Take Stands on Issues**

Students have the right to take stands on issues, the right to examine and discuss questions of interest to them, and the right to support causes, by orderly means, which do not disrupt the regular and essential campus operation.

## **To Invite and Hear Speakers**

Recognized student organizations are allowed to invite and to hear any persons of their own choosing for the purpose of hearing their ideas and opinions. Scheduling of such events is made through the Office of the GMC Dean of Students or GMC Campus Executive Director at least ten days before the speaker is to appear. The Office of the GMC Dean of Students or GMC Campus Executive Director approves the time, location or place, and the manner of presentation. However, the college President has final responsibility for campus events and activities and he, or his authorized designee, may affirm or cancel a speaker's presentation or appearance when it can be shown that the proposed speaker will constitute a clear and present danger to the continued operation of the College.

## **To Have Their Records Kept Confidential**

Georgia Military College, in compliance with the Family Educational Rights and Privacy Act of the 1974 "Buckley Amendment," releases no personal information restricted by that Act without written consent of the student. This Act prohibits college officials from disclosing any records, or any other grade reports, academic standings, transcripts of records, or any other records, files, documents, and materials in whatever medium, which contain information directly related to the student and from which the student can be individually identified. Authorization for access by anyone to student records covered by this Act must be made in writing by the student and addressed to the GMC Vice President for Academic Affairs, or GMC Campus Executive Director.

## **To Participate in Institutional Decision-Making**

Students have a collective right to participate in the making of institutional policy that generally affects their well-being, although this right is subject to the supervening responsibility of the Administration to assure adequate protection for essential interests and policies of the institution.

## **To Due Process**

Students have the right to due process when accused of a violation of any campus rule, regulation, or the Student Code of Conduct. The jurisdiction of disciplinary bodies, the disciplinary responsibilities of institutional officials, and disciplinary procedures shall be clearly formulated and published. In all cases the student is informed of the nature of the charges against him, and guaranteed the right of appeal in cases of suspension or expulsion. There may be circumstances which could result in involuntary separation from the college but not be the result of violations of campus regulations or breaches of the Code of Conduct. The student shall have the same rights to due process as those described for violations of campus regulations.

## **Against Prejudiced Academic Evaluation**

Students have the right of protection against prejudiced academic evaluation. At the same time, students are responsible for maintaining the standards of academic performance established by the faculty for each course in which they are enrolled. Professors have a responsibility to advise students of course expectations, and criteria for grades. They should be available for conferences with individual students who seek counsel and advice regarding their progress in the course. Any student who believes that his or her academic rights have been violated may seek redress by the following procedures, in the order stated:

1. If at all possible, the student should first consult and work with the particular instructor involved;
2. If the student cannot obtain satisfactory results from such a conference, he or she should then file a complaint in writing with the chairperson of the division in which the alleged violation occurred. If the division chairperson and the instructor be one and the same, the complaint shall be directed to the Vice President for Academic Affairs;
3. If the student is dissatisfied with these results and has not already done so, he or she may direct his complaint in writing to the Vice President for Academic Affairs. At the discretion of the Vice President for Academic Affairs, the student may petition, in writing, that his/her complaint be reviewed by the Academic Standards Committee.

## **To Publish Student Publications**

Individual students and recognized campus organizations have the right to publish and distribute written material, provided that the material is identified by the name of the student and organization. In addition, the published material must meet college regulations and not present a clear and present danger to the educational process or orderly operation of the college. Student publications are guaranteed the rights inherent in the concept of freedom of the press.

The faculty advisor responsible for each publication is charged to protect those rights and establish and enforce standards of responsible journalism and include the avoidance of libel, indecency, undocumented allegations, attacks on personal integrity and the techniques of harassment and innuendo.

## **To Serve as a Juror without Penalty**

It is a student's civic responsibility to serve as a juror. It is a legal obligation to serve as a juror when summoned. Georgia Military College encourages students to exercise their civic responsibilities. The college cooperates with its students who have legal commitments. When a student receives a summons to serve as a juror, he/she should inform his/her instructors and begin to plan for making up work missed while serving as a juror.

The instructors will not penalize the student for absences incurred as a result of jury service and will assist the student in making up class work missed because of jury service. It is the student's responsibility to initiate action to make up the class work missed.

**Student Medical Withdrawals - See the College Catalog.**



# **Complaints**

## **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:** 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 with the control or responsibility of the college. A complaint submitted in writing is considered to a grievance and 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 the 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 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 will provide an electronic pathway for students to submit complaints either to the President, Chief Academic Officer, 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 will be 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 semi-annually in combination with scheduled Strategic Planning Reviews.

## **Protection against Sexual Harassment**

Students have the right of protection from sexual harassment. Unwelcome sexual advances, requests for sexual favors and other verbal or physical conduct of a sexual nature constitute sexual harassment when:

- Submission to such conduct is made explicitly or implicitly a term or condition of an individual's academic standing or employment; or
- Submission to or rejection of such conduct by an individual is used as a basis for academic decisions or employment; or
- Such conduct unreasonably interferes with an individual's academic performance or work or creates an intimidating, hostile or offensive learning environment.

Any student who feels he/she has been sexually harassed should contact the Dean of Students, his/her faculty advisor, or a faculty member of his/her choosing for further details on the Georgia Military College Sexual Harassment Policy and for assistance in the procedures for a filing non-academic grievance.

## **Equal Opportunity Violations**

Georgia Military College adheres to all federal and state civil rights laws banning discrimination in public institutions of higher education.

Georgia Military College will not discriminate against any employee, applicant for employment, student, or applicant for admission on the basis of race, hearing status, personal appearance, color, sex, pregnancy, political affiliation, source of income, place of business, residence, religion, creed, ethnicity, national origin (including ancestry), citizenship status, physical or mental disability, age, marital status, family responsibilities, sexual orientation, gender, gender identity, veteran or military status (including special disabled veteran, Vietnam-era veteran, or recently separated veteran), predisposing genetic characteristics, domestic violence victim status, or 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.

This policy covers nondiscrimination in employment and in 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. When brought to the attention of the College, any such discrimination will be appropriately remedied by the College.

Any complaints dealing with any type of discrimination may be addressed to the Vice President for Human Resources/Affirmative Action Officer.

# **Gender-based Misconduct Policy**

Members of the Georgia Military College community, guests and visitors have the right to be free from sexual violence. All members of the campus community are expected to conduct themselves in a manner that does not infringe upon the rights of others. GMC believes in a zero tolerance policy for gender-based misconduct. When an allegation of misconduct is brought to an appropriate administrator's attention, and a respondent is found to have violated this policy, serious sanctions will be used to reasonably ensure that such actions are never repeated. This policy has been developed to reaffirm these principles and to provide recourse for those individuals whose rights have been violated. This policy is intended to define community expectations and to establish a mechanism for determining when those expectations have been violated.

## **Overview of policy expectations with respect to physical sexual misconduct**

The expectations of our college community regarding sexual misconduct can be summarized as follows: In order for individuals to engage in sexual activity of any type with each other, there must be clear, knowing and voluntary consent prior to and during sexual activity. Consent is sexual permission. Consent can be given by word or action, but non-verbal consent is not as clear as talking about what you want sexually and what you don't. Consent to some form of sexual activity cannot be automatically taken as consent to any other form of sexual activity. Silence--without actions demonstrating permission--cannot be assumed to show consent.

Additionally, there is a difference between seduction and coercion. Coercing someone into sexual activity violates this policy in the same way as physically forcing someone into sex. Coercion happens when someone is pressured unreasonably for sex.

Because alcohol or other drug use can place the capacity to consent in question, sober sex is less likely to raise such questions. When alcohol or other drugs are being used, a person will be considered unable to give valid consent if they cannot fully understand the details of a sexual interaction (who, what, when, where, why, or how) because they lack the capacity to reasonably understand the situation. Individuals who consent to sex must be able to understand what they are doing. Under this policy, "No" always means "No," and "Yes" may not always mean "Yes." Anything but a clear, knowing and voluntary consent to any sexual activity is equivalent to a "No."

## **Overview of policy expectations with respect to consensual relationships**

There are inherent risks in any romantic or sexual relationship between individuals in unequal positions (such as teacher and student, supervisor and employee). These relationships may be less consensual than perceived by the individual whose position confers power. The relationship also may be viewed in different ways by each of the parties, particularly in retrospect. Furthermore, circumstances may change, and conduct that was previously welcome may become unwelcome. Even when both parties have consented at the outset to a romantic or sexual involvement, this past consent may not remove grounds for a later charge of a violation of applicable sections of the faculty/staff handbooks. The college does not wish to interfere with private choices regarding personal relationships when these relationships do not interfere with the goals and policies of the college. For the personal protection of members of this community, relationships in which power differentials are inherent (faculty-student, staff-student, administrator-student) are generally discouraged. Consensual romantic or sexual relationships in which one party maintains a direct supervisory or evaluative role over the other party are unethical. Therefore, persons with direct supervisory or evaluative responsibilities who are involved in such relationships must bring those relationships to the timely attention of their supervisor, and will likely result in the necessity to

remove the employee from the supervisory or evaluative responsibilities, or shift the student out of being supervised or evaluated by someone with whom they have established a consensual relationship. This includes students over whom they have direct responsibility. While no relationships are prohibited by this policy, failure to self-report such relationships to a supervisor as required can result in disciplinary action for an employee.

### **Sexual violence—risk reduction tips**

Risk reduction tips can often take a victim-blaming tone, even unintentionally. With no intention to victim-blame, and with recognition that only those who commit sexual violence are responsible for those actions, these suggestions may nevertheless help you to reduce your risk of experiencing a non-consensual sexual act. Below, suggestions to avoid committing a non-consensual sexual act are also offered:

- a. If you have limits, make them known as early as possible.
- b. Tell a sexual aggressor “NO” clearly and firmly.
- c. Try to remove yourself from the physical presence of a sexual aggressor.
- d. Find someone nearby and ask for help.
- e. Take affirmative responsibility for your alcohol intake/drug use and acknowledge that alcohol/drugs lower your sexual inhibitions and may make you vulnerable to someone who views a drunk or high person as a sexual opportunity.
- f. Take care of your friends and ask that they take care of you. A real friend will challenge you if you are about to make a mistake. Respect them when they do.

If you find yourself in the position of being the initiator of sexual behavior, you owe sexual respect to your potential partner. These suggestions may help you to reduce your risk for being accused of sexual misconduct:

- a. Clearly communicate your intentions to your sexual partner and give them a chance to clearly relate their intentions to you.
- b. Understand and respect personal boundaries.
- c. **DO NOT MAKE ASSUMPTIONS** about consent; about someone’s sexual availability; about whether they are attracted to you; about how far you can go or about whether they are physically and/or mentally able to consent. If there are any questions or ambiguity, then you **DO NOT** have consent.
- d. Mixed messages from your partner are a clear indication that you should stop, defuse any sexual tension and communicate better. You may be misreading them. They may not have figured out how far they want to go with you yet. You must respect the timeline for sexual behaviors with which they are comfortable.
- e. Don’t take advantage of someone’s drunkenness or drugged state, even if they did it to themselves.
- f. Realize that your potential partner could be intimidated by you, or fearful. You may have a power advantage simply because of your gender or size. Don’t abuse that power.
- g. Understand that consent to some form of sexual behavior does not automatically imply consent to any other forms of sexual behavior.
- h. Silence and passivity cannot be interpreted as an indication of consent. Read your potential partner carefully, paying attention to verbal and non-verbal communication and body language.

In campus hearings, legal terms like “guilt,” “innocence” and “burdens of proof” are not applicable, but the college never assumes a student is in violation of college policy. Campus hearings are conducted to take into account the totality of all evidence available, from all relevant sources.

GMC reserves the right to take whatever measures it deems necessary in response to an allegation of sexual misconduct in order to protect students' rights and personal safety. Such measures include, but are not limited to, modification of living arrangements, interim suspension from campus pending a hearing, and reporting the matter to the local police. Not all forms of sexual misconduct will be deemed to be equally serious offenses, and GMC reserves the right to impose different sanctions, ranging from verbal warning to expulsion, depending on the severity of the offense. GMC will consider the concerns and rights of both the complainant and the person accused of sexual misconduct.

**Sexual misconduct offenses include, but are not limited to:**

- a. Sexual Harassment
- b. Non-Consensual Sexual Contact (or attempts to commit same)
- c. Non-Consensual Sexual Intercourse (or attempts to commit same)
- d. Sexual Exploitation

Sexual Harassment:

Sexual Harassment is unwelcome, gender-based verbal or physical conduct that is sufficiently severe, persistent or pervasive that it unreasonably interferes with, denies or limits someone's ability to participate in or benefit from GMC's educational program and/or activities, and is based on power differentials (*quid pro quo*), the creation of a hostile environment, or retaliation.

Examples include: an attempt to coerce an unwilling person into a sexual relationship; to repeatedly subject a person to egregious, unwelcome sexual attention; to punish a refusal to comply with a sexual based request; to condition a benefit on submitting to sexual advances; sexual violence; intimate partner violence, stalking; gender-based bullying.

*Quid pro quo* sexual harassment exists when there are unwelcome sexual advances, requests for sexual favors or other verbal or physical conduct of a sexual nature; and submission to or rejection of such conduct results in adverse educational or employment action.

Retaliatory harassment is any adverse employment or educational action taken against a person because of the person's participation in a complaint or investigation of discrimination or sexual misconduct.

Non-Consensual Sexual Contact:

Non-Consensual Sexual Contact is any intentional sexual touching, however slight, with any object by a man or a woman upon a man or a woman that is without consent and/or by force.

Sexual Contact includes any bodily contact with the breasts, buttock, groin, genitals, mouth, or other bodily orifice of another individual, touching another with any of these body parts, or making another touch you or themselves with or on any of these body parts or any other bodily contact in a sexual manner.

Non-Consensual Sexual Intercourse

Non-Consensual Sexual Intercourse is any sexual penetration or intercourse, however slight, with any object, by a person upon another person that is without consent and/or by force.

Sexual penetration includes vaginal or anal penetration by a penis, tongue, finger, or object, or oral copulation by mouth to genital contact or genital to mouth contact.

## Sexual Exploitation

Sexual Exploitation refers to a situation in which a person takes non-consensual or abusive sexual advantage of another, and situations in which the conduct does not fall within the definitions of sexual harassment, non-consensual sexual intercourse, or non-consensual sexual contact.

Examples of sexual exploitation include, but are not limited to:

- Sexual voyeurism (such as watching a person undressing, using the bathroom or engaged in sexual acts without the consent of the person observed)
- Taking pictures or video or audio recording another in a sexual act, or in any other private activity without the consent of all involved in the activity, or exceeding the boundaries of consent (such as allowing another person to hide in a closet and observe sexual activity, or disseminating sexual pictures without the photographed person's consent)
- Prostitution
- Sexual exploitation also includes engaging in sexual activity with another person while knowingly infected with human immunodeficiency virus (HIV) or other sexually transmitted disease (STD) and without informing the other person of the infection, and further includes administering alcohol or drugs (such as "date rape" drugs) to another person without his or her knowledge or consent.

### **Additional applicable definitions:**

Consent: Consent is knowing, voluntary, and clear permission by word or action, to engage in mutually agreed upon sexual activity. Since individuals may experience the same interaction in different ways, it is the responsibility of each party to make certain that the other has consented before engaging in the activity. For consent to be valid there must be a clear expression in words or actions that the other individual consented to that specific sexual conduct.

A person cannot consent if he or she is unable to understand what is happening or is disoriented, helpless, asleep, or unconscious for any reason, including due to alcohol or other drugs. An individual who engages in sexual activity when the individual knows, or should know, that the other person is physically or mentally incapacitated has violated this policy.

It is not an excuse that the individual respondent of sexual misconduct was intoxicated and, therefore, did not realize the incapacity of the other.

Incapacitation is defined as a state where someone cannot make rational, reasonable decisions because they lack the capacity to give knowing consent (e.g., to understand the "who, what, when, where, why, or how" of their sexual interaction). This policy also covers a person whose incapacity results from mental disability, involuntary physical restraint, or from the taking of incapacitating drugs.

Consent to some sexual contact (such as kissing or fondling) cannot be presumed to be consent for other sexual activity (such as intercourse). A current or previous dating relationship is not sufficient to constitute consent. The existence of consent is based on the totality of the circumstances, including the context in which the alleged incident occurred and any similar previous patterns that may be evidenced. Silence or the absence of resistance alone is not consent. A person can withdraw consent at



any time during sexual activity by expressing in words or actions that he or she no longer wants the act to continue, and, if that happens, the other person must stop immediately.

In the State of Georgia, a minor (meaning a person under the age of 16 years) cannot consent to sexual activity. This means that sexual contact by an adult with a person younger than 16 years old is a crime, as well as a violation of this policy, even if the minor wanted to engage in the act.

Georgia code §4-11-32 stipulates that “Consent” means assent in fact, whether express or implied ...which is not: (a) Induced by force, threat, false pretenses, or fraud; (b) Given by a person the actor knows, or should have known, is not legally authorized to act for the owner; (c) Given by a person who by reason of youth, mental disease or defect, or intoxication is known or should have been known, by the actor to be unable to make reasonable decisions; or (d) Given solely to detect the commission of an offense. This definition is applicable to criminal prosecutions in Georgia, but may differ from the definition used on campus to address policy violations.

Force: Force is the use of physical violence and/or imposing on someone physically to gain sexual access. Force also includes threats, intimidation (implied threats) and coercion that overcome resistance or produce consent. The use of force is not “worse” than the subjective experience of violation of someone who has sex without consent. However, the use of physical force constitutes a stand-alone non-sexual offense as well. Those who use physical force (restrict, battery, etc.) will face not just the sexual misconduct charge, but also charges under the Code of Conduct for the additional assaultive behavior

NOTE: There is no requirement that a person resist the sexual advance or request, but resistance is a clear demonstration of non-consent. The presence of force is not demonstrated by the absence of resistance. Sexual activity that is forced is by definition non-consensual, but non-consensual sexual activity is not by definition forced.

Coercion: Coercion is unreasonable pressure for sexual activity. Coercive behavior differs from seductive behavior based on the type of pressure someone uses to get consent from another. When someone makes clear to you that they do not want sex, that they want to stop, or that they do not want to go past a certain point of sexual interaction, continued pressure beyond that point can be coercive.

Incapacitation: Sexual activity with someone who one should know to be -- or based on the circumstances should reasonably have known to be -- mentally or physically incapacitated (by alcohol or other drug use, unconsciousness or blackout), constitutes a violation of this policy. Incapacitation is a state where someone cannot make rational, reasonable decisions because they lack the capacity to give knowing consent (e.g., to understand the “who, what, when, where, why or how” of their sexual interaction).

This policy also covers a person whose incapacity results from mental disability, sleep, involuntary physical restraint, or from the taking of rape drugs. Possession, use and/or distribution of any of these substances, including Rohypnol, Ketamine, GHB, Burundanga, etc. is prohibited, and administering one of these drugs to another student is a violation of this policy. More information on these drugs can be found at <https://www.womenshealth.gov/a-z-topics/date-rape-drugs>. The use of alcohol or other drugs will never function as a defense for any behavior that violates this policy.

The sexual orientation and/or gender identity of individuals engaging in sexual activity is not relevant to allegations under this policy. For reference to the pertinent state statutes on sex offenses, please see O.C.G.A. Title 16, Chapter 6.

## Sexual Misconduct Sanctions

- a. Any student found responsible for violating the policy on Non-Consensual or Forced Sexual Contact (where no intercourse has occurred) will likely receive a sanction ranging from probation to expulsion, depending on the severity of the incident, and taking into account any previous campus conduct code violations.
- b. Any student found responsible for violating the policy on Non-Consensual or Forced Sexual Intercourse will likely face a recommended sanction of suspension or expulsion.
- c. Any student found responsible for violating the policy on sexual exploitation or sexual harassment will likely receive a recommended sanction ranging from warning to expulsion, depending on the severity of the incident, and taking into account any previous campus conduct code violations.
- d. The conduct body reserves the right to broaden or lessen any range of recommended sanctions in the case of serious aggravating or mitigating circumstances or egregiously offensive behavior. Neither the initial hearing officers nor any appeals body or officer will deviate from the range of recommended sanctions unless compelling justification exists to do so.

Other misconduct offenses in violation of the Student Code of Conduct will also fall under Title IX when the conduct is gender-based.

## Procedures

If a sex offense occurs, the victim should promptly preserve all evidence as may be necessary to the proof of a criminal assault, or other sex offense. In the event of emergency, or if the arrest of the perpetrator is needed for the safety of the victim or others, a report should be made by the victim directly to one of the following local law enforcement agencies:

**Albany Campus:** 911

Sheriff, Dougherty County, 229-431-2153 Albany Police  
229-430-6600

**Augusta Campus:** 911

Sheriff, Columbia County, 706-541-2800

**Columbus Campus:** 911

Sheriff, Muscogee County, 706-653-4225 Columbus Police  
706-653-320

<b>Dublin Campus:</b> 911	Sheriff, Laurens County, 478-272-1522 Dublin Police, 478-277-5021
<b>Eastman Campus:</b> 911	Sheriff, Dodge County, 478-559-1130 Eastman Police, 478-374-7788
<b>Fairburn Campus:</b> 911	Sheriff, Fulton County, 404-612-5100 Fairburn Police, 770-964-1441
<b>Fayetteville Campus:</b> 911	Sheriff, Fayette County, 770-461-6353 Fayetteville Police, 770-461-4441
<b>Madison Campus:</b> 911	Sheriff, Morgan County, 706-342-1507 Madison Police, 706-342-1275
<b>Milledgeville Campus:</b> 911	Sheriff, Baldwin County, 478-445-4891 Milledgeville Police, 478-414-4000
<b>Sandersville Campus:</b> 911	Sheriff, Washington County, 478-552-4795 Sandersville Police, 478-552-3121
<b>Stone Mountain Campus:</b> 911	Sheriff, Dekalb County, 404-298-8145 Stone Mountain Police, 770-879-4980
<b>Valdosta Campus:</b> 911	Sheriff, Lowndes County, 229-671-2900 Valdosta Police, 229-245-5270.
<b>Warner Robins Campus:</b> 911	Sheriff, Houston County, 478-542-2125 Warner Robins Police, 478-302-5378
<b>Zebulon Campus:</b> 911	Sheriff, Pike County, 770-567-8431 Zebulon Police 770-567-8441

**Emergency at all locations: Dial 911.**

Make a written report of the offense, and promptly file it with Georgia Military College at one of the following locations:

**Albany Campus:** At the Office of the Director, 1705 S Slappy Blvd., Albany, GA 31701

**Augusta Campus:** At the Office of the Executive Director, 115 Davis Rd., Martinez, GA 30907.

**Columbus Campus:** At the Office of the Executive Director, 7300 Blackmon Road, Columbus, GA 31909.

**Dublin Campus:** At the Office of the Director, 200 South Jefferson Street, Dublin, GA 31021.

**Eastman Campus:** At the Office of the Executive Director, 615 2<sup>nd</sup> Avenue, Eastman, GA 31023.

**Fairburn Campus:** At the Office of the Executive Director, 320 West Broad Street, Suite 200, Fairburn, GA, 30213.

**Fayetteville Campus:** At the Office of the Executive Director, 255 Veterans Parkway, Fayetteville, GA 30214.

**Madison Campus:** At the Office of the Director, 235 South Main Street, Madison, GA 30650.

**Milledgeville Campus:** At the Office of the Executive Director, 201 E. Greene Street, Milledgeville, GA 31061.

**Online Campus:** At the Office of the Academic Dean, 201 E. Greene Street, Milledgeville, GA 31061.

**Sandersville Campus:** At the Office of the Director, 415 Industrial Drive, Sandersville, GA 31082.

**Stone Mountain Campus:** At the Office of the Director, 5325 Manor Drive, Stone Mountain, GA 30083.

**Valdosta Campus:** At the Office of the Executive Director, 4201 North Forrest Street Valdosta, GA 31605.

**Warner Robins Campus:** At the Office of the Executive Director, 801 Duke Avenue, Warner Robins, GA, 31093.

**Zebulon Campus:** At the Office of the Director, 7818 Hwy 19 South, Zebulon, GA 30295.

## **Counseling/Medical Services**

Personal and academic problem assistance is available in the Department of Academic Support Services. Call 478-387-4902 for an appointment. Should you be a victim of sexual assault, call local law enforcement and go to the Emergency Room for treatment. In the event a medical examination is required to preserve the evidence of rape or sexual assault, such examination would be necessary immediately after the crime and prior to any change in the body of the victim by washing or elimination of fluids. The medical examination is the responsibility of the victim. There are no facilities for medical examination on the campus of Georgia Military College, and it would be necessary for such examination to be arranged off-campus, with the cooperation of the victim.

## **Disciplinary Actions**

Procedures for disciplinary action in cases of alleged sexual offenses shall include a hearing before the Disciplinary Committee. At other GMC Campuses, disciplinary actions of alleged sexual offense shall include a hearing before the Executive Director.

Notice of a hearing on an accusation of sexual assault or other sexual offense will be sent by mail to the address given by the student at the time of admission for the term in which the allegation is made, a minimum of five days before the hearing date. A brief description of the nature of the charges will be contained in the notice.

At the hearing of an accusation of sexual assault:

- The accuser and the accused are entitled to the same opportunities to have others present during a campus disciplinary proceeding.
- Both the accuser and the accused shall be informed of the outcome of any campus disciplinary proceeding.
- The recommendations resulting from the disciplinary proceeding will be forwarded to the President of Georgia Military College for his decision.

## **GMC Campus Sexual Assault Victim's Bill of Rights**

The right to have any and all sexual assaults against them treated with seriousness; the right, as victims, to be treated with dignity; and the right for campus organizations which assist such victims to be accorded recognition.

The right to have sexual assaults committed against them investigated and adjudicated by duly constituted criminal and civil authorities of the governmental entity in which the crimes occurred; and the right to the full and prompt cooperation and assistance of campus personnel in notifying the proper authorities. The foregoing shall be in addition to any campus disciplinary proceedings.

The rights to be free from any kind of pressure from campus personnel such as:

- To not report crimes committed against them to civil and criminal authorities or to campus law enforcement and disciplinary officials; or,
- To report crimes as lesser offenses than the victims perceive them to be.

The right to be free from any kind of suggestion that campus sexual assault victims not report, or under-report, crimes because:

- Victims are somehow “responsible” for the commission of crimes against them;
- Victims were contributory, negligent, or assumed the risk of being assaulted; or,
- By reporting crimes, they would incur unwanted personal publicity.

The same right to legal assistance, or ability to have others present, in any campus disciplinary proceeding that the institution permits to the accused; and the right to be notified of the outcome of such proceeding.

The right to full and prompt cooperation from campus personnel in obtaining, securing, and maintaining evidence (including a medical examination) as may be necessary to the proof of criminal sexual assault in subsequent legal proceedings.

The right to be made aware of, and assisted in exercising any options, as provided by State and Federal laws or regulations, with regard to mandatory testing of sexual assault suspects for communicable diseases and with regard to notification to victims of the results of such testing.

The right to counseling from any mental health services previously established by the institution, or by other victim-service entities, or by victims themselves.

## **Title IX Confidentiality, Privacy, and Reporting Policy**

### **Responsible Employees:**

Georgia Military College designates the following as “responsible employees” under Title IX. These people have a “duty to report” whereas professional counselors do not. GMC’s Campus Security Authorities include faculty advisors to student organizations, student activities staff, athletic team coaches, campus police (police and security officers), the GMC Dean of Students, Dean of Faculty, all GMC Campus Executive Directors, VP Enrollment Services, VP Advancement, Athletic Director, VP Business Affairs, Director Health Services, Director Library Services, and the Professor of Military Science.

### **Confidentiality and Reporting of Offenses Under This Policy**

Georgia Military College officials, depending on their roles at the College, have varying reporting responsibilities and abilities to maintain confidentiality. In order to make informed choices, one should be aware of confidentiality and mandatory reporting requirements when consulting campus resources. On campus, some resources may maintain confidentiality, offering options and advice without any obligation to inform an outside agency or individual unless you have requested information to be shared. Other resources exist for you to report crimes and policy violations and these resources will take action when you report victimization to them. Most resources on campus fall in the middle of these two extremes; neither the College, nor the law, requires them to divulge private information that is shared with them, except in rare circumstances. The following describes the three reporting options at Georgia Military College:

#### **a. Confidential Reporting**

If a reporting party would like the details of an incident to be kept confidential, the reporting party may speak with Title IX Coordinators, off-campus local rape crisis counselors, off-campus domestic violence resources, local or state assistance agencies, or off-campus members of the clergy/chaplains who will maintain confidentiality except in extreme cases of immediacy of threat or danger or abuse of a minor.

#### **b. Private Reporting**

Those seeking to report misconduct may seek advice from resources that are not required to initially tell anyone else individual private, personally identifiable information unless there is a pattern of abuse, cause for fear for individual safety, or the safety of others. These resources include employees without supervisory responsibility or remedial authority to address discrimination, harassment, retaliation, and sexual misconduct, such as adjunct faculty members, custodial employees, and non-supervisory cafeteria staff. If a reporting party is unsure of someone’s duties and ability to maintain privacy, s/he should ask before confiding. All these resources are instructed to share incident reports with their supervisors, but they do not share any personally identifiable information about the report unless the reporting party gives permission, except in the rare event that the incident reveals a need to protect the



reporting party or other members of the community. If personally identifiable information is shared, it will be shared with as few people as possible and all efforts will be made to protect privacy to the greatest possible extent.

### **c. Formal Reporting Options**

Complainants are encouraged to speak to College officials, such as the Title IX and AA Coordinators, GMC Campus Executive Directors, Preparatory School Principal, and Campus Police to make formal reports of incidents of sexual misconduct. Complainants have the right, and can expect, to have complaints taken seriously by the College when formally reported, and to have those incidents investigated and properly resolved through these procedures. Formal reporting still affords privacy to the reporter, and only a small group of officials who need to know will be told. Information will be shared as necessary with investigators, witnesses, and the accused student/respondent. The circle of people with this knowledge will be kept as tight as possible to preserve a complainant's rights and privacy.

### **Federal Statistical Reporting Obligations**

Certain campus officials have a duty to report sexual misconduct for federal statistical reporting purposes (Clery Act). All personally identifiable information is kept confidential, but statistical information must be passed along to campus law enforcement regarding the type of incident and its general location (on or off-campus, in the surrounding area, but no addresses are given) for publication in the annual Campus Security Report. This report helps to provide the community with a clear picture of the extent and nature of campus crime, to ensure greater community safety. Mandated federal reporters include: student/conduct affairs, campus law enforcement, local police, coaches, athletic directors, residence life staff, student activities staff, human resources staff, advisors to student organizations and any other official with significant responsibility for student and campus activities. The information to be shared includes the date, the location of the incident (using Clery location categories) and the Clery crime category. This reporting protects the identity of the victim and may be done anonymously.

### **Federal Timely Warning Reporting Obligations**

Victims of sexual misconduct should be aware that College administrators, as required by the Clery Act, must issue timely warnings for incidents reported to them that pose a substantial threat of bodily harm or danger to members of the campus community. Georgia Military College will make every effort to ensure that a victim's name and other identifying information is not disclosed, while still providing enough information for community members to make safety decisions in light of the potential danger.

# **Equity Grievance Process for Resolving Complaints of Harassment, Sexual Misconduct, and other forms of Discrimination**

Georgia Military College will act on any formal or informal complaint or notice of violation of Equal Opportunity, Harassment, and Nondiscrimination policy that is received by Title IX Coordinators or a member of the administration.

The procedures described below will apply to all complaints involving students, staff, or faculty members. Redress and requests for responsive actions for complaints brought against non-members of the community are also covered by these procedures.

## **1. Equity Grievance Panel (EGP)**

Members of the EGP are announced campus-wide in an annual distribution of this policy to employees, students, prospective students and their parents, and prospective employees. Members of the EGP are trained in all aspects of the grievance process, and can serve in any of the following roles, at the direction of the Title IX Coordinator:

- To provide sensitive intake and initial counseling of complaints
- To serve in a mediation role [restorative justice] in conflict resolution
- To investigate complaints
- To act as advisors/advocates to those involved in complaints
- To serve on hearing panels for complaints
- To serve on appeal panels for complaints

EGP members also recommend policies and changes to existing policy, and serve in an educative role for the community. The President, with the advice of the Title IX Coordinator, appoints the panel, which reports to the Title IX Coordinator. EGP members receive annual training organized by the Title IX Coordinator, including a review of Georgia Military College policies and procedures. All EGP members are required to attend this annual training. Other training may be required, as decided by the President or the Title IX Coordinator.

The Equity Grievance Panel (EGP) includes:

- 2 Co-chairs
- One Administrative Hearing Officer who is an *ex officio* member and serves as Chair of grievance panel hearings for student respondents
- At least 5 faculty members or academic affairs staff members
- At least 5 members of the administration
- At least 5 members of the non-academic staff
- At least two representatives from Campus Police
- At least two representatives from Human Resources
- At least two representatives from the Office of the Commandant of Cadets
- At least two representatives from Athletics

Panel members are usually appointed to one-year terms. Appointments to the EGP will be made with attention to representation of groups protected by the harassment and non-discrimination policy.

## **2. Filing a complaint**

Any member of the community, guest, or visitor who believes that the policy on Equal Opportunity, Harassment, and Nondiscrimination has been violated must contact the Title IX Coordinator or a Deputy Title IX Coordinator. It is also possible for employees to notify a supervisor, or for students to notify an administrative advisor or faculty member, or any member of the community may contact Campus Police or a GMC Campus Executive Director. These individuals will in turn notify the Title IX Coordinator. The College website also includes a reporting form at [www.gmc.edu](http://www.gmc.edu), which may serve to initiate a complaint.

All employees receiving reports of a potential violation of College policy are expected to promptly contact the Title IX Coordinator or a Deputy Title IX Coordinator within 24 hours of becoming aware of a report or incident. All initial contacts will be treated with the maximum possible privacy: specific information on any complaints received by any party will be reported to the Title IX Coordinator, but, subject to the College's obligation to redress violations, every effort will be made to maintain the privacy of those initiating a report of a complaint. In all cases, Georgia Military College will give consideration to the complainant with respect to how the complaint is pursued, but reserves the right, when necessary to protect the community, to investigate and pursue a resolution when an alleged victim chooses not to initiate or participate in a formal complaint.

## **3. Complaint Intake**

Following receipt of notice or a complaint, the Title IX Coordinator<sup>1</sup> will, promptly assign an EGP panel member to work as advisor/advocate to the person who reported the complaint, or complainant may choose another trained or non-trained advisor or proceed without an advisor. Normally, within two business days, an initial determination is made whether a policy violation may have occurred or whether conflict resolution might be appropriate. If the complaint does not appear to allege a policy violation or if conflict resolution is desired by the complainant, and appears appropriate given the nature of the alleged behavior, then the complaint does not proceed to investigation.

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<sup>1</sup> If circumstances require, the President or Title IX Coordinator may designate another person to oversee the process, should a complaint be made against the Coordinator or the Coordinator be otherwise unavailable or unable to fulfill their duties.

A full investigation will necessarily be pursued if there is evidence of a pattern of misconduct or a perceived threat of further harm to the community or any of its members. The College aims to complete all investigations within a 30 business day time period, which can be extended as necessary for appropriate cause by the Title IX Coordinator with notice to the parties.

#### **4. Investigation**

If a complainant wishes to pursue a formal complaint or if the College, based on the alleged policy violation, wishes to pursue a formal complaint, then the Title IX Coordinator appoints trained EGP members to conduct the investigation, usually within two business days of determining that a complaint should proceed. Investigation of complaints brought directly by those alleging harm should be completed expeditiously, normally within 10 business days of notice to the Coordinator. Investigation may take longer when initial complaints fail to provide direct first-hand information. The College may undertake a short delay (3-10 days, to allow evidence collection) when criminal charges on the basis of the same behaviors that invoke this process are being investigated. Georgia Military College action will not be altered or precluded on the grounds that civil or criminal charges involving the same incident have been filed or that charges have been dismissed or reduced. All investigations will be thorough, reliable, and impartial, and will include interviews with all relevant parties and witnesses, obtaining available evidence, and identifying sources of expert information, if necessary.

#### **5. Interim Remedies**

The Title IX Coordinator (or designee) may provide interim remedies intended to address the short or long-term effects of harassment, discrimination, or retaliation, i.e., to redress harm to the alleged victim and the community and to prevent further harassment or violations. Interim remedies may also be used when, in the judgment of the Title IX Coordinator, the safety or well-being of any member of the campus community may be jeopardized by the presence on campus of the accused individual or the ongoing activity of a student organization whose behavior is in question.

These remedies may include referral to off-campus counseling and health services, referral through the Vice President of Human Resources to the *Employee Assistance Program*, altering the housing situation of an accused cadet/student or resident employee (or the alleged victim, if desired), altering work arrangements for employees, providing campus escorts, implementing contact limitations between the parties, or offering adjustments to academic deadlines and course schedules.

The College may interim suspend a student, employee, or organization pending the completion of EGP investigation and procedures. In all cases in which an interim suspension is imposed, the student, employee, or student organization will be given the opportunity to meet with the Title IX Coordinator prior to such suspension being imposed, or as soon thereafter as reasonably possible, to show cause why the suspension should not be implemented. The Title IX Coordinator has sole discretion to implement or stay an interim suspension under the Equal

Opportunity, Harassment, and Nondiscrimination policy, and to determine its conditions and duration. Violation of an interim suspension under this policy may be grounds for student expulsion or employee termination.

During an interim suspension or administrative leave, a student or employee may be denied access to College housing if a cadet and College campus/facilities/events. As determined by the appropriate administrative officer, Title IX Coordinator or designee, this restriction may include classes and all other College activities or privileges for which the student might otherwise be eligible. At the discretion of the GMC Vice President for Academic Affairs and Dean of Faculty or appropriate Campus Executive Director, alternative coursework options may be pursued to ensure as minimal an impact as possible on the accused student.

## **6. Complaint Resolution**

During and/or upon the completion of investigation, the investigators will meet with the Title IX Coordinator as appropriate. Based on that meeting, the Title IX Coordinator will make a decision on whether there is reasonable cause to proceed with the complaint. If the Title IX Coordinator decides that no policy violation has occurred or that the preponderance of evidence (i.e., whether it is more likely than not that the accused individual committed each alleged violation) does not support a finding of a policy violation, then the process will end unless the complainant requests that the Title IX Coordinator makes an extraordinary determination to re-open the investigation or to forward the matter for a hearing. This decision lies in the sole discretion of the Title IX Coordinator. If there is reasonable cause, the Title IX Coordinator will direct the investigation to continue, or if there is a preponderance of evidence of a violation, then the Title IX Coordinator may recommend conflict resolution, a resolution without a hearing, or a formal hearing, based on the below criteria.

### **a. Conflict Resolution**

Conflict resolution is often used for less serious, yet inappropriate, behaviors and is encouraged as an alternative to the formal hearing process to resolve conflicts. The Title IX Coordinator will determine if conflict resolution is appropriate, based on the willingness of the parties, the nature of the conduct at issue, and the susceptibility of the conduct to conflict resolution. In a conflict resolution meeting, an EGP member will, if possible, facilitate a dialogue with the parties to an effective resolution. Sanctions are not possible as the result of a conflict resolution process, though the parties may agree to appropriate remedies. The Title IX Coordinator will keep records of any resolution that is reached, and failure to abide by the accord can result in appropriate responsive actions.

Conflict resolution will not be the primary resolution mechanism used to address complaints of sexual misconduct or violent behavior of any kind or in other cases of serious violations of policy, though it may be made available after the formal process is completed should the parties and the Title IX Coordinator believe that it could be beneficial. It is not necessary to pursue conflict resolution first in order to make a formal EGP complaint, and anyone participating in conflict resolution can stop that process at any time and request a formal hearing.

## **b. Resolution Without a Hearing**

Resolution without a hearing can be pursued at any time during the process for any behavior that falls within the policy on Equal Opportunity, Harassment, and Nondiscrimination. The Title IX Coordinator will provide written notification of a complaint to any member of the College community who is accused of an offense of harassment, discrimination, or retaliation. The respondent may choose to admit responsibility for all or part of the alleged policy violations at any point in the process. If so, the Title IX Coordinator will render a finding that the individual is in violation of College policy for the admitted conduct, and will normally proceed to convene a formal hearing on any remaining disputed violations. For admitted violations, the appropriate Co-chair of the EGP will recommend or determine an appropriate sanction or responsive action. If the sanction/responsive action is accepted by both the complainant and respondent, the Title IX Coordinator will implement it, and act promptly and effectively to remedy the effects of the admitted conduct upon the victim and the community. If either party rejects the sanction/responsive action, an EGP hearing will be held on the sanction/responsive action only, according to the EGP procedures below, except in the case of at-will employees for whom findings and responsive actions will be determined by the Vice President of Human Resources (VPHR) based on the results of the investigation.

## **c. Formal Hearing**

For any complaints that are not appropriate for conflict resolution and which are not resolved without a hearing, the Title IX Coordinator will initiate a formal hearing or for employees for whom no hearing process is available, will refer his/her findings to the Vice President of Human Resources for implementation.

## **7. Formal Equity Grievance Panel (EGP) Procedure** [process may divert to faculty or student conduct processes at this point, for a hearing, if necessary]

### **a. Hearing Panels**

The Title IX Coordinator will appoint a non-voting panel Chair (either one of the EGP co-chairs or an Administrative Hearing Officer, depending on whether the respondent is a faculty member, other employee, or student) and three members of the EGP to the hearing panel, none of whom have been previously involved with the complaint. EGP members who served as investigators will be witnesses in the hearing of the complaint and therefore may not serve as hearing panel members. Hearing panels may include both faculty and non-faculty employees, with at least one faculty employee selected in a complaint against a faculty member. No member of the panel may be a practicing attorney. The panel will meet at times determined by the Chair.



## **b. Notification of Charges**

At least one week prior to the hearing, or as far in advance as is reasonably possible if an accelerated hearing is scheduled with the consent of the parties, the EGP Co-chair will send a letter to the parties with the following information. Once mailed, emailed, or received in-person, notice will be presumptively delivered. The letter will contain:

- A description of the alleged violation(s), a description of the applicable procedures, and a statement of the potential sanctions/responsive actions that could result;
- The time, date and location of the hearing and a reminder that attendance is mandatory, superseding all other campus activities. If any party does not appear at the scheduled hearing, the hearing will be held in their absence. For compelling reasons, the Co-chair may reschedule the hearing.
- The parties may have the assistance of an EGP panel member, or other advisor at the hearing. Typically, advisors are members of the campus community, but the Title IX Coordinator may grant permission for an outside advisor upon request.

The advisor may not be a practicing attorney and no practicing attorney may be present in the hearing room. In the rare instance where civil or criminal court proceedings currently involve a party to the complaint or at the discretion of the Chair, legal counsel may be permitted to serve as an advisor. The advisor may not make a presentation or represent the complainant or respondent during the hearing. The parties to the hearing are expected to ask and respond to questions on their own behalf, without representation by their advisor. The advisor may consult with the advisee quietly or in writing, or outside the hearing during breaks, but may not speak on behalf of the advisee to the panel.

- Hearings for possible violations that occur near or after the end of an academic term will be held immediately after the end of the term or during the summer, as needed, to meet the resolution timeline followed by the College and remain within the 30-day goal for resolution.

## **c. Hearing Procedures**

Equity Grievance Panel (EGP) Hearings will be convened, usually within one to two weeks of the completion of the investigation, and will be conducted in private. The EGP has the authority to hear all collateral misconduct, meaning that it hears all allegations of discrimination, harassment, and retaliation, but also may hear any additional alleged policy violations that have occurred in concert with the discrimination, harassment, or retaliation, even though those collateral allegations may not specifically fall within EGP jurisdiction. Accordingly, investigations should be conducted with as wide a scope as necessary.

Participants will include the non-voting Chair, the three members of the panel, the investigator(s) who conducted the investigation on the complaint, the complainant and respondent(s) (or three organizational representatives in a case where an organization is charged), advisors/advocates to the parties, and any called witnesses. The Chair will exchange the names of witnesses the College intends to call, all pertinent documentary evidence and any written findings from the investigators between the parties at least two business days prior to the hearing. In addition, the parties will be given a list of the names of each of the EGP panel

members at least two business days in advance of the hearing. Should either (any) party object to any panelist, he/she must raise all objections, in writing, to the Chair immediately. Panel members will only be unseated if the Chair concludes that their bias precludes an impartial hearing of the complaint. Additionally, any panelist or Chair who feels he/she cannot make an objective determination must recuse himself or herself from the proceedings when notified of the identity of the parties and all witnesses in advance of the hearing.

The Chair, in consultation with the parties and investigators, may decide in advance of the hearing that certain witnesses do not need to be physically present if their testimony can be adequately summarized by the investigator(s) during the hearing. All parties will have ample opportunity to present facts and arguments in full and question all present witnesses during the hearing, though formal cross-examination is not used between the parties. If alternative questioning mechanisms are desired, such as screens, Skype, or questions directed through the Chair, the parties should request them from the Chair at least two business days prior to the hearing.

Once the procedures are explained and the participants are introduced, the investigator will present the report of the investigation first, and be subject to questioning by the parties and the EGP. The investigator(s) will be present during the entire hearing process, but will only be present during deliberations at the request of the Chair. The findings of the investigation are not binding on the panel, though any undisputed conclusions of the investigation report will not be revisited, except as necessary to determine sanctions/responsive actions. Once investigators are questioned, the EGP will permit questioning of and by the parties, and of any present witness. Questions may be directed through the panel at the discretion of the Chair.

Formal rules of evidence will not apply. Any evidence that the panel believes is relevant and credible may be considered, including history and pattern evidence. The Chair will address any evidentiary concerns prior to or during the hearing, may exclude irrelevant or immaterial evidence, and may ask the panel to disregard evidence lacking in credibility. The Chair will determine all questions of procedure and evidence. Anyone appearing at the hearing to provide information will respond to questions on his/her own behalf.

Unless the Chair determines it is appropriate, no one will present information or raise questions concerning: (1) incidents not directly related to the possible violation, unless they show a pattern, or (2) the sexual history of or the character of the victim/complainant.

Where issues of competency or job performance are concerned, the Committee will not substitute its judgment of competency or performance for the judgment of other appropriate campus officials; the function of the Hearing Panel is to determine whether those policies, processes, and criteria used in arriving at judgments of competency or performance were consistent with the College's policies regarding harassment and nondiscrimination.

There will be no observers in the hearing. The Chair may allow witnesses who have relevant information to appear at a portion of the hearing in order to respond to specific questions from the panel or the parties involved. The panel does not hear from character witnesses, but will accept up to two letters supporting the character of the individuals involved.

In hearings involving more than one accused individual or in which two complainants have accused the same individual of substantially similar conduct, the standard procedure will be to hear the complaints jointly; however, the Title IX Coordinator may permit the hearing pertinent to each respondent to be conducted separately. In joint hearings, separate determinations of responsibility will be made for each respondent.

Proceedings are private. All persons present at any time during the hearing are warned by the EGP chairman that they are expected to maintain the privacy of the proceedings, subject to College consequences for failure to do so. While the contents of the hearing are private, the parties have discretion to share their own experiences if they so choose, and should discuss doing so with their advisors/advocates.

Hearings are recorded for purposes of review in the event of an appeal. EGP members, the parties, and the persons who initiated the action and appropriate administrative officers of the College will be allowed to listen to the recording in a location determined by the Title IX Coordinator or designee. No person will be given or be allowed to make a copy of the recording without permission of the Title IX Coordinator. Persons given access to the recording will be required to sign an agreement confirming that they will protect the privacy of the information contained in the recording.

#### **d. Decisions**

The EGP will deliberate in closed session to determine whether the respondent is responsible or not responsible for the violation(s) in question. The panel will base its determination on a preponderance of the evidence (i.e., whether it is more likely than not that the accused individual committed each alleged violation). If an individual respondent or organization is found responsible by a majority of the panel, the panel will recommend appropriate sanctions to the Title IX Coordinator.

The Chair will prepare a written deliberation report and deliver it to the Title IX Coordinator, detailing the finding, how each member voted, the information cited by the panel in support of its recommendation and any information the hearing panel excluded from its consideration and why. The report should conclude with any recommended sanctions. This report should not exceed two pages in length and must be submitted to the Title IX Coordinator within two days of the end of deliberations.

The Title IX Coordinator (or designee) will inform the accused individual and the complainant of the final determination within 2-3 business days of the hearing. Notification will be made in writing and may be delivered by one or more of the following methods: in person; mailed to the local or permanent address of the parties as indicated in official Georgia Military College records; or emailed to the parties' Georgia Military College-issued email account. Once mailed, emailed, or received in-person, notice will be presumptively delivered.

## e. Sanctions

Sanctions or responsive actions will be determined by the EGP. Factors considered when determining a sanction/responsive action may include:

- The nature, severity of, and circumstances surrounding the violation
- An individual's disciplinary history
- Previous complaints or allegations involving similar conduct
- Any other information deemed relevant by the EGP
- The need for sanctions/responsive actions to bring an end to the discrimination, harassment, or retaliation
- The need for sanctions/responsive actions to prevent the future recurrence of discrimination, harassment, or retaliation
- The need to remedy the effects of the discrimination, harassment, or retaliation on the victim and the community

## i. Student Sanctions [Example]

The following are the usual sanctions that may be imposed upon students or organizations singly or in combination:

- *Warning:* A formal statement that the behavior was unacceptable and a warning that further infractions of any Georgia Military College policy, procedure, or directive may result in more severe sanctions/responsive actions.
- *Probation:* A written reprimand for violation of the Code of Student Conduct, providing for more severe disciplinary sanctions in the event that the student or organization is found in violation of any Georgia Military College policy, procedure, or directive within a specified period of time. Terms of the probation will be specified and may include denial of specified social privileges, exclusion from co-curricular activities, non-contact orders, or other measures deemed appropriate.
- *Suspension:* Termination of student status for a definite period of time not to exceed one year, or until specific criteria is met. Students who return from suspension are automatically placed on probation through the remainder of their tenure at College. This sanction will be noted as a Conduct or Disciplinary Suspension on the student's official transcript.
- *Expulsion:* Permanent termination of student status, revocation of rights to be on campus for any reason or attend Georgia Military College-sponsored events. This sanction will be noted as a Conduct or Disciplinary Expulsion on the student's official transcript. **NB: Expulsions must be approved by the President.**
- *Withholding Diploma.* The College may withhold a student's diploma for a specified period of time or deny student participation in commencement activities if the student has a complaint pending or as a sanction if the student is found responsible for an alleged violation.

- *Revocation of Degree.* The College reserves the right to revoke a degree awarded from Georgia Military College for fraud, misrepresentation, or other violation of Georgia Military College policies, procedures, or directives in obtaining the degree, or for other serious violations committed by a student prior to graduation. **NB: Revocation of Degree must be approved by the President.**
- *Organizational Sanctions.* Inactivation or loss of all privileges for a specified period of time.
  - *Other Actions:* In addition to or in place of the above sanctions, the College may assign any other sanctions as deemed appropriate.

## ii. Employee Sanctions

Responsive actions for an employee who has engaged in harassment, discrimination, or retaliation include warning, required counseling, demotion, suspension with pay, suspension without pay, and termination.

## f. Withdrawal or Resignation While Charges Pending

Students: The College does not permit a student to withdraw if that student has a complaint pending for violation of the policy on Equal Opportunity, Harassment, and Nondiscrimination, or for charges under the Code of Student Conduct. Should a student decide to leave and not participate in the investigation or hearing, the process will nonetheless proceed in the student's absence to a reasonable resolution and that student will not be permitted to return to Georgia Military College unless all sanctions have been satisfied.

Employees: Should an employee resign while charges are pending, the records of the Title IX Coordinator will reflect that status, as will College responses to any future inquiries regarding employment references for that individual. The Title IX Coordinator will act to promptly and effectively remedy the effects of the conduct upon the victim and the community.

## g. Appeals

All requests for appeal considerations must be submitted in writing to the Title IX Coordinator within five business days of the delivery of the written finding of the EGP.

A three-member panel of the EGP appointed by the President will consider all appeal requests. Any party may appeal, but appeals are limited to the following:

- A procedural error or omission occurred that significantly impacted the outcome of the hearing (e.g. substantiated bias, material deviation from established procedures).
- To consider new evidence, unknown or unavailable during the original hearing or investigation, that could substantially impact the original finding or sanction. A summary of this new evidence and its potential impact must be included.
- The sanctions imposed are substantially disproportionate to the severity of the violation or sanctions fall outside the range of sanctions the College has designated for this offense.

The appeals panel of the EGP will review the appeal request(s). The original finding and sanction/responsive actions will stand if the appeal is not timely or is not based on the grounds listed above, and such a decision is final. When any party requests an appeal, the other party (parties) will be notified and joined in the appeal. The party requesting appeal must show that the grounds for an appeal request have been met, and the other party or parties may show the grounds have not been met, or that additional grounds are met. The original finding and sanction are presumed to have been decided reasonably and appropriately.

Where the EGP appeals panel finds that at least one of the grounds is met, and proceeds, additional principles governing the hearing of appeals include the following:

- Appeals decisions by the EGP panel are to be deferential to the original decision, making changes to the finding only where there is clear error and to the sanction/responsive action only if there is a compelling justification to do so.
- Appeals are not intended to be full re-hearings of the complaint. In most cases, appeals are confined to a review of the record of the original hearing, and pertinent documentation regarding the grounds for appeal. Appeals granted based on new evidence should be remanded to the original hearing panel for reconsideration. Other appeals may be remanded at the discretion of the Title IX Coordinator or heard by the three-member panel of the EGP appointed by the President.
- Sanctions imposed are implemented immediately unless the President or Title IX Coordinator stays their implementation, pending the outcome of the appeal.
- The Title IX Coordinator will normally, after conferring with the EGP appeals panel, render to the President and to all parties within 2-3 business days from hearing of the appeal a written decision on the appeal.
- All parties should be informed of whether the grounds for an appeal are accepted and the results of the appeal decision.
- Once an appeal is decided, the outcome is final: further appeals are not permitted.

#### **h. Failure to Complete Sanctions/Comply with Responsive Actions**

All respondents are expected to comply with conduct sanctions /corrective actions within the time frame specified by the Title IX Coordinator. Failure to follow through on conduct sanctions /corrective actions by the date specified, whether by refusal, neglect, or any other reason, may result in additional sanctions/corrective actions, or suspension, expulsion or termination from Georgia Military College and may be noted on a student's official transcript. A suspension will only be lifted when compliance is achieved to the satisfaction of the Title IX Coordinator.

#### **i. Records**

In implementing this policy, records of all complaints, resolutions, and hearings will be kept by the Title IX Coordinator indefinitely in the Title IX Coordinator database.

#### **j. Statement of Complainant's Rights**

- To be treated with respect by College officials.



- To take advantage of campus support resources (such as Counseling for students, or EAP services for employees).
- To experience a safe living, educational, and work environment.
- To have an advisor/advocate during this process.
- To refuse to have an allegation resolved through conflict resolution procedures.
- To receive amnesty for minor student misconduct (such as alcohol or drug violations) that is ancillary to the incident.
- To be free from retaliation.
- To have complaints heard in substantial accordance with these procedures.
- To full participation of the injured party in any EGP process whether the injured party or the College is serving as complainant.
- To be informed in writing of the outcome/resolution of the complaint, sanctions where permissible and the rationale for the outcome where permissible.

#### **k. Statement of Respondent's Rights**

- To be treated with respect by College officials.
- To take advantage of campus support resources.
- To have an advisor/advocate during this process.
- To refuse to have an allegation resolved through conflict resolution procedures.
- To have complaints heard in substantial accordance with these procedures.
- To be informed in writing of the rationale and outcome/resolution.

#### **Questions and Answers:**

Here are some of the most commonly asked questions regarding GMC's sexual misconduct policy and procedures.

- *Does information about a complaint remain private?*

The privacy of all parties to a complaint of sexual misconduct must be respected, except insofar as it interferes with the institution's obligation to fully investigate allegations of sexual misconduct. Where privacy is not strictly kept, it will still be tightly controlled on a need-to-know basis. Dissemination of information and/or written materials to persons not involved in the complaint procedure is not permitted. Violations of the privacy of the complainant or the accused student may lead to disciplinary conduct action by the College.

In all complaints of sexual misconduct, all parties will be informed of the outcome. In some instances, the administration also may choose to make a brief public announcement of the nature of the violation and the action taken, without using the name or identifiable information of the alleged victim. Certain college administrators are informed of the outcome within the bounds of student privacy (e.g., the President, GMC Dean of Students, Campus Executive Directors). If there is a report of an act of alleged sexual misconduct to a disciplinary conduct officer of the institution and there is evidence that a felony has occurred, local police will be notified. This does not mean charges will be automatically filed or that a victim must speak with the police, but the institution is legally required to notify law enforcement authorities. The institution also must statistically report the occurrence on campus of major violent crimes, including certain sex offenses, in an annual report of campus crime statistics. This statistical report does not include personally identifiable information.

- *Will my parents be told?*

No, not unless you tell them. Whether you are the complainant or the accused student, GMC's primary relationship is to the student and not to the parent. However, in the event of major medical, disciplinary, or academic jeopardy, students are strongly encouraged to inform their parents. GMC officials will directly inform parents when requested to do so by a student, in a life-threatening situation, or if an accused student is a cadet and has signed the permission form that allows such communication.

- *Will the accused student know my identity?*

Yes, if you file a formal complaint. Sexual misconduct is a serious offense and the accused student has the right to know the identity of the complainant/alleged victim. If there is a hearing, the college does provide options for questioning without confrontation, including closed-circuit testimony, Skype, using a room divider or using separate hearing rooms.

- *Do I have to name the perpetrator?*

Yes, if you want formal disciplinary action to be taken against the alleged perpetrator. No, if you choose to respond informally and do not file a formal complaint (but you should consult the complete confidentiality policy above to better understand GMC's legal obligations depending on what information you share with different college officials). Victims should be aware that not identifying the perpetrator may limit the institution's ability to respond comprehensively.

- *What do I do if I am accused of sexual misconduct?*

DO NOT contact the alleged victim. You may immediately want to contact someone in the campus community who can act as your advisor. You may also contact the Dean of Students, who can explain GMC's procedures for addressing sexual misconduct complaints. You may also want to talk to a confidential counselor at the counseling center or seek other community assistance. See below regarding legal representation.

- *Will I (as a victim) have to pay for counseling/or medical care?*

Not typically, if the institution provides these services already. If a victim is accessing community and non-institutional services, payment for these will be subject to state/local laws, insurance requirements, etc.

- *What about legal advice?*

Victims of criminal sexual assault need not retain a private attorney to pursue prosecution because representation will be handled by the District Attorney's office. You may want to retain an attorney if you are the accused student or are considering filing a civil action. The accused student may retain counsel at their own expense if they determine that they need legal advice about criminal prosecution and/or the campus conduct proceeding.

- *What about changing residence hall rooms?*

If you want to move, you may request a room change. Room changes under these circumstances are considered emergencies. It is typically institutional policy that in emergency room changes, the student is moved to the first available suitable room. If you want the

accused student to move, and believe that you have been the victim of sexual misconduct, you must be willing to pursue a formal or informal college complaint. No contact orders can be imposed and room changes for the accused student can usually be arranged quickly. Other accommodations available to you might include:

- Assistance from GMC staff in completing the relocation;
- Assistance with or rescheduling an academic assignment (paper, exams, etc.); --Taking an incomplete in a class;
- Assistance with transferring class sections; --Temporary withdrawal;
- Assistance with alternative course completion options;
- Other accommodations for safety as necessary. *What should I do about preserving evidence of a sexual assault?*

Police are in the best position to secure evidence of a crime. Physical evidence of a criminal sexual assault must be collected from the alleged victim's person within 120 hours, though evidence can often be obtained from towels, sheets, clothes, etc. for much longer periods of time. If you believe you have been a victim of a criminal sexual assault, you should go to the Hospital Emergency Room, before washing yourself or your clothing. The Sexual Assault Nurse Examiner (a specially trained nurse) at the hospital is usually on call 24 hours a day, 7 days a week (call the Emergency Room if you first want to speak to the nurse; ER will refer you). A victim advocate from the institution can also accompany you to the Hospital and law enforcement or Campus Police can provide transportation. If a victim goes to the hospital, local police will be called, but you are not obligated to talk to the police or to pursue prosecution. Having the evidence collected in this manner will help to keep all options available to a victim, but will not obligate him or her to any course of action. Collecting evidence can assist the authorities in pursuing criminal charges, should the victim decide later to exercise it.

For the Victim: the hospital staff will collect evidence, check for injuries, address pregnancy concerns and address the possibility of exposure to sexually transmitted infections. If you have changed clothing since the assault, bring the clothing you had on at the time of the assault with you to the hospital in a clean, sanitary container such as a clean paper grocery bag or wrapped in a clean sheet (plastic containers do not breathe, and may render evidence useless). If you have not changed clothes, bring a change of clothes with you to the hospital, if possible, as they will likely keep the clothes you are wearing as evidence. You can take a support person with you to the hospital, and they can accompany you through the exam, if you want. Do not disturb the crime scene—leave all sheets, towels, etc. that may bear evidence for the police to collect.

- *Will a victim be sanctioned when reporting a sexual misconduct policy violation if he/she has illegally used drugs or alcohol?*

No. The severity of the infraction will determine the nature of GMC's response, but whenever possible the college will respond educationally rather than punitively to the illegal use of drugs and/or alcohol. The seriousness of sexual misconduct is a major concern and the college does not want any of the circumstances (e.g., drug or alcohol use) to inhibit the reporting of sexual misconduct.

- *Will the use of drugs or alcohol affect the outcome of a sexual misconduct conduct complaint?*

The use of alcohol and/or drugs by either party will not diminish the accused student's responsibility. On the other hand, alcohol and/or drug use is likely to affect the complainant's memory and, therefore, may affect the outcome of the complaint. A person bringing a complaint of sexual misconduct must either remember the alleged incident or have sufficient circumstantial evidence, physical evidence and/or witnesses to prove his/her complaint. If the complainant does not remember the circumstances of the alleged incident, it may not be possible to impose sanctions on the accused without further corroborating information. Use of alcohol and/or other drugs will never excuse a violation by an accused student.

- *Will either party's prior use of drugs and/or alcohol be a factor when reporting sexual misconduct?*

Not unless there is a compelling reason to believe that prior use or abuse is relevant to the present complaint.

- *What should I do if I am uncertain about what happened?*

If you believe that you have experienced sexual misconduct, but are unsure of whether it was a violation of the institution's sexual misconduct policy, you should contact the institution's student conduct office (Dean of Students at the Milledgeville campus, Assistant Director at all other GMC Campuses). The institution provides advisors who can help you to define and clarify the event(s), and advise you of your options.

Note: Georgia Military College (GMC) is indebted to the National Center for Higher Education Risk Management (NCHERM) for giving permission to incorporate the ideas and language of their gender-based misconduct policy and their Title IX confidentiality, privacy, and reporting policy.



## US Army ROTC



# **U.S. Army Reserve Officer Training Corps (ROTC)**

## **General Information**

The objectives of the Reserve Officer Training Corps program are to attract, motivate, and prepare selected students with high potential to serve as commissioned officers in the Regular Army, Army Reserve, or National Guard. In addition to providing courses required to earn a commission through the ROTC program, military science instruction and associated activities have the aim for all students of developing leadership and managerial potential, providing an understanding of the requirements and organization for national security, and instilling a strong sense of personal integrity and individual responsibility.

## **ROTC Basic Courses – Leaders Training Course**

The Military Science 100 and 200 (MS I and II) level courses are designed to provide the student a basic level of military education emphasizing leadership and the understanding of fundamental concepts and principles of military art and science. This basic foundation aids the development of the leadership potential of the individual student and serves to qualify him or her for the advanced course.

*There is no military obligation for enrollment in the ROTC basic courses.*

## **ROTC Advanced Course**

The Military Science 300 and 400 (MS III and IV) level objective is to prepare students to serve as commissioned officers in the United States Army. This goal is accomplished by providing qualified students with knowledge and experience in leadership, management, and tactics, and by developing self-reliance through experience and practical application. Only prior service, three or four year JROTC students, or ROTC Basic Camp graduates (both with proper GPA & SAT/ACT test scores) may enter the advanced courses.





# **Financial Aid**



The purpose of the Financial Aid Office is to assist students in meeting their educational goals by providing appropriate financial resources. The staff of the Financial Aid Office is aware of concerns students may have regarding financing their college education, and wants to assist by providing the best service possible. Our goal is to meet individual needs in a timely, efficient, and equitable manner. Financial aid awards at Georgia Military College are based on scholastic ability and/or financial need. Students may receive aid in the form of scholarships, grants, loans, or work opportunities. All students are encouraged to apply. Programs with limited funding are awarded according to the earliest application date.

Many students do not have the financial resources to accomplish their educational objectives. Through the financial aid programs, Georgia Military College makes every effort to assure that no qualified student will be denied the opportunity to attend school because of lack of funds. Each year over 80 percent of Georgia Military College students receive some form of financial aid. Once award packages are complete, they may be viewed online via GMC's secure student portal.

Because of the many federal, state, and local agencies that regulate financial aid programs, the administration of financial aid is complex and ever changing. To help simplify the process, the Federal government has a website that is updated regularly and can be found by visiting <http://studentaid.ed.gov/>. It is important for students to understand the financial aid programs they are applying for and the requirements of those programs. You may also learn about financial aid through short videos on the GMC website at <https://gmc.financialaidtv.com/>. Refer to the Financial Aid Directory for the email address associated with your GMC location.

Policies and procedures are subject to change without notice.

## **Application Process**

### **Steps for Applying for Aid**

1. Apply for federal financial aid by completing the Free Application for Federal Student Aid (FAFSA) online at [www.fafsa.gov](http://www.fafsa.gov). Students who have previously applied for aid and have supplied the Department of Education with an e-mail address, will be sent notifications electronically via email.)
2. Apply and be accepted for admission as a degree-seeking student to Georgia Military College.

3. When completing the FAFSA, be sure to list Georgia Military College in the school section of the application using our Federal School Code of 001571. This will allow us to receive an electronic copy of the application.
4. Students will also need to apply for an FSA ID at <https://fsaid.ed.gov>. An FSA ID is comprised of a username and password and can be used to login to certain Federal Student Aid websites, such as FAFSA. The security of the FSA ID is important. The FSA ID can be used to electronically sign the FAFSA. If a parent is required to provide information on the FAFSA, the parent will need their own FSA ID.
5. In no more than four weeks, the student will receive an email notification with a direct link to the student's online Student Aid Report (SAR). If an email address was not provided on the application, the information will be mailed to the student. An electronic copy will also be sent to GMC if so indicated. Carefully read the comment section on the SAR to determine if further action is required to complete the application process. If any information is incorrect, follow the instructions provided on the SAR.
6. Verification is the process by which the U.S. Department of Education requires schools to check financial aid application data for accuracy. If the application is selected, the student will be asked to submit additional information to the GMC Verification Portal. Typically, this will include a completed verification worksheet, student's federal tax transcripts, and if applicable, the parent's or spouse's tax transcripts.
7. Parents of dependent students may apply for a Direct PLUS loan online at [www.studentloans.gov](http://www.studentloans.gov). Parents will start the Federal Direct PLUS application process by submitting the GMC Request for PLUS Form and by signing the master promissory note online using the parent's FSA ID.
8. Students will be notified via their GMC email of their eligibility for financial aid through either an electronic Award Letter notification or explanation of ineligibility. This notification is typically sent within a few weeks. However, it will take longer during peak processing time.
9. Be sure to report to the Financial Aid Office, in writing, any pending outside scholarships.
10. Apply for state financial aid by completing the GSFAApp via Georgia Student Finance Commission's website at [www.gafutures.org](http://www.gafutures.org). You must create an account on this website to be able to access the application.

### **Types of Financial Aid Available at GMC**

Grants, Loans, Federal Work-Study and a limited number of scholarships are available through the Financial Aid Office to help with educational expenses at Georgia Military College. Grants do not have to be repaid. Most loans must be repaid. Federal Work-Study awards are earned during periods of enrollment. Students must be enrolled at least half-time to receive a Federal Direct Loan or Federal Direct PLUS Loan. Federal Pell Grants are available for less than full-time students depending on need. Georgia Tuition Equalization Grants (GTEG) are available for full-time students. HOPE/Zell Miller Scholarships are available for students enrolled in six or more hours. All student aid will be awarded based on anticipated full-time enrollment.

## **Federal Grants/Scholarships**

### **Federal Pell Grant Program**

Federal Pell Grant Program is designated for undergraduate students working toward a first undergraduate degree. The amount of the grant is determined by the Cost of Attendance, the Expected Family Contribution provided by the U.S. Department of Education, and your enrollment status. Students who are enrolled full-time (12 or more credit hours) will receive full eligibility. Students enrolled less than full-time will receive funds according to federal guidelines.

### **Federal Supplemental Educational Opportunity Grant (FSEOG)**

A Federal Supplemental Educational Opportunity Grant (FSEOG) is for undergraduates with exceptional financial need -- that is, students with the lowest Expected Family Contributions (EFC) -- and gives priority to students who receive Federal Pell Grants. The FSEOG does not have to be repaid. There is no guarantee every eligible student will be able to receive FSEOG; students are awarded based on the availability of funds at the time financial aid awards are packaged at Georgia Military College.

## **Georgia Scholarships**

### **HOPE Scholarship and Zell Miller Scholarship**

Georgia's HOPE Scholarship is available to Georgia residents who have demonstrated academic achievement. The scholarship provides money to assist students with educational costs of attending college in Georgia. The HOPE Scholarship does not pay for Learning Support (remedial) classes, after July 1, 2011. Recipients do not receive a book allowance for attendance at GMC. At least half-time enrollment is required. HOPE eligibility is determined using attempted hours and GPA. HOPE Scholarship eligibility requirements and application procedures may be viewed at <https://www.gafutures.org/hope-state-aid-programs/hope-zell-miller-scholarships/>.

### **HERO Scholarship**

Georgia's HERO Scholarship Program provides educational scholarship assistance to members of the Georgia National Guard and U.S. Military Reservists who served in combat zones, and the children and the spouses of such members of the Georgia National Guard and U.S. Military Reserves. Georgia's HERO Scholarship Program eligibility requirements and application procedures may be viewed at: <https://www.gafutures.org/hope-state-aid-programs/scholarships-grants/georgia-hero/>

### **GMC Scholarships**

#### **Institutional Scholarships**

GMC provides institutional scholarships to eligible students who have been fully admitted to the college. All applicants are required to complete the Free Application for Federal Student Aid (FAFSA). Students who are Georgia residents must complete the Georgia Student Finance Application (GSFApp). All eligible awards associated with these grants must be applied prior to consideration for scholarships. To apply for an institutional scholarship, contact the Financial Aid Office at the campus you attend.

## **Foundation Scholarships**

Through our donors, the Georgia Military College Foundation is able to provide over 50 college scholarships worth more than \$75,000 per year. To determine if the “application cycle” is open, you may view the scholarship application page at: <https://alumni.gmc.edu/scholarship>. If open, you may click the “log in to start” link in order to apply.

## **Georgia Grants**

### **Georgia Tuition Equalization Grant**

The Georgia Tuition Equalization Grant (GTEG) program provides non-repayable grants to eligible Georgia residents who enroll on a full-time basis at Georgia Military College. To be considered full-time, a student must be registered for 12 or more credit hours and attending class at least one day after the end of the school's drop/add period for each term. If a student officially or unofficially withdraws, drops out or is expelled before the day after drop/add, the student is not eligible to receive GTEG. Attendance is monitored to verify eligibility.

GTEG eligible students can receive payment for the summer term and three (3) quarters during the regular award year (Fall I – Spring). Please see the financial aid representative at each campus for further information and current year eligibility amounts. State grant regulations and award amounts are subject to change during an award year. GTEG eligibility requirements and application procedures may be viewed at <https://www.gafutures.org/hope-state-aid-programs/scholarships-grants/georgia-tuition-equalization-grant/>.

### **Public Safety Memorial Grant**

Georgia's Public Safety Memorial Grant provides grant funds to the dependent children of Georgia Public Safety Officers who were permanently disabled or killed in the line of duty. Funds may be used towards the cost of attendance at Georgia Military College. Public Safety Memorial Grant eligibility requirements and application procedures may be viewed at: <https://www.gafutures.org/hope-state-aid-programs/scholarships-grants/public-safety-memorial-grant/>

### **Georgia HOPE GED Grant**

Georgia's HOPE GED Grant is available to students who earned a General Education Development (GED/high school equivalency) diploma awarded by the Technical College System of Georgia after June 30, 1993.

The Grant provides a one-time \$500 HOPE award that can be used towards tuition, books, or other educational costs at an eligible postsecondary institution. Full-time enrollment is not required. Student must use their HOPE GED Grant award within 24 months of the date of their GED diploma. Georgia HOPE GED Grant eligibility requirements and application may be viewed at: <https://www.gafutures.org/hope-state-aid-programs/hope-zell-miller-grants/hope-ged-grant/>

## **Loan Programs**

The William D. Ford Federal Direct Loan Program (Direct Loan) allows eligible students and parents to borrow from the U.S. Department of Education. The Direct Loan programs include: Subsidized

and Unsubsidized Direct Student (Stafford) Loans and Direct Parent PLUS Loans. These loans are repaid directly to the U. S. Department of Education.

### **Federal Direct Loan Program**

Direct Loans are low-interest loans for students and parents to help pay for the costs of a student's education after high school. The lender is the U.S. Department of Education rather than a bank or other financial institution. Eligibility for this loan program will be determined upon completion of the Free Application for Federal Student Aid (FAFSA).

Federal Direct Loans are made in the student's name and can be either subsidized or unsubsidized. A subsidized loan is awarded on the basis of financial need. You will not be charged any interest before you begin repayment or during authorized periods of deferment. The federal government "subsidizes" the interest during these periods. This loan must be repaid.

An unsubsidized loan is not awarded on the basis of need. You will be charged interest from the time the loan is disbursed until it is paid in full. If you allow the interest to accumulate, it will be capitalized-that is, the interest will be added to the principal amount of your loan and additional interest will be based upon the higher amount. This will increase the amount you have to repay.

By completing the Free Application for Federal Student Aid (FAFSA), students will be considered for the Federal Direct Loan. Our office will determine eligibility and award the maximum eligibility. After applications are processed, students will receive an email notification with instructions to view awards online. Having eligibility determined for a Federal Direct Loan does not commit students to accepting the loan or the amount (students may borrow less than full eligibility).

Students should pay close attention to any additional requirement including Entrance Counseling and Promissory Notes, which are available online at [www.studentloans.gov](http://www.studentloans.gov).

Under federal law, students must complete a Loan Entrance Counseling session before funds may be disbursed. It is important that you know and understand your rights and responsibilities as a student borrower. Please contact the Financial Aid Office if you have any questions.

Further, you must complete a Master Promissory Note (MPN). In most cases, you will sign only one MPN that will be used for all loans at Georgia Military College. Students may complete the MPN electronically at [www.studentloans.gov](http://www.studentloans.gov). By signing the MPN, students are confirming their understanding that Georgia Military College may make new loans for the duration of their education (up to 10 years), without having to sign another MPN. Each academic year, GMC will disburse loan proceeds to student's accounts as indicated on the Award Letter sent to the student.

### **Federal Direct PLUS (Parent Loan for Undergraduate Students)**

Direct Loans are low-interest loans for students and parents to help pay for the costs of a student's education after high school. The lender is the U.S. Department of Education rather than a bank or other financial institution. PLUS Loans enable parents with good credit histories to borrow monies. These funds are designated to help pay the educational expenses of each child who is a dependent, undergraduate student enrolled at least half-time (6 quarter hours). The yearly limit on a PLUS loan is equal to your cost of attendance minus any other financial aid you receive.

### **Steps to take as a parent to request a Federal Direct PLUS Loan:**

- The student must complete the FAFSA at [fafsa.ed.gov](https://fafsa.ed.gov).
- The parent or guardian must submit a PLUS Loan Authorization Form found in the financial section of our website at [www.gmc.edu](http://www.gmc.edu) to the Financial Aid Office.
- A review of the parent or guardian's credit history is required. The parent or guardian may complete this step by requesting a PLUS loan at [www.studentloans.gov](https://www.studentloans.gov). If the parent or guardian does not wish to complete this step online, GMC can complete this step on his/her behalf.
- If the parent or guardian is a first time borrower at GMC, he/she must complete a Master Promissory Note, found at [www.studentloans.gov](https://www.studentloans.gov).

Repayment begins on the date of the last disbursement. There is no grace period. The PLUS loan authorization form is a required form and is available in the Financial Aid Office or may be downloaded from [www.gmc.edu](http://www.gmc.edu)

### **Student Employment**

Each year Georgia Military College offers currently enrolled students the opportunity to earn funds through student employment to help meet their educational and living expenses. These programs also allow students to gain valuable work experience while working around their class schedule. Information regarding the Federal Work-Study Program is listed below. Students interested in applying may access information regarding available positions at [GMC Student Employment Opportunities](#). Select "Student Employment" under "search jobs by category" option.

### **Federal Work-Study**

Federal Work-Study (FWS) eligibility is based on established financial need and at least half-time enrollment. Jobs are located on campus and work schedules are planned around the student's class schedule. Community service positions are also available through the FWS program.

FWS money is not available at registration to pay for the student's fees. Students are paid for the actual hours worked. All FWS recipients will receive an Award Letter with the amount per term the student is eligible to earn. The Student Employment Coordinator in Human Resources facilitates placement of students in specific positions.



# **General Information**

## **Campus Safety Tips**

As Georgia Military College Campus Police officers, we enforce the state laws as well as local ordinances. We issue citations, make arrests and work vehicle accidents. Some of our other duties include assisting motorists and patrolling the campus on foot, golf cart, or in marked vehicles.

Georgia Military College Campus Police is a member of the Georgia Association of Campus Law Enforcement Administrators, Georgia Association Of Chiefs of Police, Middle Georgia Law Enforcement Council, Peace Officers Standards and Training Council and the Governor's Office of Highway Safety.

You can play an important role in the safety of our campus. You should always be aware of your environment, especially when walking alone or at night. If you are ever uncomfortable or uneasy concerning your safety, or you observe suspicious individuals or activities, you should feel free to contact Campus Police, 24 hours a day, either in person or by telephone at 478-288-0489.

Personal safety and property security at Georgia Military College are everyone's responsibility. The Campus Police Department urges all members of the Georgia Military College community to participate in making our campuses as safe as possible.

By developing good habits, you can assist us in safeguarding both your property and the college's property. In the event of suspicious or criminal activity, in Milledgeville, promptly call Campus Police. At other GMC Campuses and Extension Centers, call local law enforcement.

To develop good safety habits, follow these security tips:



### **Safety in Your Car:**

- Always lock your car.
- Check the back seat before you get in.
- Have your keys in hand so you do not have to linger before getting in, especially at night.

### **Safety Outside and at Night:**

- Walk confidently, directly, and at a steady pace. Walk on the street facing traffic.
- Stay in well-lit areas as much as possible.
- Never work alone in an office or classroom on campus at night. Arrange a buddy system with someone with whom you work or study.
- When you feel you are in danger, attract attention any way you can. Do not be reluctant to scream and run.

**Residence Hall Safety:**

- Lock your door when you leave the room, even if you will be gone only a few minutes.  
It takes about 8 seconds for someone to walk into an open room and remove an item.
- Notify a Tactical Officer and Campus Police of any suspicious loiterer in the vicinity of your room, hall, or building.
- Never leave purses, wallets, jewelry or other valuables unattended. Keep them locked in your footlocker or closet.
- Make a list of your valuables with a description and serial number and keep it on file in your room.
- Never prop open any exterior entry door to your room, suite, or dorm. This compromises everyone's safety.
- Never let a stranger into your building.

The Georgia Military College Departments of Health Services and Campus Police offer many public health and safety educational programs to serve the college community. These programs are designed to promote communication and education about safety issues important to the students, staff and faculty. These departments regularly present programs using pamphlets, videos and other media to resident students and other campus groups. These programs include:

**DUI/Alcohol (Drug Awareness):** An overview of the liabilities and dangers involving the consumption of alcohol or drugs and the added dangers of driving while under the influence.

**Residence Hall Security:** Deals with security and preventative measures in the barracks.

**Personal Safety for Women:** Teaches women how to defend themselves through alertness, prevention, precaution and preparation using the SAFETY method.

**Date Rape Prevention Program:** Addresses the current view on this subject. It teaches women to be more aware of their surroundings and reviews the currently known date rape drugs.

**Workplace Violence Prevention:** Addresses the problems and characteristics associated with workplace violence and preventative measures.

**Operation Identification:** Provides a means for students to have valuables marked so they can be readily identified.

# Georgia Military College Alma Mater

*O'er the hills of dear old Georgia  
Loyal all are we,  
Year by year go marching onward  
Cheering GMC.*

*Hail to thee, our Alma Mater,  
May thy cause prevail,  
And thy name fore'er be honored...  
GMC all hail!*

*'Neath thy portals visions splendor  
Fills with hope the soul,  
And life of valiant service  
Thou hast made our goal.*

*Hail to thee, Our Alma Mater,  
May thy cause prevail,  
And thy name fore'er be honored...  
GMC all hail!*

*When we from thy halls have parted  
And life's battles won,  
Thy great spirit shall inspire us  
'Til eternal dawn.*

*Hail to thee, Our Alma Mater,  
May thy cause prevail,  
And thy name fore'er be honored...  
GMC all hail!*



# Georgia Military College Cadet Prayer

*Almighty God, General of all life's forces, Commander of nature,  
we praise Thy holy name.*

*Visit Thy presence upon us and all former GMC cadets.*

*Reinforce us in our quest for knowledge, integrity, and leadership.*

*Instill in us humanitarianism and bless our enemy whoever he might be.*

*Extinguish from our daily lives greed and envy, and make us champions of right and ladies  
and gentlemen of honor.*

*May we glorify Thy name in victory and be courageous in defeat.*

*Help us ever to think first of our comrades, and secondly of ourselves,  
and always of Thee.*

*Guide our footsteps and cleanse our minds.*

*May we be first in the service of our country and first in Thy service.*

*Lead us, O Lord, that we might lead.*

*Amen*

Cadets who volunteer to be the cadet chaplain will commit the Cadet Prayer to memory and be prepared to recite it when called on to do so for special occasions.

