

# *General Policies and Regulations*

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## **Introduction**

Georgia Military College (GMC) exists solely to support the educational needs of students and provide a unique leadership development experience. 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. It contains information that will be valuable to you as you pursue your studies as a member of our leadership community. Additional information unique to the specific programs and locations will be provided at each GMC location. Should questions or issues arise not covered by this handbook, feel free to get in touch with the Institutional Dean of Students (478-387-4890).

## **Special Notes**

The statements outlined 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 the accuracy of the material stated herein, Georgia Military College reserves the right to change any provision 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 Academic Records, the Senior Vice President, Chief Academic Officer, and Dean of Faculty, as well as Campus Directors, Senior Department Chairs, and Graduation Coaches. 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.

The College Catalog and the Student Handbook are companion publications describing Georgia Military College's rules and procedures and are excellent references for students. The College Catalog takes precedence in the unlikely 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 Chief Human Resources Officer at 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, based on 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 concerning 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 an access request.**

Parents or eligible students who wish to inspect their child's or their education records should submit a written request to the appropriate Campus Director that identifies the records they want to review. The school official will make access arrangements and notify the parent or eligible student of the time and place the documents 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 to be changed, and specify why it should be changed. If the school decides not to amend the record as requested, the school will notify the parent or eligible student of the decision and 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 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 contracted (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 their tasks.

A school official has a legitimate educational interest if they need to review an educational record to fulfill their professional responsibility.

GMC may disclose education records without consent to officials of another school where 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:**

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

FERPA permits the disclosure of PII from students' education records without the student's consent 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 student, § 99.32 of FERPA regulations requires the institution to record the disclosure. Eligible students have a right to inspect and review the record of disclosures. A postsecondary institution may disclose PII from the education records without obtaining prior written consent of the student —

- To other school officials, including teachers, within [School] whom the school has determined to have legitimate educational interests. This includes contractors, consultants, volunteers, or other parties to whom the school has outsourced institutional services or functions, provided that the conditions listed in § 99.31(a)(1)(i)(B)(1) - (a)(1)(i)(B)(3) are met. (§ 99.31(a)(1))
- To officials of another school where the student seeks or intends to enroll, or where the student is already enrolled if the disclosure is for purposes related to the student's enrollment or transfer, subject to the requirements of § 99.34. (§ 99.31(a)(2))
- To authorized representatives of the U. S. Comptroller General, the U.S. Attorney General, the U.S. Secretary of Education, or State and local educational authorities, such as a State postsecondary authority responsible for supervising the university's State-supported education programs. Disclosures under this provision may be made, subject to the requirements of §99.35, in connection with an audit or evaluation of Federal- or State-supported education programs or for the enforcement of or compliance with Federal legal requirements that relate to those programs. These entities may disclose PII to outside entities designated by them as their authorized representatives to conduct any audit, evaluation, or enforcement or compliance activity on their behalf. (§§ 99.31(a)(3) and 99.35)
- In connection with financial aid for which the student has applied or which the student has received, if the information is necessary to determine eligibility for the aid, determine the amount of the aid, determine the conditions of the aid, or enforce the terms and conditions of the aid. (§ 99.31(a)(4))
- To organizations conducting studies for, or on behalf of, the school to: (a) develop, validate, or administer predictive tests; (b) administer student aid programs; or (c) improve instruction. (§ 99.31(a)(6))
- To accrediting organizations to carry out their accrediting functions. (§ 99.31(a)(7))
- To parents of an eligible student if the student is a dependent for IRS tax purposes. (§ 99.31(a)(8))
- To comply with a judicial order or lawfully issued subpoena. (§ 99.31(a)(9))
- To appropriate officials concerning a health or safety emergency, subject to § 99.36. (§ 99.31(a)(10))
- Information the school has designated as "directory information" under § 99.37. (§ 99.31(a)(11))
- To a victim of an alleged perpetrator of a crime of violence or a non-forcible sex offense, subject to the requirements of § 99.39. The disclosure may only include the final results of the disciplinary proceeding with respect to that alleged crime or offense, regardless of the finding. (§ 99.31(a)(13))
- To the general public, the final results of a disciplinary proceeding, subject to the requirements of § 99.39, if the school determines the student is an alleged perpetrator of a crime of violence or non-forcible sex offense and the student has committed a violation of the school's rules or policies with respect to the allegation made against him or her. (§ 99.31(a)(14))
- To parents of a student regarding the student's violation of any Federal, State, or local law or of any rule or policy of the school governing the use or possession of alcohol or a controlled substance if

the school determines the student committed a disciplinary violation and the student is under the age of 21. (§99.31(a)(15))

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 photography. GMC may disclose any of those items without prior written consent unless the student formally requests in writing that the information not be disclosed.

## **Statement of Intellectual Property**

Policy 1004 of the GMC Policy File provides 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 were produced for the use of the institution. The Georgia Military College Chief Financial Officer services as the President's representative in resolving intellectual property ownership and compensation matters and shall work in coordination with the Senior Leaders, Chief Human Resources Office, the Georgia Department of Law, and the concerned student, faculty member, or staff member to prepare or modify contracts when necessary.

Intellectual property is information and material that would qualify for a 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.

## **Use of Copyrighted Works**

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 fair use of copyrighted materials and the right to perform or display works during face-to-face teaching activities.

Under Policy 1005 of the GMC Policy, GMC 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 granted explicitly to educators in classroom settings or licenses or written permission from the copyright owner.

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. 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

## **Policy on 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 using all property and facilities of the institution. These disciplinary actions are subject to administrative review.

## **Use of Tobacco Products and Electronic Cigarettes**

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

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

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

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

## **Voter Registration**

Georgia citizens are encouraged to register to vote at [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 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.

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>

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