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# GEORGIA MILITARY COLLEGE

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Student Handbook August 2025



*Character Above All*

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# Message from the Dean of Students



Welcome to Georgia Military College. Since 1879, GMC has been a character and leadership-based institution, training and developing future leaders. At GMC, you are part of a community of aspiring leaders. As a member of this community, we encourage you to get involved, participate, forge lasting friendships, and carry on the traditions and legacy of this storied institution.

This handbook is an excellent starting point for learning about GMC culture and community. You must take the time to familiarize yourself with this handbook. It is designed to help you learn about the various opportunities available at Georgia Military College.

Have a great year!

John Sheeley  
Vice President of Student Services and Accreditation  
Institutional Dean of Students

## 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.



# 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!*



# 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).

## Accreditation

Georgia Military College is accredited by the Southern Association of Colleges and Schools Commission on Colleges (SACSCOC) to award associate and baccalaureate degrees. Georgia Military College also may offer credentials such as certificates and diplomas at approved degree levels. Questions about the accreditation of Georgia Military College may be directed in writing to the Southern Association of Colleges and Schools Commission on Colleges at 1866 Southern Lane, Decatur, GA 30033-4097, by calling (404) 679-4500, or by using information available on SACSCOC's website ([www.sacscoc.org](http://www.sacscoc.org)).

## 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 Affairs and your 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 Associate Vice President of Human Resources at 478-387-7265.

## **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 in Human Resources and may be contacted at 478-387-4957. 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.

The Affirmative Action/Equal Opportunity Officer is the Vice President for Human Resources (478-387-7265). 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 own personal education records should submit a written request to the appropriate Senior Academic Administrator 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 own personal education record should write the school Registrar, clearly identify the part of the record they wish to be changed, and specify why it should be changed. If the school determined an amendment does not coincide with policy or past precedent, the school will notify the parent or eligible student of the decision and advise them 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 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 GMC 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](http://sos.georgia.gov/cgi-bin/countyregistrarsindex.asp)

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

# Student Services

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## New Student Orientation

A student orientation program is held before 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 with Enrollment Coaches. GMC must accept new students for the current quarter to be eligible to register. “Accepted” means the student has submitted a completed application for admission, a nonrefundable application fee, and all required official transcripts. Students must also meet all placement testing requirements. Once registered, the student should then attend orientation.

If you have questions or need assistance with ID cards, please connect with your Graduation Coach.

## The “Drop/Add” Option

Each quarter there is a designated time for students to change their schedules. This period is known as “drop/add.” Your Graduation Coach can explain the process to you. Adding a course during the drop/add period may result in a fee.

## Withdrawing from Courses

Students may withdraw from a class following the procedures described in the College [Catalog](#).

## Academic Advisement

Academic advisement aims to facilitate the selection of courses appropriate to individual student needs and goals. The advisement sessions provide the student with professional assistance in evaluating, selecting, and accomplishing the educational program that meets the student's academic, professional, and personal goals.

Each student attending GMC is assigned a Graduation Coach to assist them in developing and managing the course selection process according to the student’s degree plan. The Graduation Coach is a staff member with expertise in selecting and planning enrollment. A Graduation Coach must approve all course registrations as part of the registration process.

Each quarter there will be an opportunity for the student to meet with the Graduation Coach for registration for the coming academic year. Registration will generally be for following three future terms, allowing students to pre-plan their academic schedule and develop the best program of courses. Advisement is a cooperative effort that requires the guidance of the Graduation Coach and the student’s acceptance to achieve a schedule for completing the education program best suited to the student’s goals. Academic enrollment and timely changes to registration are the responsibility of the student. The

Graduation Coach is bound by the academic regulations of the college and is not authorized to approve registration in violation of those academic regulations. The student's responsibility is to comply with the degree requirements and degree completion policies.

## **Advisement Rules**

- Know your Graduation Coach; find out their name. If you don't know; ask and find out!
- Discuss your academic goals and future school or career plans with your Graduation Coach so that the Graduation Coach may advise you on coursework that supports such goals. If you plan to attend a specific senior college and know your intended major, the information is vital to your Graduation Coach.
- Inform your Graduation Coach of any change in your program or degree plans. Let the Graduation Coach know if you choose your major or concentration plans.
- Plan with your Graduation Coach the registration for the next quarter and possible registrations for future quarters.
- If you find yourself in struggling academically, discuss the situation with your Graduation Coach well before the middle or end of the term.
- Correct any registration errors/changes quickly before the drop/add period ends.
- Let your Graduation Coach know how you are performing in your classes.
- If you are not satisfied, or have complaints or suggestions about your Graduation Coach, discuss the matter with the appropriate Senior Academic Administrator.
- Keep a record of your advisement and registrations. Utilize the Student Planning feature in the GMC Portal.
- Be on time for advisement appointments.
- Discuss the difficulty level of the courses with your Graduation Coach 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 struggles you are experiencing academically with the appropriate professor, your Graduation Coach, or the Senior Academic Administrator.

## **Helpful Reminders**

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

- Your Professor
- Your Graduation Coach

- Your Academic Success Coach
- Senior Academic Administrator

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 Wi-Fi resources are available for reference, career research, and tutorials.

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

***P.S. You don't need to have problems using 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 Graduation Coach to determine the most reasonable schedule.

- **Stay Organized**

Use a planner or digital calendar to track assignments, deadlines, and exams. Break large tasks into smaller, manageable parts.

- **Establish a Routine**

Set regular study times each day. Consistency helps retain information and reduces stress during exams.

- **Create a Distraction-Free Environment**

Find a quiet space, turn off unnecessary devices, and keep only what you need on your desk.

- **Use Active Study Methods**

Don't just read—take notes, make flashcards, quiz yourself, and teach the material to someone else.

- **Join a Study Group**

Collaborating with peers can reinforce your understanding and help you view concepts from different perspectives.

- **Take Breaks**

Use the 50/10 rule: study for 50 minutes, then take a 10-minute break. This helps maintain focus and prevent burnout.

- **Ask for Help**

Don't hesitate to reach out to your instructors, tutors, or academic support services when you're struggling with material.

- **Practice Self-Care**

Get enough sleep, eat healthy, and manage stress. A healthy body supports a focused mind.

- **Review Regularly**

Avoid last-minute cramming. Review your notes and materials weekly to keep information fresh.

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

## **Library Services**

### **Mission**

The mission of the GMC Library is to ensure that students, faculty, and staff have access to and can be effective users of ideas and information. To accomplish this, 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, situated on the Milledgeville main campus, holds a collection of over 35,000 books and serves as the hub of a system that encompasses all Georgia Military College sites. Print materials are arranged on the shelves by the Dewey Decimal system. Print items are available to students, faculty, and staff at all campuses through an intra-library loan. The entire physical collection is accessible through the Sibley-Cone Library catalog. It is available on the library's [website](#).

### **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, or Canvas. Accessing online resources off campus will require a login. Your login information is your GMC email and password.

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

The library also subscribes to numerous online databases, providing access to thousands of periodicals, journals, newspapers, and eBooks across various subject areas that align with the institution's curriculum. For assistance with using any of these resources or other library materials, please contact a library staff member.

### **Intra-library Loan**

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

### **Interlibrary Loan**

Interlibrary loan is available for items not located at the Sibley-Cone Library or that are not accessible through 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 two weeks and renewed twice for a total of six weeks. Reference materials are not available for circulation and must be used within 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 student's responsibility, including lost, stolen, or damaged books.

Students with overdue materials or 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 for students with 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.

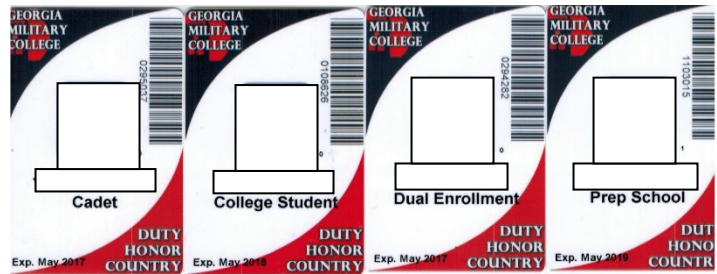
## Identification Cards

### Main Campus

All students are issued a Georgia Military College ID card and must 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 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 may be provided at the satellite sites. Specific rules for issuance vary by location; please check with your site leadership for information regarding ID cards. GOLC students who wish to obtain an ID card must visit the Main Campus in Milledgeville.

## Student Health Services

### Milledgeville Campus, Userly 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, referral to local health care providers, and wellness education, counseling, and resources. There are no additional charges for clinic services. The clinic is on the ground floor of Usery Hall, which is 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 or parent/guardian. Students are encouraged to have primary health insurance to cover these costs and to carry their policy identification cards.

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 the past ten 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 the tabs “Current Students” and “Health Services.”

For additional information, call the school clinic at 478-387-4839, the Staff Nurse at 478-387-4898, or the Director of Health Services at 478-387-4724.

## **Insurance (Main Campus)**

### **Insurance**

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

### **Milledgeville Campus-Cadets**

A group accident/injury policy covers all college cadets. (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 the filing of notification of injury.

### **Athletes**

A separate policy covers injuries for college athletes. The college Athletic Director will assist with the 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 student-athletes by GMC. This coverage applies to catastrophic accidents during NJCAA-sanctioned events, such as scheduled practices and games.

### **Housing (Main 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. Each room has a bunk bed, a desk, a dresser, a lamp, a chair, and a 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 (Main Campus)**

Georgia Military College (GMC) Police employ sworn law enforcement and public safety officers. A duty officer is on duty 24 hours daily, including weekends and holidays.

If you are on the main campus and need to report a crime, you can contact Campus/Milledgeville Police in any of the following ways:

- Call 478-387-4717 or 478-288-0489
- Visit the Campus Police office located at Baugh Barracks
- Dial 911 to reach local law enforcement

For students at satellite locations, please refer to the contact information listed in the table below. You may also contact local law enforcement directly by dialing 911.

| <b>Location</b> | <b>Campus Contact</b> | <b>Phone Number</b> | <b>Local Law Enforcement</b> |
|-----------------|-----------------------|---------------------|------------------------------|
| Augusta         | Ben Cairns            | 706-993-1110        | Dial 911                     |
| Columbus        | Todd Kline            | 706-478-2736        | Dial 911                     |
| Dublin          | Cecila Swanson        | 478-225-0218        | Dial 911                     |
| Fairburn        | NaTonya Moss          | 678-846-9317        | Dial 911                     |
| Madison         | Leigh Aldhizer        | 706-752-7500        | Dial 911                     |
| Rockdale        | Shante Spivey         | 678-379-1387        | Dial 911                     |
| Valdosta        | Scott Dickson         | 229-269-4823        | Dial 911                     |
| Warner Robins   | Lance Fountain        | 478-225-0223        | Dial 911                     |

## Parking (Main Campus)

Every GMC student, 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 in Baugh Barracks.

Vehicles parked without a permit are subject to either tow or ticketing. Telephone 478-288-0489 or 478-387-4717.

Visitors and vendors will park in designated spaces. Visitor parking is limited to thirty minutes. Signs in various lots for disabled drivers, staff and faculty, and visitors designate restricted parking.

Vehicles parked in fire lanes designated by a yellow curb are subject to tow and ticket. Non-disabled drivers parking in a handicapped slot without a valid permit issued to the driver will have their vehicles towed. Accessible parking spaces are 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 non-resident college students. Students are not allowed to park in spaces designated for visitors or 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 in Parham Hall. Individuals who want to appeal citations may write to the Institutional Dean of Students.

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 coursework 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

#### Main Campus, Milledgeville GA

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

The Growl Grab and Go, 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 catering department at [catering@gmc.edu](mailto:catering@gmc.edu) for options and pricing.



Food items may be purchased with cash or credit cards. Additionally, any GMC ID card patron can use their card as a pre-paid credit card. Meal plans and Bulldog Bucks can be pre-loaded on your ID cards for meal purchases by scanning the QR Code below. Payments can also be made 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 Growl Grab and Go transactions conducted using your ID card can also be reviewed at this website.



Although portion control is practiced, the meal plan includes unlimited trips through the cafeteria serving line for authorized meals. Meal plans may also be used for select combo meals in the Growl Grab and Go between 11 a.m. and 3 p.m. Monday through Friday. 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).

### **Top Dog Diner Dining Hours:**

Monday thru Friday, Breakfast from 6:45 a.m. until 8:15 a.m.

Lunch from 11:00 a.m. until 1:30 p.m.

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

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

GMC's Dining Facility and Growl Grab and Go are owned and operated by GMC.

### **Growl Grab and Go Hours of Operation:**

Monday – Friday 7:45 a.m. – 3:30 p.m.

## **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 communication form, and you must check your GMC email daily. 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

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

Activities include movies, dances, entertainers, concerts, field trips, student publications, intramural sports, and club activities. Notices of upcoming events and activities are posted on bulletin boards, on the televisions in the Atrium in Milledgeville, and announced in club meetings, on the GMC Facebook page, and occasionally in class. Students who wish to suggest activities should contact their site's senior academic administrator.. A robust student activities program is conducted on GMC's campuses. So, get involved!

Student activities aim to promote student-centered learning by providing educational activities that enhance a sense of belonging to GMC, foster fellowship, develop leadership skills, and contribute to lifelong learning. These activities enrich the GMC experience and improve 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 enrolled students' activity fees fund student activities, enrolled students are currently prioritized. However, if space is available for non-enrolled students, they are generally welcome as well. Non-enrolled students cannot participate as club officers 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 have enrolled for 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 that contributes significantly to the total educational experience of its students. Students are encouraged to participate in various 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 student publications are vital to the institution's operation and essential to the student's 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 the implementation of programs that have been planned, are a shared responsibility of students, faculty, and staff.

Exceptions to this policy require the approval of the Senior Academic Administrator.

## Distinguished Order of the Servant Leader

Georgia Military College recognizes that a truly educated person contributes to society by being a participating member. The educated person shows compassion and respect for others and acknowledges 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 their life and the lives of other people. The volunteer develops problem-solving /team-building 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—the family, community, nation, or world.

Georgia Military College recognizes students and employees who volunteer at least 100 hours in 12 months 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 location's leadership. The Servant-Leader is among the noblest and most admirable of souls, and hundreds of our students and employees have earned this award. You can too!

## **Campus Publicity**

In Milledgeville, the Campus Dean of Students is responsible for maintaining the student activity bulletin boards and the Atrium TVs and posting all advertisements. Posters, flyers, banners, announcements, personal ads, and notices must be submitted to the Campus Dean of Students for approval and actual posting. The Campus Dean of Students and Senior Academic Administrator reserves the right to remove any publicity items that are not tastefully posted or approved. At all other GMC campuses, the Senior Academic Administrator is the approving authority.

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

The following guidelines are to be followed when electing officers for each club/ organization, except for the Phi Theta Kappa. A student 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 active members. The GPA for prospective members of Phi Theta Kappa is 3.5.

**Clubs are available at the college; they include but are not limited to:**

- Art Club
- Baptist Collegiate Ministry
- Biology Club
- Chess Club
- Cheer Club
- Creative Thinking
- Ethics Bowl
- Music Club
- Orienteering
- Phi Theta Kappa (PTK)
- Student Government Association (SGA)

More information on these and other clubs may be obtained from the Campus Dean of Students. Students with a common interest in an educational, social, or sports activity and wish to be recognized as a club by the college should contact the Campus Dean of Students.

## **Student Government Association**

There is currently no Student Government Association at Georgia Military College. If you are interested in starting an SGA, don't hesitate to get in touch with your site leadership to inquire about the necessary steps to start one.

### **Phi Theta Kappa**

Phi Theta Kappa (PTK) is an international honor society for students of two-year colleges. Phi Theta Kappa chapters have been chartered on the Augusta, Columbus, Fairburn, Milledgeville, Valdosta, Warner Robins, and Fayetteville campuses. Since its founding in 1918, Phi Theta Kappa has been the only national honor society for junior colleges, promoting scholarship, developing character, and cultivating fellowship. To be eligible for Phi Theta Kappa, a student shall be of good moral character, possess recognized citizenship qualities, participate in the development of chapter projects, and have established academic excellence as judged by the faculty sponsor following guidelines set by the international constitution. Membership is by invitation only. Contact the Dean of Students on your campus for further information or the name of the faculty sponsor on your campus. Most four-year colleges and universities have scholarship funds earmarked for junior college transfer students who are members of PTK. These funds are competitive and, in many instances, provide generous awards, including full tuition for up to two years at the university or college. The PTK Graduation Coach on your campus can offer more details on these opportunities.

### **Ethics Bowl Team**

The Ethics Bowl Team is conducted through the Corps of Cadets at the Main Campus in Milledgeville and aims to develop confidence and expertise in the fundamentals of speech and enhance vital communication skills through participating in argumentative and interpretative debates through judged competition. The Georgia Military College team members travel to several tournaments involving debate and individual speaking events. Students with minimal experience are encouraged to register for COM 201, Public Speaking.

### **Color Guard/Drill Team (Main 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 competitions at various Southeast locations.

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

The Ranger Challenge Team is ROTC's varsity sport. A ten-member team competes at a Brigade level against other collegiate teams in events such 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.

### **Intramural Program**

GMC's Campus Recreation Intramural Program strives to provide various opportunities that contribute to and promote the *six dimensions of wellness*—physical, emotional, social, spiritual, intellectual, and environmental. Our goal is to create and provide a competitive, safe, continuous, and enjoyable atmosphere that encourages civility, teamwork, character development, and a lifelong pattern of positive recreational activity regardless of physical ability. The activities vary by quarter which includes, but are 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, except for 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. Teams that do not require intensive practice for the proper execution of the sport, such as golf, and cross-country, are open to students from all GMC campuses. Team-dependent sports (football, soccer, and softball) are available only at the GMC campus in Milledgeville.

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

### **ROTC Clubs (Main Campus)**

# Student Code of Conduct

## Philosophy

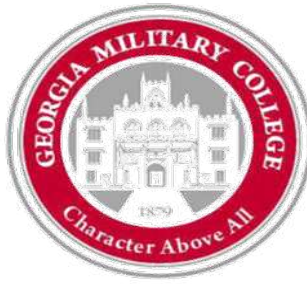
Georgia Military College is a community of students, faculty, and administrators who come together to learn, work, and grow in moral character. Central to this concept of community is a belief in the importance of honorable behavior for oneself and the community. The Honor Code fosters this dual sense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

The Honor Code is an educational tool that exercises the power of the community and expresses the College's values. The Code commits all students to performing academic work honestly and to reporting any instances of academic dishonesty. It commits faculty to engender an atmosphere of trust in the classroom and key leaders of the College to act promptly whenever standards of trust or truthfulness are threatened. Finally, the Honor Code advocates responsibility, an integral part of the moral growth that Georgia Military College espouses.

Students at GMC are expected to be responsible citizens, abiding by all college policies, regulations, and local, state, and federal laws. Any student guilty of breaking the law or infringing the Student Code of Conduct may be subject to disciplinary action.

Senior Academic Administrators are the administrative officials with primary responsibility for all student discipline. Each site is encouraged to consult with the Institutional Dean of Students regarding student discipline and other administrative matters. The Commandant of Cadets is responsible for the college Corps of Cadets but may refer a cadet issue to the Main Campus Dean of Students for disposition.

In signing the Honor Code, students commit themselves to upholding their honor, insist that all members of the community adhere to the Code, and act in response to any 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 prescriptions. 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.

## **Philosophy**

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

## **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 of Conduct and issues related to academic dishonesty during new student orientation and throughout the year in faculty-directed classroom sessions.

Students must abide by GMC's Honor Code in their academic work and every aspect of their experience at Georgia Military College. Their professors expect students to maintain a high level of academic integrity in their coursework, and there will be multiple opportunities for students to discuss the importance of following the Honor Code and practicing ethical behavior throughout their time at GMC.

GMC takes seriously all complaints related to equal opportunity, harassment, and discrimination. The GMC Title IX office maintains school policies for addressing and resolving these cases. Georgia Military College also reserves the right to act on incidents occurring off-site when such conduct could have an impact on-site or affect the educational mission of the college.

Discipline measures at GMC are part of the educational process to assist students in developing personal, social, and civic responsibilities. The listing of violations found in the Student Code of Conduct should not be considered all-inclusive. Each case is considered individually, with outcomes tailored to support student development.

## Violations of the GMC Code of Conduct

1. Consumption, possession, or transportation of alcoholic beverages by any student under legal age. Furnishing and/or distributing alcoholic beverages to any student under legal age. Intoxication causing disorderly, obscene, or indecent conduct or appearance.
2. Sexual Harassment, Non-Consensual Sexual Contact, Stalking, Sexual Exploitation.
3. Disruptive behavior in an academic setting that interferes with the learning environment.
4. Damage or destruction of property, including tampering with fire safety equipment or making false alarms, possessing fireworks or explosives on college property.
5. Assembly on site that obstructs the free movement of persons about the site or interferes with the regular operation of the college.
6. Possessing animals (pets) in class, study hall, or cafeteria.
7. Bringing babies or small children to classes or other service areas.
8. Bringing friends, visitors, or family members who are not enrolled in the class without the permission and approval of the instructor.
9. Disorderly Conduct to include (but not limited to):
  - Bullying, hazing, or interpersonal violence of any kind.
  - Any conduct or communication indicating an intent to harm themselves or others.
  - Discrimination based on their actual or perceived membership in a protected class.
  - Disrespectful conduct toward others.
  - Attire or accessories advertising, displaying, or promoting any drug, including alcohol or tobacco, sexual activity, violence, lewd language, disrespect, and bigotry towards any group are unacceptable. Hats/caps should not be worn inside buildings.
  - Clothing that is gang-related, excessively tight or revealing (short shorts, bare midriff, low-cut blouses, tank tops, halter tops, tube tops, see-through tops, cropped tops, spiked jewelry, or chains). Shorts and dresses must cover all of the midriff.
  - Illegal possession, use, manufacturing, furnishing, or selling any narcotic or dangerous drug on or off college property or in college facilities.
  - Any altering, counterfeiting, or forging any official record, form, or document.
  - Gambling for money or valuable items.
  - Any retaliatory action against a person.
  - Illegal use of GMC computer facilities for solicitation, enticement, seduction, compiling, transmitting, printing, publishing, 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 to offer or solicit sexual conduct of or with any child or the visual depiction thereof.
  - Smoking of any kind (including vaping), eating, or drinking in prohibited areas.
  - Lending, selling, or transferring a student ID card.
  - Entering any facilities without authorization after regular closing hours.

## **Weapons**

Georgia Military College has adopted the following policy, which prohibits all weapons on property owned or leased by the institution, except as explicitly provided herein or as provided in federal or state law.

## **Exceptions**

- Prohibited weapons do not include sporting equipment possessed for legitimate use in formal or informal athletic or exercise activities.
- Law enforcement officers, active military personnel, and other similar personnel may possess weapons as authorized by federal or state law to do so.
- Any person who is 18 years of age or older or currently enrolled in classes in a GMC institution may possess an electroshock weapon on the campus(es) of that institution, but may only make use of such electroshock weapon in defense of self or others.
- Lawful weapons carriers may possess weapons while under the lawful weapons carrier's physical control in a motor vehicle, in a locked compartment in a motor vehicle, in a locked container in a motor vehicle, or in a locked firearms rack in a motor vehicle.
- A lawful weapons carrier may carry a handgun in any building or on any real property owned or leased by GMC; provided, however, that such exception shall:
  - Not apply to buildings or property used for athletic sporting events or student housing;
  - Not apply to any preschool or childcare space located within such buildings or real property;
  - Not apply to any room or space being used for classes related to a college and career academy or other specialized school as provided for under Georgia Code Section 20-4-37;
  - Not apply to any room or space being used for classes in which high school students are enrolled through a dual enrollment program, including, but not limited to, classes related to the "Move on When Ready Act" as provided for under Georgia Code Section 20-2-161.3;
  - Not apply to faculty, staff, or administrative offices or rooms where disciplinary proceedings are conducted; and
  - Only applies to the carrying of handguns that are concealed.

Anyone having questions about this policy may contact the GMC Dean of Students at [deanofstudents@gmc.edu](mailto:deanofstudents@gmc.edu).

## **Disruptive Classroom Behavior**

Should a student's conduct interfere with or disrupt the orderly class process, and the student ignore the instructor's direction to cease the misbehavior, the instructor may ask the student to leave the class. The instructor should schedule a private conference with the student to discuss the behavior before allowing them to return to the class. Should it be necessary to involve law enforcement, the instructor should refer the matter to Campus Police (Main Campus), or their local law enforcement, and subsequently to the Institutional Dean of Students for appropriate

action. While online courses differ in their nature, GOLC students are held to the same high standards as other in-seat students. Disruptive behavior online will not be tolerated and will be dealt with using the same process as students who attend a physical classroom.

If the student refuses to leave the classroom and continues the disruptive behavior, the instructor may discontinue the class session, and the instructor should refer the matter to Campus Police (Main Campus), or their local law enforcement. The instructor should then report the incident to their Senior Academic Administrator, who will also inform the Institutional Dean of Students. Such a report should include dates, times, actions, names of persons involved, and names of witnesses.

If, when the class next convenes, the student attempts to return to class without the instructor's prior permission, the instructor may deny the student access to the course. If the student interferes with or disrupts the orderly class process and refuses to leave the classroom when requested by the instructor, the instructor may obtain the assistance of police officers to remove the student from the class and prevent their return to that class. The instructor will promptly inform the Senior Academic Administrator for that site, who will notify the Institutional Dean of Students of the incident.

## 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 a violation of the preceding conduct regulations, the student's case is treated in keeping with the procedures outlined below:

1. Alleged violations of the Code of Conduct can be reported through the Code of Conduct Violation Report [form](#), a course instructor, or the Institutional Dean of Students. Each complaint should include a statement of facts outlining the alleged misconduct. A course instructor may address a student about a possible violation before making a report to the Disciplinary Council to restore the student to the class. However, if in the instructor's opinion the remediation is not adequate, then the instructor must report the incident to the Disciplinary Committee.
2. **If the activity is alleged to be a possible threat to others or themselves, it must be forwarded to the appropriate law enforcement agency servicing each location. For the Main campus, this is the GMC Chief of Police and the Institutional Dean of Students immediately.**
3. For other violations, a preliminary review of the conduct will be conducted by at least one member of the Disciplinary Committee and the Institutional Dean of Students. If the allegation appears to hold merit, the student will then be notified of the reported violation and that the matter has been referred to the Disciplinary Committee for further action.
4. Once notified, the student has the following options:
  - a) The student may admit to the allegation and request that the committee determine what penalty to impose.

b) The student may deny the allegation and request a formal hearing. A formal hearing will involve reviewing any information or evidence, questioning witnesses, and allowing the student to present their defense against the allegations.

c) If every effort is made to contact the student, but the student does not respond within five calendar days or refuses to participate in the hearing process, the Disciplinary Committee will adjudicate the case without the student's participation. Furthermore, if the student refuses to participate, they will be informed that they are also foregoing their right to appeal the outcome.

5. When cases are referred for a formal hearing, the accused student will be given reasonable notice before the hearing through the student's official GMC email. The notice will include the following:

- ❖ **The date, time, and place of the hearing.**
- ❖ **A statement of the specific charges.**
- ❖ **The names of witnesses scheduled to appear.**
- ❖ **Parents of a minor will be notified of the charges.**
- ❖ **A reminder of the student's rights**

6. If the student is a minor, they are expected to notify their parents or guardians concerning the charges. Before the hearing, these persons may request a conference with their student and college officials.
7. Students whose cases are resolved through the hearing process may choose to appeal the finding of responsibility and/or the sanctions. Students must submit their appeal to the Institutional Dean of Students within ten business days of receiving the written decision. The only grounds for submitting an appeal are as follows:
  - a. The DC did not administer the procedures according to its published policies, and these errors could likely have substantially altered the decision of the Disciplinary Council.
  - b. The sanctions were disproportionate to the circumstances of the violation.
  - c. There is new evidence, which could not have been reasonably discovered before the hearing, and it likely would have substantially altered the decision of the Disciplinary Council.
8. Any Disciplinary Council decision involving suspension or expulsion requires the concurrence of the Chief Academic Officer. A student may appeal their suspension or expulsion to the GMC Chief of Staff.
9. Students are authorized to have a person of their choice accompany them before and during the hearing, but are not permitted to represent or counsel the student during the hearing. The Disciplinary Committee reserves the right to remove any person during the hearing.

10. Audio and/or video recording is not allowed in any hearings for any reason by any representative.

## **The Disciplinary Committee**

GMC operates a standing Disciplinary Committee that hears cases referred to it for adjudication.

- The Disciplinary Committee hears cases involving alleged violations of the Student Code of Conduct that may include the possibility of suspension or expulsion of the accused student. Due to the geographic separation of committee members, students, and other potential participants, cases will be heard through GMC's Teams channels.
- The chairperson sets the time and place for a hearing and notifies other members. From that point, all summoning of the respondent(s) and witnesses is done by the chairperson.
- Decisions of the Disciplinary Committee are made by majority vote. A quorum consists of at least one member of all three categories (faculty, staff, and student) to be present.
- Members of the Disciplinary Committee may disqualify themselves if their involvement in the case is detrimental to the interests of the accused or the institution. The Institutional Dean of Students may make replacements for members who disqualify themselves.
- The Disciplinary Committee Chairperson ensures that minutes of the proceedings are accurately prepared and files are forwarded to the Institutional Dean of Students for administrative safekeeping.
- The Disciplinary Committee Chairperson is responsible for communicating Committee findings and recommendations to the Institutional Dean of Students.

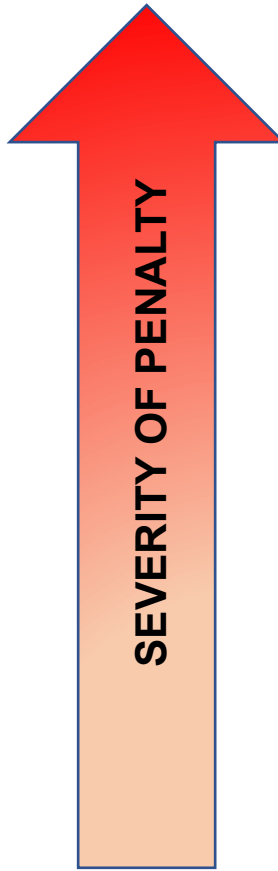
## **Disciplinary Obligations**

For a student to be approved for graduation or the release of academic transcripts, they must resolve any outstanding disciplinary obligations and comply with the terms of any penalties imposed as a result of misconduct, including cadet-specific actions.

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

## Code of Conduct Penalties

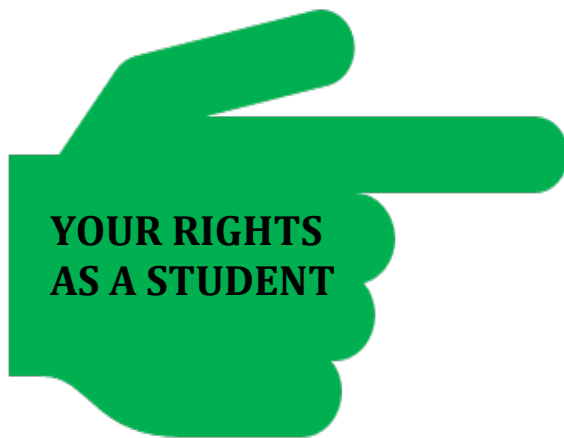
The following are possible penalties that may be imposed on the student for violating the Code of Conduct. This list shall not be exhaustive and may be enlarged or modified to meet particular circumstances in any given case.



| PENALTY                     | OUTCOME  |
|-----------------------------|--|
| Expulsion                   | This is a 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, though not more than one quarter.  |
| Dismissal (Corps of Cadets) | College cadets may be dismissed from the Corps of Cadets. However, this action may not affect their standing as college students 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 may include one or more of the following: setting restrictions, issuing a reprimand, and requiring restitution. |
| Reprimand                   | An oral reprimand is verbal disapproval issued to the student. A letter of reprimand is a written statement of disapproval to the student.   |
| Restrictions                | This includes exclusion from social activities and ID card privileges.   |
| Restitution                 | Reimbursement for damage to or misappropriation of property may take the form of appropriate service or other compensation.  |

## Rights of Student Defendant

At any hearing, student defendants will be afforded all rights entitled to due process. As a minimum, they must be advised of the following:



- 
- The right to have a faculty member or student assist them in defense.
  - The right to present evidence.
  - The right to view and hear all evidence presented.
  - The right to ask questions of the witness's testimony or written statements.
  - The right to remain silent.
  - The right to be presumed innocent until proven guilty.
  - The right to have minutes of the proceedings and forwarded to the Convening Authority to review before deciding.
  - 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 is perceived to potentially create a dangerous or disruptive situation. In such case, GMC may impose temporary protective measures, including suspension, pending a hearing, which may be reasonably necessary. Such interim protective measures may be applied where the student is accused of violating a college regulation or a local, state, or federal law or regulation. It is understood that such temporary protective measures, if applied, will be without avoidable prejudice against the student. The student may appeal this action to the Institutional Dean of Students.

## **Academic Dishonesty**

Academic dishonesty includes the following examples, but is not an exhaustive list, as well as similar conduct aimed at making a false representation concerning academic performance.

### **Exams**

Any attempt to gain or give an unfair advantage during an exam is considered a violation of the Honor Code. Such violations include:

- Attempting to look at or copy from another student's exam
- Attempting to provide answers to another student
- Programming a calculator with answers or other information
- Accessing information on a smart device
- Using notes or other unauthorized information during an exam
- Looking at an older version of the exam without the professor's permission
- Using a test bank or tub file without the professor's permission
- Taking an exam for someone else or having someone take an exam for you
- Submitting someone else's name on an exam

Because study partners often have similar answers on an exam, GMC recommends that students not sit near their study partners during a quiz or test.

**The use of an electronic device for any reason during an exam or testing situation without permission is strictly prohibited and violates the Academic Honor Code.**

### **Written Assignments**

Plagiarism is the use of someone else's words, ideas, or work without providing proper credit. Whether the act is intentional or not, GMC considers any form of plagiarism to be a violation of the Academic Honor Code. Some examples of plagiarism and other academic misconduct in written work include:

- Submitting the same or similar work for more than one class without the approval of both professors (double submission or self-plagiarism)
- Using someone else's words without quotation marks and proper attribution
- Using information or ideas without acknowledging the source
- Paraphrasing a text without acknowledging the source
- Improperly paraphrasing a passage by using language or structure that is too similar to the original source
- Purchasing a paper or using an online paper assistance website
- Having anyone other than yourself write any part of your paper or assignment (including using artificial intelligence programs for any part of an assignment without authorization and acknowledgment)
- Using false page numbers or creating false citations

## **Group Work and Collaboration**

Collaboration on a paper, test, lab, homework, or any other assignment is only allowed with the express permission of the professor. Do not assume that because you are allowed to collaborate on one type of assignment or in one course that you are allowed to do the same with other assignments or other courses. When in doubt, always ask your professor. Violations involving multiple students and group work include:

- Copying any part of an assignment, including answers, graphs, figures, and data
- Sharing your paper or assignment with another student without the instructor's permission
- Including someone's name on a project for credit when they didn't contribute to the work

GMC advises students to refrain from sending or providing copies of their work to other students to prevent this work from being stolen or copied.

## **Dissemination of Content Related to the Course**

Lectures, classroom presentations, and course materials presented or distributed in person or online are for the sole purpose of educating students enrolled in the course. The release of such information (including but not limited to directly sharing, screen capturing, or recording content) is strictly prohibited unless the instructor clearly states otherwise. Doing so without the permission of the instructor will be considered an Honor Code violation. It may also be a violation of state or federal law, such as the Copyright Act.

## **Other Issues**

There are several other actions that constitute academic misconduct. These include, but are not limited to:

- Providing false information to an instructor (e.g., falsely claiming sickness or a family death to get an extension)
- Creating false data for an assignment
- Signing someone else into class
- Forging a signature on an academic document
- Falsifying a transcript or other college document
- Intentionally sabotaging the academic work of another student
- Intentionally disrupting the conduct of an exam to gain or provide an academic advantage
- Intentionally preventing other students from accessing resources for an assignment
- Offering an instructor a bribe for a higher grade
- Using artificial intelligence programs for any part of an assignment without acknowledgment in the assignment. Note that faculty may also prohibit the use of outside resources, including AI programs, entirely.

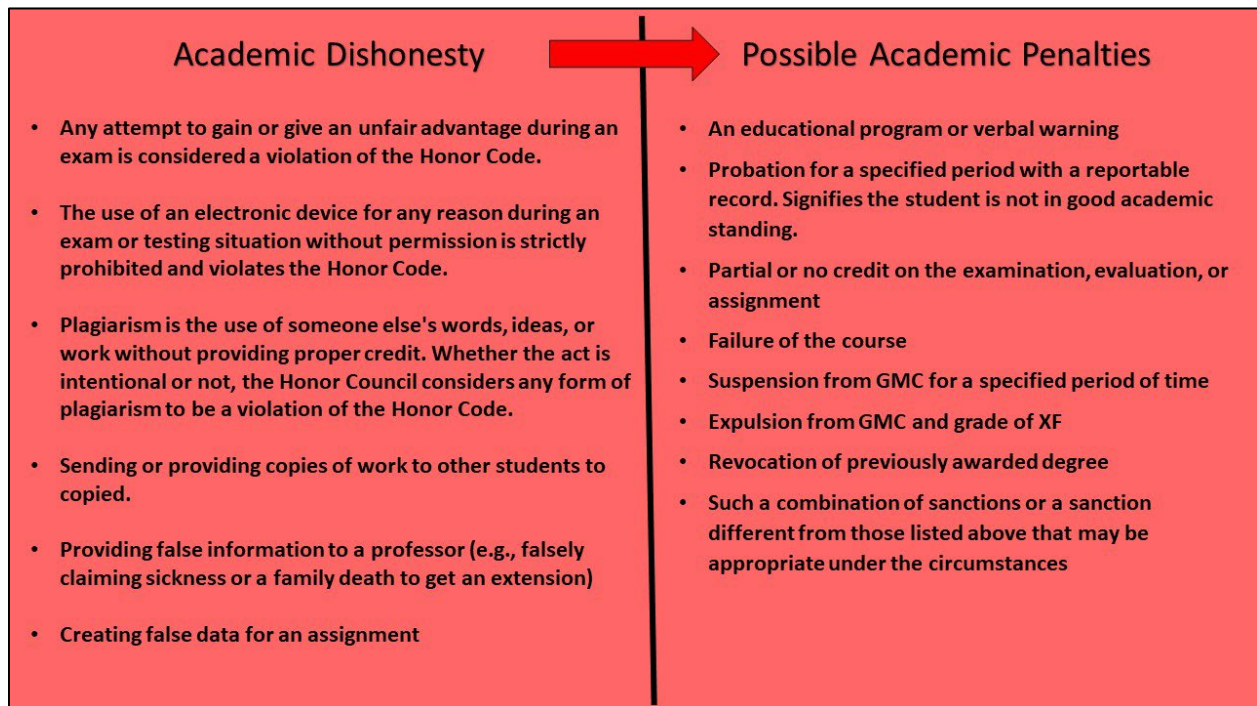
When in doubt, always check with your instructors. Ask them about the use of AI, and clarify any questions you might have about this policy or the use of information gathered from AI or any source. At GMC, our goal is to transform students into authentic servant leaders, and an essential part of being one is to behave ethically. This policy is commensurate with that goal.

## Adjudication of Academic Honor Code Violations

The Academic Honor Code can be addressed by a Disciplinary Committee, following the same process as CODE OF CONDUCT violations. It is important to note that an instructor **cannot** dismiss a student from their class for a suspected Academic Honor Code Violation before it is investigated and a penalty is assessed.

Alleged violations of the Academic Honor Code can be reported [here](#).

The range of possible penalties is seen below (neither list is all-inclusive inclusive):



Note that the Academic Honor Code Violation process reinforces the faculty and allows students to learn from mistakes. GMC's policy is that any case of academic dishonesty can be referred to the Disciplinary Committee, which will determine if penalties are warranted.

## The Administration

Deans of Instruction are expected to ensure that academic departments regularly review the Academic Honor Code and its requirements, as well as the faculty's responsibilities for handling matters of academic dishonesty. These administrators and key faculty members are also expected to ensure that new faculty understand the Honor Code and the College's policies as they apply to preventing and adjudicating academic dishonesty.

If key college officials receive allegations of widespread Honor Code violations, they will meet promptly with the relevant faculty and department chairs. The officials will help them develop effective responses to any existing problems.

## **Policy**

The Institutional Dean of Students' Office and Academic Affairs is responsible for coordinating efforts to promote academic integrity and to reduce academic misconduct. The Office oversees all activities of the Student Honor Code, including the coordination of student and faculty training on academic integrity/misconduct, the management and organization of all procedural requirements of adjudicating academic misconduct, and the promotion of academic integrity.

The Institutional Dean of Students' Office is the central office that maintains records and provides assistance with academic integrity/misconduct cases. Any member of the GMC community should contact the Institutional Dean of Students' Office for clarification and assistance with alleged violations of the Student Honor Code.

# **Student Rights and Responsibilities**

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## **To Take Stands on Issues**

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

## **To Invite and Hear Speakers**

Recognized student organizations are authorized to invite speakers or attend the speech of any persons of their choice in order to listen to their ideas and opinions. Scheduling such events are done through the Office of the Institutional Dean of Students or the Satellite Senior academic administrator at least ten days before the speaker would be scheduled to appear. The Office of the Institutional Dean of Students or Satellite Senior academic administrator approves the time, location, place, and 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 the student's written consent. 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 requests for access by anyone to student records covered by this Act must be written and addressed to the GMC Senior Vice President, Chief Academic Officer, or site Senior academic administrator.

## **To Due Process**

Students have the right to due process when accused of violating 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 that 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 to 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 are responsible for advising students on 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 their 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, they should then file a complaint in writing with the chairperson of the department in which the alleged violation occurred. If the department chairperson and the instructor are the same, the complaint shall be directed to the campus Senior Department Chair;
3. If the student is dissatisfied with these results and has not done so, he or she may write a complaint to the Vice President for Faculty Affairs & Academic Success. At the discretion of the Vice President for Faculty Affairs & Academic Success, the student may petition, in writing, that the Academic Standards Committee review their complaint.

## **To Publish Student Publications**

Individual students and recognized campus organizations have the right to publish and distribute written material, provided the student's name and organization identify the material. In addition, the printed 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 freedom of the press.

The faculty Graduation Coach responsible for each publication is charged with protecting those rights and establishing and enforcing responsible journalism standards, including 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, they should inform their instructors and begin to plan for making up work missed while serving as a juror.

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

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

# Complaints

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## Submitting and Resolving Student Complaints

- Policy Statement: Georgia Military College's (GMC) policy is that student complaints will be fairly administered and that students will be afforded reasonable, accessible, and well-publicized pathways for registering complaints. The preferred method for submitting student complaints is electronically through the GMC Student Portal.
- Definition: A complaint is a problem, concern, dispute, or disagreement raised by a student who considers they have been disadvantaged or wronged because of an action, lack of action, decision, or omission with the control or responsibility of the college. A formal complaint is considered a grievance and is covered by this policy.
- Resolution: The college expects that students will attempt to resolve complaints at the lowest possible level by contacting their instructor, graduation coach, or campus leadership before submitting a formal written complaint.

### **Submitting Complaints:**

Students are informed in the GMC Catalog and GMC Student Handbook that the preferred method for submitting student complaints is electronic submission via the GMC Student Portal. The GMC Student Portal provides an electronic pathway for students to submit institutional complaints or academic grievances to the Institutional Dean of Students, who will route them based on the information provided in the complaint.

Complaints sent by email or other means are not considered signed written complaints. The college will not treat anonymous complaints and those submitted by anyone other than the complaining student as formal complaints.

### **Resolution:**

Within two business days of receiving a complaint, the Institutional Dean of Students will inform the student via email that the complaint was received and assigned to the proper administrator. Administrators assigned to a complaint cannot be named in the complaint and must remain impartial as they work to resolve it.

Every attempt should be made to resolve complaints within 3 business days from the date they were assigned to an administrator. If a complaint cannot be resolved within three business days, the administrator charged with resolving it will inform the complainant and the Institutional Dean of Students.

The administrator responsible for resolving a complaint will inform the student in writing or by email that the resolution is complete. The administrator will then notify the Institutional Dean of Students that the resolution process is complete and explain how the complaint was resolved.

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

## **Protection Against Sexual Harassment**

Students have the right to 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:

The following actions can characterize Sexual Harassment:

- Submission to such conduct explicitly or implicitly as 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 sexually harassed should contact the Institutional Dean of Students, their faculty Graduation Coach, or a faculty member of their choice for further details on the Georgia Military College Sexual Harassment Policy and assistance in the procedures for filing a non-academic grievance.

## **Equal Opportunity Policy**

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 based on 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 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 based on their actual or perceived membership in the protected classes listed above violates 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 discrimination should be addressed to the Vice President for Human Resources/Affirmative Action Officer in person or in writing

# Student Disability Services

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The Student Disability 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 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; and
- Providing guidance and leadership regarding policy decisions and planning.

## Policies and Procedures for Students with Disabilities

Georgia Military College is committed to the complete and total 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 Section 504 of the Rehabilitation Act of 1973, the Americans with Disabilities Act of 1990, and the ADA Amendments Act of 2008. By all pertinent federal and state legislation, the institution will ensure reasonable accommodations for students with disabilities through the Office of Student Disability Services.

The institutional policy ensures that reasonable accommodation is made on an individual 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. It will provide a 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.

### Definitions

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 alter academic

standards or expectations, and not to place undue financial or administrative hardship on an institution.

### **Contact Person**

The Manager of Student Disability Services is located at the main campus of Georgia Military College at 201 E. Greene Street, Milledgeville, Old Capitol Building, phone: 478-387-4902. For specific contact information, please visit our [website](#).

### **DISABILITY WILL NOT BE A FACTOR IN QUALIFYING FOR COLLEGE ADMISSION.**

To ensure complete translation of this policy for access of individuals with disabilities, two critical areas of rights and responsibilities have to be considered: a) the right of the individual with a disability to be included based on 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 recognizes that its fundamental responsibility is to identify and maintain the academic and technical standards essential 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 of the institution:

- the right to request and receive documentation that supports an accommodation request. 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;
- the right to select among equally effective accommodations for individuals with a disability;
- the right to refuse an unreasonable accommodation or one that imposes an undue hardship on the institution;
- the responsibility to ensure its recruitment information and activities are available and accessible;
- the responsibility for evaluating applicants based solely on their abilities and qualifications. If an evaluation method or criterion unfairly discriminates against an applicant with a disability, the college will seek reasonable alternatives;
- the responsibility to ensure that all of its academic programs are accessible and usable;
- 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 the student's academic programs;
- the responsibility to make reasonable accommodations for a student with a

disability in the delivery, instructional method, and evaluation system of a course; and

- the responsibility for informing its applicants and students about the availability of auxiliary aids, the range of possible accommodations, and the procedures for requesting them.
- the responsibility for informing the individual of their right to appeal the decision and the procedures for initiating an appeal if an accommodation request is denied.

## **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 College must identify and disclose a disability to the Office of Student Disability Services by contacting the Manager of Disability Services. The following rights and responsibilities are placed on the individual:

- 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;
- 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 is comparable to those provided to any other student;
- the right to the confidentiality of all information and have the right to choose to whom information about their disabilities will be disclosed;
- the right to information regarding the availability of auxiliary aids and possible accommodations as well as procedures for making requests for either;
- the right to be informed of procedures for initiating an appeal of a decision by the institution regarding auxiliary aids or accommodations;
- the right to be informed of procedures for initiating a 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;
- the same responsibility as any other student to meet and maintain the institution's academic standards;
- the responsibility to advocate for their own needs and to seek information, counsel, and assistance as necessary to be effective self-advocates;
- 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 request accommodation;
- the responsibility to follow published procedures for making such requests and to

do so in a timely fashion; and

- must follow published procedures for filing an appeal.

## **Verification Process**

The Office of Student Disability Services will determine the Verification Process.

## **Process for Disability Services at GMC**

A student requesting accommodations for a disability must complete the online request on our [website](#). Students may email any documentation they may have (ex., Psychological, Neurological or Orthopedic evaluation): to the Manager of Student Disability Services at [cwells@gmc.edu](mailto:cwells@gmc.edu). Students can also submit documents to their local site's disability services representative.

1. All documentation is scanned and sent to the Manager of Student Disability Services.
2. Once the applicant completes the application, the Office of Student Disability Services will contact the student to schedule an interview. The interviews will be conducted face-to-face, by phone, or on zoom. The initial consultation with the student is to gain the student's perspective of how their disability impacts their academic performance in the classroom and educational environment.
3. Following the interview, the Manager reviews the documentation and keeps it on record. The manager then develops the accommodation plan for the student and contacts the student to request a meeting be scheduled.
4. Once an accommodation plan has been developed, the Senior academic administrator or designee meets with the student and reviews the accommodation plan.
5. Should the institution be unable to support the accommodation request or has offered a reasonable and equally effective accommodation, the student will receive a written letter explaining the denial and the alternative accommodation. Students may appeal a denial or an alternative accommodation using first the informal appeals process and then the formal appeals process outlined below:

### **Level I: Informal appeal**

- All questions regarding accommodations should be directed to the Manager of Student Disability Services. Within five working days upon receipt of the accommodation plan, denial letter or denial of an approved accommodation.

### **Level II: Formal appeal**

- Should a student disagree with any decision made by the Manager of Student Disability Services, such as denial and accommodation request as a whole or denial of individual accommodation, the student shall file a written appeal to the Institutional Dean of Students. A written appeal should include a description of the reason (s) for the appeal and any supporting information/documentation. The Institutional Dean of Students will provide the decision within five working days upon the receipt of a

- written appeal. This decision is 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.
6. Following this meeting, the students will request accommodations for a given academic term through the Starfish program. Students can request Instructor Notification Letters each quarter in Starfish and will receive a copy of the letter by email when the request is complete.

## **Verification Status**

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

On-Going – A student who receives an ongoing verification has submitted current, complete documentation that exhibits an impact from a disability, which 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 students with a diagnosed disorder or condition, in which the impact may change over time. These students must submit updated documentation annually, allowing the Office of Student Disability Services to adjust the verification status and approve accommodations if necessary.

Temporary verification status may be approved for students who have submitted some documentation, which may state a diagnosis but may need to be completed or updated. These students may be verified temporarily, 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 several reasons, including but not limited to the following:

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 Term**

It is the responsibility of the verified students to request accommodations every academic term. . The Office of Student Disability Services does not automatically implement accommodations on a term-by-term basis. Students choosing to use accommodations should log in to their Starfish account and submit their quarter request

providing appropriate information. Therefore, the students are encouraged to request accommodations early in the term. While there is no deadline to complete the term accommodation request, instructors are not obligated to provide accommodations to the student until the term accommodation request is completed.

**It is the student's responsibility to meet with each instructor to discuss the Notification Letter and the desired accommodations.** Students must request the Notification Letters with **Timely Notice** before their accommodation needs. Instructors are only required to provide classroom accommodations once they have received the electronic letter and are not required to provide accommodations retroactively. 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. Some accommodation requests may take extensive time to validate and implement. Georgia Military College will make every effort to provide these accommodations within a reasonable timeframe; however, the timing of student accommodation requests has a substantial impact on the internal GMC evaluation and implementation process. Requesting an accommodation at the start of the term may be too late. Resources for accommodations are more likely to be secure when accommodations are made prior to the start of the term., Students eligible for the following accommodations should supply their schedules to the Office of Student Disability Services at registration, communicate any schedule changes as soon as possible, and communicate with the Office of Student Disability Services regarding alternate formats needed as quickly as possible:

- Alternative Format Materials
- Assistive Technology
- Service Providers

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

Students verified as eligible for accommodations may request alternate accommodations 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 submission and all documentation on file to determine any changes. Additional documentation or student interview may be required to facilitate any changes. Student Disability Services may also contact the student to gather more information about the reasons for the request.

# Gender-Based Misconduct Policy

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Members of the Georgia Military College community, guests, and visitors have the right to be free from sexual violence. All campus community members 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, severe sanctions will be used to 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.

## Title IX Policy Expectations

### Overview of policy expectations concerning physical and sexual misconduct

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 according to the procedures below. This policy is expanded in GMC Policy 5001: Prevention of Discrimination and Harassment.

### Overview of policy expectations concerning 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 differently by each of the parties, particularly in retrospect. Furthermore, circumstances may change, and previously welcome conduct may become unwelcome. Even when both parties have consented to a romantic or sexual involvement at the outset, this past consent may not remove grounds for a later charge of violating applicable sections of the faculty/staff handbooks. The college does not wish to interfere with personal choices regarding

personal relationships when these relationships do not impede 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 this 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 this policy prohibits no relationships, failure to self-report such relationships to a supervisor as required can result in disciplinary action for an employee. [10 Ways to Distinguish Consent; A Guide for Students and Advisors.](#)

For a full list of training resources as they relate to sexual assault, victim's rights, and myths and facts, [click here](#) for a list of training videos and resources for best practices in navigating this difficult and sensitive topic.

GMC will adhere to the policies of the Title IX complaint and resolution process when resolving these types of complaints.

Georgia Military College is committed to maintaining a safe and respectful educational and work environment, free from all forms of sexual misconduct and discrimination. The following behaviors are strictly prohibited and may result in disciplinary or legal action:

**Sexual Misconduct includes, but is not limited to:**

- **Sexual Harassment**
- **Non-Consensual Sexual Contact** (or attempts to commit the same)
- **Non-Consensual Sexual Intercourse** (or attempts to commit the same)
- **Sexual Exploitation**
- **Dating Violence**
- **Stalking**
- **Domestic Violence**

**Sexual Harassment**

Sexual harassment includes any unwelcome conduct of a sexual nature that is so severe, pervasive, and objectively offensive that it effectively denies a person equal access to the College's education programs or activities. This may include:

- Quid pro quo harassment (e.g., offering academic or professional benefits in exchange for sexual favors)
- Hostile environment harassment
- Retaliatory harassment related to participation in a complaint process

GMC prohibits harassment or discrimination on the basis of race, sex (including pregnancy, sexual orientation, or gender identity), ethnicity, national origin, religion, age, disability, or any other protected status under applicable laws.

### **Retaliation Prohibited**

GMC strictly prohibits retaliation against any individual who reports sexual misconduct, participates in an investigation, or exercises their rights under Title IX or related laws. No employee, student, or official may interfere with a person's right to file a complaint with state or federal agencies.

### **Non-Consensual Sexual Contact**

#### **Defined as:**

Any intentional sexual touching, however slight, with any body part or object, by a person upon another, without consent and/or by force.

#### **Examples include:**

- Touching of the breasts, buttocks, groin, genitals, mouth, or other intimate body parts
- Forcing another to touch you or themselves in a sexual manner

### **Non-Consensual Sexual Intercourse**

#### **Defined as:**

Any sexual penetration or intercourse, however slight, with any body part or object, by a person upon another person, without consent and/or by force.

#### **Includes:**

- Vaginal or anal penetration by a penis, object, finger, or tongue
- Oral copulation (mouth-to-genital or genital-to-mouth contact)

### **Sexual Exploitation**

#### **Defined as:**

Taking sexual advantage of another person without consent, when the behavior does not otherwise fall within the definitions of sexual harassment, non-consensual sexual contact, or intercourse.

#### **Examples include:**

- Voyeurism (watching others engage in private acts without consent)
- Recording or distributing images, video, or audio of sexual activity without consent
- Engaging in sexual activity while knowingly infected with HIV or another STD without disclosure
- Prostitution or knowingly exposing someone to sexual harm
- Administering drugs or alcohol to impair judgment (e.g., “date rape” drugs)

## Reporting and Assistance

Any **student, employee, or visitor** who experiences or witnesses sexual misconduct or discriminatory behavior is strongly encouraged to report the incident to any trusted GMC official. Reports may be made to:

- **Title IX Coordinator:** Human Resources, (478) 387-4957
- **Campus Police**
- **Chaplain**
- **Any GMC faculty or staff member**

These individuals can assist in initiating formal or informal resolution processes and provide support services.

## Other Applicable Definitions

Consent is knowing, voluntary, and explicit permission by word or action to engage in mutually agreed upon sexual activity. Since individuals may experience the same interaction differently, each party must ensure that the other consents 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.

People cannot consent if they cannot understand what is happening or are disoriented, helpless, asleep, or unconscious for any reason, including 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 a state where someone cannot make rational, reasonable decisions because they cannot 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 sexual contact (such as kissing or fondling) cannot be presumed to consent to 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. People can withdraw consent at any time during sexual activity by expressing in words or actions that they no longer want the act to continue. 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 is a crime and a violation of this policy, even if the minor wanted to engage in the act.

George 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 because 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 applies to criminal prosecutions in Georgia but may differ from those used on campus to address policy violations.

Force is using physical violence or imposing on someone physically to gain sexual access. Force also includes 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 also constitutes a stand-alone non-sexual offense. 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 other assaultive behavior.

NOTE: There is no requirement that a person resists the sexual advance or request, but resistance is a clear demonstration of non-consent. The absence of resistance does not demonstrate the presence of force. 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 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 cannot 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 taking rape drugs. Possession, use, and distribution of any of these substances, including Rohypnol, Ketamine, GHB, Burundanga, etc., is prohibited, and administering one of these drugs to another student violates 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 gender identity of individuals engaging in sexual activity are irrelevant 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 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 a warning to expulsion, depending on the severity of the incident and any previous campus conduct code violations.
- d. The conducting body reserves the right to broaden or lessen any range of recommended sanctions in the case of aggravating severe 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 violating the Student Code of Conduct could also fall under Title IX when the conduct is gender-based.

## **Procedures**

If you are a student who has experienced sexual misconduct, you are encouraged to take the following steps to ensure your safety and access available support resources:

1. **Ensure Immediate Safety**  
Move to a safe location as soon as possible. If you are in immediate danger, call **911**.
2. **Seek Support**  
Contact a trusted friend, family member, GMC staff or faculty member, the **Title IX Coordinator**, or **Campus Police** for immediate help and guidance.
3. **Seek Medical Attention**  
If physical harm has occurred or evidence collection is desired, go to a local hospital or medical center. Avoid bathing, changing clothes, or cleaning up in order to preserve evidence. GMC does not provide on-campus medical examinations.
4. **Report the Incident**  
You may report the incident to any of the following:
  - **Title IX Coordinator:** (478) 387-4957
  - **Campus Police**
  - **Chaplain**
  - **Any GMC employee**
  - **Local law enforcement or external agencies**

Reporting does not obligate you to pursue a formal complaint, but it helps ensure your rights and options are fully explained and protected.

## **Counseling/Medical Services**

Should you be a victim of sexual assault, it is advised you follow the recommended steps above. While GMC does not offer on-campus forensic medical services, referrals can be provided for local support centers or hospitals that specialize in trauma-informed care.

## **Disciplinary Actions**

Procedures for disciplinary action in alleged sexual offenses shall be handled according to the College's Title IX process or the student misconduct process.

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

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

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

The right to be free from any pressure from campus personnel, such as:

- To not report crimes committed against them to civil and criminal authorities or campus law enforcement and disciplinary officials; or,
- To report crimes as lesser offenses than the victims perceive them.
- The right to be free from any 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, about mandatory testing of sexual assault suspects for infectious diseases and about notification to victims of the results of such testing.

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

# Title IX Confidentiality, Privacy, and Reporting Policy

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## Responsible Employees

Georgia Military College requires all employees to act as mandated reporters under Title IX. This means any employee who becomes aware of possible sexual harassment, sexual assault, dating violence, domestic violence, or stalking is expected to report the concern directly to the Title IX Coordinator or through their supervisor.

## Reporting Options & Privacy Expectations

At Georgia Military College, we understand that incidents of sexual harassment, assault, dating violence, or stalking can be deeply personal and traumatic. In the event an employee wishes to file a complaint of harassment, they may report their concerns to their supervisor, Human Resources, or to the Title IX coordinator directly, but students have the right to confide in whomever they feel most safe and comfortable with that is an employee at GMC. GMC honors that choice while also maintaining clear guidelines about confidentiality and reporting obligations.

### a. Confidential Reporting

Only professional counselors, the Chaplain, and the Title IX Coordinator are considered confidential resources. These individuals can receive information about incidents without being required to report details to others, except in very limited situations such as an immediate threat to health or safety or cases involving the abuse of a minor. Students who speak with these individuals can expect their information to be kept private and confidential.

### b. Private Reporting

Students may choose to speak with employees who are not considered confidential. These employees are encouraged to inform their supervisors of general concerns, but they should not share names or specific details unless given permission—except in rare circumstances when safety is at risk. If personally identifiable information is shared, it will be communicated to as few individuals as necessary, with great care taken to protect privacy.

### c. Formal Reporting Options

Students and employees who wish to make a formal report are encouraged to contact one of the following:

- The Title IX Coordinator
- Preparatory School Principal

- If applicable, the designated representative of their military branch support service (JC Corps of Cadets)
- Campus Police or local law enforcement

Formal reports are taken seriously, and the GMC will ensure the report is thoroughly investigated and resolved according to institutional procedures. Even during a formal process, privacy is respected—only a small number of officials with a need to know will be involved. Information will be shared only with individuals essential to the process (e.g., investigators, witnesses, and the respondent), and GMC will work to preserve privacy and dignity throughout.

## **Federal Statistical Reporting Obligations**

Certain campus officials must 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, Graduation Coaches 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**

As required by the Clery Act, victims of sexual misconduct should be aware that College administrators must issue timely warnings for incidents reported to them that pose a substantial threat of bodily harm or danger to campus community members. 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 the Equal Opportunity, Harassment, and Nondiscrimination policy received by Title IX Coordinators or an administration member.

The procedures described below will apply to all complaints involving students, staff, or faculty members. These procedures also cover redress and requests for responsive actions for complaints brought against non-members of the community.

## 1. Equity Grievance Panel (EGP)

Members of the EGP are announced each year through the institution-wide distribution of this policy to employees and students. The policy is also available on our website for current and prospective students, parents, and prospective employees.

EGP members receive training on all aspects of the grievance process and may be assigned to serve in various roles at the discretion 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 policies and serve in an educative role for the community. With the advice of the Title IX Coordinator, the Chief of Staff appoints the panel, which reports to the Title IX Coordinator. EGP members receive 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 training/s. Other training may be necessary, as decided by the Chief of Staff or the Title IX Coordinator.

The Equity Grievance Panel (EGP) includes:

- 2 Co-chairs
- At least two faculty members
- At least two Chief Administrative or Academic Officers (defined in GMC Policy 5020)

- At least two members of the non-academic staff
- At least two representatives from Academic Affairs
- At least one representative from Campus Police
- At least one representative from Human Resources
- At least one representative from the Office of the Commandant of Cadets
- At least one representative from Athletics

Panel members are usually appointed to one-year terms. Appointments to the EGP will be made with attention to the 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. It is also possible for employees to notify a supervisor, for students to notify a faculty member or administrative support staff member, or for any member of the community may contact Campus Police. 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) within *Title IX Nondiscrimination and Harassment*, 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 their supervisor 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 consider the complainant concerning how the complaint is pursued but reserves the right, when necessary, to protect the community and 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 the complainant may choose another trained or non-trained advisor or proceed without an advisor. Usually, 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 Chief of Staff 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 its members. The College aims to complete all investigations within 30 business days, which can be extended as necessary for reasonable cause by the Title IX Coordinator with notice to the parties.

#### **4. Investigation**

If a complainant wishes to pursue a formal complaint or 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, within ten business days of notice to the coordinator. The investigation may take longer when initial complaints fail to provide the direct first-hand information. The College may undertake a short delay (3-10 days to allow evidence collection) when criminal charges based on the same behaviors invoke this process are being investigated. Georgia Military College action will not be altered or precluded because 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 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 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 the EGP investigation and procedures. In all cases where an interim suspension is imposed, the student, employee, or student organization will be allowed to meet with the Title IX Coordinator before such suspension is imposed or as soon as 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 campus/facilities/events and housing, if applicable. 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 of Junior College or Online Academics, alternative coursework options may be pursued to ensure as minimal an impact as possible on the accused student.

## **6. Complaint Resolution**

During or upon the completion of the investigation, the investigators will meet with the Title IX Coordinator as appropriate. Based on that meeting, the Title IX Coordinator will decide whether there is reasonable cause to proceed with the complaint. The process will end if the Title IX Coordinator determines that no policy violation has occurred; however, the complainant may request 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 at 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 the 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 severe 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 due to a conflict resolution process, though the parties may agree to appropriate remedies. The Title IX Coordinator will keep records of any resolution 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, violent behavior of any kind, or severe policy violations. However, it may be made available after the formal process is completed should the parties and the Title IX Coordinator believe it could be beneficial. It is unnecessary to pursue conflict resolution to make a formal EGP complaint. Anyone participating in conflict resolution can stop that process 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 violates 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 only on the sanction/responsive action, according to the EGP procedures below. The exception is at-will employees for whom findings and responsive actions will be determined by the Vice President of Human Resources (VPHR) based on the investigation results.

### **c. Formal Hearing**

The Title IX Coordinator will initiate a formal hearing for any complaints inappropriate for conflict resolution and not resolved without a hearing. Employees without a hearing process will refer their 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, another 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 function 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 before the hearing, or as far in advance as possible, if an accelerated hearing is scheduled with the party's consent, 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 campus community members, 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 the Chair's discretion, 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 behalf without their advisor's representation. The advisor may consult with the advisee quietly, in writing, or outside the hearing during breaks but may not speak to the panel on behalf of the advisee.

- 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 broad a scope as necessary.

Participants will include the non-voting Chair, the three members of the panel, the investigator(s) who investigated 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 before the hearing. In addition, the parties will be given a list of the names of each EGP panel member at least two business days before the hearing. Should either (any) party object to any panelist, they must immediately raise all objections, in writing, to the Chair. Panel members will only be unseated if the Chair concludes that their bias precludes an impartial complaint hearing. Additionally, any panelist or Chair who feels they cannot make an objective determination must recuse themselves from the proceedings when notified of the identity of the parties and all witnesses in advance of the hearing.

In consultation with the parties and investigators, the Chair 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 fully 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 technology, or questions directed through the Chair, the parties should request them from the Chair at least two business days before the hearing.

Once the procedures are explained, and the participants are introduced, the investigator will present the investigation report 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 Chair's request. The investigation findings 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 the panel believes is relevant and credible may be considered, including history and pattern evidence. The Chair will address any evidentiary concerns before 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 their 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 with relevant information to appear at a portion of the hearing 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 two complainants who 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. The EGP chairman warns all persons present at any time during the hearing 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 the discretion to share their own experiences if they choose and should discuss doing so with their Graduation Coaches/advocates.

Hearings are recorded for purposes of review in the event of an appeal. EGP members, the parties, 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 a closed session to determine whether or not the respondent is 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 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 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**

The EGP will determine sanctions or responsive actions. Factors considered when selecting 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 if the student or organization is found in violation of any Georgia Military College policy, procedure, or directive within a specified period. 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*: Terminating student status for a definite period not to exceed one year or until specific criteria are 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 or deny a 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 violations of Georgia Military College policies, procedures, or directives in obtaining the degree or for other serious violations committed by a student before graduation. **NB: Revocation of Degree must be approved by the President.**
- *Organizational Sanctions*. Inactivation or loss of all privileges for a specified period.
- *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 charges under the Code of Student Conduct. Should a student decide to leave and not participate in the investigation or hearing, the process will proceed to a reasonable resolution in the student's absence. 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 and College's 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 Chief of Staff will consider all appeal requests. Any party may appeal, but appeals are limited to the following:

- A procedural error or omission significantly impacted the hearing outcome (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 join in the appeal. The party requesting an appeal must show that the grounds for an appeal request have been met, and the other party or parties may show that 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 Chief of Staff.
- Sanctions imposed are implemented immediately unless the Chief of Staff 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 Chief of Staff and all parties within 2-3 business days from the 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 fully participate in any EGP process, whether the injured party or the College is serving as the complainant.
- To be informed in writing of the outcome/resolution of the complaint, sanctions were 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 investigate allegations of sexual misconduct thoroughly. Where privacy is not strictly kept, it will still be tightly controlled on a need-to-know basis. Dissemination of information and 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 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, Senior Academic Administrators). 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 with the student and not with the parent. However, in major medical, disciplinary, or academic jeopardy, students are strongly encouraged to inform their parents. GMC officials will directly notify 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 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 Graduation Coach. 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 or seek other community assistance at the counseling center. 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, these payments 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 the District Attorney's office will handle representation. 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 need legal advice about criminal prosecution and 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. However, for extended periods, evidence can often be obtained from towels, sheets, clothes, etc. 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, seven 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 them 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, and address pregnancy concerns and 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, as they will likely keep the clothes you are wearing as evidence. You can take a support person 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 they have illegally used drugs or alcohol?*

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

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

Either party's use of alcohol or drugs will not diminish the accused student's responsibility. On the other hand, alcohol 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, or witnesses to prove their 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. The use of alcohol or other drugs will never excuse a violation by an accused student.

- *Will either party's prior use of drugs 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 whether it was a violation of the institution's sexual misconduct policy, you should contact the institution's Title IX Coordinator. 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 permitting to incorporate the ideas and language of their gender-based misconduct policy and their Title IX confidentiality, privacy, and reporting policy.

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## **Responsible Employees**

Georgia Military College requires all employees to act as mandated reporters under Title IX. This means any employee who becomes aware of possible sexual harassment, sexual assault, dating violence, domestic violence, or stalking is expected to report the concern directly to the Title IX Coordinator or through their supervisor.

### **Reporting Options & Privacy Expectations**

At Georgia Military College, we understand that incidents of sexual harassment, assault, dating violence, or stalking can be deeply personal and traumatic. In the event an employee wishes to file a complaint of harassment, they may report their concerns to their supervisor, Human Resources, or to the Title IX coordinator directly, but students have the right to confide in whomever they feel most safe and comfortable with that is an employee at GMC. GMC honors that choice while also maintaining clear guidelines about confidentiality and reporting obligations.

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

Only professional counselors, the Chaplain, and the Title IX Coordinator are considered confidential resources. These individuals can receive information about incidents without being required to report details to others, except in very limited situations such as an immediate threat to health or safety or cases involving the abuse of a minor. Students who speak with these individuals can expect their information to be kept private and confidential.

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

Students may choose to speak with employees who are not considered confidential. These employees are encouraged to inform their supervisors of general concerns, but they should not share names or specific details unless given permission—except in rare circumstances when

safety is at risk. If personally identifiable information is shared, it will be communicated to as few individuals as necessary, with great care taken to protect privacy.

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

Students and employees who wish to make a formal report are encouraged to contact one of the following:

- The Title IX Coordinator
- Preparatory School Principal
- If applicable, the designated representative of their military branch support service (JC Corps of Cadets)
- Campus Police or local law enforcement

Formal reports are taken seriously, and the GMC will ensure the report is thoroughly investigated and resolved according to institutional procedures. Even during a formal process, privacy is respected—only a small number of officials with a need to know will be involved. Information will be shared only with individuals essential to the process (e.g., investigators, witnesses, and the respondent), and GMC will work to preserve privacy and dignity throughout.

### **Federal Statistical Reporting Obligations**

Certain campus officials must 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, Graduation Coaches 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**

As required by the Clery Act, victims of sexual misconduct should be aware that College administrators must issue timely warnings for incidents reported to them that pose a substantial threat of bodily harm or danger to campus community members. 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.

# General Information

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## Campus Safety Tips

Georgia Military College Main Campus Police officers enforce state laws and local ordinances. They issue citations, make arrests, and work vehicle accidents. Our other duties include assisting motorists and patrolling the campus on foot, in golf carts, or in marked vehicles. If you are a student at one of our satellite locations, please check with the senior academic administrator for your site regarding safety and security in your local area.

Georgia Military College Main Campus Police are members of the Georgia Association of Campus Law Enforcement Administrators, the Georgia Association of Chiefs of Police, the Middle Georgia Law Enforcement Council, the Peace Officers Standards and Training Council, and the Governor's Office of Highway Safety.

You can play an essential role in the safety of your location. You should always be aware of your environment, especially when walking alone or at night. On Main Campus, 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 Main 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 help us safeguard both your property and the college's property. In case of suspicious or criminal activity in Milledgeville, promptly call Campus Police. At other GMC sites, 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 you work with or study with.

- When you feel you are in danger, attract attention in any way you can. Do not be reluctant to scream and run.

### **Barracks Safety at Main Campus:**

- 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 enter an open room and remove an item.
- Notify a Tactical Officer and Campus Police of any suspicious loiterer in 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 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 to be readily identified.

## **ACKNOWLEDGEMENT**

Georgia Military College reviewed honor codes from various institutions across the country as best practices in developing this Student Honor Code. Particular acknowledgment is extended to the University System of Georgia, Georgia College and State University Dean of Students Office, Mississippi State University Academic Integrity Assessment Committee and Office for Undergraduate Education, and the Emory College of Arts and Sciences, for the inspiration and guidance that their honor codes and policies provided to this document's formation.

