Georgia Military College Policy File

As of October 2, 2026

Georgia Military College Policy File
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Policy 1001: Establishing Georgia Military College (GMC) Policy

Policy Statement:

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

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

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

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

1. **General Administration (1000 through 1999).** The President, Senior Vice President's, Chief of Staff, and Vice President-level supervisors may originate General Administration policies.

2. **Administrative Services (2000 through 2999).** The Senior Vice President and Vice President-level supervisor responsible for the administrative area addressed by a policy statement normally originates Administrative Services policies.

3. **Student Affairs (3000 through 3999).** The Institutional Dean of Students in coordination with the Senior Vice President/Chief Academic Officer originate Student Affairs policies.

4. **Academic Affairs (4000 through 4999).** The Senior Vice President/Chief Academic Officer originates Academic Affairs policies for the College, and the Principal originates policies for the GMC Preparatory School.

5. **Personnel (5000 through 5999).** The Chief Financial Officer, Chief of Staff, and the Vice President for Human Resources, originates Personnel policies.

Definitions:

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

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

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

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

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

Proposed and revised policies are submitted to the Chief of Staff for review. The Chief of Staff will then forward:

- **New Policies** – to the President for recommendation and subsequent review by the Board of Trustees at its next regularly scheduled meeting. The President may implement a new policy immediately if circumstances require, but the policy must still be presented to the Board for final approval at its next scheduled meeting.
- **Policy Revisions** – to the President for final approval, provided the revisions do not constitute substantive changes that alter the original purpose of the policy. Any substantive revisions must be forwarded to the Board of Trustees for final approval.

In all cases, the Board of Trustees retains final authority for the approval of institutional policies.

Assignment of Policy Numbers:

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

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

Responsible Agency: Chief of Staff
Review Date: 1/9/2025
Reviewed by: Jill Robbins, Chief of Staff
Creation Date: 4/8/2009

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Policy 1002: Absence of the President

Policy Statement:

It is GMC policy that in the absence of the President, the President at his discretion may appoint a GMC senior administrator who will be authorized to represent the President and exercise the powers of the presidency. If the President is unable to appoint a representative, then in the following order, the Senior Representatives listed are authorized to represent the President and exercise the powers of the presidency:

1. Executive Vice President, Innovative Growth
2. Senior Vice President, Chief of Staff
3. Senior Vice President, Chief Financial Officer
4. Senior Vice President, Junior College
5. Senior Vice President, Chief Academic Officer

Authority:

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

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

Responsible Agency: Chief of Staff
Review Date: 10/27/2025
Reviewed by: Jill Robbins, Chief of Staff
Creation Date: 2/2/2009

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Policy 1004: Intellectual Property Ownership

Policy Statement:

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

Approving Authority:

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

Intellectual Property Defined:

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

Implementation Guidance:

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

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

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

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

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

Intellectual property rights owned by the institution may be released to individuals by

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contract, written release, or when such materials no longer become the basis for awarding credit or the subject for grade review processes.

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

Responsible Agency: Chief of Staff
Review Date: 1/9/2025
Reviewed by: Jill Robbins, Chief of Staff
Creation Date: 5/29/2009

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Policy 1005: Using Copyrighted Works

Policy Statement:

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

General:

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

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

Copyright law gives copyright owners the exclusive rights to:

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

Standards:

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

The full text of the Copyright Law of the United States can be accessed through the indicated electronic link.

GMC Vice Presidents responsible for the Student and Employee Handbooks will ensure that

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employees and students are reminded that copying materials without proper written permission is illegal and may result in liability for both the requester and the individual performing the copying.

Responsible Agency: Chief of Staff
Review Date: 10/27/2025
Reviewed by: Jill Robbins, Chief of Staff
Creation Date: 4/8/2009

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Policy 1006: Records Retention Policy

Policy Statement:

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

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

Responsible Agency: Chief of Staff
Review Date: 10/27/2025
Reviewed by: Jill Robbins, Chief of Staff
Creation Date: 5/29/2008

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Policy 1007: Use of Tobacco Products and Electronic Cigarettes

Policy Statement:

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

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 GMC Junior College sites, 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.

Responsible Agency: Dean of Students
Review Date: 08/20/2025
Reviewed by: Mr. John Sheeley, Vice President Student Services and Accreditation/Institutional Dean of Students
Creation Date: 6/30/2008

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Policy 1008: Possession and Consumption of Alcoholic Beverages

Policy Statement:

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

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

Responsible Agency: Dean of Students
Review Date: 08/20/2025
Reviewed by: Mr. John Sheeley, Vice President Student Services and Accreditation/Institutional Dean of Students
Creation Date: 8/6/2008

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Policy 1009: Fundraising

Policy Statement:

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

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

Responsibility:

The GMC Senior Vice President of Advancement is the President's senior development officer and is charged by the President to administer the college's fund-raising program.

The Senior Vice President of Advancement advises the President on progress made in meeting fundraising objectives and on the status and activities of fundraising organizations.

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

The Senior Vice President of Advancement will accomplish the preceding in coordination with individual donors, senior leadership under the President's Cabinet level direction, the Preparatory School Principal, Vice President-level department heads, and the affiliated GMC boosters under the respective junior college and preparatory school organizations.

Responsible Agency: SVP of Advancement
Review Date: 10/27/2025
Reviewed by: Jill Robbins, Chief of Staff
Creation Date: 5/12/2009

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Policy 1010: Use of Recording or Surveillance Devices

Policy Statement:

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

Permission:

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

General:

GMC recognizes that maintaining the safety and security of students, staff and related College property is best implemented with a multifaceted approach. To the extent modern technology provides tools to maintain safety and security, the use of technology such as video surveillance cameras is supported by the President of GMC.

Video surveillance may be utilized in and around school buildings, on all College property (leased, rented, or owned) and on school transportation vehicles. Cameras may be equipped with audio recording capabilities as well. Video surveillance shall be in accordance with applicable laws pertaining to such use. GMC will also comply with applicable laws related to maintaining video recordings. The President of GMC or his/her designee is directed to develop regulations governing the use of video surveillance in accordance with applicable law and Board policy.

Video and audio monitoring is not permitted in areas where there is a reasonable expectation of privacy. Recording of students for purposes of their educational programming is also not intended to be covered by this policy.

Members of the faculty and students may use recording devices as classroom instructional aids or to accommodate students and faculty members with disabilities. Persons authorized by the President, Senior Vice President/Chief Academic Officer, Vice President of Junior College Academics, and the Principal of the GMC Preparatory School may use recording devices to observe classroom activity. Faculty must, in advance of use, provide students with notice that such recording or observation will be employed. While faculty can record class sessions, if any student is identifiable in the recording, then these recordings become educational records which are protected under FERPA. In other words, any portion of a recording where a student is identifiable will be protected under FERPA, and without the express consent of the student, those recordings cannot be shared with students NOT enrolled in the same course. Nor should recordings be made available to the students in the same course in subsequent terms.

Responsible Agency: Chief of Staff
Review Date: 10/27/2025
Reviewed by: Jill Robbins, Chief of Staff
Creation Date: 1/21/2009

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Policy 1012: GMC Officials Authorized to Sign Contracts

Policy Statement:

Only Georgia Military College (GMC) officials authorized by the Board of Trustees may execute contracts or other documents that obligate the institution financially. Pursuant to Article XI, Section 2, Clause K of the GMC Board of Trustees Bylaws, the Board delegates discretionary contract-signing authority to the President of Georgia Military College.

The President or the President's designee is authorized to execute contracts on behalf of GMC, including the following delegated authorities:

- **Vice President for Auxiliary and Facility Operations** – maintenance and facilities repair contracts
- **Athletic Director** – junior college athletic event contracts
- **Senior Vice President/Chief Academic Officer** – academic agreements
- **President, Chief Financial Officer (CFO), or Chief of Staff** – Memoranda of Understanding (MOUs)
- **Vice President of Academic Policy, Programs, & Development and Deans of Instruction** – academic agreements or MOUs

Questions regarding whether an agreement or MOU constitutes a contract governed by this policy shall be directed to the Chief Financial Officer.

Legal Authority

In accordance with Georgia Code §50-21-1, the laws of the State of Georgia govern all contracts to which GMC is a party.

Contract Review and Execution

All contracts to which GMC may be a party must be reviewed by the Chief Financial Officer and, when required, the Georgia Department of Law prior to execution.

The CFO will verify that each contract includes:

- Date of creation
- Term and expiration
- Appropriate indemnification provisions
- Disengagement and notice requirements
- Certification of signatory authority for the other party

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The President will be informed of the CFO's review and intent to execute prior to signing.

All official contract copies shall be maintained by the Chief Financial Officer.

Responsible Agency: Chief Financial Officer
Review Date: 1/9/2025
Reviewed by: Jill Robbins, Chief of Staff
Creation Date: 8/23/2009

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Policy 1014: Department-level Employee Gift Cards

Policy Statement:

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

General:

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

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

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

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

Responsible Agency: Chief Financial Officer
Review Date: 1/22/2026
Reviewed by: Chip Kirby, SVP Resource Management / CFO
Creation Date: 5/3/2010

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Policy 1015: Hazardous Material Management

Policy Statement:

This policy is designed to ensure that every effort is made to minimize the generation of hazardous waste and that all hazardous waste is properly managed and disposed of in accordance with all applicable federal, state, and local regulations.

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

Responsibility:

This policy applies to Georgia Military employees, students, and contractors who engage in any campus-related activity either on the Main Campus in Milledgeville, the Preparatory school, or any other Georgia Military College satellite locations.

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

Responsible Agency: VP of Auxiliary and Facility Operations
Review Date: 11/11/2025
Reviewed by: Millie Parke, VP of Auxiliary and Facility Operations
Creation Date: 5/3/2010

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Policy 1016: Commercial Solicitation

Policy Statement:

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

Solicitation by non-GMC Agents:
Off-campus individuals or companies wishing to distribute or sell their services or products must be authorized to do so by the Chief of Staff, SVP for Junior College, Satellite Location Director, or Principal of the GMC Preparatory School.

Solicitation by Recognized GMC Agents:
Selling, soliciting, or promoting services or products by recognized GMC organizations on GMC property must be approved by the appropriate senior level official.

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

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

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

There should be no official GMC resources used such as email systems, the Webpage, official social media, and GMC Online cannot be used to promote personal business or for commercial selling or solicitation. This is not an exhaustive list of GMC resources that would or could be used for personal sale, solicitation, marketing, or advertising for the purpose of personal gain.

Employee Solicitation:
Faculty and staff are not permitted to conduct personal business for personal profit, sell services, or selling and advertising products for personal gain to GMC students or GMC employees on GMC properties.

Responsible Agency: Chief of Staff
Review Date: 1/9/2025
Reviewed by: Jill Robbins, Chief of Staff
Creation Date: 8/19/2010

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Policy 1017: Comprehensive Title IX Non-Discrimination Policy

Policy Statement:

Georgia Military College does not discriminate on the basis of race, color, national origin, religion, sex, sexual orientation, disability, ethnicity, or age in its education programs and activities. The protection against discrimination also extends to employment.

Protected Categories:

The following are categories protected by federal law:

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

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

Applicability:

This policy covers nondiscrimination in employment and access to educational opportunities.

Duty to Remedy:

In reference to this policy, the following is true about the Georgia Military College design to respond to complaints:

Students, staff, and faculty should report any sexual harassment/assault to any GMC employee without fear of retaliation. Any report of sex-based discrimination or harassment will be taken seriously, addressed promptly, and with sensitivity. The report can be made verbally or in writing. Complainants may choose to follow an informal or formal resolution process to resolve their complaint.

During the informal or formal process, the complainant and the respondent will be treated with respect and given the opportunity of due process. The complainant will have supportive measures offered to them which are non-disciplinary, non-punitive individualized services offered as appropriate, as reasonably available, and without fee or charge to the complainant

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whether they make an informal or formal complaint. The complainant can be assured of anonymity and confidentiality. GMC retains the right to enforce emergency removal of the respondent from an education program or activity on an emergency basis, in the event there is a physical health or safety risk to any other GMC student.

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

Responsible Agency: VP of Human Resources
Review Date: 11/19/2025
Reviewed by: Jessica Murray, VP of Human Resources
Creation Date: 10/19/2011

Policy 1018: Georgia Military College Weapons Policy

Policy Statement:

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

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

Basis for Action:

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

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

Legal Possession:

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

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

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

The President of GMC has the authority and discretion to approve personnel to carry a firearm pursuant to Georgia Code § 16-11-130.1. Only the President of GMC has this authority.

Where Firearms are Prohibited:

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

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

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

Questions and Inquires:

Anyone having questions about this policy may contact the Deputy Chief of Staff (478-387-4743).

Responsible Agency: Chief of Staff
Review Date: 11/12/2025
Reviewed by: Joelle Trumbo, Vice President, Deputy Chief of Staff
Creation Date: 11/28/2011

Policy 1020: Accommodation of Disabilities

Policy Statement:

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

General:

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

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

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

Responsibility:

Disability Coordinators for the GMC College and Preparatory School operate separately. The Manager of Student Disability Services is the ADA/504 compliance manager responsible for coordinating efforts of the college on behalf of its students to comply with disability laws, including investigation of any complaint alleging noncompliance. The Director of Benefits also supports the GMC Vice President for Human Resources in matters involving GMC employee's requests for accommodations.

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

Individuals with a physical or mental disability prohibiting the successful performance or completion of essential job functions, should initiate the interactive process of filing for an accommodation with the ADA point of contact for their area. In determining whether an individual has a disability, GMC will not consider any medication or assistive device, such as wheelchairs, eyeglasses or hearing aids, that an individual may use to accommodate the disability. This disability is normally something that "limits a major life activity" and will be taken into consideration at the time of the request.

GMC handles all requests in good faith with the individual making the request; all parties must communicate directly with each other to determine essential information and neither the employee or ADA point of contact will delay or interfere with the process.

Any documentation required from a physician should come from a Doctor of Medicine or an individual duly licensed as a physician, surgeon, nurse practitioner, or osteopathic physician who treats or supervises serious health conditions.

GMC is not required to lower quality of production standards, provide personal use items, create a new position, or displace other employees as a reasonable accommodation. It is an appropriate measure to provide accommodations that do not cause an undue hardship (cost, availability of resources, effect on expenses and the impact of the accommodation to the operation of GMC) to the institution and allows the individuals with the disability to perform the essential functions of the job. Some reasonable accommodations include: modifying a work schedule, restructuring jobs, buying or modifying equipment or other reasonable accommodations.

Each application for accommodations is reviewed on a case-by-case basis.

Students with Disabilities:

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

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

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

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

Employees with Disabilities:

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

An employee with a disability should request an accommodation in writing to Human Resources and subsequently should provide appropriate documentation.

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

and what reasonable accommodations could enable the employee to perform those duties. Should the request by the employee be evaluated by the employer and the employer believe an alternate recommendation could be suitable, the interactive process with the physician should commence until a suitable accommodation can be found, if possible.

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

Responsible Agency: VP of Human Resources
Review Date: 10/27/2025
Reviewed by: Jill Robbins, Chief of Staff
Creation Date: 7/24/2013

Policy 1021: Discriminatory Harassment

Policy Statement:

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

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

General:

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

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

Discriminatory and Bias-related Harassment:

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

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

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

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

Sexual Harassment Definition:

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

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

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

Sexual Misconduct:

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

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

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

Sexual Misconduct Violations:

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

1. Sexual Harassment, already defined

2. Non-Consensual Sexual Intercourse Defined as:
    - Any sexual penetration or intercourse
    - However slight
    - With any object
    - By a person upon another person
    - That is without consent or by force.

3. Non-Consensual Sexual Contact Defined as:
    - Any intentional sexual touching
    - However slight
    - With any object
    - By a person upon another person
    - That is without consent or by force.

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

Responsible Agency: VP of Human Resources
Review Date: 11/19/2025
Reviewed by: Jessica Murray, VP of Human Resources
Creation Date: 7/24/2013

Policy 1022: Retaliation

Policy Statement:

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

Acts of alleged retaliation will be reported immediately to Human Resources and will be promptly investigated.

Georgia Military College will protect individuals who fear that they may be subjected to retaliation. Retaliation in the workplace may be expressed in a variety of ways to include but are not limited to:
*Victimization
*Termination or illegal retraction of benefits
*Reduction of compensation
*Poor work performance evaluations
*Exclusion from corporate events or meetings
*Defamation of character

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

Confidentiality:

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

Retaliation Defined:

Retaliation is defined as any adverse and/or punitive action taken against a person participating in a protected activity.

Responsible Agency: VP of Human Resources
Review Date: 11/19/2025
Reviewed by: Jessica Murray, VP of Human Resources
Creation Date: 7/24/2013

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

Policy Statement:

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

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

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

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

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

Responsible Agency: VP of Human Resources
Review Date: 11/19/2025
Reviewed by: Jessica Murray, VP of Human Resources
Creation Date: 7/24/2013

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Policy 1024: Service Animal Policy

Policy Statement:

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

Definitions:

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

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

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

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

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

General:

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

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

Employees may ask two questions:

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

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

Service Dogs in Training Access. In accordance with Georgia law, an agent or employee of a school that trains Seeing Eye, hearing, service, or guide dogs must be granted access to public facilities. Trainers who wish to bring a Service Animal in Training onto campus must register the animal with the Dean of Instruction if on a satellite location or with the Chief of Staff for all other facilities. The registration must be renewed annually and also whenever the trainer begins working with a different animal. Trainers are required to provide documentation that they are certified by an entity authorized to train service animals. The Deans of Instruction and the Chief of Staff must notify the Disability Manager (for students) or Human Resources (for employees) so that the appropriate office can maintain records for registered Service Animals in Training.

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

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

Restrictions to Access:

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

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

Responsibilities of Handlers and Trainers:

Service Animals and Service Animals in Training must be under the direct and physical control of the Handler or Trainer at all time. Handlers or Trainers will use a harness, leash, or other tether. **For Service Animals only**, if a harness, leash, or other tether would interfere with the Service Animal's safe and effective performance of tasks, the Service Animal should be under the Handler's control through some other effective means.

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

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

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

Responsible Agency: Dean of Students
Review Date: 5/17/2025
Reviewed by: Jessica Murray, VP of Human Resources
Creation Date: 5/16/2018

Policy 1025: Recruitment Practices

Policy Statement:

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

Responsible Agency: EVP Innovative Growth
Review Date: 9/16/2025
Reviewed by: Jody Yearwood, EVP Innovative Growth
Creation Date: 2/28/2020

Policy 1026: Website Privacy Policy

Policy Statement:

Georgia Military College (GMC) is committed to the responsible use of personal information and sensitive information collected from and about its students, faculty, staff, business partners, and others who provide such information to the college. This commitment is in accordance with both state and federal regulations concerning the use of sensitive information. Such sensitive information includes information that could be used to cause financial harm or reputational harm to any individual. This policy applies to personally identifiable sensitive information and how it is collected.

Collection and Use of Information:

GMC may collect certain information that is automatically generated when a user visits a site. We may also collect aggregate information about the use of the sites, including, but not limited to, which pages are most frequently visited, how many visitors we receive daily, and how long visitors stay on each page. A visitor may be prompted or required to provide certain personal information in order to access various features and information on the sites. Such information may include, among other things, name, address, email address, and phone number. If a visitor does not want to provide such information, he or she may choose not to access those features of the sites. Any personal information provided through the sites will be protected in accordance with the provisions of this policy.

Any information submitted via the website will only be used for the purposes stated on the submission page. GMC will not share your information with third parties except: as required by law, as necessary to protect institutional interests in the course of an investigation, as necessary to further research efforts pursuant to approvals from the appropriate data stewards and the Institutional Review Board, and/or with contracted service providers acting on behalf of the college who have agreed to protect the confidentiality of the data.

Links within the college website may direct you to other websites that we do not control. GMC is not responsible for the privacy practices, policies, actions, web content, services or products of non-GMC State sites to which we link.

Cookies:

Cookies are files that many websites transfer to users' web browsers to enable the site to deliver personalized services or to provide persistent authentication. The information contained in a cookie typically includes information collected automatically by the web server and/or information provided voluntarily by the user. Our website uses persistent cookies in conjunction with a third-party technology partner to analyze search engine usage and web traffic patterns. This information is used in the aggregate to monitor and enhance our web pages. It is not used to track the usage patterns of individual users.

European Union General Data Protection Regulation (EU GDPR) Privacy Notice:

GMC is an institute of higher education involved in education, research, and community engagement. In order for GMC to educate its students both in class and on-line, engage in world-

class research, and provide community services, it is essential to collect data. GMC has lawful bases to collect, process, use, and maintain data of its students, employees, applicants, research subjects, and others involved in its educational, research, and community programs. The lawful bases include, without limitation, admission, registration, delivery of classroom, on-line, and study abroad education, grades, communications, employment, applied research, development, program analysis for improvements, and records retention. Examples of data that GMC may need to collect in connection with the lawful bases are: name, email address, IP address, physical address or other location identifier, photos, as well as some sensitive personal data obtained with prior consent.

The majority of GMC's collection and processing of personal data will fall under the following categories:

1. Processing is necessary for the purposes of the legitimate interests pursued by GMC or third parties in providing education, employment, research and development, and community programs.
2. Processing is necessary for the performance of a contract to which the data subject is party or in order to take steps at the request of the data subject prior to entering into a contract. This lawful basis pertains primarily but not exclusively to research contracts.
3. Processing is necessary for compliance with a legal obligation to which GMC is subject.
4. The data subject has given consent to the processing of his or her personal data for one or more specific purposes.

There will be some instances where the collection and processing of personal data will be pursuant to other lawful bases.

Responsible Agency: EVP Innovative Growth
Review Date: 9/25/2025
Reviewed by: Jody Yearwood, EVP Innovative Growth
Creation Date: 4/15/2020

Policy 2001: Social Media for Office GMC Use

Policy Statement:

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

General:

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

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

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

Responsible Agency: AVP of Communications
Review Date: 11/4/25
Reviewed by: Jobie Shields, AVP of Communications
Creation Date: 5/11/2018

Policy 2002: Computer Access

Policy Statement:

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

Responsible Agency: EVP Innovative Growth
Review Date: 9/25/2025
Reviewed by: Jody Yearwood, EVP Innovative Growth
Creation Date: 2/27/2008

Policy 2003: Use of College Vehicles/GMC Driving Privileges

Policy Statement:

It is Georgia Military College policy that faculty and staff members are authorized to use GMC vehicles for official use only. GMC follows the current State of Georgia Office of Fleet Management (OFM) guidance entitled: *Georgia Fleet Management Manual*, and the Office of Planning and Budget (OPB) memorandum entitled: *Policy 10: Rules, Regulations and Procedures Governing the Use and Assignment of Motor Vehicles, Purchase, Operation and Disposal of Motor Vehicles and Associated Record-keeping.*

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

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

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

Additionally, Driver Check reports received through DOAS will affect GMC driving privileges as follows:

1. For a first call offense the driver will be verbally counseled and a note from the driver's supervisor shall be placed in the driver's personnel file. The driver shall receive two points (these points are for internal tracking at GMC and are not a part of the Georgia Department of Driver Services Points Program). If there are no further moving offenses reported against the driver within 12 months, one point will be deducted from the total. Deductions will occur at the rate of one point every 12 months thereafter as long as the employee carries a point balance.

2. For a second call moving offense (same driver), two points will be added to the point total for the driver and accrue to the driver's point balance using the formula noted in paragraph 1 above. If by adding the point it causes the driver to exceed 2 points, a documented verbal warning to the personnel file will be required. Along with the warning, the driver will be required to successfully complete the State's on-line driver safety course within 30 days of the verbal warning, or they will not be allowed to drive a state vehicle again until such time as the course has been completed.

3. For the third call offense (same driver), two points will be added to the point total for the driver and accrue to the driver's point balance using the formula noted in paragraph 1 above. If by adding the points it causes the driver to exceed 4 points, a documented written warning to the personnel file will be required, along with suspension of driving privileges for 120 days. In addition to the written warning and suspension of driving privileges, the driver must successfully complete the State's on-line driver safety course again before they will be allowed to drive a state vehicle.

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

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

Responsible Agency: VP of Auxiliary and Facility Operations
Review Date: 11/11/2025
Reviewed by: Millie Parke, VP of Auxiliary and Facility Operations
Creation Date: 10/16/2009

Policy 2006: Use of College Facilities

Policy Statement:

Georgia Military College's (GMC) facilities are critical resources dedicated to supporting the mission of providing hope and opportunity to students and are primarily reserved for academics and institutional functions. However, individuals and organizations may lease facilities for functions, including receptions, banquets, conferences, meetings, and sports events. The Vice President of Auxiliary and Facility Operations (AFO) will promulgate procedures and regulations to implement this policy. GMC reserves the right to deny use of campus facilities for any event, activity, or function deemed inappropriate for the facility or the institution.

Satellite locations manage their own facilities and may lease facilities to external groups. Fees vary by site. The Chief of Staff has final approval for the use of all facilities, including satellite location facilities. Any exceptions to GMC policy must be approved by the President of Georgia Military College.

General:

Requests from external parties or non-GMC sponsored events must be submitted to AFO, no more than six (6) months and no less than 30 days prior to an event. For planning and coordination purposes, requests submitted less than 30 days before an event require approval by the Chief of Staff.

- Approval is subject to availability of the facility, and then payment of the facility use fee and other fees necessary to cover costs to the college (i.e. security, maintenance, housekeeping, and other costs).
- All support requirements associated with an approved event (setup, catering, security, IT support, etc) must be finalized no later than three (3) weeks prior to the event date.
- When evaluating a request, GMC considers the following:
    a. Availability of space for the date(s) requested.
    b. GMC resources required for the event.
    c. Availability of GMC resources to support the event.
    d. Suitability of the event for the requested location.
    e. Number of people expected at the event.
    f. Presence of alcohol.
    g. Duration of the event.
- GMC facilities are intended for the use of the college and preparatory school. Scheduled dates for external individuals and organizations, and non-GMC related events and activities are only confirmed based on institutional availability. In the event there is an emergency related event (weather, etc) and the campus is officially closed, GMC has the right to cancel any external events. In addition, if there is a facility related emergency in the facility reserved, GMC also can cancel the event or find an alternative location.
- GMC reserves the right to deny use of campus facilities for any event, activity, or function deemed inappropriate for the facility or the institution as a whole.
- According to IRS Guidelines, GMC Faculty and staff fees may be discounted up to 20%.

Co-Sponsored Events:

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

Availability of Institutional Facilities: Holidays and Blackout Periods

GMC facilities are reserved first and foremost for the support of the institution. GMC will not lease facilities during holidays or blackout periods without approval from the Chief of Staff. Blackout periods are set each year based on the institutional and academic calendar. During these periods, GMC will normally not have the resources, staff, or space to support external events.

GMC discourages the use of campus facilities when the campus is closed or during holidays. Users will be charged for direct expenses incurred in support of their events. These charges include compensation for overtime for custodians, technicians, public safety officers, and other personnel. Because utilities are off during holidays, there will be an additional charge to cover the cost of utilities.

Requirements:

If an external organization or event is approved to use GMC facilities, the following are requirements that the organization/POC must follow in order to conduct the event. Any documentation noted must be provided 3 weeks prior to event.

- All parties renting facilities must submit a liability waiver.
- Non-Georgia Military College sponsored events which are considered major events due to the purpose, program/event format, potential size of their audience, number of participants, or the area(s) they are scheduled to use may be required to show verification of insurance to include Personal Injury/Bodily Harm ($1,000,000 Liability) and Damage to Property ($500,000 Liability). Proof of insurance must be verified prior to confirmation of the space.
- A nonrefundable deposit (20%) is required upon confirmation of external request and full payment must be remitted within 30 days of the external event once completed. Any additional services that were not included will be added to final billing for event.
- Possession and consumption of alcoholic beverages on property operated or leased by Georgia Military College is strictly prohibited unless approved by the President of Georgia Military College. All requests to allow the possession and consumption of alcoholic beverages must be submitted to the Deputy Chief of Staff and approval is contingent upon receipt of any required licenses three (3) week prior to the event. A Georgia Military College police officer or a local jurisdiction police officer is required to be present, at the user's expense, when alcohol is served.
- Smoking or the possession of narcotics or other illegal drugs is strictly prohibited on GMC properties.

- When advertising events, the use of the GMC designated name associated with the facility must be used.
- Any violation of GMC policy and procedure may result in cancelation of an approved event and deposits will not be refunded.

Employee Housing Lease Agreement

Georgia Military College (GMC) may offer housing for lease to eligible employees based on availability. Employee housing may be provided based on job requirements, availability, and organizational needs. Employees may be eligible for housing as a condition of employment (e.g., essential personnel requiring on-site presence) or as a discretionary benefit. Housing is not an entitlement and is subject to periodic review and organizational discretion.

When an employee is offered the opportunity to lease campus housing, a formal Housing Lease Agreement detailing the terms and conditions of occupancy must be signed. This agreement will outline the terms and conditions of the lease, including rental rates, duration of the lease, the assignment of potential taxable fringe benefits, duties aligned with the job description that may be prescribed to the employee as a result of being employed and occupying the rental, and the overall responsibilities of both the employee and the institution.

If the housing arrangement is tied to employment duties (e.g., on-call responsibilities, facility security, maintenance roles), these duties will be explicitly defined in the lease agreement and job description. Failure to perform assigned responsibilities associated with employee housing may result in termination of the lease agreement and/or employment. If no employment-related responsibilities are tied to the housing arrangement, the employee will be assessed for a taxable fringe benefit through the Resource Management Office in compliance with applicable tax laws.

Employees must comply with all federal, state, and local laws governing residential property and tenancy. Employees must adhere to organizational housing policies, including quiet hours, guest policies, and property maintenance expectations. Unauthorized occupants or subleasing of organizational housing is strictly prohibited and may result in immediate lease termination. The organization reserves the right to terminate housing agreements for violations of policy, misconduct, or changes in employment status. Lease agreements will be terminated upon employment separation unless otherwise approved by the organization. Employees must vacate the premises within the timeframe specified in the lease agreement upon termination of employment or lease expiration. The organization reserves the right to terminate lease agreements with appropriate notice due to operational needs or policy violations. Employees are responsible for returning the property in good condition upon vacating and may be held financially responsible for any damages beyond normal wear and tear. It is the responsibility of the employee to adhere to all terms outlined in the lease agreement, including but not limited to payment schedules, maintenance obligations, and any other conditions governing the use of the property. Any breach of the lease terms may result in penalties or termination of the agreement. The Vice President of Auxiliary and Facility Operations (AFO) will oversee the administration of housing leases for employees. Any exceptions to this policy must be approved by the President of Georgia Military College.

Employees must acknowledge receipt and understanding of this policy before signing a lease agreement. Failure to comply with the terms of this policy may result in disciplinary action, including termination of the lease and/or employment. The organization reserves the right to update this policy as necessary to comply with legal and operational requirements.

For any questions or clarifications regarding this policy, employees should contact the Resource Management Office.

Procedures for External Facility Reservation

1. All inquiries for Facility Use Requests at Georgia Military College must be initiated by contacting Auxiliary and Facility Operations (AFO) at 478-387-4919. You may also complete a facility reservation inquiry here.
2. The Vice President of Auxiliary and Facility Operations (AFO) will review the inquiry and assess whether:
    - The requested date falls during institutional holidays or blackout periods, and;
    - The event can be reasonably supported by the AFO team.

    Based on this review, the AFO VP will provide a recommendation to the Deputy Chief of Staff on whether the request should move forward.

    - If the request is deemed not feasible, the point of contact (POC) or third-party will be notified that the facilities are unavailable.
    - If feasible, AFO staff will follow up with the POC to discuss event needs and begin the internal approval process.

IF the event is approved the following steps will be followed:

3. A quote will be generated that includes an outline of all costs (if applicable) associated with the event, including but not limited to:
    a. Rental fees for contracted space
    b. Facility support fees, custodial service, setups of tables/chairs, etc
    c. Required fees
4. Once appropriate fees and services have been communicated via the proposal and accepted by the third-party user, AFO will generate the following:
    a. Facilities Use Agreement Contract
    b. Liability Waiver
    c. Insurance Coverage request
5. Once all required forms have been completed, submitted, and approved by AFO, the third-party user will begin coordination with the Director of Foundation Events. The Director will serve as GMC's primary point of contact for all event needs leading up to the event and on the day of the event.
6. Following the completion of the event, AFO will generate the final invoice reflecting all costs associated with the event, less any deposit previously paid.

All third-party external organizations using GMC facilities are required to have a signed facility use contract, liability waiver, and proof of insurance on file.

GMC External Request Approval Process

Entry point for external requests to use a GMC facility begins with the Vice President of Auxiliary and Facilities Operations or designee from the AFO department.

1. Once a request is made for use of a GMC Facility, the AFO VP or designee has requestor fill out the online inquiry form. The AFO VP or designee will review the inquiry and assess whether:

    - The requested date falls during institutional holidays or blackout periods, and;
    - The event can be reasonably supported by the AFO team.

    Based on this review, the AFO VP will provide a recommendation to the Deputy Chief of Staff on whether the request should move forward.

    - If the request is deemed not feasible, the point of contact (POC) or third-party will be notified that the facilities are unavailable.
    - If the inquiry falls during a time that seems reasonable for the institution to accommodate the process will continue to next step.

2. The facility inquiry is sent to the respective Facility Manager to check availability (see attached Facility Manager list).

3. Facility Manager recommends approval or disapproval (based on availability/suitability) and sends recommendation to the Vice President of AFO.

4. The Vice President of AFO recommends approval or disapproval and sends the inquiry to the Deputy Chief of Staff.

5. The Deputy Chief of Staff recommends approval or disapproval and sends the inquiry to the Chief of Staff for final decision.

6. The Deputy Chief of Staff sends the final approval or disapproval to the Vice President of AFO.

7. The Vice President of AFO or designee within the AFO Department notifies the requester of the final decision and if approved, collects all necessary contracts and forms for the event. Once collected, AFO passes coordination to the Director of Foundation Events depending on approval/disapproval status.

8. If approved, all requirements associated with an approved event, to include payment, the rental of tables/chairs, food services requests, set up requirements, technology support, contracting with security, providing proof of insurance, and any other requirement from GMC must be finalized no later than three (3) weeks prior to the event.

Below is a list of GMC facilities and their respective facility manager.

Facility:	Facility Manager:
Historic Legislative Chamber in the Old Capitol	Deputy Chief of Staff
Goldstein Center for the Performing Arts	Associate Vice President – Center of Leadership
Center of Leadership	Associate Vice President – Center of Leadership
Atrium—College Academic Building	Main Campus – Campus Director
Dining Facility—College Academic Building	Main Campus – Campus Director
Bulldog Room	Main Campus – Campus Director
Institutional Conference Room(s)	Depends on Building - VP of AFO will determine
Classroom	Depends on Building - VP of AFO will determine
The Kidd Center:	
Main Floor	Assistant Athletic Director
Patio	Assistant Athletic Director
GMC Activity Center	Vice President of AFO
Cordell Events Center:	
Main Gym	Assistant Athletic Director
Mini-Gym	Assistant Athletic Director
Multipurpose Room	Assistant Athletic Director
Athletic Fields:	
Couch Softball Field	Assistant Athletic Director
Craig Softball Field	Assistant Athletic Director
Davenport Field	Assistant Athletic Director
Soccer Field	Assistant Athletic Director
Lower Practice Field	Assistant Athletic Director
Indoor Training Facility	Assistant Athletic Director
Leadership Reaction Course	Commandant of Cadets
Raider Course	Commandant of Cadets
Rappel Tower	Commandant of Cadets
Tennis Courts	Assistant Athletic Director
Lake Lot	Vice President of AFO
Pursley Patio	Principal of GMC Prep
BBQ Pit	Vice President of AFO
Baugh Barracks	Commandant of Cadets

Responsible Agency: VP of Auxiliary and Facility Operations
Review Date: 11/11/25
Reviewed by: Millie Parke, VP of Auxiliary & Facility Operations
Creation Date: 8/6/2008

Policy 2007: Use of GMC Information Technology Resources

Policy Statement:

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

General:

This policy provides guidelines for the acceptable and ethical use of the computers, networks and related services at Georgia Military College. These have been developed to ensure a quality computing environment at GMC that furthers the academic and service mission of the institution. Providing this environment requires equitable resource distribution, computer and network availability, personal privacy, and data integrity. Achieving this goal requires that everyone in the College community cooperate and adhere to this policy.

Georgia Military College acquires, develops, and maintains computers, computer networks, and other information technology resources. These resources are intended for direct and indirect support of the college's instruction, research, and service missions; of the college's administrative functions; and of student and campus life activities. Access to these resources, whether from on-campus or from a remote location, is a privilege and is subject to the applicable laws and policies and the highest standards of ethical behavior. Particular uses of any of these resources are not made legitimate simply because those uses may be technologically possible. Users must abide by all applicable restrictions imposed by these guidelines. In addition, student users must abide by the provisions of GMC Honor Code.

Security

Georgia Military College employs various measures to protect the security of its computing resources, user accounts, and data by storing all sensitive user data in secure and protected locations. Transmission of sensitive data is also encrypted across all forms of network traffic to ensure the information is not captured by a third party. Users must engage in safe computing practices by establishing appropriate access restrictions for their accounts (usernames and passwords), safeguarding passwords, changing passwords regularly, implementing multi-factor authentication when required and promptly reporting any misuse or violations of this policy.

Privacy

Users should also be aware that their uses of college computing and technology resources are not private. The normal operation and maintenance of these resources require the backup of data and communication records, the logging of activity, the monitoring of general usage

patterns, and other activities necessary for the provision of service. The system administrator and his or her designees have access to all data and information (e.g., e-mail messages, files, etc.) of any user; however, access to protected information is controlled and access is granted on an as-needed basis to authenticated college personnel. Although Georgia Military College does not permit the casual inspection of files, the college reserves the right to monitor and disclose the contents of e-mail messages and other files under appropriate circumstances. Also, under the Georgia Open Records Law, it is possible that information which is stored on a computer system, including electronic mail, would be available for inspection by any member of the public.

Individual Responsibilities

Each user of Georgia Military College computer and information technology resources is expected to accept and comply with the following responsibilities:

1. Use only those resources which s/he is authorized to use. Accounts and passwords may not be shared with, or used by, persons other than those to whom they have been assigned by the college. Unauthorized access to another user's account or providing your username and password to another person will be grounds for appropriate sanctions. Georgia Military College reserves the right to suspend misused accounts indefinitely.

2. Use computer and information technology resources only for their intended purpose. Georgia Military College's computing and information technology resources, facilities, and services are to be used for purposes congruent with the college's educational mission. They may not be used for commercial, or political activities, charitable solicitations, and other such uses, unless expressly authorized by the Information Technology Department.

3. Respect the rights and privacy of others. Ability to gain access to another person's account does not imply authorization to do so. Interference with the ability of other users to make appropriate use of the resources is prohibited. The systems and services may not be used to harass, discriminate against, defame, or invade the privacy of others.

4. Protect the integrity and security of the computer and information technology resources. Acts which are intended to damage computing resources, to deny service to other users, gain privileged access to secured data, or to compromise the integrity of the security systems are prohibited. Any user who is found to be attempting any of the above actions will be subject the maximum penalty given by Georgia Military College and, if applicable, will be prosecuted to the furthest extent of the applicable laws.

5. Protect the integrity and security of sensitive and confidential data. Student or employee confidential data must not be stored on campus or home computers for security purposes. Protected data includes, but is not limited to, Social Security Numbers, birth dates, credit card numbers, and student information protected by the Family Educational Rights and Privacy Act (FERPA).

6. Protect the computing networks by not authenticating into a workstation and then leaving that workstation unattended. All workstations that are unattended should be locked.

7. Respect the finite capacity of college computing and network resources. Users are expected to respect the finite capacity of college computing and network resources and to limit use to a reasonable amount as determined by the Office of Information Technology. If an individual's use is interfering unreasonably with the activity of others, the college may require that person to limit or refrain from specific uses.

8. Abide by copyright laws and policies. Users must abide by all applicable laws and college policies (e.g., Copyright, Intellectual Property) to protect the copyrights and intellectual property rights of others. Copyrighted works may include texts, cartoons, articles, photographs, songs, software, graphics, and other materials. Users should be aware that many materials available through the Web are protected by copyright. It is the responsibility of the user to assume that materials found on the Web are copyrighted unless the materials contain an express disclaimer to the contrary. Users must obtain permission of the creator or publisher to copy or use software or other copyrighted materials written or created by others and must abide by contracts and agreements for controlling installation and use of such software and other materials.

9. Users are not permitted to provide network or computer-based services using Georgia Military College computers or networks without prior permission from the Office of Information Technology. Examples of such services include, but are not limited to, file transfer protocol (FTP) and WEB servers.

10. Because access to the Internet provides connections to other computer systems located all over the world, users (and parents of users, if the user is under 18 years old) must understand that Georgia Military College does not control the content of the information available on these other systems. Some of the information available is controversial and, sometimes, offensive. School employees, students and parents of students must be aware that access to the Internet will be withdrawn from users who do not respect the rights of others or do not follow the rules and regulations established by Georgia Military College.

11. When browsing the internet, users must not access materials that are deemed indecent, pornographic, profane or violent. Access to such material is strictly prohibited. Any users found to have accessed an inappropriate website may be subject to termination or expulsion.

12. Users of Georgia Military College's computing systems must use the system in an ethical and legal manner and in accordance with Georgia Military College's policies and procedures. Usage of the system to harass, defame, or invade the privacy of others, or to send or receive obscene materials, is not allowed and may result in disciplinary action or prosecution under applicable federal or state statutes.

Responsible Agency: EVP Innovative Growth
Review Date: 9/16/2025
Reviewed by: Jody Yearwood EVP Innovative Growth
Creation Date: 2/9/2008

Policy 2008: Use of College Travel and Entertainment Credit Cards

Policy Statement:

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

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

Approved Exceptions:

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

Responsible Agency: Chief Financial Officer
Review Date: 1/22/2026
Reviewed by: Chip Kirby, SVP Resource Management / CFO
Creation Date: 5/3/2010

Policy 2009: Use of Non-travel Credit Cards

Policy Statement:

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

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

General:

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

Responsible Agency: Chief Financial Officer
Review Date: 1/22/2026
Reviewed by: Chip Kirby, CFO
Creation Date: 5/3/2010

Policy 2010: Prohibited Use of GMC Technology for Copyright Infringement

Policy Statement:

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

Copyright Infringement Defined:

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

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

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

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

Warning:

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

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

Responsible Agency: EVP Innovative Growth
Review Date: 9/16/2025
Reviewed by: Jody Yearwood, EVP Innovative Growth
Creation Date: 9/2/2010

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

Policy Statement:

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

Conditions for Approval:

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

1. Prior to commencement of the marketing for any Sports Camp the GMC employee primarily responsible for the Sports Camp shall obtain approval from the President of Georgia Military College, who is the sole approval authority of all requests to conduct Sports Camps using GMC facilities.

2. The GMC employee primarily responsible for each Sports Camp must submit to the President of Georgia Military College--through the Director of Junior College Athletics--a signed and dated application requesting approval to conduct each Sports Camp. Applicants may obtain an application from the Director of Junior College Athletics.

3. Applicants must demonstrate in the application that the Sports Camp will bestow a substantial benefit to GMC.

4. Applicants must agree to abide by GMC policies and procedures, especially safety procedures, and must demonstrate that participants are properly insured.

5. Neither the GMC employees responsible for conducting Sports Camps nor any other person associated with Sports Camps shall transport participants or cadre in GMC vehicles. For each approved application, the GMC employee responsible for the Sports Camp must pay to Georgia Military College a Five-Hundred Dollar ($500) non-refundable deposit, and other fees as decided by the President, or must secure from the President of Georgia Military College a signed modification or waiver of deposit and fees.

6. Approved Sports Camps may not be advertised as GMC sponsored, and marketing materials shall include a prominently located statement that the Sports Camp is not being conducted by or sponsored by GMC.

7. The GMC employee primarily responsible must provide proof that a general liability insurance policy covers the event and that GMC is covered to the limits and as allowed by the Georgia Tort Claims Act, O.C.G.A. § 50-21-20 et. seq.

9. The GMC employee primarily responsible for the Sports Camp shall sign a general waiver of liability and indemnification of GMC.

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

Responsible Agency: JC Athletic Director
Review Date: 1/9/2025
Reviewed by: Rob Manchester, JC Athletic Director
Creation Date: 1/19/2011

Policy 2012: Collection of Student Accounts Receivable

Policy Statement:

Georgia Military College (GMC) Enrollment Management and Resource Management Teams shall establish and maintain internal policies and procedures for the appropriate, timely, and cost-effective management and collection of student accounts receivable. Once a student registers for classes, a student receivable account is established. The Enrollment Management Team is responsible for developing and publicizing procedures to ensure the timely collection of student accounts receivable, consistent with guidelines established by the Resource Management Team.

General:
If a student carries a delinquent outstanding balance, the Enrollment Management Team will restrict that student from registering for future terms. When collection efforts by Enrollment Management are unsuccessful, the account will be referred to the Resource Management Team. At that point, the Resource Management Team will place a hold on the account to prevent further registration until the balance is paid in full. The Resource Management Team will attempt to collect the funds owed to GMC; however, accounts that remain unpaid after reasonable collection efforts will be classified as defaulted. Defaulted accounts will be written off GMC's books and subsequently submitted to an outside collection agency for continued recovery efforts.
GMC will not issue a diploma to any student with an unpaid or delinquent debt or obligation owed to the College. This policy ensures consistent, transparent, and fiscally responsible management of student accounts receivable in support of Georgia Military College's financial integrity and operational effectiveness.

Responsible Agency: Chief Financial Officer
Review Date: 1/22/2026
Prepared by: Chip Kirby, SVP Resource Management / CFO
Approved by: Board of Trustees, October 20, 2016

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Policy 2013: Travel Expenses

Policy Statement:

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

General:

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

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

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

All official travel must be approved prior to travel. Vice Presidents and Deans of Instruction have the authority to approve domestic travel requests when the cost of travel, including any registration fees, is $2,500 or less. Domestic travel requests costing more than $2,500 may only be approved by the President or Chief of Staff. International travel requests must be approved by the President.

During the course of the fiscal year, individual staff and faculty travel is limited to a ceiling of $5,000 per staff member/faculty. Any employee whose projected travel/development cost exceeds $5,000 in a given fiscal year must first have approval from the President.

Responsible Agency: Chief Financial Officer
Review Date: 1/22/2026
Prepared by: Chip Kirby, SVP Resource Management, CFO
Approved by: Board of Trustees, October 20, 2016

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Policy 2014: Cash Management

Policy Statement:

Effective cash management is essential to the successful operations of Georgia Military College. The Chief Financial Officer and designated support teams maintain continuous access to cash reporting tools to ensure visibility of liquidity and funding requirements. To mitigate risks associated with the receipt and handling of cash, checks, and equivalents, all funds must be deposited into an authorized GMC bank account promptly. This requirement supports sound internal controls, reduces the potential for fraud, ensures accurate financial reporting, and maximizes investment opportunities.

General:

All funds collected by any GMC campus, department, club, or employee on behalf of the College must be deposited into an approved GMC bank account on the date of collection. When a same-day deposit is impractical, funds must be deposited no later than the next business day.

This practice protects GMC assets and supports effective cash management. All entities handling funds are required to follow established procedures and maintain robust internal controls. These controls are designed to provide reasonable assurance that errors or irregularities will be detected and corrected in the normal course of operations.

These internal control principles include:

- Segregation of duties among personnel responsible for billing, receiving, depositing, and reconciling funds.
- Documented procedures and controls for issuing receivables, receiving payments, making deposits, and performing reconciliations.
- Controlled access to cash, checks, cash equivalents, deposit materials, account information, and personally identifiable data.
- Verification and reconciliation of financial transactions to ensure accuracy and completeness.
- Formal approval and documentation for all refunds issued.

Cash Handling Activities

Cash handling at GMC involves three primary functions: Receiving Funds, Depositing Funds, and Accounting & Reconciliation. Each function must be performed in accordance with established internal controls and approved procedures.

<u>Receiving Funds</u>

- Identify and authorize personnel responsible for receiving funds and ensure they receive appropriate training.
- Verify and count all money received and issue a receipt for every transaction.
- Safeguard all funds and related documentation until deposited.

Depositing Funds

- Identify and authorize personnel responsible for depositing funds and ensure they are properly trained.
- Deposit all funds into an approved GMC bank account promptly, following same-day or next-day deposit requirements.
- Maintain the security of all funds and deposit documentation during the deposit process.

Accounting and Reconciliation

- Ensure all deposits are accurately recorded to the appropriate accounts.
- Reconcile receipts and deposits regularly to confirm completeness and accuracy.

Responsible Agency: Chief Financial Officer
Review Date: 1/22/2026
Prepared by: Chip Kirby, SVP Resource Management, CFO
Creation Date: October 20, 2016

Policy 2015: Purchasing Furniture

Policy Statement:

Georgia Military College (GMC) standardizes and coordinates all furniture purchasing to ensure quality, cost-effective, and consistent furnishing solutions across all campuses. Through approved contract vendors, cooperative purchasing agreements, and centralized oversight by the Purchasing Department and Facilities Inventory Control Supervisor, the College secures durable, commercial-grade furniture that supports long-term value and responsible stewardship of institutional resources.

General:

All furniture purchases must be initiated through the Furniture Request Form and routed to the Facilities Inventory Control Supervisor for review, assessment of existing surplus inventory, and determination of need. Approved requests are forwarded to the Purchasing Department, which manages vendor selection, pricing, specifications, and ordering. The College prioritizes the use of existing surplus furniture when feasible and ensures that all new furniture meets commercial quality standards with an expected minimum 12-year useful life. Retail or consumer-grade purchases are discouraged and may only be approved for limited, low-cost exceptions.

Furniture procurement timelines typically require 12–20 weeks to complete, including site measurements, design, order processing, production, and delivery. Purchases over $10,000 must be approved through the annual budgeting process and consolidated under the College's FF&E budget. Most commercial furniture is built-to-order and cannot be cancelled once a purchase order is accepted by the vendor. Delivery, installation, inspection, and warranty follow-up are coordinated among the vendor, the campus or department, and Purchasing.

Responsible Agency: Chief Financial Officer
Review Date: 1/22/2026
Prepared by: Chip Kirby, SVP Resource Management and CFO
Creation Date: October 10, 2017

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Policy 2016: Facility Access Control

Policy Statement:

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

General:

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

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

Oversight:

Main Campus:

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

Other Campuses:

The Deans of Instruction will be responsible for access control at his/her campus. The Dean of Instruction or his/her designated representative will be the Campus Access Control Systems

Administrator. They will establish needed procedures tailored for their campus size and situation.

Access to Facilities:

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

Levels of Access and Associated Responsibilities:

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

- Individual Access: The user is allowed access to a single room.
- Departmental Access: This level of access allows access to all areas within a single department.
- Building Access: This level of access allows access to all areas within a specific building.
- Outside Door Access: This user is allowed access to a specific building from a specific outside door.
- Campus Access: This level of access allows access to all areas of campus. This category is reserved for security and senior leadership.

Employee Request for Facility Access:

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

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

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

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

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

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

Responsibilities of Campus Access Control Systems Administrators:

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

Responsibilities of All Users:

1. Secure and be responsible for the access control device issued to him/her. Access control devices shall be used **ONLY** by the individual to whom the access control device was assigned. Access control devices **MAY NOT** be loaned to others.
2. Return the access control device to the appropriate Campus Access Control Systems Administrator upon separation from GMC. Access control devices are considered GMC property and individuals will be held responsible for failure to return them at the end of employment.
3. Report the loss or theft of all access control devices within 24 hours of the discovery of the theft or loss.
4. Do **NOT** prop doors open or leave them unsecured during hours when the facility is normally closed to the public.
5. Report unusual access control locks or other access activities that appear to be out of the ordinary to the Campus Access Control Systems Administrator.

Responsible Agency: VP of Auxiliary and Facility Operations
Review Date: 1/23/2026
Reviewed by: Millie Parke, VP of Auxiliary and Facility Operations
Creation Date: 8/6/2008

Policy 2017: Video Security System Policy

Policy Statement:

The primary purpose of the video security system policy at Georgia Military College (GMC) is to enhance the safety and security of individuals and property on campus, as well as to monitor areas for preventive measures from future criminal activity. This policy outlines the guidelines and procedures for the use, access, and management of the video security system.

Access and Use:

Video surveillance is installed in public areas of the workplace to include indoor and outdoor areas of campus. Cameras are not installed in areas where most individuals have a reasonable expectation of privacy (bathrooms, dressing rooms, or locker rooms etc.)

Access to the video security system is limited to authorized personnel with a legitimate need to access video recordings for security or operational purposes. Unauthorized access or use of the system is strictly prohibited. All employees who have access to video surveillance will receive appropriate training on this policy, data privacy laws, and ethical use of the system. Personnel completing this training will also execute an "Authorized Security Personnel" acknowledgement form.

No video security footage shall be released to parties internal or external to GMC except as authorized by the GMC Chief of Staff, for duly issued subpoenas, open records requests, or as required by law.

Data Protection and Privacy:

All video surveillance activities comply with relevant federal, state, and local laws and regulations No video surveillance will capture audio per the federal and state wiretap and recording laws.

Retention and Storage:

Video recordings will be retained for a minimum of 30 days and no longer than 90 days, unless required by policy or applicable law. Once the retention period expires, data will be securely deleted, unless required for legal proceedings.

Monitoring and Auditing:

The video security system will be monitored and audited regularly to ensure compliance with this policy and applicable laws. Any misuse, unauthorized access, or suspicious activities will be investigated.

Responsibilities:

> **Chief of Staff:** GMC's Chief of Staff holds the authority regarding surveillance footage and camera access. Administrative access and viewing permissions must be authorized through the Chief of Staff. The process for sharing video content involves an approval

chain overseen by the Chief of Staff as outlined in designated training for all system users.

Campus Police: The GMC Campus Police Department is responsible for the overall management, maintenance, and operation of the video security system and ensuring that video surveillance activities adhere to relevant privacy and data protection laws and regulations

Authorized Personnel: Authorized personnel to review security footage include members of the campus police, designated administrators, and IT staff.

Review and Update:

This policy will be reviewed regularly and updated as necessary to reflect changes in technology, laws, or institutional needs.

Non-Compliance:

Non-compliance with this Video Security System Policy may result in disciplinary action up to and including termination.

Responsible Agency: VP of Human Resources
Review Date: 10/27/2025
Reviewed by: Jill Robbins, Chief of Staff
Creation Date: 10/3/2023

Policy 2018: External Funded Programs: Title III Reimbursement & Reconciliation Procedure

Policy Statement:

This procedure establishes Georgia Military College's (GMC's) standardized process for requesting Title III federal funds via reimbursement and for reconciling Title III financial activity to ensure: (a) funds are reimbursed only for allowable, incurred expenditures; (b) reimbursement timing supports prudent cash management and minimizes the period between institutional expenditure and federal reimbursement; (c) expenditures are properly authorized, recorded, and monitored; and (d) documentation is retained to support audit readiness and accreditation compliance.

Scope

Applies to all Federal Title III, Part A (84.031A) awards administered by GMC, including all related restricted fund accounts/budgets, expenditures, and required financial reporting.

Authority / Compliance References

- **2 CFR 200.305 (Federal payment):** payment methods must minimize time between transfer and disbursement; advances must be limited to minimum amounts needed for immediate cash requirements and supported by written procedures.
- **2 CFR 200.302 (Financial management):** systems must track expenditures, compare expenditures to budgets, and include written procedures implementing §200.305; records must be supported by source documentation.
- **2 CFR 200.303 (Internal controls):** establish, document, and maintain effective internal control; monitor compliance; take prompt action on noncompliance.
- **2 CFR 200.334 (Record retention):** retain award records for three years from submission of the final financial report (with stated exceptions).
- GMC Title III management practice: dedicated Title III budget with controlled access and monthly reconciliation of institutional and Title III records.

Definitions

- **Drawdown**: Requesting federal cash from the U.S. government payment system for allowable Title III costs.
- **Cash on Hand:** Federal funds received but not yet disbursed for allowable Title III obligations. https://www.ecfr.gov/current/title-2/subtitle-A/chapter-II/part-200/subpart-D/section-200.305
- **Reconciliation:** Documented comparison of Title III ledger activity to supporting documentation and drawdown activity to confirm completeness and accuracy.

Roles and Responsibilities

Title III Project Leadership

- Provides programmatic oversight to ensure expenditures align with the approved Title III project scope, objectives, and period of performance.

Business Office - Funding Accountant

- Performs weekly monitoring of the General Ledger Trial Balance (GLTB) for GMC Department 14500 (Title III) to identify the variance between Title III income and expenditures. Based on this monitoring, determines reimbursement needs and prepares reimbursement-related journal entries and supporting documentation. Maintains Title III transaction logs and G-5 drawdown records.

Director of Student Accounts and Cash Management

- Provides supervisory fiscal oversight of Title III activity. Reviews and approves reimbursement-related journal entries and reviews monthly reconciliations of Department 14500 to confirm accuracy, completeness, and compliance with institutional and federal requirements.

Chief Financial Officer

- Provides executive-level fiscal oversight of externally funded programs, ensures appropriate internal controls are maintained, and directs corrective action when exceptions or discrepancies are identified.

Internal Control Note (Segregation of Duties): Preparation of reimbursement documentation, approval of journal entries, and reconciliation review are performed by different roles to support appropriate segregation of duties.

Procedure — Title III Reimbursement (Cash Request)

A. Monitoring and Reimbursement Determination

The Funding Accountant performs weekly monitoring of the GLTB for Department 14500 (Title III). The GLTB reflects cumulative Title III income and expenditures and serves as a control report to identify the variance between institutional expenditures and federal reimbursements received. As appropriate, reimbursement amounts are determined based on this variance.

B. Preparation and Recording

Reimbursements are recorded through journal entries to the Title III restricted fund accounts. Supporting documentation includes GLTB reports, Title III transaction logs, and G-5 drawdown records, which collectively substantiate reimbursement activity. While transactional detail may not be embedded directly within the reimbursement packet, underlying transaction logs are retained and available to support all reimbursement activity.

C. Review and Approval

The Director of Student Accounts and Cash Management reviews and approves reimbursement-related journal entries to ensure amounts are appropriate, allowable, and supported. Approved entries are recorded in the general ledger.

Procedure — Monthly Reconciliation

- Department 14500 (Title III) is reconciled monthly by the Business Office. The reconciliation includes a comparison of general ledger activity, reimbursement activity, and available supporting documentation to confirm completeness and accuracy. The Director of Student Accounts and Cash Management reviews the monthly reconciliation as part of ongoing fiscal oversight.
- Monthly Title III reconciliations are retained in Perceptive Content and are accessible for audit and accreditation review. Reconciling items are documented and resolved in a timely manner.
- In addition to monthly reconciliations, Title III financial activity is collaboratively reviewed annually as part of institutional fiscal oversight. As part of process formalization, annual reconciliation documentation will be retained in a designated centralized repository.

Documentation and Record Retention

Title III financial records, including GLTB reports, reimbursement-related journal entries, monthly reconciliation documentation, and Title III transaction and G-5 drawdown logs, are retained in accordance with federal record retention requirements. Monthly reconciliations are maintained in Perceptive Content, and supporting financial records are retained for a minimum of three years from submission of the final financial report, or longer if audit or litigation requirements apply.

Exceptions / Corrective Action

If a drawdown is determined to exceed immediate cash needs or documentation is insufficient, the Business Office escalates to the CFO, and GMC takes corrective action (e.g., adjusting subsequent drawdowns, strengthening documentation, implementing additional review steps).

Responsible Agency: Business Office (Accounts Receivable)/ Chief Financial Officer (CFO)
Review Date: 01/22/2026
Reviewed By: Chip Kirby, SVP and Chief Financial Officer
Creation Date: 01/22/2026

Policy 3001: College Cadet Drug and Alcohol Testing

Policy Statement:

Georgia Military College requires all Junior College cadets assigned to the Corps of Cadets be subject to random and directed drug and alcohol testing as a condition of participation in the Corps of Cadets program. This policy supports a safe, healthy, and disciplined learning and living environment consistent with the values and expectations of the College and the Corps of Cadets. Testing may be administered at any time based on random selection, reasonable suspicion of use or possession, safety or security concerns, or as directed by the Commandant of Cadets or designated authority.

Consent:
Upon entry into the Corps of Cadets, each cadet is required to sign a consent form acknowledging their understanding of this policy and agreeing to comply with all drug and alcohol testing requirements. Refusal to sign the consent form, refusal to comply with a test when directed, or any attempt to tamper with or evade testing procedures will be treated as a failed test and may result in administrative action up to and including removal from the Corps of Cadets.

Scope and Prohibited Substances:
This policy applies to drugs and controlled substances prohibited under federal, state, or local law; the misuse of prescription medications; the possession or consumption of alcohol by individuals under the age of 21; and any substances prohibited by Georgia Military College policies governing student conduct.

Enforcement:
Positive drug test results will be confirmed by a certified testing laboratory prior to administrative action. Alcohol testing procedures must align with approved standards and equipment. Cases involving the sale or distribution of illegal drugs will be referred to law enforcement in addition to campus disciplinary action.

Responsible Agency: Commandant of Cadets
Review Date: 29 October 2025
Reviewed by: COL Rob Ramirez, Commandant of Cadets
Creation Date: 21 May 2008

Policy 3002: Scholar Athletes

Policy Statement:

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

Responsible Agency: JC Athletic Director
Review Date: 1/9/2025
Reviewed by: Rob Manchester, JC Athletic Director
Creation Date: 5/21/2008

Policy 3005: Recognized Student Organizations

Policy Statement:

It is Georgia Military College (GMC) policy that each site's senior administrator approve the establishment of GMC-sponsored student organizations, and those administrators must ensure that membership in GMC recognized student organizations shall be limited to full and part-time students currently enrolled in the college when attending the student organization.

The Main Campus Dean of Students will maintain a by-campus listing of approved and recognized student organizations and will keep additional policies and procedures for how student organizations are created and managed.

Qualified Elected and Appointed Officers:

Elected and appointed officers of recognized student organizations must maintain a minimum quarterly and cumulative grade point average of 2.0 on college-level courses. Senior administrators must approve any exceptions.

General:

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

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

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

Recognized student organizations must have a GMC employee advisor.

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

Responsible Agency: Dean of Students
Review Date: 10/10/2025
Reviewed by: Mr. John Sheeley, Vice President of Student Services and Accreditation/Institutional Dean of Students and Academic Affairs Policy Committee 2025
Creation Date: 6/09/2008

Policy 3006: Admission Policy

Policy Statement:

It is Georgia Military College (GMC) policy to admit qualified students who provide evidence of reasonable potential for success in the educational program of the college. All admissions policies and requirements are clearly published in the GMC College Catalog, which is GMC's primary source for information regarding GMC admissions.

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

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

GMC's admissions policies are the same regardless of course location or mode of delivery, except as noted in the catalog for international students.

"Reasonable Potential" Defined:

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

Warning:

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

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

Responsible Agency: Chief Academic Officer
Review Date: 10/10/2025
Reviewed by: Mr. John Sheeley, Vice President of Student Services and Accreditation/Institutional Dean of Students and Academic Affairs Policy Committee 2025
Creation Date: 7/23/2008

Policy 3008: Military Service Leave

Policy Statement:

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

Military Service Leave Defined:

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

Military Service Leave General:

As soon as possible after receiving military orders that require disenrollment from a program or course of study, a student must contact his or her Graduation Coach and provide a copy of the military orders or other appropriate documentation. The disenrollment must be approved by the Senior Academic Administrator in accordance with the GMC Catalog Policy for Non-Academic Disenrollment.

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

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

Refunds and Course Credit:

Students who are granted military service leave will receive a 100% refund of tuition and fees charged for the academic term in which they withdraw. However, cadets living in the barracks and who had a meal plan will not be refunded for these expenses and may be charged for any applicable housing and meal plan expenses.

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

No refund will be provided until the Senior Academic Administrator or the Registrar receives a copy of the military orders necessitating the disenrollment from the college.

Responsible Agency: Chief Academic Officer
Review Date: 10/17/2025
Reviewed by: Mr. John Sheeley, Vice President Student Services and Accreditation/Institutional Dean of Students and Academic Affairs Policy Committee 2025
Creation Date: 9/22/2014

Policy 3009: Military Service Re-enrollment

Policy Statement:

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

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

Military re-enrollment guarantees a student who meets these requirements access to the same course of study he/she was in at the time of disenrollment or interruption of studies with no re-enrollment fee, unless a student receives a dishonorable or bad conduct discharge or has been sentenced in a court-martial or the degree program is no longer offered by the college.

Qualifying for Re-enrollment:
To qualify for military re-enrollment, a student must provide notice to the college within two years from the time they were disenrolled or of their last term prior to the interruption of their studies of the intention to re-enroll.

Notice should be provided in writing to a designated Enrollment or Graduation Coach and should include documentation (including an official certificate of release or discharge, a copy of duty orders, or other appropriate documentation) to establish that the student's disenrollment or interruption of studies was related to service in the U.S. Armed Forces and that the student can resume studies.

Any student who did not give written or oral notice of service to GMC prior to disenrollment or an interruption of studies because of military necessity may, at the time the student seeks readmission, submit documentation that the student served in a branch of the U.S. Armed Forces that necessitated the student's absence from the college.

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

A student who chooses at the conclusion of military service to enroll in a different course of study than the one the student was in at the time of military disenrollment or the term prior to their interruption of their studies must complete the regular admission and enrollment process for that course of study.

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

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

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

Responsible Agency: Chief Academic Officer
Review Date: 10/17/2025
Reviewed by: Mr. John Sheeley, Vice President Student Services and Accreditation/Institutional Dean of Students and Academic Affairs Policy Committee 2025
Creation Date: 9/22/2014

Policy 3010: Military Tuition Assistance Return of Unearned Funds

Policy Statement:

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

Procedure:
To comply with the Department of Defense policy, Georgia Military College will return any unearned TA funds on a proportional basis through at least the 60% portion of the period for which the funds were provided. TA funds are earned proportionally during an enrollment period, with unearned funds returned based upon when a student stops attending (*see* Chart 1).

Chart 1: TA Refund Schedule

Tuition Assistance Refund Schedule		
9-week Term		
Week	Percent Complete	Percent of Return
1	0%	100%
2	22%	78%
3	33%	67%
4	44%	56%
5	56%	44%
6-9	100%	0%

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

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

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

Return of Funds
Determining eligibility for TA is class specific. The start and end dates will be used for each class to determine eligibility. Using the formula above, Georgia Military College will be required

to return some or all of the TA awarded to service members that do not complete at least 60% of each course; possibly creating a balance due to Georgia Military College.

Responsible Authority:
The Director of Veteran Educational Services is responsible for ensuring compliance with requirements for tuition assistance refunds, including policies and procedures for GMC.

Responsible Agency: Chief Financial Officer
Review Date: 1/22/2026
Reviewed by: Chip Kirby, SVP/CFO
Creation Date: 5/1/2017

Policy 3011: Use of Student-Athletes Name, Image, and Likeness

Policy Statement:

Georgia Military College Junior College Student-Athletes may receive compensation for the use of their name, image, and likeness ("NIL"). This policy is intended to promote compliance with applicable laws and policies, clarify Student-Athletes' rights to receive compensation for the use of their name, image, and likeness, and preserve Student-Athletes' eligibility. This policy is not intended to prevent or discourage Student-Athletes from earning compensation for their name, image, and likeness.

Advance Disclosure

Student-Athletes must disclose any NIL Activity to the GMC JC Athletic Department in advance using by using the portal provided to them.

GMC Involvement

GMC may not compensate or require others to compensate a Student-Athlete for any NIL Activity. GMC will provide educational support and facilitate communications between Student-Athletes and entities and individuals providing NIL services. Such entities and individuals may also assist in connecting and coordinating NIL Activities for Student-Athletes.

Inducements

Student-Athletes and prospective student-athletes may receive compensation for any NIL Activity as long as: (a) The Student-Athlete perform actual work and providing the expected NIL deliverables in exchange for the compensation; (b) receive fair market value; (c) No portion of the compensation provided is used to induce a Student-Athlete or prospective student-athlete to attend, enroll, participate, or perform at GMC (d) No portion of the compensation is directly tied to athletic performance or achievements.

Trademarks and Copyright

A Junior College student-athlete is NOT permitted to wear or incorporate any registered trademark, logo, verbiage, or design of GMC or GMC Junior College Athletics without obtaining the rights to use the requested intellectual property. Prep School student-athletes are not permitted to use GMC Intellectual property.

Autographs

Junior College Student-Athletes and prospective student-athletes may autograph and sell officially licensed items bearing GMC intellectual property. However, Student-Athletes may not autograph and sell items issued to them by GMC as part of their participation in team activities. Prep School student-athletes are not permitted to use GMC officially licensed items bearing GMC intellectual property during NIL activity.

Team Activities and Academic Obligations

Student-athletes may not engage in NIL activities during the course of team activities, which include competitions (including pre- and post-game), practices, and team gatherings and meetings. Student-athletes also must not allow NIL activities to interfere with their academic obligations

Location.

On-Campus NIL Activity must pre-approved and not interfere with the normal operations of GMC Facilities or the education and daily activity of all GMC Students, faculty and staff. On-line or social media activity in which the location is incidental to the NIL Activity is permissible under this policy. Prep School student-athletes are not permitted to use GMC facilities for NIL activity.

Compliance with Institutional Agreements

Student-Athletes may not engage in any NIL Activity that violates a requirement of a sponsorship or other agreements of GMC and the GMC Junior College Athletic Department.

Compliance with Governing Law

Student-Athlete NIL Activity must comply with federal, state, and local law, as well as all GMC policies applicable to all students.

Values and Mission

Student-Athletes may not engage in any NIL Activity that is inconsistent with GMC's values or mission or that negatively impacts or reflects adversely on the institution or athletics department, including, but not limited to, any activity that promotes or endorses gambling, sports wagering, adult entertainment, controlled substances, NCAA banned substances, marijuana, tobacco, sexually oriented products, or alcoholic beverages.

Professional Representation

Student-Athletes may obtain professional representation regarding legal or contractual matters in connection with their name, image, and likeness activities and actions. • Student-Athletes may not agree (orally or in writing) to be represented by an agent for the purpose of marketing his or her athletics ability or reputation to secure an opportunity as a professional athlete.

International Student-Athletes

International Student-Athletes should not engage in NIL Activities without guidance from their own professional advisor to ensure that their activity does not create potential immigration issues.

Financial Aid

Pell Grant, need-based, and other financial aid could be impacted by compensation from NIL Activities. All financial aid questions should be directed to the GMC Office of Financial Aid.

Taxes

Compensation received for NIL Activities may have tax consequences. Student-Athletes are responsible for any and all tax consequences and should seek advice from a tax professional prior to engaging in any NIL Activities for compensation.

Responsible Agency: JC Athletic Director
Review Date: 1/22/2026
Reviewed by: Rob Manchester, JC Athletic Director
Creation Date: September 19, 2023

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Policy 3013: Missing Student Notification

Policy Statement

Georgia Military College complies with the Higher Education Act (HEA), which requires institutions with on-campus housing to establish policies and procedures for missing student notification. GMC offers on-campus housing in Milledgeville exclusively for members of the Junior College (JC) Corps of Cadets and select JC student athletes.

GMC exceeds the minimum requirements of the HEA by requiring resident students to provide emergency contact information as a condition of enrollment. This ensures timely and appropriate response in the event a student is reported missing.

This policy applies only to Junior College students residing in GMC on-campus housing. The Georgia Military College Prep School (K–12), which operates as a non-residential day school, is governed by a separate Missing Student Procedure and Policy.

Definition of a Missing Student:

A student residing in GMC housing is considered missing when they have not been seen or heard from for a period of time that is unusual or concerning, no longer than 24 hours from when expected to return. This determination may be made by GMC staff, faculty, peers, or law enforcement.

Submitting a Missing Student Report

Anyone who believes a resident student is missing should immediately notify both:

- Commandant of Cadets or Junior College Athletic Director
- Campus Police

Reports may be submitted in person or by phone. GMC will treat all reports seriously and initiate appropriate action.

Response and Investigation

Upon receiving a report, the Commandant's Office or Junior College Athletic Director will notify the student's emergency contact and coordinate with Campus Police to begin an official investigation.

Local law enforcement will be contacted immediately.

The investigation will begin within 24 hours of the student being determined as missing.

Emergency Contact Requirement

As part of the enrollment process, cadets and select athletes residing in campus housing must provide emergency contact information and agree to the following statement:

> "I understand that the emergency contact listed above can be notified in an emergency, such as missing persons."

This information will be securely maintained and used only in accordance with this policy.

Recordkeeping

The Commandant's Office, Junior College Athletic Director, and Campus Police will maintain records of all missing student reports, investigations, and outcomes to ensure compliance with federal regulations and institutional procedures.

Responsible Agency: Dean of Students
Review Date: 09/19/2025
Reviewed by: Dr. Tracey Makley, Vice President of Institutional Research, Planning, and Effectiveness
Creation Date: 9/19/2025

Policy 3014: Anti-Hazing Policy

Policy Statement

Georgia Military College (GMC) is committed to fostering a safe, respectful, and inclusive learning environment where all students can thrive. Hazing undermines GMC's core values and poses serious risks to individual well-being and the broader campus community.

In alignment with the federal **Stop Campus Hazing Act** and Georgia's **Max Gruver Act (SB 85)**, GMC maintains a zero-tolerance policy for hazing. This commitment to transparency, accountability, and prevention reflects our dedication to student safety and ethical leadership across all GMC locations and student organizations.

Definitions:

Under both federal and Georgia law, hazing is defined as:

"Any intentional, knowing, or reckless act committed by one or more persons against another person, in connection with an initiation or membership, that causes or risks physical or psychological harm – regardless of consent."

- Occurs during initiation, affiliation, or continued membership in a student organization.
- Causes or poses a substantial risk of physical or psychological harm.
- Violates local, state, or federal law.

Examples include:

- **Physical Abuse:** Whipping, beating, striking, sleep deprivation, exposure to extreme conditions
- **Forced Consumption:** Requiring individuals to ingest alcohol, drugs, or excessive food or liquids
- **Psychological Hazing:** Public humiliation, forced silence, threats, or intimidation
- **Sexual Coercion:** Pressing individuals to perform sexual acts
- **Criminal Acts:** Encouraging theft, property destruction, underage drinking, or other illegal behavior
- **Demeaning Tasks:** Performing degrading activities for other members
- **Isolation:** Forced separation from normal activities or social interaction.

A **student organization** includes any group at the institution where two or more members are enrolled students, such as:

- Clubs, societies, and associations
- Varsity and club sports teams
- Fraternities and sororities
- Student government
- Bands and performance groups

- Both recognized and unrecognized groups

Georgia Military College recognizes that certain structured activities, such as athletic training, military drills, and leadership development exercises, are integral to the mission and values of specific programs, including athletics and the Corps of Cadets. These activities, when conducted under appropriate supervision and in alignment with institutional standards, do not constitute hazing.

Reporting Hazing

Students, faculty and staff are responsible for reporting incidents of hazing and suspected hazing. Failure to report an incident of hazing will be viewed by the College as compliance (through passive participation) in the hazing activity and is a violation of the Hazing Policy. Failure to report an incident of hazing may also constitute a violation of federal and state law.

- Hazing incidents may be reported through the **GMC Website: https://www.gmc.edu/code-of-conduct-violation-report/**
- Reports may be submitted anonymously or directly to the Campus Police Department, Institutional Dean of Students, Chief of Staff, Satellite Location Deans of Instruction, or GMC Preparatory School Assistant Principals.
- Hazing complaints will be treated as formal complaints.

Investigation and Resolution

GMC college students who violate this policy will be subject to disciplinary proceedings under the College Student Code of Conduct, while prep school students will be held accountable under the Prep School Student Code of Conduct. All students, faculty, and staff are expected to comply with applicable laws, including but not limited to the **Stop Campus Hazing Act** and Georgia's **Max Gruver Act** (O.C.G.A. § 16-5-61).

Individuals or organizations found responsible for hazing may face disciplinary action from the institution and could be subject to state criminal charges.

Criminal Penalties

Hazing can carry serious legal consequences under Georgia's **Max Gruver Act** (O.C.G.A. § 16-5-61):

Legal Consequences:

- Misdemeanor or felony criminal charges
- Jail time, fines, or probation
- Civil lawsuits and financial liability
- Criminal record affecting future employment and opportunities

Consent of the individual being hazed is **not** a defense to hazing.

Transparency and Compliance

In accordance with federal and state law:

- GMC published a **Campus Hazing Transparency Report** on **December 23, 2025**, and will update it biannually, thereafter.
- The report will include:
  - Name(s) of student organizations involved in incident.
  - Description of the violation(s).
  - Dates of incident, investigation, and resolution.
  - Sanctions imposed.
- Hazing statistics will be included in the **Annual Security and Fire Safety Report** starting **October 1, 2026**.

Prevention and Education

GMC will implement annual, research-informed hazing prevention programs for students, faculty, and staff, including:

- **New Student Orientation:** Hazing awareness information for incoming students
- **Educational Campaigns:** Posters, digital campaigns, and campus events
- **Bystander Intervention Strategies:** Encouraging individuals to speak up and report hazing when they see it

Responsible Agency: Institutional Dean of Students
Review Date: 09/19/2025
Reviewed by: Dr. Tracey Makley, Vice President of Institutional Research, Planning, and Effectiveness and Mr. John Sheeley, Vice President Student Services and Accreditation, Institutional Dean of Students
Creation Date: 6/23/2025

Policy 3015: Clery Act Policy

Policy Statement:

It is GMC policy to comply with the Jeanne Clery Disclosure of Campus Security Policy and Crime Statistics Act, 20 U.S.C. § 1092(f), as amended (the Act or Clery Act), and the Act's implementing regulations, 34 C.F.R. 668.46 (the Clery Regulations). GMC is committed to maintaining a safe and secure environment at our institution. This policy provides guidance to maximize compliance with the Act.

Definitions:

Annual Security and Fire Safety Report (ASFSR): GMC publishes and disseminates an annual report on campus crime and fire statistics and related security policies and procedures before October 1 annually. The data includes statistics from the previous three calendar years for each GMC location. The ASFSR is required to contain numerous policy statements concerning the safety and security of GMC. The Clery Compliance Officer reviews and shares information throughout the year to ensure the most recent processes, procedures, and policies are reflected in the current ASFSR prior to publication.

GMC provides the ASFSR to all faculty, staff, and students by posting the report on the college's Clery Act webpage. Additionally, the campus community is sent notice from the Vice President of Institutional Research, Planning, and Effectiveness that includes a statement of the reports' availability, the exact electronic address where the report can be found, a brief description of the report's contents, and a statement that the campus will provide a paper copy upon request. GMC also notifies prospective students and employees of the availability of ASFSR via notices that include instructions on accessing the report and requesting a paper copy.

Campus Security Authority (CSA): Clery-specific term that encompasses certain departments, groups, and individual employees who, by virtue of their responsibilities at GMC and under the Clery Act, are designated to receive and report criminal incidents to the GMC campus police department so that they may be included and published in the ASFSR. GMC'S CSA's are the Chief of Staff, Chief of GMC Police, Institutional Dean of Students, Satellite Location Deans of Instruction, and GMC Preparatory School Assistant Principals.

Clery Act Crimes: Crimes required to be reported annually include murder and negligent/non-negligent manslaughter; sexual assault; robbery; aggravated assault; burglary; motor vehicle theft; arson; hate crimes; dating violence; domestic violence; stalking; and arrests and referrals for disciplinary action for weapons violations, liquor law violations, and drug law violations.

Clery Geography aka Clery Reportable Location:

On-Campus: Any building or property owned or controlled by Georgia Military College.

On-Campus Student Housing: Student housing owned or controlled by Georgia Military College. This category is limited to Baugh Barracks located on Main Campus.

Non-campus property: Any building or property owned or controlled by Georgia Military College that is not within the same reasonable contiguous geographic area of the college. This category is limited to the GMC Lake Lot on the shore of Lake Sinclair in Milledgeville, GA and the two non-campus housing facilities and GMC Activity Center located at Central State Hospital in Milledgeville, GA.

Public property: All public property, including thoroughfares, streets, sidewalks, and parking facilities, that is within the campus or immediately adjacent to and accessible from the campus. This category is limited to the sidewalk on the far side of the street surrounding each GMC campus.

Clery Act Requirements

In accordance with the requirements of the Clery Act, GMC shall:

Disclose Crime Report Statistics: The Clery Act requires institutions to include statistics related to certain types of crimes that occur in certain locations. Specific crimes that must be reported are called Clery Act crimes. GMC is required to submit statistics on Clery Act crimes along with an annual security report to the U.S. Department of Education by October 1 of every year.

Identify and Train Campus Security Authorities (CSAs): GMC will continuously identify the roles that fit the criteria for CSAs and inform those who hold these positions of their legal duty to report all alleged Clery Crimes that they witness or are informed about that may have taken place in a Clery Reportable Location. All CSAs must receive annual training on their duties and reporting requirements under the Clery Act. The Vice President of Institutional Research, Planning, and Effectiveness will conduct these annual trainings.

Issue Timely Warnings: GMC will alert the campus community in a timely manner about crimes that occur either on or near a GMC Clery Reportable Location when a situation arises that the College considers a threat to students and employees. Alerts will not identify victims. Each reported incident is reviewed and evaluated on a case-by-case basis immediately after the Campus Police or Chief of Staff is notified.

Maintain Record Retention: Clery stipulates that certain records be kept for a minimum of seven years. Retained documents include, but are not limited to:

- Crime reports
- Daily crime logs
- Records of arrests and referrals for institutional disciplinary action
- Timely warnings and emergency notifications
- Communications with local law enforcement and Campus Safety Authorities related to Clery Act compliance
- Correspondence with the U.S. Department of Education regarding Clery Act compliance
- Copies of notices to the Campus Community regarding the availability of the Annual Security and Fire Safety Report

Maintain Daily Crime Logs: GMC's Campus Police Department generates a daily crime log from reports made to them through their office, from Campus Security Authorities, and local law

enforcement agencies. The Campus Police Department ensures that crime logs are publicly available for inspection in person during regular business hours (8:00 am – 5:00 pm).

Compile, Report, and Publish Fire Data: Higher Education Opportunity Act of 1998 (HEOA) regulations require GMC to collect and disclose fire statistics for each on-campus student residence hall for the three most recent calendar years for which data is available. GMC will include the ASFSR in the statistics reported to the U.S. Department of Education.

Ensure Victim Rights, Options, and Resources: The Clery Act stipulates that victims of sexual assault, domestic violence, dating violence, and stalking have certain rights, choices, and resources. The Clery Act also stipulates certain rights for those accused of sexual assault, domestic abuse, dating violence, and stalking.

GMC is required to give victims of stalking, domestic abuse, dating violence, and sexual assault a written description of their legal options. These rights cover accommodation measures like moving or changing residence, access to transportation, or a course assignment. They also include aid with reporting a crime to law enforcement, access to counseling services, and legal services.

Every year, participants in all disciplinary procedures must get training on topics such as stalking, sexual assault, domestic violence, and dating violence. They must also learn how to conduct hearings and investigations in a way that upholds victim safety and fosters responsibility. The accuser and the accused must have certain procedural rights, including the right to a chosen advisor, equal and timely access to information used in any disciplinary meeting or proceeding, and simultaneous written notification of the finding and sanction (and the justification for each). Disciplinary proceedings must also be prompt, impartial, and fair.

Provide Prevention and Awareness Programs: GMC must create training, primary prevention, and awareness programs, continuous prevention and awareness campaigns for students and faculty, and programs for all new hires for Violence Against Women Act (VAWA) related offenses, Campus Safety and Security (CSS), and Drug and Alcohol Abuse Prevention (DAAP). The VAWA, CSS, and DAAP programming will be assessed and reviewed for effectiveness biennially.

The VAWA programs must contain definitions of unacceptable behavior, safe and constructive options for bystander intervention, knowledge on risk reduction to identify abuse behavior warning signs and how to avoid potential attacks, potential sanctions and protective measures, reporting procedures to campus or outside law enforcement officials, and discipline procedures.

The CSS programs must contain information about campus security procedures and practices, the prevention of crime, and encourage individuals on campus to be responsible for their own security and the security of others.

The DAAP programs must be designed to prevent the unlawful possession, use, and distribution of drugs and alcohol on GMC property and at recognized events and activities.

Issue Emergency Notifications: GMC is required to inform the campus community about a significant emergency or dangerous situation involving an immediate threat to the health or

safety of faculty, staff, students, and visitors to any GMC location. Emergency events may be localized; therefore, notifications may be tailored exclusively to the segment of the campus community at risk. GMC must also have emergency response and evacuation procedures specific to its on-campus facilities. Additionally, the emergency response procedures must be tested at least once annually.

Missing Persons: For students living in on-campus housing facilities, the Commandant of the Cadets and his team will be responsible for ensuring that all steps detailed in the Missing Persons Policy (3013) will be followed in the event a student goes missing.

Responsible Agency: Dean of Students
Review Date: 9/18/2025
Reviewed by: Dr. Tracey Makley, Vice President of Institutional Research, Planning, and Effectiveness
Creation Date: 7/1/2025

Policy 4001: Faculty Appointment

Policy Statement:
It is Georgia Military College policy that the Senior Vice President/Chief Academic Officer (SVP/CAO) recommends to the President the appointment of new full-time faculty and the composition of the faculty based on academic discipline. The President of Georgia Military College approves the hiring of all full-time faculty.

Faculty Hiring Procedures:
The President of Georgia Military College assigns responsibility to the SVP/CAO to develop policies and procedures that govern the selection and hiring of competent and qualified college faculty. The SVP/CAO develops these policies and procedures in consultation with the Senior Vice President and academic leadership, the Vice President of Human Resources, and the Vice President of Academic Policy, Programs, and Development. The Academic Affairs Standard Operating Procedures (SOP) houses the faculty appointment procedures.

Responsible Agency: Chief Academic Officer
Review Date: 10/17/2025
Reviewed by: Dr. Susan Daniel, Senior Vice President/Chief Academic Officer and Academic Affairs Policy Committee 2025
Creation Date: 2/28/2009

Policy 4002: Faculty and Student Relationships

Policy Statement:

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

Warning:

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

Responsible Agency: Chief Academic Officer
Review Date: 10/17/2025
Reviewed by: Dr. Susan Daniel, Senior Vice President/Chief Academic Officer and Academic Affairs Policy Committee 2025
Creation Date: 2/28/2009

Policy 4003: Outside Employment of Faculty

Policy Statement:

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

Applications for Outside Employment:

Requests for outside employment during Q1, Q2, Q3, and Q4 terms where teaching is required during the contract period must be made in writing to his or her Senior Academic Administrator with as much notice as possible. Requests must include details regarding the timeframe and extent of obligations for outside employment.

If the Senior Academic Administrator denies the request, then it can be appealed to the Vice President of Academics for either the Junior College or GMC Online per reporting structure

GMC Employees must also follow the policies in section 1.9 of the GMC Employee Handbook about "Outside Employment Consulting."

Any faculty member found employed by an outside entity without seeking proper approval will be subject to counseling and if repeated or in gross violation, the faculty member may not be offered a future contract to teach with GMC.

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

Responsible Agency: Chief Academic Officer
Review Date: 10/17/2025
Reviewed by: Dr. Susan Daniel, Senior Vice President/Chief Academic Officer and Academic Affairs Policy Committee 2025
Creation Date: 2/28/2009

Policy 4004: Faculty Responsibility for Curriculum

It is Georgia Military College policy that the faculty, under the academic leadership of Program Deans (also full-time faculty members), and acting with the guidance and advice of the Senior Vice President/Chief Academic Officer, have primary responsibility for the content, quality, and effectiveness of the curriculum and for ensuring that the curriculum is appropriate to the successful accomplishment of the college's educational mission. The GMC faculty manages the development, evaluation, and improvement of its curriculum through their proceedings in (1) creating, monitoring, reviewing, and revising degree programs; (2) improving the degree programs and general education competencies and core curriculum through the curriculum committee process; and (3) serving as academic leadership for degree programs in the roles of Program Dean and/or Degree Program Coordinators as explained in the Academic Affairs Standard Operating Procedures (AA SOP).

Faculty and Program Chair Responsibility:

In these matters, the faculty led by the Program Deans are responsible to ensure that each educational offering proposed to the Curriculum Committee is assigned academic credit appropriate to the contact class hours, level of instruction, and course content regardless of format or mode of delivery. The faculty and Program Deans exercise the responsibilities assigned in the manner outlined in the Curriculum Committee Bylaws and when serving on the Curriculum Committee.

Responsible Agency: Chief Academic Officer
Review Date: 10/24/2025
Reviewed by: Dr. Susan Daniel, Senior Vice President/Chief Academic Officer and Academic Affairs Policy Committee 2025
Creation Date: 9/14/2009

Policy 4005: Faculty Tenure

Policy Statement:

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

"At Will" Contract:

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

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

Responsible Agency: Chief Academic Officer
Review Date: 10/24/2025
Reviewed by: Dr. Susan Daniel, Senior Vice President/Chief Academic Officer and Academic Affairs Policy Committee 2025
Creation Date: 3/4/2008

Policy 4006: Faculty Contracts

Policy Statement:

Georgia Military College (GMC) faculty are employed through "at will" annual contracts and serve at the discretion of the Senior Vice President/Chief Academic Officer and Vice President of Academics for either the Junior College or GMC Online. The college uses annual "at will" contracts of 12 months duration and quarterly adjunct contracts.

Faculty Annual Contracts:

Annual contracts are provided for faculty members who teach on a full-time basis.
Faculty employed under full-time contracts assume specific obligations in the operation of the College, are eligible for benefits, and are subject to annual performance reviews according to college policy and as specified in the Academic Affairs Standard Operating Procedures (AA SOP).

All annual contracts are defined as "at will" contracts and carry no expressed or implied provision for renewal beyond the term specified in the contract. All annual contracts are contingent on sufficient enrollment to merit execution of the contract.

Faculty Quarterly Contracts:

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

Adjunct faculty members are eligible for limited benefits. All quarterly contracts are contingent on sufficient enrollment to merit execution of the contract.

Responsible Agency: VP of Human Resources
Review Date: 10/24/2025
Reviewed by: Dr. Susan Daniel, Senior Vice President/Chief Academic Officer and Academic Affairs Policy Committee 2025
Creation Date: 3/3/2008

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Policy 4007: Appointment of Faculty Leadership Positions

Policy Statement:
It is Georgia Military College policy that Program Deans, Degree Program Coordinators, and Curriculum Committee Chair are appointed annually by the Vice President of Academic Policy, Programs, and Development (VP APPD) with the approval of the Senior Vice President/Chief Academic Officer (SVP/CAO).

Senior Department Chairs are appointed by the Vice President of Online Academics with the approval of the Senior Vice President of GMC Online.

Department Chairs are appointed by the Senior Academic Administrator for each site in consultation with the respective Vice President of Junior College Academics or the Vice President of Online Academics.

Note: Program Dean, Degree Program Coordinator, Senior Department Chair and Department Chair appointment decisions are not subject to action under the Problem Resolution Process located in the GMC Employee Handbook, since they are solely administrative decisions and appointments.

The SVP/CAO approves all faculty leadership position job titles and descriptions, and the Academic Affairs Standard Operating Procedures (AA SOP) also describes these faculty leadership positions and their duties.

Responsible Agency: Chief Academic Officer
Review Date: 10/24/2025
Reviewed by: Dr. Susan Daniel, Senior Vice President/Chief Academic Officer and Academic Affairs Policy Committee 2025
Creation Date: 3/3/2008

Policy 4008: Academic Freedom

Policy Statement:

Academic Freedom and Rights:

It is the policy of Georgia Military College (GMC) to support Academic Freedom.

As quoted from the 1940 Statement of Principles on Academic Freedom by AAUP, GMC Professors are "entitled to freedom in the classroom in discussing the subject, but they should be careful not to introduce into teaching controversial matter that has no relation to the subject" (American Association of University Professors (AAUP), "1940 Statement of Principles on Academic Freedom and Tenure with 1970 Interpretive Comments." 1940 Statement of Principles on Academic Freedom and Tenure with 1970 Interpretive Comments | AAUP, 2025).

Furthermore, AAUP states, "College and University teachers are citizens, members of a learned profession, and officers of an educational institution. When they speak or write as citizens, they should be free from institutional censorship or discipline, but their special position in the community imposes special obligations. As scholars and educational officers, they should remember that the public may judge their profession and their institution by their utterances. Hence, they should at all times be accurate, should exercise appropriate restraint, should show respect for the opinions of others, and should make every effort to indicate that they are not speaking for the institution" (American Association of University Professors (AAUP), "1940 Statement of Principles on Academic Freedom and Tenure with 1970 Interpretive Comments." 1940 Statement of Principles on Academic Freedom and Tenure with 1970 Interpretive Comments | AAUP, 2025).

Interpretive Comment 2 (AAC&AAUP): "The intent of this statement is not to discourage what is 'controversial.' Controversy is at the heart of the free academic inquiry that the entire statement is designed to foster. The passage serves to underscore the need for teachers to avoid persistently intruding material that has no relation to the subject" (American Association of University Professors (AAUP), "1940 Statement of Principles on Academic Freedom and Tenure with 1970 Interpretive Comments." 1940 Statement of Principles on Academic Freedom and Tenure with 1970 Interpretive Comments | AAUP, 2025).

Limitations of academic freedom because of religious or other aims of the institution will be clearly stated in the faculty member's annual contract in the Code of Conduct Section.

While GMC does not require or fund academic research, GMC professors are entitled to "freedom in research and the publication of the results, subject to the adequate performance of his/her other academic duties; but research for pecuniary return should be based upon an understanding with the authorities of the institution" (American Association of University Professors (AAUP), "1940 Statement of Principles on Academic Freedom and Tenure with

1970 Interpretive Comments." 1940 Statement of Principles on Academic Freedom and Tenure with 1970 Interpretive Comments | AAUP, 2025).

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

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

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

Responsible Agency: Chief Academic Officer
Review Date: 10/24/2025
Reviewed by: Dr. Susan Daniel, Senior Vice President/Chief Academic Officer and Academic Affairs Policy Committee 2025
Creation Date: 2/28/2008

Policy 4009: Awarding Academic Credit

Policy Statement:

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

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

Assignment of Course Credit:

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

For Associate of Applied Science and Bachelor of Applied Science degrees, faculty members work with business and industry to determine the student learning outcomes needed to be achieved for a course that is not designed to be transferable but is designed for the student to be work ready. The level of credit hours assigned to a course is based on the consideration of Bloom's taxonomy and the amount of time required to successfully achieve proposed student learning outcomes.

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

Transfer of Credit:

Transfer credit is evaluated based on the factors cited above and on the course description. Georgia Military College accepts courses for transfer that were completed with a grade of "C" or better and were awarded by a regionally accredited institution if the courses are deemed to be comparable to courses that are offered by GMC or meet the intent of the degree requirements.

Georgia Military College assures comparability of transfer credit by a process of evaluating the

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

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

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

For specific/special comparability issues, the analysis is conducted within the academic division and academic discipline. Issues in dispute are referred to the Vice President of Academic Policy, Programs, and Development for resolution.

Experiential Learning:

The ACE Guides from the American Council on Education are employed to assist in assigning academic credit.

Conversion of Semester Hours:

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

Responsible Agency: Chief Academic Officer
Review Date: 10/31/2025
Reviewed by: Dr. Susan Daniel, Senior Vice President/Chief Academic Officer and Academic Affairs Policy Committee 2025
Creation Date: 4/11/2008

Policy 4010: Readmission of Former GMC Students

Policy Statement:

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

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

Readmission Conditions:

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

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

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

Responsible Agency: Chief Academic Officer
Review Date: 10/31/2025
Reviewed by: Mr. John Sheeley, Vice President Student Services and Accreditation/Institutional Dean of Students and Academic Affairs Policy Committee 2025
Creation Date: 5/23/2008

Policy 4011: Course Numbering Policy

Policy Statement:

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

• 000-099 - Learning Support Services (LSS) courses.

• 100-199 - Lower division courses, which are freshman level courses.

• 200-299 - Lower division courses, which are sophomore level courses.

• 300-399 – Upper division courses, which are junior level courses for the Bachelor of Applied Science (BAS) degree programs.

•400-499—Upper division courses, which are senior level courses for the Bachelor of Applied Science (BAS) degree programs.

Course numbering is based on the student learning objectives and course content and is typically aligned with the numbering of similar courses at follow-on colleges and universities. Proposed course numbers are reviewed by the GMC Registrar and included in the course proposals and approved through the Curriculum Committee process.

Responsible Agency: Chief Academic Officer
Review Date: 10/31/2025
Reviewed by: Mr. John Sheeley, Vice President Student Services and Accreditation/Institutional Dean of Students and Academic Affairs Policy Committee 2025
Creation Date: 5/23/2008

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

Policy Statement:

It is Georgia Military College (GMC) policy that faculty and administration approve all additions, deletions, and revisions to educational programs and courses. All academic policies may involve faculty input as requested by the Senior Vice President/Chief Academic Officer (SVP/CAO), and any academic policy revisions residing in the college catalog will be communicated to the faculty as an FYI Proposal through the Curriculum Committee process.

Faculty Governance:

Faculty exercise their academic governance responsibilities primarily by their participation and vote in Division meetings and during the curriculum committee process, through which proposed changes can be made in educational programs and courses. Course and Program proposals approved by faculty in the curriculum process are then considered for approval/disapproval by the SVP/CAO and then the GMC President in light of the College's mission and fiscal constraints and not the content, quality, and effectiveness of the proposed curriculum changes, as that is the primary responsibility of the faculty. The GMC Board of Trustees must also approve the proposed change if such a change alters the College's mission.

GMC does not have a faculty senate. All academic policies are reviewed and revised by the SVP/CAO with input from the faculty as requested. The SVP/CAO may seek advice from those faculty including those faculty serving as Curriculum Committee Chair, Senior Department Chairs, Program Deans, Degree Program Coordinators and/or from Academic Affairs administrators. All academic policies must be tied to GMC's Mission and the President's Vision for the institution and abide by the accreditation standards of SACSCOC and other accrediting bodies as appropriate. All academic policies may have a final review by the President. Once updated, all academic policies housed in the catalog are sent to the Curriculum Committee as an FYI. Academic policies that are institutional are revised by the SVP/CAO and once revised are posted for all faculty, staff, and administration in the GMC Institutional Policy File.

Through the curriculum committee process, any additional courses, programs, or academic catalog policies or changes to courses, programs, or academic catalog policies become official college policy. Institutional Academic Policies become official once the revisions are made by the SVP/CAO, and the revised Institutional Policy document is updated and placed on the GMC website.

Responsible Agency: Chief Academic Officer
Review Date: 10/31/2025
Reviewed by: Dr. Susan Daniel, Senior Vice President/Chief Academic Officer and Academic Affairs Policy Committee 2025
Creation Date: 3/3/2008

Policy 4013: Access to Faculty Credential Files

Policy Statement:

It is Georgia Military College policy that the Senior Vice President/Chief Academic Officer (SVP/CAO) is responsible for maintaining and granting access to college faculty credentialing files. Requests for access to college faculty credentials must be directed to Georgia Military College; Attention: Senior Vice President/Chief Academic Officer; 201 East Greene Street, Milledgeville, GA 31061; 478-387-4903.

It is Georgia Military College policy that the Principal of the Georgia Military College Preparatory School is responsible for maintaining and granting access to preparatory school teacher credentialing files. Requests for access to preparatory school teacher credentials must be directed to Georgia Military College; Attention: Principal; 201 East Greene Street, Milledgeville, GA 31061; 478-387-4850.

Responsible Agency: Chief Academic Officer
Review Date: 10/31/2025
Reviewed by: Dr. Susan Daniel, Senior Vice President/Chief Academic Officer and Academic Affairs Policy Committee 2025
Creation Date: 11/1/2009

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

Policy Statement:

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

Problem Resolution Process:

Faculty members wishing to proceed with the GMC Problem Resolution Process shall do so, using procedures provided in the Employee Handbook (Section 2.5). Faculty members use this procedure without fearing reprisal for initiating the process or participating in its resolution.

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

Responsible Agency: Chief Academic Officer
Review Date: 11/19/2025
Reviewed by: Dr. Susan Daniel, Senior Vice President/Chief Academic Officer and Academic Affairs Policy Committee 2025
Creation Date: 6/16/2008

Policy 4015: Minimum Teaching Qualifications for College Faculty Members

Policy Statement:

Georgia Military College (GMC) selects and employs competent faculty members to be certified to teach in specific academic disciplines. GMC faculty will generally hold a doctoral or master's degree in a qualifying field for the teaching discipline or the minimum of a master's degree with at least eighteen graduate semester hours (or the equivalent) in a qualifying field, but certification may be justified and documented in other ways. When determining faculty qualifications. GMC considers the highest degree earned as well as educational learning in the field, appropriately related work experiences in the field, professional licensure and certifications related to the teaching assignment, honors and awards, continuing professional development, relevant peer-reviewed publications, and/or continuous documented excellence in teaching. GMC ensures faculty have the appropriate academic and professional background in qualifying fields are determined by matching GMC academic discipline with programs using the Classification of Instructional Programs (CIP) codes published by the U.S. Department of National Center for Education Statistics (https:nces.ed.gov/ipeds/cipcode/). The use of CIP codes is a standard taxonomic scheme that allows for accurate tracking and reporting of information related to academic programs across the United States.

GMC's Office of Academic Policy, Programs, and Development within Academic Affairs publishes and maintains a Faculty Certification Guidelines document which details the specific procedures and criteria for determining faculty certification.

Responsible Agency: Chief Academic Officer
Review Date: 11/07/2025
Reviewed by: Dr. Susan Daniel, Senior Vice President/Chief Academic Officer and Academic Affairs Policy Committee 2025
Approved by: Board of Trustees, 5/4/2015
Creation Date: 11/28/2008

Policy 4016: Students with Disabilities

Policy Statement:

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

Rights of a Person with Disabilities:

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

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

Responsibilities Clearly Explained to Students with Disabilities:

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

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

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

Responsible Agency: Dean of Students
Review Date: 11/07/2025
Reviewed by: Mr. John Sheeley, Vice President Student Services and Accreditation/Institutional Dean of Students and Academic Affairs Policy Committee 2025
Creation Date: 9/18/2009

Policy 4017: Credit Hour Definition

Policy Statement:

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

General:

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

1. Not less than one hour of classroom or direct faculty instruction and a minimum of two hours out of class student work each week for approximately fifteen weeks for one semester or trimester hour of credit, or ten to twelve weeks for one quarter hour of credit, or the equivalent amount of work over a different amount of time, or

2. At least an equivalent amount of work as required outlined in Item 1 above for other academic activities as established by the institution including laboratory work, internships, studio work, and other academic work leading to the award of credit hours.

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

Quarter System Credit Hours:

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

Typically, over the period of each term, regardless of its length, for each hour of credit there will be 500 minutes of classroom instruction and 1,000 minutes of additional study required by a student.

Over the period of a term, regardless of its length, for each hour of laboratory credit, there will be 1,000 minutes of in-lab time and 500 minutes of additional study required by a typical student.

Online Credit Hours:

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

Responsible Agency: Chief Academic Officer
Review Date: 11/07/2025
Reviewed by: Dr. Susan Daniel, Senior Vice President/Chief Academic Officer and Academic Affairs Policy Committee 2025
Creation Date: 9/6/2012

Policy 4018: Substantive Change

Policy Statement:

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

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

Substantive Change Defined:

A substantive change is a significant modification or expansion of the nature and scope of an accredited institution. Substantive change includes high-impact, high-risk changes and changes that can impact the quality of educational programs and services.

SACSCOC Substantive changes, including those required by federal regulations, include:

- Substantially changing the established mission or objectives of an institution or its programs.
- Changing the legal status, form of control, or ownership of an institution.
- Changing the governance of an institution.
- Merging / consolidating two or more institutions or entities.
- Acquiring another institution or any program or location of another institution.
- Relocating an institution or an off-campus instructional site of an institution (including a branch campus).
- Offering courses or programs (i.e., credentials) at a higher or lower degree level than currently authorized.
- Adding graduate programs at an institution previously offering only undergraduate programs (including degrees, diplomas, certificates, and other for-credit credential).
- Changing the way the college measures student progress, whether in clock hours or credit-hours; semesters, trimesters, or quarters; or time-based or non–time-based methods or measures.
- Adding a program that is a significant departure from the existing programs, or method of delivery, from those offered when the institution was last evaluated.
- Initiating programs by distance education or correspondence courses.
- Adding an additional method of delivery to a currently offered program.
- Entering into a cooperative academic arrangement.
- Entering into a written arrangement under 34 C.F.R. § 668.5 under which an institution or organization not certified to participate in the title IV Higher Education Act (HEA) programs offers less than 25% (notification) or 25-50%

(approval) of one or more of the accredited institution's educational programs. An agreement offering more than 50% of one or more of an institution's programs is prohibited by federal regulation.

- Substantially increase or decrease the number of clock hours or credit hours awarded or competencies demonstrated, or an increase in the level of credential awarded, for successful completion of one or more programs.
- Adding competency-based education programs.
- Adding each competency-based education program by direct assessment.
- Adding programs with completion pathways that recognize and accommodate a student's prior or existing knowledge or competency.
- Awarding dual or joint academic awards.
- Re-opening a previously closed program or off-campus instructional site.
- Adding a new off-campus instructional site/additional location including a branch campus.
- Adding a permanent location at a site at which an institution is conducting a teach-out program for students of another institution that has ceased operating before all students have completed their program of study.
- Closing an institution, a program, a method of delivery, an off-campus instructional site, or a program at an off-campus instructional site.
- Participating in the federal Prison Education Program providing Pell Grant access to confined or incarcerated students.

Other substantive change requirements, including those required by federal regulations, include:

- An institution is required to notify or secure SACSCOC approval prior to implementing a substantive change.
- An institution is responsible for always maintaining compliance with Standard 14.2 (Substantive change) of the *Principles of Accreditation* and with the *Substantive Change Policy and Procedures* and related policies, viz.,
    a. *Advertising and Student Recruitment* [PDF];
    b. *Credit Hours* [PDF];
    c. *Direct Assessment Competency-based Educational Programs* [PDF];
    d. *Distance and Correspondence Education* [PDF];
    e. *Dual Enrollment* [PDF]*;*
    f. *Merger/Consolidation, Acquisition, Change of Ownership, and Change of Governance, Control, Form, or Legal Status* [PDF] and;
    g. *Request for a Period of Noncompliance* [PDF].

- An institution is required to have a written substantive change policy and procedure. It must be approved through institutional processes and published in institutional documents accessible to those affected. The purpose of the institution's substantive change policy and procedure is to ensure all substantive

changes are reported to SACSCOC in a timely fashion as required by *Substantive Change Policy and Procedures*. Institutions are responsible for implementing and enforcing their substantive change policy and procedure.

- An institution's fiscal and administrative capability to operate off-campus instructional sites is assessed when a new site is reviewed for approval and as part of reaffirmation and fifth-year interim reviews.
- A new off-campus instructional site is subject to a substantive change committee visit. A committee visit, when necessary, is authorized when a site is approved. The committee visit ensures the site has the personnel, facilities, and resources identified by an institution in its application or prospectus and ensures the quality of instructional and support services offered at the site.
- Different or additional requirements apply to an institution on SUBSTANTIVE CHANGE RESTRICTION. Restriction applies if an institution has been placed on Warning, Probation, or Probation for Good Cause over the prior three academic years, or if an institution is under provisional certification for participation in federal financial aid programs.
- An institution is required to submit an institutional contingency teach-out plan to SACSCOC within 30 days of notification if the institution is placed or continued on Probation or Probation for Good Cause, or if the institution meets conditions enumerated in the procedures section of this policy originating from the U.S. Department of Education or state authority.
- Numerous changes**:** Numerous substantive changes may accelerate an institution's next reaffirmation of accreditation. Accelerated reaffirmation may be triggered by, but not limited to,
    a. a significant change in the number of off-campus instructional sites including branch campuses,
    b. a significant change in the number of programs,
    c. a significant change in enrollment, and
    d. frequent mergers/consolidations or acquisitions.

GMC Compliance Responsibility:

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

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

The SACSCOC Liaison has the responsibility for keeping current with all changes to SACSCOC substantive change policies and communicating to GMC's President and Senior Administration any policy changes promptly.

Procedure Addendum to GMC Policy 4018: Substantive Change

Introduction:

GMC compliance with SACSCOC Substantive Change Policy requires that the College have a procedure to ensure that all substantive changes are reported to the SACSCOC in a timely fashion. The SACSCOC Liaison has the responsibility for updating GMC's Substantive Change policy and procedures to ensure compliance with current SACSCOC guidelines. GMC has procedures based on whether the substantive change is an Institutional Change, Program Change, or an Off-Campus Instructional Site/Additional Location Change.

Institutional Change Procedure:

Institutional Changes as described in the SACSCOC Substantive Change Policy and Procedures are:

- Acquisition of another institution
- Change in Measure of Student Progress to Completion (e.g., quarters to semesters or credit hours to clock hours)
- Competency-based Education by Course/Credit-based Approach-Institutional-Level Approval
- Distance Education – Institutional-level Approval
- GMC Institutional Mission Change
- Governance Change
- Institution Closure
- Institution Relocation
- Institutional Contingency Teach-Out Plan (New location)
- Level Change and Level Authorization of GMC
- Merger/Consolidation
- Ownership, Means of Control, or Legal Status Change
- Prison Education Program with Pell Grant Access to confined or incarcerated students

1. For all Institutional Level Changes, the GMC President initiates that change and presents it to the Board of Trustees for approval.
2. Once approved by the Board of Trustees, the Executive Assistant to the President provides copies of the Board of Trustee minutes to the SACSCOC Liaison by email and copies the Senior Vice Presidents and President.
3. The SACSCOC Liaison works with GMC personnel to prepare a prospectus that is reviewed by one or more of the Senior Vice Presidents and the President.
4. Once the prospectus is approved by the President, the SACSCOC Liaison sends the prospectus to the SACSCOC office before the published deadline.
5. SACSCOC approval takes six months, and then SACSCOC notifies the SACSCOC Liaison if the prospectus was approved.
6. Once approved by SACSCOC, GMC will implement the change.

Program Change Procedure:
Program Changes as described in the SACSCOC Substantive Change Policy and Procedures are:

- Clock-Credit Hour Conversion
- Competency-Based Education by Direct Assessment – Approval
- Competency-Based Education by Direct Assessment – Notification
- Cooperative Academic Arrangements Definitions and Guidelines
- Cooperative Academic Arrangement with Title IV Entities
- Cooperative Academic Arrangement with Non-Title IV Entities - Approval
- Cooperative Academic Arrangement with Non-Title IV Entities – Notification
- Correspondence Education
- Dual Academic Award
- Joint Academic Award with non-SACSCOC Institution(s) or Entity(ies)
- Joint Academic Award with SACSCOC Institution(s)
- Method of Delivery- Approval
- Method of Delivery – Notification
- New Program – Approval
- New Program – Notification
- Program Closure
- Program Designed for Prior Learning – Approval
- Program Designed for Prior Learning – Notification
- Program Length Change
- Program Re-open

1. For all Program Changes, the Senior Vice President/Chief Academic Officer (SVP/CAO) initiates the change and presents it to the President for approval. If the change is programmatic in nature, then it is initiated by the faculty through GMC's Curriculum Committee process as detailed in the Curriculum Committee Bylaws.
2. Once approved by the President, the SACSCOC Liaison works with GMC personnel to prepare either a prospectus or notification depending on the program change.
3. Once the prospectus or notification is developed, the SVP/CAO reviews the document.
4. Once the document is approved by the SVP/CAO, the SACSCOC Liaison sends the prospectus or notification to the SACSCOC office before the published deadline.
5. SACSCOC approval takes six months for a prospectus, and then SACSCOC notifies the SACSCOC Liaison if the prospectus was approved. Notifications do not require SACSCOC approval, and once it is sent, the change can be implemented.
6. Once a prospectus is approved by SACSCOC, GMC will implement the change.

Off-Campus Instructional Site/Additional Location Change Procedure:

- Off-campus Instructional Site Definitions and Guidelines
- Off-campus Instructional Site Notification
- Off-Campus Instructional Site Approval (including branch campus) (Extended

Review, Limited Review, and/or Committee Visits)
- Off-Campus Instructional Site Relocation (Non-Branch Campus or Branch Campus)
- Off-campus Instructional Site Name or Address Change
- Off-campus Instructional Site Closure
- Off-campus Instructional Site Re-open

Off-Campus Instructional Site/Additional Location Changes as described in the SACSCOC Substantive Change Policy and Procedures are:

1. Any Senior Vice President can make the recommendation for an additional Off-Campus Instructional site/Additional Location Change.
2. Once a change is recommended, that Senior Vice President presents it to the President for approval.
3. Once approved by the President, the SACSCOC Liaison works with GMC personnel to prepare either a prospectus or notification depending on the Off-Campus Instructional Site/Additional Location change.
4. Once the prospectus or notification is developed, the SVP initiating the prospectus reviews the document.
5. Once the document is approved by that SVP, the SACSCOC Liaison sends the prospectus or notification to the SACSCOC office before the published deadline.
6. SACSCOC approval takes six months for a prospectus, and then SACSCOC notifies the SACSCOC Liaison if the prospectus was approved. Notifications do not require SACSCOC approval, and once it is sent, the change can be implemented.
7. Once a prospectus is approved by SACSCOC, GMC will implement the change. Academic Affairs will track the percentage of coursework toward a degree program being offered at each location to ensure compliance with SACSCOC policy.

Responsible Agency: SACSCOC Accreditation Liaison
Review Date: 11/07/2025
Reviewed by: Mr. John Sheeley, Vice President Student Services and Accreditation/Institutional Dean of Students/SACSCOC Liaison and Academic Affairs Policy Committee 2025
Creation Date: 9/6/2012

Policy 4019: Participation in GMC Commencement Ceremonies

Policy Statement:

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

Exception:

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

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

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

Responsible Agency: Chief Academic Officer
Review Date: 11/07/2025
Reviewed by: Dr. Susan Daniel, Senior Vice President/Chief Academic Officer and Academic Affairs Policy Committee 2025
Creation Date: 2/27/2018

Policy 4020: Protecting the Privacy of Online Students

Policy Statement:

Georgia Military College (GMC) complies with all of the requirements of the Family Educational Rights and Privacy Act (FERPA). We are committed to protecting the privacy of a records independent of course delivery methodology. The GMC Registrar is the point of contact for all FERPA related issues, and all employees are informed and trained of their responsibilities of unauthorized release of confidential records or information. Because an online environment creates a record of student activity, it is subject to FERPA privacy rights, unlike verbal exchanges in a physical classroom.

Identity Verification in Distance Learning Courses

The identity verification process for online courses protects student's privacy through the use of a secure portal, with a secure login/password with multifactor authentication. All online courses are hosted on GMC's secure learning management system. Accounts and access is monitored for suspicious activity.

GMC also issues each student a seven-digit student identification number. This number becomes the unique identifier for students throughout their enrollment.

Faculty Responsibility

Faculty and staff understand and carry out a commitment to confidentiality, integrity, and security to protect the privacy of students who participate in distance learning activities. Students' records are kept private by the instructor, except in cases where academic staff or administration access the course, with legitimate educational interest under FERPA guidelines.

Student Responsibility

It is the student's responsibility to keep their account access secure and confidential.

Only work submitted to open forums, like discussion boards, can be accessed by other students; other assignments, grades and correspondence are not viewable by other students.

Password Security

Both students and faculty are responsible for the security of their secure-portal passwords and are required to use strong passwords and multifactor authentication.

Communication

GMC students are required to use their student email address to communicate with their online instructors or contact the instructor through the communication features within the course Learning Management System. This will ensure that all electronic communications with the instructor are secure.

Responsible Agency: EVP Innovative Growth
Review Date: 9/16/2025
Reviewed by: Jody Yearwood, EVP Innovative Growth
Creation Date: 9/6/2012

Policy 4021: Confidentiality of Records under FERPA

Policy Statement:

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

GMC complies with federal and state confidentiality regulations and laws regarding the privacy of student records.

Educational Record Defined:

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

FERPA:

As a postsecondary institution, GMC is in compliance with the Family Educational Rights and Privacy Act (FERPA) which affords parents or legal guardian whose child is 17 years of age or younger and students who are 18 years of age or older ("eligible students") certain rights concerning the student's education records. These rights are:

The right to inspect and review the student's education records within 45 calendar days after the day 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.

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.

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 has a legitimate educational interest if the official needs to review an educational record to fulfill his or her professional responsibility. 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 his or her tasks as previously mentioned in this policy.
- 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.

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 may be completed online by filing a "FERPA Complaint Form" at https://studentprivacy.ed.gov/fil-a-complaint.org . The name and address of the Office that administers FERPA are:

U.S. Department of Education
Student Privacy Policy Office
400 Maryland Avenue, SW
Washington, DC 20202-8520

- 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 institution'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.

Parents/Guardians of Dual Enrollment Students:

Generally, rights under FERPA transfer to students attending a postsecondary institution. When a student is enrolled in both high school and a postsecondary institution through a dual enrollment program, the two schools may exchange information. If a student is under the age of 18, parents retain the rights under FERPA at the high school and may inspect and review any records sent by the postsecondary institution to the high school.

Deceased Student Records:

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

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

Responsible Agency: Dean of Students
Review Date: 10/10/2025
Reviewed by: Mr. John Sheeley, Vice President Student Services and Accreditation/Institutional Dean of Students and Academic Affairs Policy Committee 2025
Creation Date: 5/29/2009

Policy 4022: College Catalog

Policy Statement:

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

The Vice President of Student Services and Accreditation initiates the annual institutional review of the Academic Catalog in April of each year. A draft copy of the catalog will be emailed to appropriate administrative offices. The Office of Academic Affairs compiles all input and edits the GMC Catalog. The GMC Catalog is uploaded to the GMC website on or before August 1st and made public. Once posted, the Vice President of Student Services and Accreditation will notify via email the administrative offices that the annual Catalog is now available on the GMC Website.

The Office of Academic Records is responsible for housing all versions of the GMC catalog and ensuring it is available to former and returning students, institutional staff, and the general public upon request. At least five years of the GMC Catalog are available to the public on the GMC website.

Since policies and regulations change, students will be held to the policies listed in the catalog at the time of their first registration unless the student makes a formal request to their Graduation Coach to be moved to the current catalog or has had a break in enrollment longer than 24 months. In such situations, students will be held to the policies in the catalog in effect at the time of readmission.

Responsible Agency: VP of Student Services
Review Date: 10/10/2025
Reviewed by: Mr. John Sheeley, Vice President of Student Services and Accreditation/Institutional Dean of Students and Academic Affairs Policy Committee 2025
Creation Date: 9/6/2012

Policy 4023: Submitting and Resolving Student Complaints

Policy Statement

Georgia Military College (GMC) will administer student complaints fairly and will provide students reasonable, accessible, and well-publicized pathways for registering complaints, both within the college and with external agencies.

The college expects administrators charged with resolving student complaints to handle each complaint fairly and expeditiously and to maintain the records necessary to demonstrate that the college follows established procedures. Students will not be subject to retaliation for filing a complaint in good faith.

Definitions

- **Complaint.** A problem, concern, dispute, or disagreement raised by a student who believes he or she has been disadvantaged or wronged by an action, lack of action, decision, or omission within the control or responsibility of the college.
- **Grievance (formal complaint).** A complaint submitted in writing through the GMC Student Portal complaint form. Only formal complaints are covered by the resolution, appeal, and records requirements of this policy.
- **Final institutional decision.** The written decision issued at the end of the internal appeal described below, or the administrator's resolution when the student does not appeal within the stated time. It concludes GMC's internal process.
- **GNPEC.** The Georgia Nonpublic Postsecondary Education Commission, which serves as Georgia's SARA State Portal Entity.
- **GA-SARA.** GNPEC's State Authorization Reciprocity Agreement office. GA-SARA reviews complaints from students enrolled in GMC distance education who have exhausted GMC's internal process.
- **NC-SARA.** The National Council for State Authorization Reciprocity Agreements. NC-SARA publishes the SARA student complaint procedure but does not itself review or resolve complaints.

Scope

This policy applies to students at all GMC campuses and in GMC Online. Some matters have their own GMC procedures and are routed there rather than resolved under this policy:

- Final grade appeals and other academic appeals governed by the GMC Catalog
- Student conduct and disciplinary matters governed by the GMC Student Handbook
- Sex discrimination, sexual harassment, and other Title IX matters
- Disability accommodation requests and appeals
- Technical problems, class scheduling, and financial aid questions, which go to the responsible office

When a complaint submitted through the portal belongs to one of these procedures, the Institutional Dean of Students will route it there and tell the student which procedure applies.

Filing a Complaint

Step 1: Informal resolution

Students should first try to resolve a complaint at the lowest possible level by contacting their instructor, graduation coach, or campus leadership. A student who has tried this, or who is not comfortable discussing the matter with those persons, may file a formal complaint.

Step 2: Submitting a formal complaint

Formal complaints are submitted through the complaint form in the GMC Student Portal ("Register a Complaint or Suggestion"). The form routes the complaint to the Institutional Dean of Students.

A formal complaint must include:

- The student's name, 7-digit GMC student ID, and GMC email address
- A subject line and a description of the complaint, including dates and the names of the persons involved
- The steps the student has already taken to resolve it, if any
- The outcome the student is seeking

Complaints sent by email or other means are not considered signed written complaints. A student who cannot access the portal may contact the Office of the Institutional Dean of Students, which will help the student submit the complaint through the portal.

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

Institutional Review and Response Times

Every formal complaint moves through the same timed steps, measured in business days.

Step	Who acts	Deadline
Acknowledge receipt and assign the complaint	Institutional Dean of Students	Within 2 business days of receipt
Resolve the complaint	Assigned administrator	Every attempt within 3 business days of assignment
Notify of delay, if not resolved in 3 days	Assigned administrator	Before day 3 ends, with an expected completion date
Written resolution to the student	Assigned administrator	No later than 15 business days after assignment

Step	Who acts	Deadline
Report the resolution	Assigned administrator	To the Institutional Dean of Students when the student is notified

The acknowledgment email tells the student the complaint was received, names the office assigned, and explains the appeal rights in this policy.

The assigned administrator cannot be named in the complaint and must remain impartial. The administrator may contact the student and others involved to gather facts.

The written resolution states the findings, the action taken, and how to appeal within GMC. A delay notice goes to both the student and the Institutional Dean of Students.

Internal Appeal and Final Institutional Decision

A student who is not satisfied with the resolution may appeal once within GMC, and the appeal decision is final.

1. The student submits a written appeal through the Student Portal complaint form within 5 business days of receiving the resolution. The appeal states why the resolution is unsatisfactory and what outcome is sought.
2. The Institutional Dean of Students reviews the appeal. If the Dean of Students or that office was involved in the matter or named in the complaint, the Senior Vice President/Chief Academic Officer reviews it instead.
3. The reviewer issues a written decision to the student by GMC email within 10 business days of receiving the appeal.
4. This written decision is GMC's final institutional decision. It includes the external appeal information in the next section.

If the student does not appeal within 5 business days, the administrator's resolution becomes the final institutional decision.

Right to Appeal to External Agencies

A student who has completed GMC's process and is not satisfied with the final institutional decision has the right to appeal that decision to the Georgia Nonpublic Postsecondary Education Commission (GNPEC).

GNPEC will not investigate a complaint until the student has exhausted GMC's internal procedures. Students should keep copies of their complaint, GMC's responses, and the final institutional decision to include with an external complaint.

- **Georgia Nonpublic Postsecondary Education Commission (GNPEC)**
- Address: 2082 East Exchange Place, Tucker, GA 30084
- Phone: (770) 414-3300
- Student complaint forms: https://gnpec.georgia.gov/student-complaints

Students enrolled in GMC distance education (SARA complaints). GMC participates in the State Authorization Reciprocity Agreement (SARA). Distance education students, including those living outside Georgia, may elevate an unresolved complaint to GA-SARA, the SARA State Portal Entity for Georgia, which is part of GNPEC.

- GA-SARA Online Student Complaint Form: https://gnpec.georgia.gov/student-resources/complaints-against-institution/ga-sara-online-student-complaint-form
- GA-SARA Student Complaint Rules: https://gnpec.georgia.gov/student-resources/complaints-against-institution/ga-sara-student-complaint-rules
- NC-SARA student complaint procedure: https://nc-sara.org/sara-student-complaints-0/

NC-SARA publishes the SARA complaint procedure but does not review or resolve complaints; GA-SARA does. GA-SARA does not accept anonymous complaints, requires an electronically signed form, and treats its decision as final.

Other agencies.

- Accreditation-related complaints: Southern Association of Colleges and Schools Commission on Colleges (SACSCOC), 1866 Southern Lane, Decatur, GA 30033-4097; (404) 679-4500; https://sacscoc.org
- Federal Student Aid complaints: U.S. Department of Education, https://studentaid.gov/feedback-center/login/complaint

Publication and Notice

GMC publishes this complaint procedure, including the GNPEC, GA-SARA, and NC-SARA information, in five places.

Where	What appears	Responsible office
GMC Catalog (current edition, posted on gmc.edu)	Complaint procedure and external appeal information (Appendix A)	Academic Affairs
GMC Student Handbook	Same statement (Appendix A)	Institutional Dean of Students
Websites: gmc.edu, GMC Online consumer-complaints page, Student Portal complaint form	Complaint procedure with live GNPEC, GA-SARA, and NC-SARA links	Institutional Dean of Students; GMC Online
Enrollment	The statement is provided to each student upon enrollment and before the first term begins	Admissions; GMC Online
Each campus with student facilities	Posting notice (Appendix B) displayed in a public place where students congregate, such as a student lounge	Campus leadership

The Institutional Dean of Students reviews these five locations each year, and whenever an agency link changes, to confirm the information is current and the links work.

Complaint Records

The Office of the Institutional Dean of Students maintains a log of every formal complaint and its outcome.

Each record includes the date received, the complaint category, the assigned administrator, each response date, the resolution, any appeal and its decision, and any referral to an external agency. Assigned administrators keep the supporting documents and send copies to the Dean of Students office when the complaint closes.

Records are kept according to GMC's records retention schedule. They are used to show that GMC follows this procedure, to identify recurring issues, and to answer requests from GNPEC, GA-SARA, SACSCOC, and other agencies.

Policy Administration

Responsible Agency: Dean of Students
Review Date: 09/29/2026
Reviewed by: Mr. John Sheeley, Vice President Student Services and Accreditation/Institutional Dean of Students
Creation Date: 6/09/2009

Policy 5001: Prevention of Discrimination and Harassment

Policy Statement:

Georgia Military College (GMC) prohibits any member of the faculty, staff, student body, and visitors to GMC campuses from harassing or discriminating against any member of the college community because of that person's race, sex, gender, gender identification/expression, sexual orientation, ethnic or national origin, religion, age, disability, or status as a veteran within the walls of GMC facilities, on work travel, at work-related events and activities, and wherever there may be a nexus to GMC and has an impact on the workplace Harassment may occur in person, via telephone, email, social media, or by any other method of communication. The obligation to act in a professional and non-discriminatory manner extends to everyone at the GMC workplace.

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

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

Report Violations:

Any student, employee, or visitor subjected to harassment, including sexually offensive behavior, or discriminatory behavior of any sort is encouraged to report the occurrence to a person of authority. The EEO Officer for the institution can be reached at (478) 387-7265 and the Institutional Title IX Coordinator at (478) 387-4908.

Any report of discrimination and harassment will result in a formal investigation handled by the EEO Officer for GMC. The individual alleged of discriminatory or harassing behavior will be notified, and the EEO Officer will communicate to both parties during the investigation. A final report will be issued to both the complainant and respondent.

Any disciplinary actions will be coordinated with the senior leadership of the corresponding department or campus.

All Title IX complaints brought forward for investigation by a GMC student, staff or faculty member will be handled under the "OnePolicy OneProcess" standard of investigation and resolution process. Students who attend the junior college a a member of the Corps of Cadets and are eligible to receive services under a military branch for Title IX services (such as SHARP for the ARMY for example) will undergo a similar corresponding administrative investigation and receive any available resources/protections available for eligible Title IX grievance(s).

Warning:

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

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

Responsible Agency: VP of Human Resources
Review Date: 11/19/2025
Reviewed by: Jessica Murray, VP of Human Resources
Creation Date: 2/28/2012

Policy 5002: Sexual Assault

Policy Statement:
When sexual misconduct or sexual violence occurs in any form, the standards of the community, and possibly criminal laws, are violated. When reported, the College will deal with these issues in accordance with its policies and procedures and as required by applicable laws. Sexual misconduct committed in connection with any College program, whether on or off campus, is prohibited. This includes all College programs including (but not limited to) academic, educational, extracurricular, athletic, and residential programs.

GMC urges individuals who believe they have been sexually assaulted to bring forward their concerns to a responsible mandated reporter within the College and to consider pursuing criminal charges against the person or persons they believe to have committed the sexual assault. A criminal charge and an internal complaint may proceed simultaneously, and individuals may also seek protections under the Title IX process of the College. Retaliation against an individual who brings a complaint, participates in an investigation, or pursues legal action is prohibited. All allegations of retaliation will be investigated by the College.

The College follows the One Policy, One Process standard of investigation and response. In the event the Complainant wishes to pursue a criminal charge, law enforcement will advise them on the appropriate procedures for filing a criminal report and obtaining medical assistance. Any assault cases will be investigated jointly by the administrative officer for the College and Campus Police, or by Satellite Deans of Instruction when applicable, who will provide assistance in making a report to law enforcement officials if the Complainant wishes. A Complainant will also be informed of the right to file a complaint of sexual harassment (which includes sexual assault and sexual violence). Students or employees wishing to file a complaint should follow the procedures outlined in the "Reporting Discrimination and Harassment" section found earlier in this policy document (1017, 1021, and 5001).

The College will conduct an internal investigation concurrently with any law enforcement investigation to the extent possible in an effort to reduce the need for the Complainant to repeat details multiple times, although some overlap may be unavoidable.

When a GMC student is the subject of a sexual assault/violence complaint, the individual filing the complaint will be informed of the role of the Honor Council in evaluating whether the student is responsible for violations of college policy (including policies addressing discrimination and harassment). When a GMC employee or third party is the subject of a sexual assault/violence complaint, the individual filing the complaint will be informed of the role of administration and management in evaluating responsibility for relevant College policy violations (including policies addressing discrimination and harassment).

The College will comply with local law enforcement and provide necessary information as permitted by the Complainant, while also ensuring that the rights of any GMC-affiliated Respondent are protected.

Reporting

Incidents of sexual assault should be immediately reported to the GMC Title IX Coordinator or a mandated reporter (any GMC employee). For incidents occurring at the Main Campus, persons involved in or knowledgeable of an assault should contact any GMC employee, who is then required to notify the Title IX Coordinator. Students who are also cadets at GMC will follow the reporting structure outlined in the Cadet Handbook. There may be procedures involving S.H.A.R.P. representatives, who can offer additional support and resources. Senior leadership will be promptly notified of any report of sexual assault, while protecting the identities of those involved as appropriate.

The Title IX Coordinator will ensure access to appropriate internal or local health, counseling, and public safety resources.

Warning

Sexual assault of any student or employee that occurs on or off campus that is perpetrated by another student or employee may be subject to Georgia Military College disciplinary action.

Such disciplinary action will be in addition to and separate from any civil or criminal action initiated for sexual assault.

Responsible Agency: Title IX Coordinator
Review Date: 11/19/2025
Reviewed by: Megan Prescott, Title IX Coordinator
Creation Date: 2/28/2012

Policy 5003: Employment Probationary Period

Policy Statement:

It is Georgia Military College policy that new employees, those newly promoted, and employees laterally transferred to a new position must undergo a six (6) month employment probationary period.

Purpose of Probationary Period:

During this period, first line supervisors will evaluate employee work performance and will provide appropriate counseling to make certain employees understand the employment consequences of their performance.

Probationary Period Outcomes:

Probationary employees will be given a performance evaluation at the end of the probation period.

Employees who met or exceeded expectations will be informed, removed from probationary status, and confirmed in their position.

Newly hired employees who are unable to perform satisfactorily in their new position may be terminated after consultation with the Human Resource department or, in rare cases, may have their probationary period extended to allow for further evaluation.

Newly promoted or laterally transferred employees who are unable to perform satisfactorily in their new position may be terminated after consultation with the Human Resource department or, with approval of the President and if a vacancy exists, be returned to their original job position.

Responsible Agency: VP of Human Resources
Review Date: 11/19/2025
Reviewed by: Jessica Murray, VP of Human Resources
Creation Date: 6/3/2009

Policy 5005: Conditions of Employment

Policy Statement:

It is Georgia Military College policy that the following are conditions of employment:

1. Must be qualified to perform the duties of the position for which hired.
2. Must have an application on file for the position into which they were hired.
3. Must agree to be interviewed during the employment process.
4. Must submit to a law enforcement background check.
5. Must agree to complete Form INS I-9 (Employment Eligibility Verification).
6. Must furnish all information requested by the Human Resources department.
7. Must complete the necessary direct deposit of pay forms.

Note: Newly hired employees must comply with all conditions within three business days of accepting employment.

Responsible Agency: VP of Human Resources
Review Date: 11/19/2025
Reviewed by: Jessica Murray, VP of HR
Creation Date: 11/25/2008

Policy 5006: Accommodation of Employees with Disabilities

Policy Statement:

Georgia Military College does not discriminate against qualified individuals with disabilities who are applying for employment or who, as employees of the college, are eligible for advancement, fair and equal compensation, training, or other employment opportunities and considerations.

General:

Georgia Military College complies with all federal and state laws concerning the employment of persons with disabilities, including the Americans with Disabilities Act (ADA) and Section 504 of the Rehabilitation Act of 1973.

Georgia Military College provides reasonable accommodation to qualified individuals having a temporary or long-term disability.

Any qualified individual, with or without disabilities, who applies for an available position at Georgia Military College, who can be reasonably accommodated without placing an unreasonable hardship on the College, will be given fair consideration.

The VP of Human Resources handles implementing this policy and handles addressing reasonable requests for accommodation and for resolving undue hardship claims and complaints in coordination with the Director of Benefits.

Notice:

Applicants for employment who pose a direct threat to the health or safety in the workplace, which threat cannot be eliminated by reasonable accommodation, will not be hired.

Additional information on handling disabilities can be found in policy 1020.

Responsible Agency: VP of Human Resources
Review Date: 11/19/2025
Reviewed by: Jessica Murray, VP of Human Resources
Creation Date: 12/1/2008

Policy 5007: Drug-free Workplace

Policy Statement:

It is a violation of Georgia Military College policy for any employee to:

1. Buy illegal drugs or otherwise engage in the illegal use of drugs on or off the job.
2. Work under the influence of or while possessing in his or her body, blood, or urine illegal drugs in any detectable amount.
3. Report to work under the influence of or impaired by alcohol.
4. Use prescription drugs illegally.
5. Solicit other employees for the use of their prescription drugs (could be #4, but we did terminate someone for this)

Note: Georgia Military College (GMC) campuses are drug, alcohol, and tobacco-free zones.

Warning:

As a condition of employment, employees must abide by the terms of this policy and must notify GMC in writing of any arrest other than for minor traffic violations and must do so no later than five calendar days after such arrest.

Violations of this policy are subject to disciplinary action up to and including termination.

Responsible Agency: VP of Human Resources
Review Date: 11/19/2025
Reviewed by: Jessica Murray, VP of Human Resources
Creation Date: 12/1/2008

Policy 5008: Nepotism

Policy Statement:

It is Georgia Military College policy that employment of relatives or closely related persons is limited only when necessary to avoid conflicts of interest and provide reasonable assurance that each person can carry out the responsibilities of his or her position as objectively as possible. Where employment would be in conflict with policy, as stated above, the problem may be avoided. As a general rule, family relationships shall constitute neither an advantage nor a disadvantage for employment, retention, or promotion and individuals should disclose a conflicting relationship whereby a conflict could be perceived or could arise.

General:

No family member may interpret policy and procedures or make any work-related decisions regarding hiring, promotion, salary compensation level, job assignment, performance evaluation, discipline, termination, or any other such issue affecting another member of his/her immediate family. Likewise, no GMC employee may interpret policy and procedures or make any work-related decisions regarding hiring, promotion, salary compensation level, job assignment, performance evaluation, discipline, termination, or any other such issue affecting another GMC employee who is living in the same household. GMC permits employment within the College of individuals of the same family or those who have a personal relationship; however, employment within the same functional department normally is prohibited for individuals of the same family or those who have a personal relationship. Immediate family includes spouse, sponsored adult dependent*, son or daughter (including stepchildren), child(ren) of sponsored adult dependent, grandchild, son-in-law, daughter-in-law, parent (including stepparent), grandparent, father-in-law, mother-in-law, brother or sister (including stepbrother or stepsister), brother-in-law, or sister-in-law.

Definition of relationships: To avoid a conflict of interest or the appearance of a conflict of interest, the definition of "relationships," which is covered by this policy, should be interpreted very broadly. In considering whether a relationship falls within this policy, all employees are urged to disclose the facts if there is any doubt rather than fail to disclose in cases where a relationship exists or existed in the past. Additionally, this policy applies to all types of employment, including short–term and casual or hourly employees.

All employees are responsible for bringing potential issues to the attention of their supervisors.

Any exceptions to this policy must be submitted to the Human Resources for approval. Future problems related to an approved exception should be referred to the Chief of Staff. Additional approvals at the campus and/or system levels are required before hiring members of the immediate families of the President, and members of the Board of Trustees.

Responsible Agency: VP of Human Resources
Review Date: 11/19/2025
Reviewed by: Jessica Murray, VP of Human Resources
Creation Date: 12/1/2008

Policy 5009: Minimum Age for Employment

Policy Statement:

It is Georgia Military College policy that the College will not employ any person under the age of 16.

In the case of hazardous occupations such as maintenance of buildings and grounds, custodial maintenance, heavy equipment and vehicle maintenance, or food service, the minimum age is 18.

Work Permit Required:

Any employee under the age of 18 must have a work permit issued by the Georgia Department of Labor, and that permit must be on file in the employee's Georgia Military College personnel record.

Responsible Agency: VP of Human Resources
Review Date: 11/19/2025
Reviewed by: Jessica Murray, VP of Human Resources
Creation Date: 12/1/2008

Policy 5010: Signing Georgia Military College Employment Contracts

Policy Statement:

It is Georgia Military College policy that only the person for whom an employment contract is intended will sign that contract.

Exceptions to this policy will be decided by the President of Georgia Military College or the President's designee.

Responsible Agency: VP of Human Resources
Review Date: 11/19/2025
Reviewed by: Jessica Murray, VP of Human Resources
Creation Date: 12/1/2008

Policy 5011: Job Attendance Policy

Policy Statement:

It is Georgia Military College policy that the GMC work week is a forty (40) hour-work week for all non-exempt employees. The work week starts on Saturday and ends on Friday.

General:

Employees are expected to report for work as scheduled by their supervisor and remain on the job until the official end of their workday unless excused by their supervisor.

The College applies all Fair Labor Standards Act (FLSA) guidelines towards classifying employees as non-exempt and exempt, and abides by the guidance within the law to administer the appropriate management of time worked within a week for non-exempt employees.
The official record keeping software for Georgia Military College is Paycom. Paycom is the human capital management system for GMC and the official record keeping system for all employees. All compensatory and overtime awarded to non-exempt employees must be tracked and recorded in the Paycom system.

Warning:

All employees are expected to follow the staff and faculty handbook for attendance expectations and policy standards. During initial onboarding all employees should sign a handbook policy acknowledgement and attendance policies are part of this process.

Specific absence policies for various leave requirements may be found in separate sections of the handbook. Family Medical Leave is under section 3.7, ADA accommodations are under section 2.4.1 General Attendance and Leave policies are under 3.0 and Compensation is under 4.0

Responsible Agency: VP of Human Resources
Review Date: 11/19/2025
Reviewed by: Jessica Murray, VP of Human Resources
Creation Date: 12/1/2008

Policy 5012: Salary Policy

Policy Statement:

Georgia Military College adheres to federal and state pay equity mandates for similar jobs.

To ensure equity, the institution has developed a job classification system, position grading system, and salary template for full-time faculty and classified and professional positions. Part-time positions are not covered under this system.

In compliance with federal and state mandates, Georgia Military College insures pay equity-based solely upon experience, job requirements, the longevity of service, and evaluation of performance.

Responsible Agency: VP of Human Resources
Review Date: 11/19/2025
Reviewed by: Jessica Murray, VP of HR
Creation Date: 12/1/2008

Policy 5013: Hiring Full-time and Part-time Employees

Policy Statement:

Georgia Military College Office of Human Resources operates from a centralized, shared services model. As a result, all of its hiring processes are provided through a centralized on-boarding procedure.

Georgia Military College adheres to a policy of equal opportunity employment and affirmative action in the recruitment, selection, promotion, transfer, demotion, and termination of employees. As such, the institution initiates all employment actions on the basis of qualifications specific to requirements of the job and/or job performance, without regard for race, sex, color, religion, national origin, age, disability, or veteran status.

General:

Refer to policies 4001 and 4006 regarding faculty appointments and contracts.

Full-time employees are employees who regularly work 30 hours or more a week and have a definite term of employment, with the minimum term being three months or longer. Part-time employees, for the purposes of policy 5013, are employees who work 29 hours or less per week and comply with the Affordable Healthcare Act and TRS eligibility guidelines. Part-time employees do not include federal work study students, student ambassadors, or tutors.

As vacancies occur, or new positions are created, the hiring manager may choose to promote or transfer an employee from within their area(s) of responsibility. Prior to a promotion or transfer being awarded, the hiring manager must first seek approval from Human Resources.

Positions that do not require posting include, but are not limited to: reclassified positions, acting or interim appointments, intermittent positions, temporary positions, and/or reassignments within a department without a change of classification.

Prior to the position being awarded, promotions and transfers are reviewed and approved by the College EEO/Affirmative Action Officer, who is the VP Human Resources.

If there is no internal candidate to promote or transfer, the vacancy will be posted/advertised simultaneously, both internally (within Georgia Military College) and externally.

When an employee is selected for transfer or promotion, a minimum of two (2) weeks' notice is expected prior to the transfer.

All job advertisements will contain the statement that "Georgia Military College is an Equal Opportunity/Affirmative Action Employer".

All applicants must submit an Application for Employment for specific posted job vacancies. Also, faculty applicants must submit current official transcripts, certification of degree and

professional qualifications, and three letters of reference.

The Vice President of Human Resources endorses each budgeted employment offer with final approval from the President.

The President has the sole authority to approve any unfunded requests related to employment offers.

Screening Applicants:

The Human Resources Department screens only those applications that meet at least the minimal job requirements for the vacancy being filled. From this pool of qualified applicants, candidates are selected and interviewed.

Upon conclusion of the interviews and after the closing date for the vacancy has passed (or at any time after the conclusion of the interviews if no closing date was listed on the posting) a job offer may be made, contingent upon successful completion of the reference checks and a criminal background screen.

Warning:

Applicants may be disqualified from consideration for employment for falsification of application information, criminal conviction, or for drug or alcohol abuse.

Applicants who are known to engage in behaviors that violate community standards of conduct may also be disqualified from consideration.

Former staff who were involuntarily terminated may not be eligible for reemployment at Georgia Military College.

Subsequent to the hiring of an employee, should an application be determined to have been falsified, such falsification may result in disciplinary action up to and including termination of employment.

Should an application be determined to have been falsified before the employee's start date with GMC, such falsification will be grounds to rescind the employment offer.

Responsible Agency: VP of Human Resources
Review Date: 11/19/2025
Reviewed by: Jessica Murray, VP of HR
Creation Date: 6/30/2008

Policy 5014: Telecommunications

Policy Statement:

It is Georgia Military College policy that the use of GMC owned telecommunications equipment and services is primarily reserved for conducting the business of the institution.

Employee use of telecommunications for personal business, during work hours, is permitted as long as the use is infrequent, does not interfere with work, and serves a legal and harmless purpose.

Responsible Agency: EVP Innovative Growth
Review Date: 11/5/2025
Reviewed by: Jody Yearwood, EVP Innovative Growth
Creation Date: 12/2/2008

Policy 5016: Termination of Employment

Policy Statement:

Georgia Military College is an At-Will employer.

"At-Will" Defined:

According the Georgia Supreme Court in (*Georgia Power Co. v Busbin*, 242 Ga 612), "at-will" means that motives of an employer in terminating an at-will employee are legally immaterial. Because the reason for termination is legally immaterial, an employer can release any employee for any reason or no reason, good reason or bad reason. The reason behind the termination does not matter. Georgia employment law gives employers broad discretion in deciding who will work for them.

Termination Impact on Pay and Benefits:

Any employee terminated for any reason shall not be paid for any official holidays or scheduled paid "days off" such as spring break or Christmas break if they occur after the date of termination.

Accrued vacation and compensatory time may be used as terminal leave, or the employee may be compensated for accrued vacation and compensatory time.

Unused sick leave will not be compensated; however, it may be credited towards retirement under the Teachers Retirement System of Georgia.

Any negative leave balance will be deducted from an employee's final pay.

Employees Who Wish to Resign instead of Termination:

Employees who wish to resign instead of termination must submit a written resignation to their immediate supervisor and provide a copy to Georgia Military College (GMC) Human Resources.

An employee shall give no less than two weeks' notice unless a shorter period is acceptable to the supervisor, and the supervisor must so indicate his or her approval on the resignation and provide a copy of that approval to Human Resources.

Georgia Military College reserves the right to accept or refuse an employee's application for resignation instead of termination.

Termination Based on Cause:

An employee's immediate supervisor may dismiss that employee if his or her performance of duty or conduct is substandard or otherwise unsatisfactory.

An employee will be counseled verbally and in writing before termination. Supervisors should work with Human Resources on documenting counselings.

In all instances, before terminating an employee, supervisors will consult with Human Resources who will seek final approval from the Chief of Staff.

Notification:

An employee will be informed of his/her termination in writing; however, it is Georgia Military College's practice that such notification will be limited to a simple statement of termination.

Employees do not have the right to grieve termination.

Responsible Agency: VP of Human Resources
Review Date: 11/19/2025
Reviewed by: Jessica Murray, VP of HR
Creation Date: 12/2/2008

Policy 5017: Employee Dress Code

Policy Statement:

It is Georgia Military College policy that all employees will dress in a manner that presents a clean, well groomed, professional image appropriate to the job requirements.

General:

Casual institutional dress clothing displaying the red and black institutional colors and logo can be permitted on Fridays as approved by departmental leadership.

Casual clothing is allowed for certain special work days and by permission of the immediate supervisor.

The proper wear of military uniforms is governed by the regulations for military dress.

Professional dress and casual work dress should not inappropriately reveal private body areas or undergarments.

Cosmetics, hairstyle, and accessories should present a professional image suitable to employment.

Attire should not result in the distraction of another employee or the disruption of the work environment of the department.

All employees should use his or her best judgment when discerning what is appropriate attire and appearance in the work place. The final decision in which regards to the appropriateness of the employee's attire or appearance rests with the administrator directly over the employee.

Under no circumstances should clothing portray any depiction, whether explicit or implied, of a theme that could be construed as racially, gender, sexually, or discriminatorily inappropriate. This is a violation of Georgia Military College's Harassment Policy and may result in disciplinary action up to, and including, termination.

Guidelines for dress are contained in the Employee Handbook.

Responsible Agency: VP of Human Resources
Review Date: 11/19/2025
Reviewed by: Jessica Murray, VP of HR
Creation Date: 12/2/2008

Policy 5018: Responsibilities of Georgia Military College Faculty and Staff in Working with Students

Policy Statement:

It is Georgia Military College policy to provide adequate supervision to students participating in institutional or institutionally sponsored activities.

Supervisor Qualifications:

A student supervisor must be an employee of the institution or an individual contracted by the institution to perform such service.

When the student activity requires the operation of institutional equipment and the use of institutional materials, the supervisor must make certain that the equipment and materials are in working order and are safe for use.

It is the responsibility of the supervisor to provide guidance and training to those staff, faculty, and students who are participating in the activity.

All faculty and staff are expected to abide by all policies for GMC's code of conduct as written in the GMC Employee Handbook, Section 2.0 – Standards of Conduct.

Responsible Agency: Chief Academic Officer
Review Date: 11/07/2025
Reviewed by: Dr. Susan Daniel, Senior Vice President/Chief Academic Officer and Academic Affairs Policy Committee 2025
Creation Date: 12/2/2008

Policy 5019: New Employee Orientation

Policy Statement:

It is Georgia Military College policy that new employees will receive their initial employment orientation from their supervisor within the first week of their employment.

General:

The Human Capital Management (HCM) platform for Georgia Military College is Paycom. Within Paycom employees are expected to read and comprehend general College policy, their designated handbook , and a general institutional orientation by presentation during onboarding.

Each new employee is expected to verify that he/she has read the appropriate manual by signing the Handbook. All verifications will be routed with completed on-boarding paperwork to the Human Resource Management office for inclusion in the official personnel file.

New Employees should complete a job/task related orientation from their immediate supervisor during the first 90 days and possibly beyond to ensure proper training. Training should include, but is not limited to, job responsibilities; performance evaluation procedures; salary and benefits; institutional mission, purpose, and values; employment rights; sexual misconduct policy; complaint process, hazardous materials management, and safety. The Human Resources department will facilitate institutional training throughout the year on specific topics through web-based platforms or during campus visits.

Responsible Agency: VP of Human Resources
Review Date: 11/19/2025
Reviewed by: Jessica Murray, VP of HR
Creation Date: 4/16/2008

Policy 5020: Evaluation of Administrators

Policy Statement:

It is Georgia Military College policy that GMC administrators will be evaluated at least biennially. The administrators included in this evaluation are the Assistant Superintendent for the Preparatory School (K-12) and the administrators for the college as designated on the GMC College Administrative & Academic Officers Organizational Chart that is updated annually by Human Resources. Chief Administrators and Academic Officers will also evaluate the performance of subordinate employees at least biennially. Managers and employees use the Performance Reviews within GMC's Human Resources Information System, Paycom, to coordinate job performance with strategic initiatives for the College.

The evaluation process for each administrative officer is as follows:

Evaluation of the President: The Board of Trustees evaluates the President of Georgia Military College on an annual basis, as outlined in Article X, Section 4 of the Board Bylaws.

Evaluation of the President's Direct Reports: The President of the college evaluates the performance of all direct reports and ensures his/her supervisors evaluate all of their employees at least biennially.

Evaluation of Senior Vice President's Direct Report: All Senior Vice Presidents evaluate all of their direct reports, and they ensure their supervisors evaluate all of their employees at least biennially.

Evaluation of Full-time Employees: An evaluative counseling session for all full-time employees will be held near the end of the employee's initial six months probationary period. Formal evaluations will be completed at least biennially. More frequent evaluations are recommended when employee performance is less than satisfactory. Performance evaluations of this kind may be used as records of performance counseling.

The evaluation process, procedures, and review cycle are communicated by the GMC Office of Human Resources. Upon completion of employee evaluation, all performance evaluations are stored in employee personnel files.

Responsible Agency: VP of Human Resources
Review Date: 07/25/2025
Reviewed by: Jessica Murray, VP of HR
Creation Date: 4/16/2008

Policy 5021: Securing the Work Space of Separated Employees

Policy Statement:

It is the Georgia Military College policy that whenever an employee is separated from employment, his/her workspace will be secured.

General:

The separated employee shall be given notice of the status of his/her personal property and be informed that only the employee or a designated agent (authorized by written consent of the employee) may request access and schedule reasonable time and location for the transfer of such property from the institution to the employee. All such transfers shall be confirmed by a written receipt of the items received and supervised by an authorized administrator of the institution.

At such time, all institutional access aids to include office keys shall be surrendered, and all access to automated institutional systems denied.

Failure or refusal to return such institutional access items may be chargeable as a theft and actionable by warrant.

Files and work product produced for the institution by an employee during employment and through the use of institutional equipment is considered the property of the institution.

Under no circumstances shall any student information be considered the personal property of the employee. Such information remains the property of the institution regardless of the manner of storage, control, and location.

If, upon being given a reasonable amount of time and effort to meet and retrieve personal items, a terminated employee has not taken possession of said items; Georgia Military College will then mail the items to the last known address of the terminated employee and/or will relinquish all responsibility involved in the safekeeping of the items per property abandonment law and regulation.

Responsible Agency: VP of Human Resources
Review Date: 11/19/2025
Reviewed by: Jessica Murray, VP of HR
Creation Date: 7/10/2008

Policy 5022: Employee Drug and Alcohol Abuse Prevention

Policy Statement:

It is Georgia Military College policy that the unlawful manufacture, purchase, distribution, sale, use, dispensation, possession, solicitation, or being under the influence of any drug or other intoxicant, including alcohol, while on Georgia Military College premises, during working hours, or when performing any College business, including when driving vehicles on and off campus, is strictly prohibited.

Prohibited Behaviors:

The following types of behavior or activity constitute an employee's violation of the College's Drug and Alcohol Abuse Prevention Policy and may result in disciplinary action, up to and including termination of employment:

Reporting for work with any detectable level of alcohol, controlled substance, intoxicant or other illegal substance in their system.

Engaging in the unauthorized use of any alcohol or illegal drug on College premises, including meal or rest breaks, or while conducting College business whether on or off campus.

Having in their possession or attempting to distribute, sell, obtain, manufacture, transfer, share, or receive any alcohol, controlled substance (drugs), or any other substances that impair job performance, pose a hazard to the safety and welfare to the employee, student, or all other persons, including drug paraphernalia or alcohol containers, on College premises, including meal or rest breaks, or while conducting College business.

Warning:

Violation of this policy will result in disciplinary action up to and including immediate termination or denial of employment.

The determination of what action is appropriate in each case rests solely with the College. The College also may report persons in violation of this policy to law enforcement authorities if the College in its sole discretion deems it necessary or appropriate to do so.

Employees are expected to cooperate with the College in the investigation of possible violations of this policy. Accordingly, employees must report any known or suspected violations to their supervisor, a Human Resources representative, or other management personnel.

As a condition of employment with the College, all employees and applicants for employment must abide by the terms of this policy, a copy of which is given to all employees and applicants for employment.

Employees who are convicted under a criminal drug statute for violations occurring on or off

College premises must report the conviction within five days after the conviction. Such reports must be made to Human Resources. Failure to do so may result in disciplinary actions up to, and including, termination.

Any employee who is cited for driving under the influence or driving while intoxicated while operating a vehicle on College business must inform his or her supervisor of that fact, and may result in disciplinary action up to, and including, termination.

Responsible Agency: VP of Human Resources
Review Date: 11/19/2025
Reviewed by: Jessica Murray, VP of HR
Creation Date: 4/5/2011

Policy 5023: Drug and Alcohol Testing

Policy Statement:

It is Georgia Military College policy that job applicants who have been given a conditional offer of employment and prior to commencing employment with the College will submit to drug and alcohol testing.

Warning:

A confirmed test result indicating the presence of drugs and/or alcohol may result in the revocation of any job offer that has been extended to such job applicant.

The drug and/or alcohol policy of the College includes, but is not limited to: alcohol, illegal drugs, controlled substances, and any prescription for which the employee does not have a current valid and legal prescription in his or her own name.

Employees Subject to Drug and Alcohol Testing:

Current employees covered by this policy will be subject to drug and/or alcohol testing under the following circumstances:

Reasonable Suspicion Testing ("For Cause" Testing) – Where the College has a reasonable suspicion that an employee is under the influence of drugs or alcohol, the employee will be required to take a drug and/or alcohol test. For purposes of this policy, "reasonable suspicion" means reasonable grounds to suspect that an employee is in possession or under the influence of drugs or alcohol. The determination whether reasonable suspicion exists in a particular situation shall be made by department-level supervisors in consultation with a Human Resources representative.

Any employee directed to take a drug and/or alcohol test based on reasonable suspicion will be relieved from duty, transported to the testing laboratory, and will be suspended without pay pending the College's receipt of test results. If the test result is negative, the employee will receive back pay in an amount equal to the wages lost while suspended. A confirmed positive test result indicating the use of drugs or alcohol will result in immediate termination.

Post-Incident Testing – Employees involved in a safety incident or near-miss incident in which it appears that actions of an employee may be a contributing factor or cause must submit to post-incident tests as part of the investigation of any such incident. Incidents should be reported immediately to a supervisor followed by immediate reporting to a facility for post-incident testing for drugs and alcohol.

Random Testing – Employees may be subject to unannounced drug testing without individualized suspicion of a violation of the College's substance abuse policy.

Selection is made by neutral criteria so that all employees eligible for testing have an equal opportunity of being tested. Selection may be made on the basis of the department, job

classification, work site, or other classifications.

Refusal to Submit to Testing:

An employee's refusal to submit to drug testing will be considered insubordination and grounds for immediate termination.

Failure to provide a specimen adequate to conduct a drug or alcohol test without a valid medical explanation, as well as any attempt to tamper with or otherwise falsify or interfere with the testing process shall be equivalent to refusal of testing, and may result in immediate termination or denial of employment.

Follow-Up Testing/Return to Work:

Follow-up tests are to be conducted after an employee has returned to work following a positive alcohol test or self-disclosure of a substance abuse problem and the employee has completed professional treatment by a substance abuse counselor. Follow-up tests are unannounced tests over several months in order for an employee to return and maintain employment with the College.

Follow-up Tests may last for a period of up to sixty (60) months (5 years) based on the sole discretion of Georgia Military College in order to ensure a safe, secure, environment.

Confirmation of Positive Tests:

All "positive" tests will be subjected to a secondary, confirmatory test.

Employee Notification of Positive Tests:

If an employee's drug or alcohol test is deemed positive, the employee will be notified in writing.

For a urine test, the employee has the right to retest the same sample at the same or another licensed laboratory.

An employee may request the independent test by notifying Human Resources in writing within fifteen (15) days after the day the employee is informed of the test results. The charges incurred with a retest will be at the employee's expense.

Privacy:

All information gathered or disclosed during the testing process will be kept confidential. No references to an employee's rehabilitation, medical conditions or disabilities will be placed in an employee's personnel file.

An employee should disclose relevant and necessary information about medical conditions or

legal drug use only with medical professionals involved directly in the testing procedure. Such information should not be disclosed to College supervisors.

Information gathered or disclosed during the testing process concerning an individual employee will be disclosed only on a need-to-know basis, such as to managers or other personnel involved in the decision to or in the implementation of discipline.

This confidential information will not be disclosed to any other party without the written consent of the employee, except pursuant to an administrative or legal procedure or process, to the extent permitted or required by law.

Employee Counseling Assistance:

It is the responsibility of each employee to seek counseling or medical assistance before alcohol and/or drug-abuse problems lead to a violation of this or another College policy justifying disciplinary action.

An employee's decision to seek help voluntarily will not be used as a basis for disciplinary action against the employee.

An employee's decision to seek assistance under this policy will be considered voluntary only if the employee seeks assistance prior to being asked to take a drug and/or alcohol test. Any request for assistance that is made after an employee has been asked to take a test under this policy will not prevent the employee from being discharged for violation of College policy.

Entering into such a program will not protect employees from the consequences of substandard work performance or policy violations.

Georgia Military College does not assume any financial or other responsibilities related to drug or alcohol treatment or rehabilitation program sought by an employee outside of what is offered by the benefit plan selected by the employee. Protection of employment and absences related to substance abuse fall under the FMLA and ADA policy.

Responsible Agency: VP of Human Resources
Review Date: 11/19/2025
Reviewed by: Jessica Murray, VP of Human Resources
Creation Date: 6/20/2011

Policy 5024: Sick Leave Donation Policy

Policy Statement:

It is Georgia Military College policy that any employee who wishes to transfer a portion of his/her sick leave may do so and must sign an acknowledgement statement and waiver form indicating the number of days to be transferred.

General:

The purpose of this policy is to help voluntarily alleviate another employee's hardship caused if catastrophic illness or injury forces an employee to exhaust all earned sick leave time and thereby placing the sick or injured employee at risk of losing compensation.

The employee receiving the donation is eligible for sick leave donation even with a positive balance of 24 or less hours of unused vacation accruals, so long as the employee has used all sick leave accruals.

Donated sick leave may be used for any reason covered by FMLA.

The minimum amount of sick leave an employee may contribute is one day.

The donating employee must retain a minimum of five (5) days of sick leave in their personal account. Once sick leave has been donated, it cannot be restored to the donating employee.

Employees must designate a particular employee to receive their donated time.

Any donation of sick leave time will be voluntary, and the College, and its management will in no way solicit employees for a donation of accrued sick leave time on behalf of another employee.

Confidentiality:

Any medical information involved in sick leave donation will remain confidential and private, and under no circumstances will be shared with anyone outside of Human Resources except where legally required. No information will be given to those who choose to donate sick leave besides what information the employee who is accepting the donation sees fit to disclose to whatever persons he or she chooses.

Exchanges/Gifts:

Under no circumstances is it permissible for sick leave to be donated in exchange for remuneration, compensation of any form, or gifts.

Responsible Agency: VP of Human Resources
Review Date: 11/19/2025
Reviewed by: Jessica Murray
Creation Date: 3/28/2013

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

Policy Statement:

It is the policy of GMC that the decision to award "The Saber" will be made by the President of Georgia Military College.

Vice President-level supervisors will forward nominations to Human Resouces who will verify eligibility and forward to the Chief of Staff and the President.

Once a nomination is approved, Human Resources will provide certificate and sabers for this recognition.

General:

The President's decision to award will be based on individual contributions to the accomplishment of the GMC mission or some other greater good.

Award of "The Saber" recognizes sustained praiseworthy service and performance of duty well beyond the average.

Precedent, position, and length of service will be considered, but are not the sole determinants.

Persons Eligible:

Persons eligible to receive a Saber may include:

- Distinguished visitors and alumni, commencement speakers, and guest presenters of note;
- Retiring GMC employees with at least 20 years of praiseworthy and commendable service;
- Retiring GMC employees, regardless of years of service, who were selected GMC Employee of the Year;
- Retiring Prep or Junior College faculty members selected as Educator or Character Educator of the Year; and
- Retiring GMC head coach, or equivalent, of a team that won a state or national championship.

Responsible Agency: Chief of Staff/VP of Human Resources
Review Date: 11/19/2025
Reviewed by: Jill Robbins, Chief of Staff
Creation Date: 6/19/2014

Policy 5026: Pandemic Planning

Policy Statement:

GMC strives to provide a safe and healthy workplace for all employees. This pandemic policy outlines our overall response to a pandemic outbreak and our emergency-preparedness and business continuity plan. It outlines specific steps GMC will take to safeguard student and employee health and well-being during any pandemic outbreak while ensuring GMC's ability to maintain essential operations and continue providing essential services to our students, our employees, and other external customers. In addition, it provides guidance on how we intend to respond to specific operational and human resource issues in the event of a pandemic.

Definition of Pandemic

A pandemic is a disease or virus prevalent throughout the nation, globe, or simply widespread.

Core and Essential Services

Each emergency situation or crisis may impact the organization differently. The unique set of circumstances of a pandemic will define what services are core and essential in ensuring operations may continue. At the time of an emergency or crisis, GMC will identify and designate a core group of employees that will continue to provide essential services during the emergency. During the pandemic, employees who have been identified as core and vitally important to our continued operation of business and servicing students, to include instruction for our students, will continue to work.

Remote Work Locations

GMC will make informed decisions on how to continue operations based on advice and guidance from The Department of Health and Human Services (HHS), the Center for Disease Control and Prevention, state and local officials, and the GMC senior leadership team. GMC has a "no telework" policy, however, GMC acknowledges in the rare emergency situation of a pandemic, local, state, or federal authorities might prohibit or severely curtail individuals' access to and use of public services and public transportation; close or prevent access to buildings or public highways; isolate or quarantine buildings' occupants; and prevent inter-or intrastate delivery of good and services. We cannot predict or have control over such authorities' actions and acknowledge our legal duty to comply with outside authorities' directives.

If the decision is made for employees to work at home, it will be done on an exception basis and in all cases must have approval of the institution. The institution will work, as requested, with employees to set up a remote work location, to include a home office. Each employee will be required to sign a remote teleworking acknowledgement that relieves GMC of any responsibility for our employees in their homes. Once it has been determined to end the remote work environment time period, employees will be expected to return to work at their regular location

for their normal scheduled work time. All equipment on loan from GMC for the purpose of remote work will be returned as employees return to work.

Infection-Control Measures

GMC takes a number of steps to minimize exposure to and spread of infection in the workplace, which is an ideal site for contagion because of workers' close proximity to one another. As appropriate, GMC will recommend measures employees can take to protect themselves outside the workplace and encourages all workers to discuss specific needs with a family physician or other appropriate health or wellness professional. These measures include encouraging good self-hygiene, avoiding large gatherings of individuals, and maintaining an appropriate amount of social distancing.

Ill employees

GMC expects employees who contract the virus or have been exposed to infected family members or others with whom employees have been in contact to stay home for a determined amount of time to self-quarantine. They will also be referred to seek medical attention as necessary and appropriate. GMC expects such workers to notify the College as soon as possible of exposure or illness. At the discretion of GMC or the direction of outside authorities, GMC can require the isolation and quarantine of any infected employees.

Personal protective equipment (PPEs)

GMC will make every effort to provide adequate supplies of recommended personal-protection equipment, such as face masks, eye protection, rubber gloves, and anti-bacterial hand gels and wipes, when GMC can require workers to use PPE. The institution's ability to do so, may be impacted by larger supply chain issues that impact the availability of such PPE. We urge all employees to speak with their personal physician about types and proper use of personal protective equipment in the home.

Facilities maintenance

GMC is dedicated to providing resources to facilities to ensure proper equipment is installed or cleaning methods are provided in order to guard against the spread of infection in GMC facilities.

Employee Leave and Pay

The pandemic may require GMC to grant all full-time personnel immediate administrative leave for a determined period of time to evaluate the level of emergency. Should the pandemic last more than one week, GMC may furlough employees. During a furlough, GMC will pay the employee premium(s) for all benefit-eligible employees who participate in either the GMC sponsored SHBP health plan or State of Georgia Flexible Benefits plan. GMC will submit all employee (part time and full time) information for unemployment claims during the time their work hours have either been reduced or eliminated due to the pandemic. If applicable, all eligible

employees who received the Prep School dependent scholarship, or junior college scholarships when they were active and not on furlough, will continue to receive the aforementioned scholarship(s).

GMC monitors emergency conditions daily to determine how long furloughs must continue and, following consultation with outside authorities, advises employees when to expect to return to work.

Family and medical leave

If applicable, GMC places employees on family and medical leave any workers who fall ill with the virus or must be absent from work to care for an infected family member. GMC requires such employees to notify GMC as soon as possible of need for family and medical leave. GMC allows employees to use accrued paid annual and sick leave in lieu of unpaid family and medical leave. GMC requires employees to take unpaid family and medical leave once all accrued paid leave is used. (See GMC's related Family and Medical Leave Policy.) Any established expanded government law written specifically for the pandemic will be advertised and explained to all employees to use as a benefit.

Business Travel

GMC makes all reasonable efforts to eliminate the need for travel by taking advantage of technology that allows us to communicate or otherwise operate electronically. Generally, in the event of a pandemic, travel on GMC's behalf is immediately suspended and limited to a select group of essential personnel who have obtained required travel authorizations from the President and, if necessary, outside authorities. Essential personnel or other employees traveling anywhere on GMC's behalf, with prior approval, and are exposed to the pandemic are eligible for workers' compensation benefits. (See description of GMC's workers' compensation benefits.)

Emergency-Contact Information

Employees are required to notify their immediate supervisor and Human Resources of any change in emergency-contact information within two weeks of the change. When providing such information, employees, especially those who have children or care for elderly relatives, should identify individuals on whom they can depend if the employees themselves become sick at work and must be isolated and quarantined.

Special needs and accommodations

GMC is required to notify first-responders about employees with medical conditions that could be compromised because of a pandemic. GMC urges such employees to confidentially self-identify to Human Resources so that we are aware of and can prepare for you to receive any special medical expertise you might require if you become severely ill on the job. Human Resources maintains the confidentiality of any information you provide, making it available solely on a need-to-know basis and only when needed by emergency-responders.

Dedicated Web site

GMC will maintain communication on all internal and external websites to update employees and external stakeholders of evolving information in regards to the pandemic.

The following will be considered essential requirements for planning and coordination as GMC prepares for a pandemic:

A. Create a pandemic response team from senior leadership to include: the GMC senior leadership team, health services, AFO services, and communications staff.
B. Incorporate responses based on scenarios that address various levels of illness in students and employees to include considering
    a. Cancelling classes, sporting events, and/or other public events;
    b. Closure of campus, student housing, transportation;
    c. Assessment of suitability for quarantine of exposed and/or ill students/employees;
    d. Contingency plans for students who rely on housing and food services;
C. Work with state and local public health and local authorities to identify authority, decision makers, trigger points, and thresholds to institute community containment measure such as closings, legal responsibilities and authorities for executing infection control measures;
D. Ensure the pandemic plan is consistent with existing pandemic planning of the community and of the state higher education agency;
E. Establish a communications plan;
F. Implement procedures to contain the spread of the pandemic and protect students and employees with the guidance of recommended social distancing, good hygiene and supply of PPE;
G. Establish policies for students and employee sick leave absence;
H. Advise students and employees as to where they can receive updated communication;
I. Disseminate clear communications plan for the continuity of academic and business operations.

Responsible Agency: VP of Human Resources
Review Date: 11/19/2025
Reviewed by: Jessica Murray, VP of Human Resources
Creation Date: 3/15/2020