

# Georgia Military College Student Handbook



# A Student Centered College

Welcome to Georgia Military College!

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

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

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

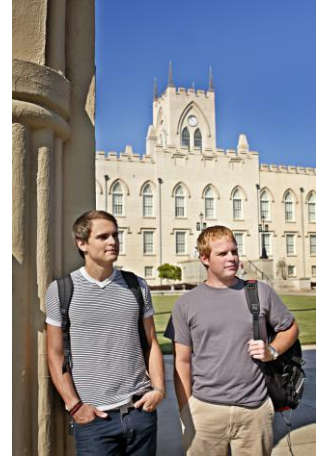
This support starts with admissions and includes registration, orientation, health and food services and a wide array of co-curricular and extra-curricular activities designed to give you opportunities for having fun and becoming more involved with other students while achieving your academic goals.

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

The Student Services staff looks forward to meeting you. In Milledgeville, you are welcome to stop by our offices in the Boylan Hall Atrium or Baugh Barracks anytime. Other GMC campus students should stop by and see the Assistant Dean of Students on your campus. Let us know how we can make your educational experience more enjoyable and rewarding.

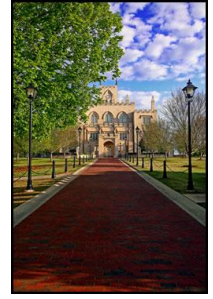
Have a great year!

Col Patrick Beer  
Dean of Students &  
Commandant of Cadets



## Mission

Georgia Military College is a public-independent educational institution, comprised of a junior college and a separate preparatory school, whose mission and purpose is to produce educated citizens by providing junior college students with a liberal arts based two-year undergraduate curriculum designed to support student attainment of an associate's degree and to prepare students for transfer to four-year colleges and universities, by providing selected college students with ROTC training, and by providing preparatory school students an inclusive college preparatory curriculum that includes a military training component--all in an environment conducive to the holistic development of the intellect and character of its students.



Georgia Military College will be successful in the educational development of citizens through integration of two dimensions of education: development of the intellect and elevation of character. Possession of these two dimensions, which includes the capacity to act upon one's knowledge, provides an individual the ability to function as a responsible citizen within a republic. Georgia Military College graduates shall have an appreciation for the centrality of education as a lifelong pursuit.

Georgia Military College will produce citizens who serve as role models by actively involving themselves in their communities and in the democratic process. This will be accomplished by creating and continually refining programs of formal study of ethics, providing time for reflection, and training students in right behaviors. The institution will encourage all members of the educational community - students, faculty, and staff - to work in partnership with the communities in which they live.

Georgia Military College graduates will understand the importance of and the need to respect the dignity and humanity of others. They will be sensitive to persons of diverse backgrounds, with different values and ways of communicating.

Concomitant with the accelerating growth of information and derived knowledge, the focus at Georgia Military College will be to teach students how to learn so as to increase their adaptability to changing conditions. Students will be taught to think critically and to have confidence in their abilities to act within a global environment.

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

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## ***Student Rights & Responsibilities***

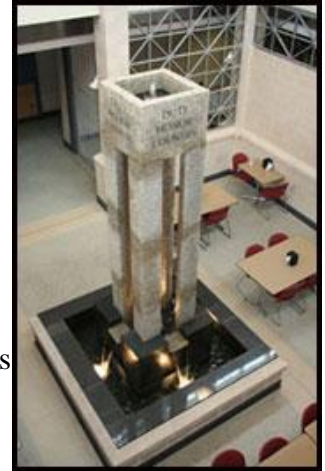
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## **Introduction**

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

This Student Handbook focuses specifically on the needs of students and contains information that will be valuable to you as you pursue your studies. Additional information unique to the specific campuses will be provided at each campus location. Should questions or issues arise not covered by this handbook, please contact the Dean of Students (478-387-4783) or the appropriate Campus Assistant Director/Assistant Dean of Students.



## **Special Notes**

The statements set forth in this handbook are for informational purposes only and should not be construed as the basis of a contract between a student and this institution. Although every effort has been made to ensure accuracy of the material stated herein, Georgia Military College reserves the right to change any provision listed in this handbook, including but not limited to academic requirements for graduation, without actual notice to individual students. Every effort will be made to keep students advised of such changes.

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

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

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

The academic and administrative policy of the College subscribes to the nondiscrimination provision of Title VI of the Civil Rights Act of 1964, which states: "No person in the United States shall, on the grounds of race, color, or national origin, be subjected to discrimination under any program or activity." The Affirmative Action/Equal Opportunity Officer is the Vice President for Human Resources (478-387-4787).



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

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

The Affirmative Action/Equal Opportunity Officer is the Vice President for Human Resources (478-387-4787). It is understood that throughout this handbook and all other publications of Georgia Military College, terms, such as "he, his, himself, chairman," are used without regard to sex.



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

### **Student FERPA Rights**

The Family Educational Rights and Privacy Act afford students certain rights with respect to their educational records. They are:

1. Right to inspect and review their education records.

Students must submit to the Registrar, Vice President for Academic Affairs and Dean of Faculty, Dean of Students, Campus Director, or other appropriate official, a written request that identifies the record(s) they wish to inspect. The responsible GMC official will make arrangements for access and notify the student of the time and place where the records may be inspected. If the records are not maintained by the GMC official to whom the request was submitted, that official shall advise the student of the correct official to whom the request should be addressed.

2. The right to request an amendment of the student's educational records that the student believes is inaccurate or misleading.

Students may ask GMC to amend a record that they believe is inaccurate or misleading. They must write the appropriate GMC official, clearly identify the part of the record they want changed, and specify why it is inaccurate or misleading. If GMC decides not to amend the record as requested by the student, GMC will notify the student of the decision and advise the student of his or her right to a hearing regarding the request for

amendment. Additional information regarding the hearing procedures will be provided to the student when notified of the right to a hearing.

3. The right to consent to disclosure of personally identifiable information contained in the student's education records, except to the extent that FERPA authorizes disclosure without consent.

One exception which permits disclosure without consent is disclosure to school officials with legitimate educational interests. A school official is a person employed by GMC in an administrative, supervisory, academic, or support staff position (including Campus Police 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.

A school official has legitimate education interest if the official needs to review an educational record in order to fulfill his or her professional responsibility.

Directory information is another category of information which does not require prior written consent. Directory information is designated by the college. 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 teams, dates of attendance, degrees and awards received, most recent previous school attended and photograph. GMC may disclose any of those items without prior written consent, unless the student formally request in writing that the information not be disclosed.

Educational records requested by court order or valid subpoena, do not require consent under FERPA regulations. Prior to providing the requested information, the institution will make reasonable attempts to notify the student of the legal request so that he/she may raise legal objections.

In cases where there is a valid emergency where such personal information is necessary to avert harm or threat to health and safety, and the situation requires immediate action, the institution must release that information as needed.

4. The right to file a complaint with the US Department of Education concerning alleged failures by GMC to comply with the requirements of FERPA. The name and address of the Office that administers FERPA is: Family Policy Compliance Office, US Department of Education, 400 Maryland Avenue, SW, Washington, DC 20202-4605.



## **Accreditation and Memberships**

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

The college maintains memberships in the following organizations:

- The Association of Private Colleges and Universities of Georgia (APCUG);
- The Association of Military Colleges and Schools of the United States (AMCSUS);
- Association of American Colleges & Universities (AAC&U);
- Georgia Independent College Association (GICA);
- The Southern Association of Community, Junior and Technical Colleges (SACJTC);
- The National Council of Independent Junior Colleges (NCIJC);
- The National Junior College Athletic Association (NJCAA); and
- The Georgia Association of Two-Year Colleges.

The college is also a Charter Member of the Service-member's Opportunity College Associate Degree Program (SOCAD) and the Service-member's Opportunity College Navy (SOCNAV) Network.

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

## **Statement for using Copyrighted Works**

Intellectual property shall be defined as that information and material which 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.

The Georgia Military College Executive Vice President shall be the President's representative in resolving intellectual property ownership and compensation matters and shall work in coordination with the Vice President for Business Affairs, the Office of the Attorney General, and the concerned student, faculty member, or staff member to prepare or modify contracts when necessary.

At a minimum, in deciding the extent to which Georgia Military College and other parties will share in revenues generated by intellectual property, the expenses incurred by the college and the degree to which the college partnered with those claiming ownership of the intellectual property will be considered. How all parties are to be compensated will be detailed in an appropriate contract, which will be signed by the President. Intellectual property revenues received by Georgia Military College will be placed in the college General Fund and disbursed as decided by the President.

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

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

All faculty and students material which provides a basis for awarding academic credit shall remain property of the institution for as long as necessary to provide documentation of academic credit. Intellectual property rights owned by the institution may be released to individuals by contract, written release, and or when such materials no longer become the basis for awarding credit or the subject for grade review processes.

GMC Vice Presidents responsible for Student and Faculty Handbooks and the Non-Faculty Personnel Manual will insure that notice of the details of this policy is posted in the appropriate handbooks.

## **Intellectual Property Ownership**

The Georgia Military College Executive Vice President shall be the President's representative in resolving intellectual property ownership and compensation matters and shall work in coordination with the Vice President for Academic Affairs and Dean of Faculty, Vice President for Business Affairs, Vice President for Human Resources, the Georgia Department of Law, and the concerned student, faculty member, or staff member to prepare or modify contracts when necessary.

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## Academic Affairs



## College Success



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

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

Preparing to accomplish a college student’s job means:

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

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

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

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

standards of behavior. Each student is an important player in maintaining the strength of the community's integrity.

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

## **Academic Mission of Georgia Military College**

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

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

## **Student Academic Dishonesty**

### **Policy**

Georgia Military College acknowledges the need to preserve an orderly process with regard to teaching, research, and the learning process, as well as the need to preserve and monitor students' academic rights and responsibilities. Since a primary goal of education is to increase one's own knowledge, academic dishonesty will not be tolerated at Georgia Military College. Academic dishonesty is defined in two distinct ways: 1) students that commit academic dishonesty have attempted to mislead others about their competence and knowledge of the subject matter for the course in which they cheated, thus misrepresenting their true intellectual growth; and 2) academic dishonesty is in violation of the code of conduct expected of students attending Georgia Military College. Students at GMC are challenged to live by our Honor Code, and acts of academic dishonesty show a failure in character that is unacceptable at this college. Acts of academic dishonesty violate the efforts of the college to educate students in both their intellect and their character.

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

- Cheating on tests, quizzes, and examinations;
- Collaborating with others in work to be presented, contrary to the stated rules of the course;



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

### **Academic Dishonesty Procedures**

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

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

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

### **Academic Penalties for Academic Dishonesty**

The following penalties may be imposed for academic dishonesty:

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

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

## **Honor Code Violation—Academic Dishonesty Procedures**

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

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

The Dean of Students/Campus Assistant Dean of Students shall give fair notice to any student called to appear in front of the Student Honor Council for academic dishonesty. The student is required to appear at the Student Honor Council hearing. Failure to appear will lead to the hearing occurring without the student being present and judgment will be passed based on the evidence presented. Failure to appear, and thus present evidence, may not be used for grounds for appeal. At the hearing, the student may present evidence and witnesses in support of his/her case.

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

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

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

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

Guilty of a deliberate honor violation—Second Offense. Repeated honor violations will not be tolerated at GMC. For a repeat offense of failing to abide by the Honor Code, the student may be removed from the class in which the infraction took place with a grade of XF indicating an honor violation. The date of the infraction will be recorded as the last day of attendance. The XF grade is only assigned after being found guilty of a repeated honor violation by the Student Honor Council. The student must understand that this action may affect his/her financial aid award for the current quarter and may negatively

impact the ability to receive future financial aid. If the academic term has ended, any submitted grade in that class will be changed to a XF. Once the grade has been posted, the disciplinary (or registration) hold will be lifted. Second offenses are also subject to expulsion from the college.

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

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

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

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

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

## **Notice to Students**

Georgia Military College shall publish a copy of the Academic Dishonesty Policy, any amendments to the policy that are made, any provisions that have been adopted, and any other supplementary provisions consistent with the policy. The policy is published in the current Student Handbook and is available in offices of the Vice President for Academic Affairs and Dean of Faculty office or in the office of the Campus Director.



## Corps of Cadets



## Corps of Cadets



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

## Distinctive Unit Insignia



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



*Student Services*



## **New Student Orientation**

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

## **Registration Process**

Registration for new GMC students begins in the Admissions Office. New students must be accepted by GMC for the current quarter in order to be eligible to register. “Accepted” means you have submitted a properly completed application for admission, a nonrefundable application fee, an official high school transcript (showing completion of either a College Prep or Tech Prep Diploma), an official transcript from all colleges/universities previously attended showing eligibility to return immediately or an official transient letter from the Office of the Registrar of your home institution. You must also complete all required placement testing. You are strongly encouraged to attend orientation.

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

## **The “Drop/Add” Option**

Each term there is a designated time for students to change their schedule. This period is known as Drop/Add. Students will be allowed to add or drop courses during the scheduled Drop/Add period. No classes will be added after this time. Changing the schedule involves the academic advisor, financial aid, business office, and the registrar. Each step must be completed for an accurate registration.

## **Withdrawing from Courses**

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

## **Academic Advisement**

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

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

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

## **Advisement Rules**

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



- Discuss the difficulty level of the courses with your advisor and plan a registration that realistically fits your time, work schedule, and abilities.
- Don't be shy about what you don't know; ask questions and get answers.
- Discuss any academic trouble you have with the appropriate professor, your advisor, the Faculty Chairperson, Campus Assistant Dean, or the Vice President for Academic Affairs.

## Helpful Reminders

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

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

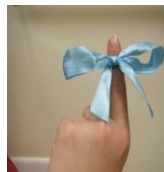
Make use of the services provided in the library on your campus. Tutoring is available and can be arranged for any subject. Computer systems and/or Wi-Fi resources are available for reference, career research, and tutorials.

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

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

## Important Tips

### Course Load



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

### Time

Life demands time management. The successful person is one who learns to control time rather than be controlled by time. Study assigned material before the class so that you are

prepared to respond with some knowledge. Make a schedule and stick by it. Make room for a minimum of one hour of study per hour of class. Set priorities for study and class work.

## **Help**

Get the help you need at the time you need it. Don't wait until the end of the quarter to ask for help. Make use of the facilities at GMC and in the community. Don't be shy. You are expected to need help!

## **Control**

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

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

## **Now**

Many times we live in the past by making excuses or we live in the future by making big plans. You should be living in the "now." Don't put off doing what you can do now. Learning is comparing the present with the past and planning action toward future goals. Don't hide in the past or daydream about what may never be realized; live in the present, shaped by the past, and directed toward a goal.

## **Grade Point Average and Success**

One of the most important scores to keep up with is your grade point average, usually referred to as GPA. Grade point averages are important scores that may help determine:

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

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

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

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

## How to Compute Your GPA

Courses Grade Credit Hours QP

ENG 101 C (2)  $5 \times 2 = 10$

GMC 100 A (4)  $2 \times 4 = 8$

MAT 109/106 D (1)  $5 \times 1 = 5$

Totals: 23 quality points divided by 12 credit hours = 1.916 grade point average

## **Test Taking Hints**

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

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

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

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

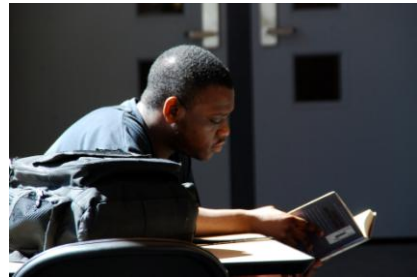
### Types:

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

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

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

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



## **Library Services**



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



## Sibley Cone Library



The Sibley-Cone Library, located on the Milledgeville campus, is the hub of a system that spans all Georgia Military College campuses. The library's online electronic resources allows students and faculty at all locations have access to thousands of books, magazines and journals. Print and audiovisual materials held at the Milledgeville library are available to students and faculty at distant learning centers through intra-library loan.

### **MISSION**

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

### **Online Library Resources**

The Georgia Military College online library resources are an on-line extension of the Sibley-Cone Library. Electronic resources are available for all GMC students, faculty and staff wherever they are located. These resources are available from any computer with Internet access.

This is a brief guide to using the electronic resources available through the GMC Library. To access the library's electronic resources go to the library's web site or sign in to your GMC Online account. Some of these electronic resources require passwords. Passwords are changed quarterly and are given to any GMC student, faculty or staff member upon request. Please see a member of the library staff for the current password.

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

The library also subscribes to many other online databases which allow access to thousands of periodicals, journals and newspapers in a range of subject areas corresponding to the college's curriculum. For assistance using any of these resources or other library materials, to learn the current password or to make suggestions for improving library services, please contact any member of the library faculty or staff.

## **Library Catalog**

The Library Catalog is a finding tool for the books and audiovisual media held by the Library in Milledgeville as well as the E-books available online. It is available on the library's web site.

## **Collections**

In addition to the online library resources, the Sibley-cone Library on the Milledgeville campus holds a collection of 30,000 books and 1,500 videos. In addition to the print volumes, 48,000 electronic books are available online. Print materials are arranged on the shelves by the Dewey Decimal system. Print periodicals are arranged alphabetically. Video and print items held in the Milledgeville main library are available to students, faculty and staff at other campuses through intra-library loan. The collection is accessible through the on-line catalog.

## **Reserve Materials**

So that all students will have access to them, reserve materials (special materials needed for class assignments placed in the library by faculty members) are kept at the circulation desk and may be used only in the library.

## **Interlibrary Loan**

Interlibrary Loan is available for items not located at the Sibley-Cone Library or accessible through online library resources. To request an interlibrary loan, ask a librarian. Note: Interlibrary loans take a minimum of two weeks for delivery.

## **Intra-library Loans**

Students and Faculty at other GMC campuses may borrow materials held by the Sibley Cone Library on the Milledgeville Campus through Intra-library Loan. To locate items held by the Sibley-Cone Library, access the catalog from the online library resources page. To request an item, see the Library Assistant at the Online Library Resource Center.

## **Circulation Policies**

Books may be borrowed for a two-week period and may be renewed for an additional two-week period unless another person has requested them. Reference materials do not circulate and must be used in the library. Audio-visual material does not generally circulate to students; however, it may be used in the library and may be borrowed for classroom presentations by arrangement with a librarian. Periodicals do not circulate outside the library. All items checked out by the student are the responsibility of the student. A GMC ID card is required for all circulation transactions. Students with overdue materials or past due fines may not borrow additional items. The GMC ID card can be used to check out materials for the cardholder ONLY. The cardholder is responsible for all lost or stolen books checked out on the ID card.

DO NOT LEND YOUR CARD TO ANYONE — you will be held responsible for anything checked out on it.

The following charges apply for overdue and lost materials. Books not returned on or before the due date are subject to a fine of 25 cents per item per day. A processing charge plus the replacement cost of the item will be levied for all lost library materials. Transcripts will not be issued to students who have outstanding library obligations.

### **Photocopy Equipment**

Photocopy equipment is available in the library in Milledgeville for a nominal fee. Both black and white and color copies can be made.

### **Hours of Operation**

The Sibley-Cone Library on the Milledgeville campus operates on the following schedules:

	<b>Junior College in Session</b>	<b>Junior College Not in Session</b>
Monday	7:45 am to 9:30 pm	7:45 am to 5 pm
Tuesday	7:45 am to 9:30 pm	7:45 am to 5 pm
Wednesday	7:45 am to 9:30 pm	7:45 am to 5 pm
Thursday	7:45 am to 9:30 pm	7:45 am to 5 pm
Friday	7:45 am to 4 pm	7:45 am to 4 pm*
Saturday	Closed	Closed
Sunday	6 pm to 9:30 pm	Closed

\*During the summer the library closes at noon on Friday

Operating hours for online library resource centers at the other GMC campuses are posted at each location.

### **Library Policy on Cell Phones**

Cell phones are to be turned off or placed on vibration signal while in the library. If your phone signals you have a call you must exit the library to complete your conversation.



## **Campus Bookstore (Milledgeville Campus)**

The GMC Bookstore is a college-owned and operated enterprise that operates for the use and benefit of the college community. The bookstore provides textbooks and supplies necessary to support Georgia Military College in its instructional programs. In addition to textbooks, the bookstore on main campus carries cadet uniforms, school supplies, study aids, and novelty items.

### **Location**

Student Center in Boylan Hall

### **Store Hours**

Normal hours of operation are from 9:00 a.m. to 5:00 p.m., Monday through Friday. The bookstore is closed weekends and holidays. Extended hours of operation are offered at the beginning of each quarter. Times of operation are posted in the bookstore. At the other GMC campuses, bookstore hours may vary. Check the hours with the Bookstore coordinator.

### **Purchases**

Personal checks will be accepted for the amount of purchase and must be made payable to GMC Bookstore. The Bookstore accepts VISA, MasterCard, American Express and Discover for credit card purchases.

### **Online Purchases**

Online purchases are available anytime at: <http://bookstore.gmc.cc.ga.us>

### **Textbook Rental Programs**

All GMC campuses operate textbook rental programs. The rental cost is based on the number of hours for which you enroll. Some classes may require workbooks or lab manuals that must be purchased. This cost is not included in the textbook rental fee and you must purchase these items separately. Book rental and return procedures may vary by campus; check the policy at your campus Bookstore.



## **Bookstore Refund Policy**

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

- Special orders.
- Computer software.
- All Sale/Clearance merchandise.
- Cadet uniforms that have been worn, washed, dry cleaned, or altered.
- At GMC Campuses Centers, procedures vary. Check the policy with the Campus Director or Bookstore Coordinator.

## **Workbook/Lab Book Refund Policy (Milledgeville Campus)**

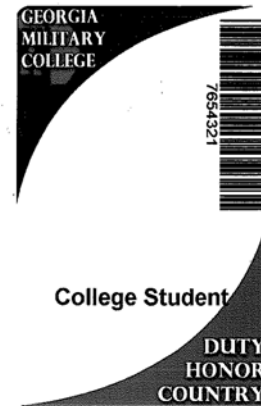
Books purchased at the beginning of each quarter may be returned for a refund subject to the following conditions:

- The original cash register receipt dated for the current quarter must accompany all requests for refunds.
- Books must be returned within the first seven days of classes.
- Full price will be refunded provided there is no writing or marks of any kind. This includes pencil markings and carelessly handled books.
- Twenty-five percent deducted for writing/markings.
- All price labels must be in place.
- All shrink-wrapped items must be returned in original condition; no rewrapping allowed.
- Books purchased after the refund period or during the week of finals are nonrefundable.
- Refund dates will be posted in the bookstore.
- There will be no refunds on the following: Cliffs Notes, study guides, solutions manuals, course books, dictionaries, test review guides, reference, mass market, trade paperbacks, novels or books that have a non-returnable label.
- The above policy applies to all students including those students on financial assistance programs that allow them to charge their books.

## Identification Cards (Milledgeville Campus)

All students pay a student activity fee and they must receive an ID card for use in the Library, Dining Facility and the Bookstore.

There is a replacement fee for lost cards, or stolen cards. Throughout the school year, ID cards are available at Baugh Barracks.



## ID Cards at other GMC Campuses

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

Columbus students can have their ID made at the bookstore. Please check for available days and times. For Valdosta students, ID cards are issued during each scheduled orientation session. Additional times and dates are posted in the Business Office.

## Student Health Services (Milledgeville Campus)

Students taking twelve or more hours pay a student activity fee, and may receive a student ID card. Students taking five hours or fewer do not pay a student activity fee; however, they must receive an ID card for use in the Library, Dining Facility and the Bookstore. ID cards for students taking five or more hours will be made and validated during all registration hours. There is a replacement fee for lost cards, or stolen cards. Throughout the school year, ID cards are available at Baugh Barracks.



The Student Health Services Program at Georgia Military College provides a nurse directed out-patient clinic staffed by an RN and LPN who work under protocol in consultation with a local physician. Services include care for minor illnesses and injuries and referral to local health care providers along with wellness education, counseling and resources. These services are at no charge for all full-time students. The clinic is located at Usery Hall near parade field. Hours are 7:30 a.m.- 4:30 p.m. Monday through Friday.

In case of serious illness or injury, students will be referred to a local physician or the Oconee Regional Medical Center. Costs for off-campus treatment are the responsibility of the student and/or parent/guardian. Students are encouraged to have primary health insurance to cover these costs and to carry their policy identification card. The insurance policy purchased through the school is a secondary policy and covers accidents and injuries only.

College cadets who reside in the barracks are required to submit the following medical documentation within 30 days of arrival on campus:

- Medical consent/release,
- Health questionnaire,
- Current tuberculosis skin test (within 6 months), and
- Documentation of required immunizations per the American College Health Association guidelines:
  - Tetanus booster within past 10 years
  - 2 MMR (Measles/Mumps/Rubella) Vaccines
  - 2 Varicella (Chickenpox) Vaccines or history of the disease
  - Meningitis Vaccine or waiver
  - Hepatitis B Vaccine if under age 18

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

## **Insurance (Milledgeville Campus)**

Our first concern is the health and safety of the students. To that end, an accident and injury group insurance policy is mandatory for all college cadets and all participants in any athletic program. Catastrophic injuries are covered by a separate policy for college athletes.

The insurance purchased for the student with the student's insurance fee by the school is a group policy. This insurance is extended coverage insurance, that is, the claimant's other insurance is the primary coverage and must first be exhausted before the second insurance becomes effective to pay any further claims subject to policy limitations.

Because this is the student's insurance, not school insurance, care providers bill the student/parents for treatment, not the school and the student is responsible for filing the claim. The GMC nurse and the college Athletic Director will assist with first notice claim for accidents occurring during a school sponsored activity. Inquiries about reimbursements or claim status should be addressed directly to the insurance company.

Catastrophic insurance is purchased for college students athletes with their Student Athlete Insurance fee. This coverage applies to catastrophic accidents that may occur during NJCAA sanctioned events, such as scheduled practices and games. Non-cadet students are responsible for obtaining their own accidental and health care insurance. Cases of on-campus emergencies that can be treated by our health services personnel do not require health care insurance.

## **Housing (Milledgeville Campus)**



Georgia Military College provides housing for all college male and female boarding cadets. All cadets are housed in Baugh Barracks, and visitors are restricted. All resident hall rooms accommodate two cadets. In each room, there is a bunk bed, a desk, dresser, lamp, chair, and closet for each cadet. Two adjoining rooms constitute a suite and have an adjoining bathroom. GMC has no facilities on-campus for housing students other than cadets, nor does the college sponsor any off-campus housing.

## **Campus Police Office (Milledgeville Campus)**



Georgia Military College (GMC) Police employ both sworn law enforcement officers and public safety officers. A duty officer is on duty 24 hours each day, including weekends and holidays. A police officer can be reached by multiple means; office is 478-445-2740, cell phone is 478-288-0489. Voice mail messages can be left if there is no answer after five rings. It is not necessary to dial the area code for these numbers if the call is being made within the Milledgeville, Georgia local area.

The GMC Chief of Police can be reached by calling 478-288-0966 or 478-387-4715. If you are unable to reach a GMC police officer on weekdays between the hours of 7:00 a.m. and 5:00 p.m., you should call the office of the Dean of Students at 478-387-4720 or 478-387-4783.

Emergency call boxes located at each parking lot link directly to the campus police radio. GMC Campus Police fully comply with the federal reporting requirements mandated by the Cleary Act. The Annual Security Report is available to all student and employees and may be viewed at: [http://www.gmc.cc.ga.us/milledgeville/sec\\_reports.html](http://www.gmc.cc.ga.us/milledgeville/sec_reports.html) Paper copies are available from Campus Police and the Dean of Students. These reports are distributed during Orientation and are available upon request.

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

## Parking (Milledgeville Campus)



**6691**

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

Vehicles parked without a permit are subject to either tow or ticketing. Telephone 445-2740 or 288-0489.

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

Vehicles parked in fire lanes designated by a yellow curb are subject to tow. Able-bodied drivers parking in a handicap slot without a valid permit issued to the driver will have their vehicles towed. Handicap parking spaces are clearly marked in each parking lot.

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

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

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

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

## **Food Services—GMC Dining Facility at the Milledgeville Campus**



The Georgia Military College Dining Facility, located on the lower floor in Boylan Hall, offers breakfast, lunch and dinner on all school days. Brunch and dinner are offered on all holidays and weekends during the normal school term. When school is not in session, meal hours vary to support camps and other activities. Cafeteria meals include a choice of entrees, a selection of vegetables, soup, salad bar, grill items and a variety of desserts. The menu is available on the GMC website: [http://www.gmc.cc.ga.us/fs\\_center/](http://www.gmc.cc.ga.us/fs_center/)

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

Food items may be purchased with cash or credit cards. Additionally, any patron with a GMC ID card can use their ID card as a pre-paid credit card. Payments can be received and credit loaded on your ID card at any food service cash register. There is also a meal plan available for all students. The Cadet Meal plan is intended to provide all meals for full time students during the entire school term (19 meals a week.) The cost for this meal plan is \$1350 per term and is normally paid directly to the Business Office with tuition payments. Although portion control is practiced, the meal plan includes unlimited trips through the cafeteria serving line for authorized meals. Note: meal plans are intended for the use by the student who purchases that plan. Giving food items away purchased under the meal plan is considered theft which is an honor code violation and could result in the loss of meal plan privileges (without refund.)

### **Normal Dining Hours:**

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

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

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

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

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

## Student Email Services

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

## Student Activities

The Student Activities Program is supervised by the Dean of Students and administered by the Director of Student Activities in Milledgeville and by the Assistant Dean of Students at other GMC campuses. Students are the key to presenting student interests and needs to these administrators.



Activities include movies, dances, entertainers, concerts, field trips, student publications, intramural sport activities, and club activities. Notices of upcoming events and activities are posted on bulletin boards, on the campus televisions in the Atrium in Milledgeville, and announced in club meetings, on the GMC Facebook page and occasionally announced in class. Students who wish to suggest activities should contact the Student Activities office/Assistant Dean of Students or a member of the Student Government Association. A robust student activities program is conducted on all six GMC campuses. So, get involved!

## Distinguished Order of the Servant Leader



The Distinguished Order of the Servant Leader award consists of certificate signed by the President and a medal. This award recognizes any member of the GMC family who donates at least 100 hours of community service in one year.



Students and employees are encouraged to document service hours and to notify the Student Activities Office at each campus. Additional recognition is available for those earning multiple awards.

## Student Activities

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

## Campus Publicity

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



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

The following guidelines are to be followed when electing officers for each club/organization with the exception of the Phi Theta Kappa. A student who is running for any office must maintain at least a 2.0 cumulative GPA to be eligible to serve as an officer. All club members must maintain a 2.0 GPA to be considered as an active member. The GPA for prospective members of Phi Theta Kappa is 3.25.

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

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

## **Student Government Association**



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

Responsibility for governing the student body is vested in the students themselves. (The constitution containing policies and procedures is available at the Director of Student Activities/Campus Assistant Dean of Students.

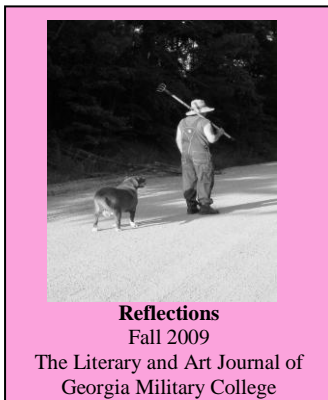
At each campus, the SGA elects a student honor council to hear cases of suspected honor violations.

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



## Student Publications

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



“Reflections” includes all campuses.

Sponsors of all student publications shall submit a yearly budget request to the Director of Student Activities. All GMC campuses have a student newspaper. For more information on how to get involved with this paper check with the Director of Student Activities/Campus Assistant Dean of Students.

## Clubs and Organizations

### The Student Government Association (All Campuses)

See above.

### Alpha Phi Omega (Milledgeville Campus)

Alpha Phi Omega is a coeducational national service fraternity open to any student who is interested in developing social awareness, leadership skills and a sense of brotherhood with other students. It not only is the single most represented intercollegiate organization in the United States of America, but the fraternity has active chapters in the Philippines, Canada and Australia, and alumni groups around the world. Members are offered opportunities to use their talents to be of service to the nation, the community, the campus and fellow members, while having fun and forming lasting friendships.



### Art Club



Come one, come all!  
The Art Club invites everyone with  
or without an artistic flair to join in the fun!



### Biology Club (Milledgeville)

The Biology club is open to all students who wish to gain biological experiences outside of those normally found in the traditional biology classroom and laboratory. Through field work, day trips, and overnight visits, the biology club members will more fully understand the impact of science on their daily lives and better appreciate the natural wonders to be found around Georgia. Members will also gain firsthand knowledge that will improve their understanding of employment opportunities within the biological science systems. Membership in the club is free, but students are expected to cover individual trip or visit expenses.



## **Business Club**



The Business Club is open to all GMC students, faculty, and staff with an interest in financial affairs such as engaging in commerce or a service, forming partnerships and corporations, and other profit-seeking enterprises.

## **College Republicans**

GMC College Republicans is the GMC affiliate of the Georgia Association of College Republicans and the College Republican National Committee. These associations are the largest grassroots, student-led, political organizations in the world. The GMC College Republicans provide the student body a fun, politically oriented organization and enables students to work directly with local and state political leaders making known and promoting the principles of the Republican Party and the conservative movement such as limited government, lower taxes, entitlement reform, and fiscal responsibility.

## **Chess Club**

The Chess Club is open to all GMC students, faculty, and staff interested in the game and want to learn new chess strategies, tactics and rules.



## **Chorus Club**

The GMC Chorus is open to all GMC students, faculty, and staff interested in the vocal arts. The Chorus performs publically each quarter. Please come share your time and talents with us!



## **Creative Thinking Club**

The Creative Thinking club is open to all interested students. The use of puzzles and critical thinking exercises throughout the quarter challenge students to think critically and apply unconventional solutions to problems. Creative thinking requires multiple ways of looking at a problem and multiple solutions to solving it.



## Drama Club

The Drama Club is open to all interested students. Workshops and one act plays are planned so that students may learn the techniques of acting, directing, playwriting, stage lighting, stage make-up, set design, and set construction. Qualified students are encouraged to choose and direct short plays for a variety of performing situations.



## Ethics Bowl (All Campuses)



Ethics Bowl

The Ethics Bowl is open to all students at all campuses and helps develop critical thinking skills. Students debate ethical dilemmas and compete within the institution and the campus winners compete regionally.

## Fiber Arts Club

The Fiber Arts Club open to all students, faculty, and staff who wish to learn new skills. Come and join in the fun with the relaxed, friendly group.



## History Club



The History Club is open to all interested students, faculty, and staff. We realize that history is essential to understanding ourselves and our society and how we came to where we are. That understanding will better prepare us for what lies ahead!

## Literary Society

This is a three pronged club consisting of three branches of activities. The first being a book club, the second being a writing club and the third being Toastmaster's. The three branches will meet once a quarter and each branch will meet according to their activities.



## Mu Alpha Theta

Mu Alpha Theta is a national two-year college mathematics club. Its major purpose is to promote greater interest in mathematics and give recognition for excellence in mathematics performance by junior or community college students. To be eligible for membership a student must have completed two college mathematics courses with a grade of "B" or higher and have made a grade of no lower than a "C" in all mathematics courses attempted. A student must also maintain an overall 2.50 GPA. Membership is by invitation only.



## Mixed Martial Arts

The Mixed Martial Arts club is open to all interested students and is a full-contact combat sport that allows the use of both striking and grappling techniques and includes boxing, wrestling, karate and other styles. Participation in this club develops one's character, self-confidence, and physical athleticism.



## Officer Christian Fellowship

The Officer Christian Fellowship is open to all GMC students. The purpose of the club is to reach out to the youth on campus through sharing God's word on a spiritual level that can be comprehended regardless of their religious preference or denomination.



## Paintball Club

The Paintball Club is open to all interested GMC students, faculty, and staff. The club provides a fun outlet for strategy, aggression and role playing. Paintball is one of the safest sports and participants practice military tactics and maneuvers. Equipment is provided.



## Pre-Nursing Club



The Pre-Nursing Club is open to all students who wish to pursue a health related field or wish to gain knowledge and experience of health related fields. Through group activities, day trips, overnight conferences and volunteer opportunities pre-nursing members will more fully understand the impact of the medical profession on their daily lives and better appreciate the field which they plan to pursue. Members will also gain firsthand knowledge that will improve their understanding of employment.

## Phi Theta Kappa (All Campuses)

Phi Theta Kappa is an international honor society for students in two year colleges. Since its founding in 1918, Phi Theta Kappa has been the only national honor fraternity for junior colleges. It serves to promote scholarship, develop character, and cultivate fellowship. To be eligible for Phi Theta Kappa, a student shall be of good moral character, shall possess recognized qualities of citizenship, shall participate in the development of chapter projects, and shall have established academic excellence (GPA 3.25 or better) as judged by the faculty sponsor in accordance with guidelines set by the International Constitution. Membership is by invitation only.



**PHI THETA KAPPA**  
HONOR SOCIETY



## Ranger Club

The GMC Ranger Team is open to all enrolled GMC students. Its purpose is to provide members an in-depth look at advanced tactics, focusing on small unit patrolling. The club offers its members the challenge of increasing self-discipline and physical stamina through challenging field exercises, white water rafting trips, and rappelling exercises. The Ranger Team is under the supervision of the Military Science Department Staff.



## Running Club

The Running Club is for all students looking for a run and a good time. Once a quarter the running club attends a 5k and competes for the President's Trophy and a \$100.00 savings bond. Runners of all levels are encouraged to join the race!

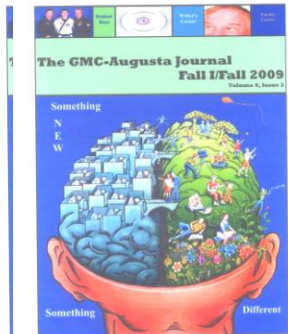




# Student Newspaper

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

The Augusta newspaper is called the GMC-Augusta Journal. The Columbus newspaper is called the GMC Columbus News. The Valdosta campus newsletter is called the Bulldog News. The Warner Robins campus has the GMC-Warner Robins Newsletter. For more information on how to get involved with this paper, check with the E-Librarian!



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



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

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



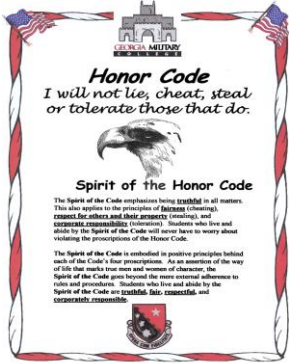
### **Ranger Challenge Team (Milledgeville Campus)**

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





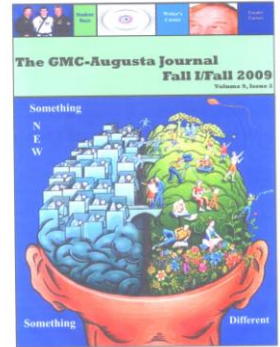
Student Government Association



Student Honor Council



# Augusta Campus Student Activities



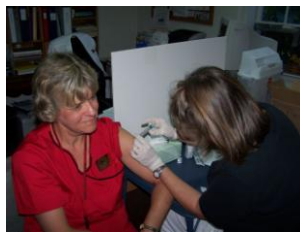
Student Newspaper



Marine Biology



Bladder Cancer Awareness



Nursing Horizons



History



**Student Honor Council**



**Talent Show**



**Bulldog Day**



**Masquerade Ball**



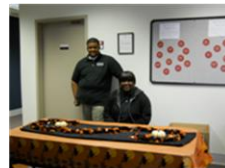
**Student Government Association**



**PHI THETA KAPPA**  
HONOR SOCIETY



**Columbus Campus**  
**Student Activities**



**Student Ambassadors**



**Ethics Bowl**



**Game Night**



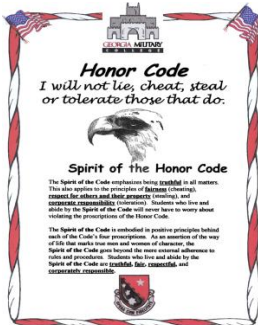
**Student Newspaper**



**Halloween Bash**



**Mid-term Meals**



Student Honor Council



Chess Club



Guitar Club



Student Government Association



Fairburn Campus Student Activities



International Student Club



Man Up



Patriots' Community Service Club



Softball



Student Newspaper



Behavioral Science Club



Student Honor Council



Student Government Association



Valdosta Campus Student Activities



Men & Women's Softball



Student Newspaper "Bulldog News"



Guitar Club



History Club



Talent Club



Adventure Club



Student Service League



Walking Club



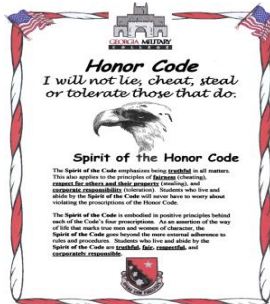
Book Club



Student Government Association



Mu Alpha Theta Math Honors Society



Student Honor Council



Warner Robins Campus Student Activities



Ethics Bowl



Drama Club



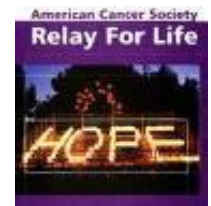
History Club



Christian Club



International Student Club



Choir Club



Chess Club



Computer Club



Biology Club



Golf Tournaments



Walking Tour

## Intramural Athletics

The intramural sports program is open to all students, faculty, and staff. An extensive competitive sports program for men and women, designed to offer a wide range of activities that will meet the needs and desires of a majority of students, is available. A positive effort is made to provide a well-organized and supervised program. The Student Government Association advises the Director of Student Activities/Campus Assistant Dean of Students concerning student needs. Activities include basketball, softball, volleyball, Frisbee golf, and other great activities.





## Intercollegiate Athletics



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

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



Georgia citizens are encouraged to register to vote <https://secure.sos.state.ga.us/VoterApp>  
GMC students who are residents of other states should contact their home state's Secretary of State's office and also apply for an absentee ballot.

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

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

## **Voter Registration**

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

In Georgia, county registrar information can be found at the following links  
<http://sos.georgia.gov/cgi-bin/countyregistrarsindex.asp>  
<http://www.mapsofworld.com/usa/states/georgia/georgia-county-seat-map.html>

The county elections supervisor for each of our campuses follows:

### Atlanta-Dekalb

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

### Augusta-Richmond

Richmond County Election Supervisor  
Municipal Building  
530 Greene Street  
Room 104  
Augusta, GA 30901  
Telephone: (706) 821-2340  
Fax: (706) 821-2814  
Email: [lbailey@augustaga.gov](mailto:lbailey@augustaga.gov)  
Website: [www.augustaga.gov/index.aspx?nid=527](http://www.augustaga.gov/index.aspx?nid=527)

### Baldwin-Milledgeville

Baldwin County Chief Registrar  
Baldwin Co Courthouse  
121 N Wilkinson St  
Ste 102  
Milledgeville, GA 31061-3399  
Telephone: (478) 445-4526  
Fax: (478) 445-5756

Email: [vrbaldc@windstream.net](mailto:vrbaldc@windstream.net)  
Website: [www.baldwincountyga.com/voterregistration](http://www.baldwincountyga.com/voterregistration)

Columbus-Muscogee

Muscogee County Election Supervisor  
Muscogee County Courthouse, West Wing  
100 10th Street (31901-2376)  
Post Office Box 1340  
Columbus, GA 31902-1340  
Telephone: (706) 653-4392  
Fax: (706) 653-4394  
Email: [nboren@columbusga.org](mailto:nboren@columbusga.org)  
Website: [www.columbusga.org/elections/](http://www.columbusga.org/elections/)

Gwinnett County—Stone Mountain

Gwinnett County Election Supervisor  
455 Grayson Highway, Suite 200  
75 Langley Drive (mailing address)  
Lawrenceville, GA 30046  
Telephone: (678) 226-7210  
Fax: (678) 226-7208  
Email: [lynn.ledford@gwinnettcountry.com](mailto:lynn.ledford@gwinnettcountry.com)  
Website: [www.gwinnettcountry.com/](http://www.gwinnettcountry.com/)

Madison-Morgan

Madison County Chief Registrar  
Government Complex  
91 Albany Avenue  
Post Office Box 328  
Danielsville, GA 30633-0328  
Telephone: (706) 795-6335  
Fax: (706) 795-2233  
Email: [tdean@madisonco.us](mailto:tdean@madisonco.us)  
Website: [www.madisoncountyga.us](http://www.madisoncountyga.us)

Sandersville-Washington

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

Valdosta-Lowndes

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

Warner Robins-Houston

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

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

### **Required Voter Registration Notice**

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

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

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

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

An applicant's registration status and polling place location can be found on the Secretary of State's website at: [www.sos.georgia.gov/elections/pollocator/](http://www.sos.georgia.gov/elections/pollocator/).

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

## STATE OF GEORGIA APPLICATION FOR VOTER REGISTRATION

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

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



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

Place copy of ID in pocket

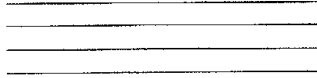
Trim copy of ID to size

						<input type="checkbox"/> CHANGE OF ADDRESS <input type="checkbox"/> CHANGE OF NAME <input type="checkbox"/> OTHER	
1	LAST NAME	FIRST NAME	MIDDLE OR MAIDEN NAME			SUFFIX <input type="checkbox"/> Jr. <input type="checkbox"/> Sr. <input type="checkbox"/> III <input type="checkbox"/> II <input type="checkbox"/> IV <input type="checkbox"/> V	
2	RESIDENCE ADDRESS: House No. and street name			APT. NO.	CITY	COUNTY	STATE <b>GA.</b> ZIP CODE
3	MAILING ADDRESS (if different from residence address): Post-office box or route.				CITY	STATE	ZIP CODE
4	TELEPHONE NUMBER ( ) ( ) ( ) ( ) ( ) ( )	DATE OF BIRTH: MM/DD/YYYY / /	GENDER Male <input type="checkbox"/> Female <input type="checkbox"/>	RACE/ETHNICITY: <input type="checkbox"/> Black <input type="checkbox"/> White <input type="checkbox"/> Hispanic/Latino <input type="checkbox"/> Asian/Pacific Islander <input type="checkbox"/> American Indian <input type="checkbox"/> Other			
5	VALID GA DRIVER'S LICENSE OR GA. I.D. NO. <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/>		If no GA Driver's License or GA. I.D. No., must provide last 4 digits of your Social Security Number <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/>		FULL SOCIAL SECURITY NUMBER (OPTIONAL) Last 4 Digits (Required) <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/>		<input type="checkbox"/> Check if you do not have a GA Driver's License, GA. I.D. No. or Social Security No.
(Your answer is required under federal law)							
<b>6</b> I SWEAR OR AFFIRM:							
Are you a citizen of the United States of America? Check One: Yes <input type="checkbox"/> No <input type="checkbox"/>							
Will you be 18 years of age on or before election day? Check One: Yes <input type="checkbox"/> No <input type="checkbox"/>							
If you checked "No" in response to either of these questions, do not complete this form.							
<b>I SWEAR OR AFFIRM THAT:</b>							
I reside at the address listed above.							
I am eligible to vote in Georgia.							
I am not serving a sentence for having been convicted of a felony involving moral turpitude.							
I have not been judicially declared to be mentally incompetent.							
<b>WARNING: Any person who registers to vote knowing that such person does not possess the qualifications required by law, who registers under any name other than such person's own name, or who knowingly gives false information in registering shall be guilty of a felony. O.C.G.A. § 21-2-561</b>							
Date _____		<b>X</b> Signature			Signature of person helping illiterate or disabled voter		
<b>7</b> May we contact you about working as an Election Day poll officer? Yes <input type="checkbox"/> No <input type="checkbox"/> If you would like to receive additional information by email, please provide your e-mail address: _____		<b>8</b>		CHANGE OF NAME: If you are changing your name, list the name under which you were previously registered: Last Name Suffix First Middle or Maiden Name		Military Active Duty? Yes <input type="checkbox"/> No <input type="checkbox"/>	
				CHANGE OF ADDRESS: If you are changing your address or if you were previously registered to vote, list your previous address: CITY COUNTY STATE			

DO NOT FOLD OVER, STAPLE OR TAPE



NO POSTAGE  
NECESSARY  
IF MAILED  
IN THE  
UNITED STATES



**BUSINESS REPLY MAIL**

FIRST-CLASS MAIL PERMIT NO. 19242 ATLANTA GEORGIA

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



**STATE OF GEORGIA APPLICATION FOR VOTER REGISTRATION**

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

QUALIFICATIONS: To register to vote you must:

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

See other side for complete instructions.

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

GENERAL INFORMATION:

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

HON. BRIAN P. KEMP  
SECRETARY OF STATE  
1104 West Tower  
2 Martin Luther King, Jr. Dr.  
SE Atlanta, GA 30334-1505  
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## **Department of Academic Support Services (Milledgeville Campus)**

The Department of Academic Support Services provides the following support services to students:

- Academic counseling assessment;
- Placement Testing
- Academic advisement and guidance support;
- Educational/Career planning
- Approval of Reasonable Accommodations for a Disability
- Referral Assistance for Professional Counseling and Educational Testing

### **Mission and Purpose**

The mission of the Department is to provide programs that assist the student in achieving realistic academic and personal goals.

The Department also strives to provide consultation to GMC staff and faculty on academic issues.

We offer help for the following academic areas:

- Disability/Accommodations
- Educational/Career planning
- Transfer planning
- Stress management
- GPA guidance
- Study skills
- Personal challenges

If you need help, contact the counselors listed below, Monday-Friday 8 a.m.- 5 p.m.:

Director of Academic Support Services /Manager of Student Disability Services

117 Zell Miller Hall, 201 East Greene Street,

Milledgeville, GA, 31061

478-387-4902

Fax 478-445-2425

Assistant Director of Academic Support Services/ Testing Coordinator: 478-387-4958

Coordinator of Advisement and Tutoring: 478-387-4959

The Office of Academic Support Services is located in Milledgeville, 117 Zell Miller Hall.



## **Things to Know at GMC**

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

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

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

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

**Course Requirements** - Get a syllabus for each class. Ask the professor to share one before the quarter begins, if you are considering a class.

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

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

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

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

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

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

**Get your GMC email set up and use it**- All course assignments, grades and important information will likely be mailed to your GMC account. Be sure to maintain it by daily monitoring and cleaning it of any trash mail.

**Use your GMC Online portal** – This will be the primary way in which your professor contacts you, provides you with information, and allows you to connect with classmates.



## Critical Thinking with Registration

### Steps to take:

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

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

**Note the periods of withdrawal** - Drop/add period is a short period at the beginning of the quarter during which the student is allowed to drop and add courses without academic or financial penalty. After this period the student has until midterm to withdraw from a course with a W or WF. There is financial obligation to pay for these courses and financial aid may be affected by the time period of withdrawal. After midterm the student is prohibited from withdrawing and will incur financial and academic penalty for not completing the course.

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

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

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

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

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

**Pre-register** - Know your target area and secure a spot by pre-registration.

**Pay your fees promptly** - After pre-registration pay your assessed fees promptly to assure a secured registration.

## Grade Point Average and Success

One of the most important scores is your Grade Point Average (GPA). Grade point averages are important calculations that will determine:

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

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



## Educational Support System



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

1. Initial transcript evaluation (for transcripts received) is done prior to admission to determine difficulties and proper placement in math and English courses.
2. Placement examinations in reading, English, and math are conducted for those applicants who need further evaluation. Scores on these tests ensure placement in the proper level of courses in math and English.
3. GMC offers learning support services in math, English, and reading to prepare students for college level course work.
4. The college provides all students the resources of tutors in math, science and English. This tutoring is at no charge to the student and is available regularly through the week at posted times. In addition to tutors, the

college has a computer lab, library automation services, and audio visual and informational aids to assist students.

5. The college provides advisement and placement services for all students. By proper advisement and registration, students will be able to maximize academic strengths without jeopardizing grade point standing.
6. The college provides an Academic Alert system. Students having academic difficulty (attendance, grades, self report) are identified by the professor and referred to the Assistant Director of Academic Support Services or the GMC Campus officer for academic counseling. Students are e-mailed a notice of the problem which includes helpful academic information. They are directed to meet with the Director of Academic Support Services or a representative and discuss the problem. A personalized plan of action is developed to remedy the problem. Academic support is available from the faculty, staff and the Department of Academic Support Services.
7. All students who fall into probationary status are tracked by the Director of Academic Support Services or the GMC Campus Representative. Every quarter, each probationary status student is kept informed of his academic progress while on probation and is continually advised of resources available to assist him.

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

Georgia Military College recognizes that some students will experience personal stressors in the academic environment. Students who have personal stress frequently find it difficult to successfully complete their academic and personal goals. Through the Department of Academic Support Services or the appropriate GMC Campus officer the student has someone to listen to problems and help discover ways to solve the dilemma. Such academic counseling is limited to assessment, assistance, and referral. Counseling does not include therapy or psychological evaluation. The function of the Department is to provide a friendly and helpful professional to talk about personal problems.



## **Academic Advisement & Guidance**

The Department of Academic Support Services also recognizes the primary function of GMC is to provide educational programs that enable the individual to transfer to institutions of higher learning, provide direct application to present job requirements, and provide an opportunity for job advancement.

The Department provides assistance in the development, organization, and implementation of Academic Advisement. The Support Services Representative also assist faculty in providing advisement to those students with academic problems, learning disabilities, or specific problems that require special consideration.

For the student, the Department may function as a secondary resource for advisement analysis and evaluation. Specific academic problems and plans to remedy those problems may require re-advisement and a change of registration.

The Department staff endeavor to promote better interpersonal contact between the advisor and advisee. Problems between the advisor and advisee may often be minimized through the mediation of the support services staff or the GMC campus officer.



## **Career Guidance (Milledgeville Campus)**

The Department sponsors the development, organization and coordination of a Probe Transfer Fair. During this time, representatives from colleges and local industry are available to provide accurate information for transfer and career planning. The Department also maintains a section of audio-visual aids and literature addressing the areas of: resume writing, interview skills, research techniques for career and academic development, resources for information on academic and career programs and self scoring career questionnaires. The student is recommended to use the Georgia Career Information Services (GCIS) within the online library resources offering.



# **Disability Services at GMC**

## **Policies and Procedures for Students with Disabilities**

Georgia Military College is committed to full compliance 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.

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 also protects individuals who have a record of a substantially limiting impairment or who are regarded as disabled by the institution whether qualified or not. A substantial impairment is one that significantly limits or restricts a major life activity such as hearing, seeing, speaking, breathing, performing manual tasks, walking, or caring for oneself.

The GMC Director Academic Support Services is the ADA/504 Coordinator responsible for coordinating efforts to comply with disability laws, including investigation of any complaint alleging noncompliance. The College ADA/504 Coordinator is assisted by the GMC-Preparatory School ADA/504 Coordinator.

### **a. Students with Disabilities**

Georgia Military College is committed to providing qualified disabled students with reasonable accommodations and support needed to ensure equal access to the academic programs and activities of the College.

All accommodations are made on a case-by-case basis. A student requesting accommodation must first contact the junior college or preparatory school ADA/504 Coordinator who coordinates services for students with disabilities. The coordinator reviews documentation provided by the student and, in consultation with the student, determines which accommodations are appropriate to the student's particular needs and academic programs.

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

### **Contact Person**

The Manager of Student Disability Services and Academic Support Services is located at the main campus of Georgia Military College at Milledgeville, in Zell Miller Hall, phone:

478-387-4902. At other GMC campus locations please contact the disability officer or the assistant dean.

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

**Rights and Responsibilities**

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

**Rights and Responsibilities of the Institution**

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

- Georgia Military has the right to request and receive documentation that supports a request for accommodation. The institution has the right to deny a request if the documentation demonstrates that no accommodation is necessary, or if the individual fails to provide such documentation;
- Georgia Military has the right to select among equally effective accommodations for individuals with a disability;
- Georgia Military has the right to refuse an unreasonable accommodation or one that imposes an undue hardship on the institution.
- Georgia Military has the responsibility to ensure that its recruitment information and activities are available and accessible;
- Georgia Military has the responsibility to evaluate applicants based solely on their abilities and qualifications. If an evaluation method of criterion unfairly discriminates against an applicant with a disability, the college will seek reasonable alternatives.
- Georgia Military has the responsibility to ensure that all of its academic programs are accessible and usable;
- Georgia Military has the responsibility to adjust, substitute or waive any academic requirements which unfairly discriminate against students with disabilities and that are not essential to the integrity of students' academic programs;

- Georgia Military has the responsibility to make reasonable accommodations for a student with a disability in the delivery, instructional method, and evaluation system of a course;
- Georgia Military has the responsibility to inform its applicants and students about the availability of auxiliary aids and the range of possible accommodations as well as the procedures for requesting them.
- If a request for modification is denied, Georgia Military has the responsibility to inform the individual of his or her right to appeal the decision and the procedures for initiating an appeal.

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

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

- Individuals with disabilities have the right to an equal opportunity to learn. They have a right to reasonable accommodations in aspects of their educational experiences such as location, delivery system, or instructional methodologies that limit access, participation, or ability to benefit.
- Individuals with disabilities have the right to an equal opportunity to participate in and benefit from the academic community. This includes access to services and co-curricular activities when reviewed in their entirety, which are comparable to those provided any other student;
- Individuals with disabilities have the right to confidentiality of all information and have the right to choose to whom information about their disabilities will be disclosed;
- Individuals with disabilities have the right to information regarding the availability of auxiliary aids and possible accommodations as well as procedures for making requests for either;
- Individuals with disabilities have the right to be informed of procedures for initiating an appeal of a decision by the institution regarding auxiliary aids or accommodations;
- Individuals with disabilities have the right to be informed of procedures for initiating further appeal of an institutional decision through external channels. This typically would be done through filing a complaint with the Office of Civil Rights or filing a case through the civil court system.

- Individuals with disabilities have the same responsibility as any other student to meet and maintain the institution's academic standards;
- Individuals with disabilities have the responsibility to advocate for their own individual needs and to seek information, counsel, and assistance as necessary to be effective self advocates;
- Individuals with disabilities have the responsibility to demonstrate or document how their disabilities limit their ability to benefit from a particular delivery system, instructional method, or evaluation criteria when they make a request for accommodation.
- Individuals with disabilities have the responsibility to follow published procedures for making such requests and to do so in a timely fashion;
- Individuals with disabilities have the responsibility to follow published procedures for filing an appeal.

### **Verification Process**

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

### **Verification Status**

Depending upon the type of disorder a student has been diagnosed with and/or the completeness of the documentation submitted, The Office of Student Disability Services will assign the student one of the following verification status:

On- Going – Student who receives an on-going verification has submitted current, complete documentation that clearly exhibits an impact from a disability which is stable, not expected to change over time, and supports the need for accommodation. These students will not be expected to submit additional documentation unless they request an accommodation that has not already been approved and is not supported by the previously submitted documentation.

Annual Renewal – An annual renewal verification is approved for those students who have a diagnosed disorder or condition, in which the impact may change over time. These students will be required to submit updated documentation on an annual basis to allow The Office of Student Disability Services to adjust the verification status and approved accommodations if necessary.

Temporary – Temporary verification status may be approved for students who have submitted some documentation which may state a diagnosis but may not be complete or is out-of-date. These students may be verified on a temporary, basis, allowing them time to gather the necessary documentation. A temporary verification status may also be given, as resources allow, to students who receive a temporary injury and may need accommodations until the injury is sufficiently healed. These students are verified for the length of time recommended by the treating physician.



Denied – Student may be denied verification for a number of reasons, including but not limited to, (1) submitted documentation which does not support the presence of a diagnosed disorder, (2) a diagnosed disorder that does not rise to the level of being disabling, (3) updated or additional documentation requested that is not submitted, (4) an applicant who is not admitted as a student at the College, or (5) required verification meetings that are not attended by the student and contact from the student has ceased.

## **PROCESS FOR DISABILITY SERVICES**

1. A student requesting accommodations for a disability must notify the Manager of Student Disability Services at the college. The Manager will give the student an application to apply for accommodations and inform the student of the specific documentation required based on the GMC Documentation Criteria.
2. The applicant completes the application and brings the documentation to the Manager of Student Disability Services at the college.
3. The Manager of Student Disability Services will conduct an interview to gather the student's perspective of how they are impacted.
4. Once the application, documentation and interview have been attained the Manager will review the documentation and determine verification. If appropriate the accommodation plan will be developed for the student. If information is not provided in the documentation as outlined in the documentation guidelines the missing information will be requested of the student.
5. The Manager then meets and reviews the accommodation plan with the student. The student will either sign the plan accepting the accommodations or refuse to sign it. If the student is not satisfied with the accommodation plan, then the student may seek another evaluation from an approved professional, and submit the new evaluation.
6. In the meeting with the student, the Manager will discuss confidentiality, timeliness, individual and case by case, and accommodations not being provided retro-actively. The student will be provided with instructor notification letters. **All disability files are to be kept confidential and in a secure location.**
7. The student will then meet with each instructor to provide the instructor notification letters and discuss the accommodations they chose to use in each class.

## **PROCESS FOR DISABILITY SERVICES AT OTHER GMC CAMPUSES AND EXTENSION CENTERS.**

1. A student requesting accommodations for a disability must notify the disability coordinator at their campus. The disability coordinator will give the student an application to apply for accommodations and inform the student of the specific documentation required based on the GMC Documentation Guidelines.

2. The applicant completes the application and brings the documentation to the disability coordinator at the college.
3. The Disability Coordinator, if possible, will schedule an initial interview with the student and the Manager of Student Disability Services to gather the student's perspective of how they are impacted.
4. The documentation is then scanned and sent to the Manager of Student Disability Services.
5. The Manager will conduct the initial interview with the student.
6. Once the application, documentation and interview have been attained the Manager will review the documentation and keep it on record. He/she then will develop the accommodation plan for the student and discusses it with the disability coordinator at the campus. If information is not provided in the documentation as outlined in the documentation guidelines the missing information will be requested of the student.
7. The disability coordinator then meets and reviews the accommodation plan with the student. The student will either sign the plan accepting the accommodations or refuse to sign it. If the student is not satisfied with the accommodation plan, then the student may seek another evaluation from an approved professional, and then bring this paperwork to the disability coordinator. All information is sent to the Manager of Student Disability Services for further review.
8. The disability coordinator will discuss confidentiality, timeliness, individual and case by case, and accommodations not being provided retro-actively. The student will be provided with instructor notification letters. **All disability files are to be kept confidential and in a secure location.**
9. The student will then meet with each instructor to provide the instructor notification letters and discuss the accommodations they chose to use in each class.
10. The disability coordinator at the campus works with the Campus Director, Assistant Dean, and faculty members to ensure that approved accommodations are provided to the student at that campus. In some instances, the disability coordinator may need to investigate outside services, such as sign language interpreters or speech-to-text devices. The Manager of Student Disability Services can provide guidance and a recommendation, but the final decision and cost analysis is up to each campus disability coordinator and administration.

### **Procedure for Requesting Accommodations Each Term**

It is the responsibility of the verified students to request accommodations each term if needed. The Office of Student Disability Services does not automatically implement accommodations each term. Students choosing to use accommodations should contact the Manager of Student Disability Services or the Coordinator on the respective campus. The student will supply a course schedule and distinguish for which courses they would

like to receive Instructor Notification Letters. **It is the responsibility of the student to request accommodations for each course by meeting with each instructor delivering the Notification Letter and discussing the desired accommodations.** Students must present the Notification Letter to the Instructor with **Timely Notice** prior to the need of the accommodation. Instructors are not required to provide classroom accommodations until a copy of this form is delivered by the student and are not required to provide accommodation retroactively. Therefore, it is encouraged that the students request accommodations early in the term.

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

Students who have been verified as eligible for accommodations may request additions to or deletions from their previously approved accommodations. Students requesting such a change should submit in writing a request for change of accommodations detailing what changes they are requesting and a detailed description of why they need the changes. The Manager of Student Disability Services will review the request, in conjunction with the documentation on file, to determine if there is support for the change. In some cases the Manager of Disability Services may request additional documentation to support the request. Disability Services may also contact the student to gather more information about the reasons for the request.

### **Grievance Procedures for Disability Services**

If the student feels that he/she has been unfairly or improperly treated due to a disability, he/she may contact the Disability Coordinator at that campus. The process, steps, and timeline to follow for filing a grievance are as follows:

In accordance with the Americans with Disabilities Act and in compliance with section 504 of the Rehabilitation Act of 1973, students have the right to request accommodations and to receive fair treatment within the educational system. Georgia Military College is committed to resolving disagreements regarding recommended accommodations.

Students should follow the steps below for addressing grievances with faculty/staff members:

- 1) If the grievance is with a faculty or staff member, then the student must express concern initially with that person in an informal manner as soon as the grievance occurs.
- 2) If the student is not satisfied with their informal conversation with the faculty or staff member, then the student should bring their grievance before the Manager of Disability Services (Milledgeville campus) or the Disability Coordinator (at other campuses). (If the grievance is with the Manager of Disability Services or the Disability Review office, then the student will see the Director of Academic Support Services and steps two and three will be combined.)
  - A) The student should first file a verbal grievance and allow the Manager of Disability Services to work informally with the faculty/staff member to resolve

the situation. If the situation is not resolved through informal discussion, then the student may file a written grievance.

B) In the written grievance, the student must

- Identify the faculty or staff member accused of committing the alleged discrimination;
- Include the date of the alleged discriminatory act(s);
- Provide a summary of the alleged discriminatory act that includes the events that have occurred;
- Identify any witnesses who have knowledge of the alleged discrimination;
- Sign and date the grievance

The written grievance is then presented to the Manager of Disability Services, who then contacts the Director of Academic Support Services.

3) The Director of Academic Support Services will notify and meet with the student and the accused to determine if the law and/or college policy was violated. If it was, then the Director of Academic Support Services will work with senior administrators and the student to resolve the problem. If it is determined that there was no violation, the complainant will be informed and other options for possible resolution of the complaint will be explained. The Director of Academic Support Services will provide the decision in writing to the student, faculty or staff member, and senior administration within ten working days after the issue has been presented to the Director of Academic Support Services. (Any academic or conduct grievances filed against a faculty or staff member must follow the grievance procedure of Academic Affairs.)

4) If the student is not satisfied with the decision of the Director of Academic Support Services (or Vice President of Academic Affairs), then the student may appeal this decision to the ADA Coordinator/Vice President of Human Resources.

5) If the student is not satisfied with the decision of the ADA Coordinator/Vice President of Human Resources, then the student may appeal this decision to the President.

6) If the student is not satisfied with the decision of the President, then the student may appeal this decision to the Federal Office of Civil Rights.

# Student Code of Conduct

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

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

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



## Academic Irregularity

See Student Academic Dishonesty under the Academic Affairs section.



# The Honor System



## Philosophy

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

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

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

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



## *Honor Code*

*I will not lie, cheat, steal  
or tolerate those who do.*



## *Spirit of the Honor Code*

The **Spirit of the Code** emphasizes being **truthful** (lying) in all matters. This also applies to the principles of **fairness** (cheating), **respect for others and their property** (stealing), and **corporate responsibility** (non-toleration). Students who live and abide by the **Spirit of the Code** will never have to worry about violating the proscriptions of the Honor Code.

The **Spirit of the Code** is embodied in positive principles behind each of the Code's four proscriptions. As an assertion of the way of life that marks true men and women of character, the **Spirit of the Code** goes beyond the mere external adherence to rules and procedures. Students who live and abide by the **Spirit of the Code** are **truthful, fair, respectful, and corporately responsible.**

## **Personal Honor**

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

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

## **Social Responsibility**

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

## **Awareness**

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

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



## **Directness**

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

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

The requirement to confront others about their acts of dishonesty may cause violators to re-evaluate their decisions. Not every student will feel comfortable with confronting a fellow student about academic misconduct, but consider that corporations, government agencies, and small businesses all depend on the willingness of their people to recognize and take a stand against serious breaches in ethical conduct. Employees who do not confront wrongdoing within their organizations tacitly condone behavior, which could ultimately compromise their own positions and security.

## **Choice**

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

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

# **Students and the Honor Code**

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

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

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

## **Adjudication of Honor Code Violations**

Violations of the Honor Code will be referred by the Dean of Students at the Milledgeville campus or the appropriate Distant Learning Center Director or Asst. Dean of Students to the Student Honor Council at each campus. The Student Honor Council may be an elected subset of the SGA. Additionally, the Corps of Cadets has a Cadet Honor Council to hear cases of cadet-specific issues. The Student Honor Council will consist of five (5) students and be advised by a member of the faculty. A staff advisor may also be assigned to assist with administrative efforts. Decisions are based on a majority vote and the standard of proof is the preponderance of the evidence presented.

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

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

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



## **The Faculty**

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

## **The Administration**

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

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

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

## **Non-Academic Irregularities**

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

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

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

2. **Damage to Property.** Malicious or unauthorized intentional damage or destruction of property belonging to the college, to a member of the college community, or to a visitor to the campus is prohibited.

3. **Disorderly Assembly.** Assembly on campus for the purpose of creating a riot, destruction or disorderly diversion which interferes with the normal operation of the college is prohibited. This should not be construed so as to deny the rights of peaceful, non-disruptive assembly.

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

4. Disorderly Conduct. Disorderly conduct or breach of the peace on college property, in college facilities or off campus when participating in a college activity is prohibited. The following behaviors are prohibited:

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

same household. This definition is applicable to criminal prosecutions for domestic violence in Georgia.

- **Dress Code.** Georgia Military College expects its students to dress and groom to reflect high standards of personal conduct which demonstrate good taste and are appropriate for college. Student dress may not present a health or safety hazard, violate city or state law, or present a potential for disruption to the instructional program. Attire or accessories which advertise, display, or promote any drug, including alcohol or tobacco, sexual activity, violence, lewd language, disrespect and/or bigotry towards any group are not acceptable. Unacceptable clothing and accessories include, but are not limited to, gang-related attire, excessively tight or revealing clothes, short shorts, bare midriff, low-cut blouses, tank tops, halter tops, tube tops, see-through tops, cropped shirts, spiked jewelry, or chains. Shorts and dresses must adequately cover the front, back, sides, and midriff. As a matter of common courtesy and respect, hats/caps are not to be worn inside buildings.
- **Drugs--**The possession or use (without valid medical or dental prescription), manufacturing, furnishing, or sale of any narcotic or dangerous drug controlled by federal or Georgia law on or off college property or in college facilities is prohibited.
- **Explosives.** No student shall possess, furnish, sell, or use explosives of any kind in or on college property.
- **Falsification of Records.** No student shall alter, counterfeit, forge, falsify, or cause to be altered, counterfeited, forged, or falsified, any record, form or document used by the college.
- **Fire Safety.** No student shall tamper with fire safety equipment. The unauthorized possession, sale, furnishing, or use of any incendiary device or ammunition is prohibited. No student shall set or cause to be set any unauthorized fire in or on college property. The possession or use of fireworks in or on college property is prohibited. No student shall make, or cause to be made, a false fire alarm.
- **Gambling.** The playing of cards or any other game of skill or chance for money or other items of value is prohibited.
- **Harassment** constitutes a form of discrimination that is prohibited by law. Georgia Military College harassment policy explicitly prohibits any form of harassment on the basis of actual or perceived membership in a protected class, by any member or group of the community, which creates a hostile environment, both objectively and subjectively.

- Hazing is defined as acts likely to cause physical or psychological harm or social ostracism to any person within the College community, when related to the admission, initiation, joining, or any other group-affiliation activity on the basis of actual or perceived membership in a protected class; hazing is also illegal under Georgia law and prohibited by College policy.
- Intimidation, defined as implied threats or acts that cause an unreasonable fear of harm in another on the basis of actual or perceived membership in a protected class.
- Parking. Parking is permitted only in appropriately designated areas. Vehicles parked in unauthorized areas will be subject to removal at owner's expense.
- Repeated violations. Repeated violations of published rules or regulations of the college cumulatively indicating an unwillingness or inability to conform to the standards of the college for student life are prohibited.
- Retaliation is defined as any adverse action taken against a person participating in a protected activity because of their participation in that protected activity. Retaliation against an individual for alleging harassment, supporting a complainant, or for assisting in providing information relevant to a claim of harassment is a serious violation of Georgia Military College policy and will be treated as another possible instance of harassment or discrimination. Acts of alleged retaliation should be reported immediately to Title IX Coordinators and will be promptly investigated. Georgia Military College will protect individuals who fear that they may be subjected to retaliation.
- Sexual Harassment. Unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature is prohibited.
- Sexual Contact—Non-consensual. Non-Consensual Sexual Contact is any intentional sexual touching, however slight, with any object by a man or a woman upon a man or a woman that is without consent and/or by force.
- Sexual Intercourse—Non-consensual. Non-Consensual Sexual Intercourse is any sexual intercourse, however slight, with any object, by a man or woman upon a man or a woman that is without consent and/or by force.
- Sexual Exploitation. Sexual Exploitation occurs when a student takes non-consensual or abusive sexual advantage of another for his/her own advantage or benefit, or to benefit or advantage anyone other than the one being exploited, and that behavior does not otherwise constitute one of other sexual misconduct offenses.

- Smoking, eating, or drinking. Smoking, eating, or drinking is prohibited in areas so designated. Prohibited areas include all classrooms, laboratories, and other areas where such restrictions are posted. Smoking includes anything that gives off a smoke, steam or vapor, including electronic cigarettes.
- Stalking is defined as conduct directed at a specific person on the basis of actual or perceived membership in a protected class that is unwelcome and would cause a reasonable person to feel fear. The Georgia code (O.C.G.A. §16-5-90) stipulates that a person commits the offense of stalking when he or she follows, places under surveillance, or contacts another person at or about a place or places without the consent of the other person for the purpose of harassing and intimidating the other person. This definition is applicable to criminal prosecutions for stalking in Georgia. In this context, “Harassing or intimidating” means that the stalker does repeated acts that cause you to reasonably fear for the safety of yourself or a member of your immediate family and that cause you emotional distress (harm). Even if s/he does not specifically threaten to physically harm you, his/her behavior could still be considered “harassing or intimidating.”
- Student I.D. Cards. Lending, selling, or otherwise transferring a student ID card is prohibited. The use of a student I.D. card by anyone other than its original holder is prohibited.
- Theft. No student shall sell a textbook not his own without written permission of the owner. No student shall take, attempt to take, or keep in his possession, items of college property, or items belonging to students, faculty, staff, student groups, or visitors to the campus without proper authorization.
- Threatening or causing physical harm, extreme verbal abuse, or other conduct which threatens or endangers the health or safety of any person on the basis of their actual or perceived membership in a protected class.
- Unauthorized Entry or Use of College Facilities. No student shall make unauthorized entry into any college building, office, or other facility nor shall any person remain without authorization in any building after normal closing hours. No student shall make unauthorized use of any college facility.
- The use of GMC computer facilities for the purpose of solicitation, enticement, or seduction of a minor is prohibited. The use of GMC computer facilities for compiling, transmitting, printing, publishing, or reproducing trading, selling or exchanging any notice, statement, advertisement or any child’s name, telephone number, place of residence, physical characteristics or other identifying information for the purpose of offering or soliciting sexual conduct of or with any child or the visual depiction thereof is prohibited and actionable under Georgia law.

- Violation of local, state, or federal law. The violation of local, state or federal law, on or off campus, that constitutes (or creates a substantial likelihood of) material interference with the normal, orderly operation, and process of the college is prohibited.
- Weapons. Students are prohibited from possession of firearms in or on college property except by law enforcement officers, judges, and district attorneys. The possession or use of any other offensive weapon is prohibited. Weapon is defined as being inclusive but not limited to the following: pistol, revolver, or any weapon designed to propel a missile or projectile of any kind, or any dirk, bowie knife, switchblade knife, ballistic knife, any other knife having a blade of two or more inches, straightedge razor, razor blade, spring stick, metal knucks, blackjack, any bat, club, or other bludgeon-type weapon, or any flailing instrument consisting of two or more rigid parts connected in any manner, including numchahka, numchuck, numchaku, shuriker, or fighting chain, or any disc, of whatever configuration, having at least two points or pointed blades which is designed to be thrown or propelled and which may be known as a throwing star or oriental dart, or any weapon of any kind, and any stun gun or laser. Anyone bringing weapons on campus faces prosecution and students face expulsion.
- Any other College rules, when a violation is motivated by the actual or perceived membership of the victim in a protected class, may be pursued using this policy and process.

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

## **Procedures**

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

1. All complaints of alleged violations by a student are made to the Dean of Students, the Commandant of Cadets, or the GMC Campus Director (Convening Authorities). Each complaint should include a statement of facts outlining each alleged act of misconduct.



2. The student will be notified by the Dean of Students, the Commandant of Cadets, or the GMC Campus Director that he/she is accused of a violation and will be asked to come in for a conference to discuss the complaint.

3. At the above mentioned conference, the student shall be advised that:

a. The student may admit or deny the alleged violation, waive all further hearings, and request that the college official take appropriate action.

b. The student may admit or deny the alleged violation. If the case involves the possibility of suspension or expulsion, the Dean of Students, the Commandant of Cadets, or GMC Campus Director may refer the case to the Disciplinary Committee for full disposition. Otherwise, the Dean of Students, the Commandant of Cadets, or the GMC Campus Director will make full disposition of the case. These administrators may, for good cause, refer any case to the Disciplinary Committee.

4. Students referred to the Disciplinary Committee by a Convening Authority will be given reasonable notice in advance of the hearing. The notice will be provided verbally or in writing, preferably in person. Otherwise, the notification will be by certified mail to the last local address of the student within the reasonable knowledge of the Dean of Students, the Commandant of Cadets, or GMC Campus Director. The notice will include the following:



- The date, time, and place of hearing.
- A statement of the specific charges and grounds which, if proven, would justify disciplinary action being taken.
- The names of witnesses scheduled to appear.
- Parents of a minor will be notified of the charges.

5. The student, if a minor, is expected to notify parents or guardians concerning the charges and these persons may request a conference with the college officials prior to the hearing.

6. The Disciplinary Committee's findings and recommendations are sent to the Convening Authority for decision. The Convening Authority is empowered to decide disciplinary probation of one year or less and suspensions of one quarter or less. These decisions can be appealed to the President who is the final appellate authority.

Decisions involving expulsion, probation for more than one year, and suspensions of more than one quarter are reserved by the President. There is no appeal.

7. A copy of the final decision will be given or mailed to the student and, if the student is a minor or if the student so requests, to his/her parents or guardian.

## **Convening Authority Responsibilities**

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

## **Code of Conduct Penalties**

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

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

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

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

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

## **The Disciplinary Committee**

- The Disciplinary Committee is appointed by the President of the college for the Milledgeville campus and by the Directors for the GMC Campuses.
- The Disciplinary Committee hears cases involving alleged violations of the Student Code of Conduct and violations of Cadet Rules and Regulations referred to it by the Convening Authority (Dean of Students, GMC Campus Directors, or the Commandant of Cadets). Normally, these cases are those in which there is a possibility of suspension or expulsion of the accused student.

- Preliminary investigations of charges against students are made by the Dean of Students, Commandant of Cadets, or GMC Campus Director. Cases are referred to the Disciplinary Committee through its chairperson. The chairperson sets the time and place for a hearing and notifies other members and from that point, all summoning of defendant(s) and witnesses is done by the authority that referred the matter to the Disciplinary Committee.
- Decisions of the Disciplinary Committee are made by majority vote. A quorum consists of three members.
- Members of the Disciplinary Committee may disqualify themselves if their personal involvement in the case is detrimental to the interest of the accused or of the institution. Replacements for members who disqualify themselves may be made by the President on main campus, or the Directors at the other GMC Campuses.
- The Disciplinary Committee Chairperson ensures that minutes of the proceedings are accurately prepared and files maintained.
- The Disciplinary Committee Chairperson is responsible for communicating findings and recommendations made by the Committee's recommendations to the Convening Authority for final decision.

## **Classroom Behavior**

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

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

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

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



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

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

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

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

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

## **Disciplinary Obligations**

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

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

# Student Rights and Responsibilities



## To Take Stands on Issues

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

## To Invite and Hear Speakers

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

## To Have Their Records Kept Confidential

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

## To Participate in Institutional Decision-Making

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

## **To Due Process**

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

## **Against Prejudiced Academic Evaluation**

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

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

## **To Publish Student Publications**

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

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

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

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

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

## **Student Medical Withdrawals**

See the College Catalog.

## **Submitting and Resolving Student Complaints**

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

The college expects that students will attempt to resolve complaints at the lowest possible level before submitting a formal complaint.

Formal complaints must be submitted in writing and must be signed by the complaining student. Complaints sent by email are considered to be signed written complaints. The college will not treat anonymous complaints and those submitted by anyone other than the complaining student as formal complaints.

Students will be informed in the GMC Catalog and GMC Student Handbook that the preferred method for submitting student complaints is electronically by way of the GMC Student Portal. The GMC Student Portal will provide an electronic pathway for students to submit complaints either to the President, Vice President for Academic Affairs and Dean of Faculty, or to others in authority through the GMC Executive Vice President.

Other GMC Campus students are expected to send written complaints directly to the appropriate GMC Campus Director or Assistant Director. Complaints electronically submitted through the GMC Student Portal will be routed to appropriate Campus Directors and Assistant Directors.

Students enrolled in GMC Online courses are expected to send written complaints directly to the GMC Vice President for Information Technology and Online Learning. Complaints electronically submitted by students through the GMC Student Portal will be routed through the GMC Executive Vice President to the Vice President for Information Technology and Online Learning and others in authority as appropriate.



Students attending the GMC Milledgeville Campus are expected to send written complaints directly to the GMC Vice President for Academic Affairs and Dean of Faculty if the complaint is concerned with academic matters or to the GMC Executive Vice President for all other matters. Complaints electronically submitted by students through the GMC Student Portal will be routed through the GMC Executive Vice President to the appropriate Vice President-level department head or GMC Campus Director.

Any student not satisfied with actions taken to resolve their complaint may send a formal complaint, regardless of subject, to the President of Georgia Military College.

The college expects administrators charged with resolving student complaints to handle each complaint fairly and expeditiously and to maintain records necessary to demonstrate that the college follows established procedures when resolving student complaints.

Students, staff, administrators, and faculty are entitled to a working environment and educational environment free of discriminatory harassment. Georgia Military College harassment policy is not meant to inhibit or prohibit educational content or discussions inside or outside of the classroom that include germane, but controversial or sensitive subject matter.

## **Protection against Sexual Harassment**

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

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

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

## **Equal Opportunity Violations**

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

Georgia Military College will not discriminate against any employee, applicant for employment, student, or applicant for admission on the basis of race, hearing status, personal appearance, color, sex, pregnancy, political affiliation, source of income, place of business, residence, religion, creed, ethnicity, national origin (including ancestry), citizenship status, physical or mental disability, age, marital status, family responsibilities, sexual orientation, gender, gender identity, veteran or military status (including special disabled veteran, Vietnam-era veteran, or recently separated veteran), predisposing genetic characteristics, domestic violence victim status, or any other protected category under applicable local, state or federal law, including protections for those opposing discrimination or participating in any complaint process on campus or within the Equal Employment Opportunity Commission (EEOC) or other human rights agencies.

This policy covers nondiscrimination in employment and in access to educational opportunities. Therefore, any member of the campus community, guest, or visitor who acts to deny, deprive, or limit the educational, employment, social access, or benefits and opportunities of any member of the campus community on the basis of their actual or perceived membership in the protected classes listed above is in violation of the College policy on nondiscrimination. When brought to the attention of the College, any such discrimination will be appropriately remedied by the College.

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

## **Gender-based Misconduct Policy**

### **Introduction**

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

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

The expectations of our college community regarding sexual misconduct can be summarized as follows: In order for individuals to engage in sexual activity of any type with each other, there must be clear, knowing and voluntary consent prior to and during sexual activity. Consent is sexual permission. Consent can be given by word or action, but non-verbal consent is not as clear as talking about what you want sexually and what you don't. Consent to some form of sexual activity cannot be automatically taken as

consent to any other form of sexual activity. Silence--without actions demonstrating permission--cannot be assumed to show consent.

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

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

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

There are inherent risks in any romantic or sexual relationship between individuals in unequal positions (such as teacher and student, supervisor and employee). These relationships may be less consensual than perceived by the individual whose position confers power. The relationship also may be viewed in different ways by each of the parties, particularly in retrospect. Furthermore, circumstances may change, and conduct that was previously welcome may become unwelcome. Even when both parties have consented at the outset to a romantic or sexual involvement, this past consent may not remove grounds for a later charge of a violation of applicable sections of the faculty/staff handbooks. The college does not wish to interfere with private choices regarding personal relationships when these relationships do not interfere with the goals and policies of the college. For the personal protection of members of this community, relationships in which power differentials are inherent (faculty-student, staff-student, administrator-student) are generally discouraged. Consensual romantic or sexual relationships in which one party maintains a direct supervisory or evaluative role over the other party are unethical. Therefore, persons with direct supervisory or evaluative responsibilities who are involved in such relationships must bring those relationships to the timely attention of their supervisor, and will likely result in the necessity to remove the employee from the supervisory or evaluative responsibilities, or shift the student out of being supervised or evaluated by someone with whom they have established a consensual relationship. This includes students over whom they have direct responsibility. While no relationships are prohibited by this policy, failure to self-report such relationships to a supervisor as required can result in disciplinary action for an employee.

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

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

- a. If you have limits, make them known as early as possible.

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

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

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

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

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

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

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

Sexual Harassment:

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

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

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

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

Non-Consensual Sexual Contact:

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

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

Non-Consensual Sexual Intercourse

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

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

## Sexual Exploitation

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

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

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

### **Additional applicable definitions:**

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

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

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

Incapacitation is defined as a state where someone cannot make rational, reasonable decisions because they lack the capacity to give knowing consent (e.g., to understand the "who, what, when, where, why, or how" of their sexual interaction). This

policy also covers a person whose incapacity results from mental disability, involuntary physical restraint, or from the taking of incapacitating drugs.

Consent to some sexual contact (such as kissing or fondling) cannot be presumed to be consent for other sexual activity (such as intercourse). A current or previous dating relationship is not sufficient to constitute consent. The existence of consent is based on the totality of the circumstances, including the context in which the alleged incident occurred and any similar previous patterns that may be evidenced. Silence or the absence of resistance alone is not consent. A person can withdraw consent at any time during sexual activity by expressing in words or actions that he or she no longer wants the act to continue, and, if that happens, the other person must stop immediately.

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

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

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

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

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

Incapacitation: Sexual activity with someone who one should know to be -- or based on the circumstances should reasonably have known to be -- mentally or physically

incapacitated (by alcohol or other drug use, unconsciousness or blackout), constitutes a violation of this policy.

Incapacitation is a state where someone cannot make rational, reasonable decisions because they lack the capacity to give knowing consent (e.g., to understand the “who, what, when, where, why or how” of their sexual interaction).

This policy also covers a person whose incapacity results from mental disability, sleep, involuntary physical restraint, or from the taking of rape drugs. Possession, use and/or distribution of any of these substances, including Rohypnol, Ketomine, GHB, Burundanga, etc. is prohibited, and administering one of these drugs to another student is a violation of this policy. More information on these drugs can be found at <http://www.911rape.org/>

The use of alcohol or other drugs will never function as a defense for any behavior that violates this policy.

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

## **Sanctions**

a. Any student found responsible for violating the policy on Non-Consensual or Forced Sexual Contact (where no intercourse has occurred) will likely receive a sanction ranging from probation to expulsion, depending on the severity of the incident, and taking into account any previous campus conduct code violations.

b. Any student found responsible for violating the policy on Non-Consensual or Forced Sexual Intercourse will likely face a recommended sanction of suspension or expulsion.

c. Any student found responsible for violating the policy on sexual exploitation or sexual harassment will likely receive a recommended sanction ranging from warning to expulsion, depending on the severity of the incident, and taking into account any previous campus conduct code violations.

d. The conduct body reserves the right to broaden or lessen any range of recommended sanctions in the case of serious aggravating or mitigating circumstances or egregiously offensive behavior. Neither the initial hearing officers nor any appeals body or officer will deviate from the range of recommended sanctions unless compelling justification exists to do so.

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

## **Procedures**

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



**Milledgeville Campus:** Sheriff, Baldwin County, 478-445-4891,  
Milledgeville Police Department, 478-414-4000.

**Sandersville Extension Center:** Office of the Assistant Dean for Academic Affairs,  
201 E. Greene Street, Milledgeville, GA 31061, 478-387-4793.

**Madison Extension Center:** Office of the Assistant Dean for Academic Affairs,  
201 E. Greene Street, Milledgeville, GA 31061, 478-387-4793.

**GMC-Augusta Campus:** Columbia County Sheriff, 706-541-2800

**GMC-Columbus:** 911, City Police 706-653-3205

**GMC-Fairburn:** 911, City Police 770-964-1441.

**GMC-Valdosta Campus:** 911, City Police, 229-245-5270.

**GMC-Warner Robins Campus:** City Police, 478-929-1170  
Houston County Sheriff, 478-542-2125

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

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

**Milledgeville Campus:** At the Office of the Dean of Students, 201 E. Greene Street, Milledgeville, GA 31061. Appointment for the filing of such report may be made by telephone to 478-387-4720.

**Sandersville Extension Center:** At the Office of the Director, 201 East Greene Street, Milledgeville, GA 31061. Appointment for the filing of such report may be made by telephone at 478-240-3012.

**Madison Extension Center:** At the Office of the Director, 201 East Greene Street, Milledgeville, GA 31061. Appointment for the filing of such report may be made by telephone at 706-343-5863.

**Augusta Campus:** At the Office of the Assistant Director/Assistant Dean of Students, GMC-Augusta, 115 Davis Rd., Martinez, GA 30907. Appointment for filing this report may be made by telephone at 706-993-1092

**Columbus Campus:** At the Office of the Assistant Director/Assistant Dean of Students, 7300 Blackmon Road, Columbus, GA 31909 at 706-478-2754

**Fairburn Campus:** At the Office of the Assistant Director/Assistant Dean of Students, 320 West Broad Street, Suite 200, Fairburn, GA, 30213. Appointment for filing this report may be made by telephone at 678-833-1414

**Stone Mountain Extension Center:** At the Office of the Extension Center Director, 5325 Manor Drive, Stone Mountain, GA 30083. Appointment for filing this report can be made by calling 678-379-1387.

**Valdosta Campus:** At the Office of the Director, 4201 North Forrest Street Valdosta, GA 31605. Appointment for filing this report may be made by telephone at 229-269-4848.

**Warner Robins Campus:** At the Office of the Assistant Director/Assistant Dean of Students, located at 801 Duke Avenue, Warner Robins, GA, 31093. Appointment for filing this report may be made by telephone at 478-225-0005.

## **Counseling/Medical Services**

Personal and academic problem assistance is available in the Department of Academic Support Services. Call 478-387-4960 for an appointment. Should you be a victim of sexual assault, call local law enforcement and go to the Emergency Room for treatment. In the event a medical examination is required to preserve the evidence of rape or sexual assault, such examination would be necessary immediately after the crime and prior to any change in the body of the victim by washing or elimination of fluids. The medical examination is the responsibility of the victim. There are no facilities for medical examination on the campus of Georgia Military College, and it would be necessary for such examination to be arranged off-campus, with the cooperation of the victim.

## **Disciplinary Actions**

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

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

At the hearing of an accusation of sexual assault:

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

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

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

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

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

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

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

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

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

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

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

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

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

## **Responsible Employees:**

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

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

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

### **a. Confidential Reporting**

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

### **b. Private Reporting**

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

supervisors, but they do not share any personally identifiable information about the report unless the reporting party gives permission, except in the rare event that the incident reveals a need to protect the reporting party or other members of the community. If personally identifiable information is shared, it will be shared with as few people as possible and all efforts will be made to protect privacy to the greatest possible extent.

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

Complainants are encouraged to speak to College officials, such as the Title IX and AA Coordinators, GMC Campus Directors, Preparatory School Principal, and Campus Police to make formal reports of incidents of sexual misconduct.

Complainants have the right, and can expect, to have complaints taken seriously by the College when formally reported, and to have those incidents investigated and properly resolved through these procedures. Formal reporting still affords privacy to the reporter, and only a small group of officials who need to know will be told. Information will be shared as necessary with investigators, witnesses, and the accused student/respondent. The circle of people with this knowledge will be kept as tight as possible to preserve a complainant's rights and privacy.

### **Federal Statistical Reporting Obligations**

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

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

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

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

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

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

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

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

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

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

The Equity Grievance Panel (EGP) includes:

- 2 Co-chairs
- One Administrative Hearing Officer who is an *ex officio* member and serves as Chair of grievance panel hearings for student respondents
- At least 5 faculty members or academic affairs staff members
- At least 5 members of the administration
- At least 5 members of the non-academic staff

- At least two representatives from Campus Police
- At least two representatives from Human Resources
- At least two representatives from the Office of the Commandant of Cadets
- At least two representatives from Athletics

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

## **2. Filing a complaint**

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

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

## **3. Complaint Intake**

Following receipt of notice or a complaint, the Title IX Coordinator<sup>1</sup> will, promptly assign an EGP panel member to work as advisor/advocate to the person who reported the complaint, or complainant may choose another trained or non-trained advisor or proceed without an advisor. Normally, within two business days, an initial determination is made whether a policy violation may have occurred or whether conflict resolution might be

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

appropriate. If the complaint does not appear to allege a policy violation or if conflict resolution is desired by the complainant, and appears appropriate given the nature of the alleged behavior, then the complaint does not proceed to investigation.

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

#### **4. Investigation**

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

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

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

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



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

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

## **6. Complaint Resolution**

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

### **a. Conflict Resolution**

Conflict resolution is often used for less serious, yet inappropriate, behaviors and is encouraged as an alternative to the formal hearing process to resolve conflicts. The Title IX Coordinator will determine if conflict resolution is appropriate, based on the willingness of the parties, the nature of the conduct at issue, and the

susceptibility of the conduct to conflict resolution. In a conflict resolution meeting, an EGP member will, if possible, facilitate a dialogue with the parties to an effective resolution. Sanctions are not possible as the result of a conflict resolution process, though the parties may agree to appropriate remedies. The Title IX Coordinator will keep records of any resolution that is reached, and failure to abide by the accord can result in appropriate responsive actions.

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

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

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

#### **c. Formal Hearing**

For any complaints that are not appropriate for conflict resolution and which are not resolved without a hearing, the Title IX Coordinator will initiate a formal

hearing or for employees for whom no hearing process is available, will refer his/her findings to the Vice President of Human Resources for implementation.

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

**a. Hearing Panels**

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

**b. Notification of Charges**

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

- A description of the alleged violation(s), a description of the applicable procedures, and a statement of the potential sanctions/responsive actions that could result;
- The time, date and location of the hearing and a reminder that attendance is mandatory, superseding all other campus activities. If any party does not appear at the scheduled hearing, the hearing will be held in their absence. For compelling reasons, the Co-chair may reschedule the hearing.
- The parties may have the assistance of an EGP panel member, or other advisor at the hearing. Typically, advisors are members of the campus community, but the Title IX Coordinator may grant permission for an outside advisor upon request. The advisor may not be a practicing attorney and no practicing attorney may be present in the hearing room. In the rare instance where civil or criminal court proceedings currently involve a party to the complaint or at the discretion of the Chair, legal counsel may be permitted to serve as an advisor. The advisor may not make a presentation or represent the complainant or respondent during the

hearing. The parties to the hearing are expected to ask and respond to questions on their own behalf, without representation by their advisor. The advisor may consult with the advisee quietly or in writing, or outside the hearing during breaks, but may not speak on behalf of the advisee to the panel.

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

### **c. Hearing Procedures**

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

Participants will include the non-voting Chair, the three members of the panel, the investigator(s) who conducted the investigation on the complaint, the complainant and respondent(s) (or three organizational representatives in a case where an organization is charged), advisors/advocates to the parties, and any called witnesses. The Chair will exchange the names of witnesses the College intends to call, all pertinent documentary evidence and any written findings from the investigators between the parties at least two business days prior to the hearing. In addition, the parties will be given a list of the names of each of the EGP panel members at least two business days in advance of the hearing. Should either (any) party object to any panelist, he/she must raise all objections, in writing, to the Chair immediately. Panel members will only be unseated if the Chair concludes that their bias precludes an impartial hearing of the complaint. Additionally, any panelist or Chair who feels he/she cannot make an objective determination must recuse himself or herself from the proceedings when notified of the identity of the parties and all witnesses in advance of the hearing.

The Chair, in consultation with the parties and investigators, may decide in advance of the hearing that certain witnesses do not need to be physically present if their testimony can be adequately summarized by the investigator(s) during the hearing. All parties will have ample opportunity to present facts and arguments in full and question all present witnesses during the hearing, though formal cross-

examination is not used between the parties. If alternative questioning mechanisms are desired, such as screens, Skype, or questions directed through the Chair, the parties should request them from the Chair at least two business days prior to the hearing.

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

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

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

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

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

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

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

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

#### **d. Decisions**

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

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

The Title IX Coordinator (or designee) will inform the accused individual and the complainant of the final determination within 2-3 business days of the hearing.

Notification will be made in writing and may be delivered by one or more of the following methods: in person; mailed to the local or permanent address of the parties as indicated in official Georgia Military College records; or emailed to the parties' Georgia Military College-issued email account. Once mailed, emailed, or received in-person, notice will be presumptively delivered.

#### **e. Sanctions**

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

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

#### **i. Student Sanctions [Example]**

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

- *Warning:* A formal statement that the behavior was unacceptable and a warning that further infractions of any Georgia Military College policy, procedure, or directive may result in more severe sanctions/responsive actions.
- *Probation:* A written reprimand for violation of the Code of Student Conduct, providing for more severe disciplinary sanctions in the event that the student or organization is found in violation of any Georgia Military College policy, procedure, or directive within a specified period of time. Terms of the probation will be specified and may include denial of specified social privileges, exclusion from co-curricular activities, non-contact orders, or other measures deemed appropriate.
- *Suspension:* Termination of student status for a definite period of time not to exceed one year, or until specific criteria is met. Students who return from suspension are automatically placed on

probation through the remainder of their tenure at College. This sanction will be noted as a Conduct or Disciplinary Suspension on the student's official transcript.

- *Expulsion*: Permanent termination of student status, revocation of rights to be on campus for any reason or attend Georgia Military College-sponsored events. This sanction will be noted as a Conduct or Disciplinary Expulsion on the student's official transcript. **NB: Expulsions must be approved by the President.**
- *Withholding Diploma*. The College may withhold a student's diploma for a specified period of time or deny student participation in commencement activities if the student has a complaint pending or as a sanction if the student is found responsible for an alleged violation.
- *Revocation of Degree*. The College reserves the right to revoke a degree awarded from Georgia Military College for fraud, misrepresentation, or other violation of Georgia Military College policies, procedures, or directives in obtaining the degree, or for other serious violations committed by a student prior to graduation. **NB: Revocation of Degree must be approved by the President.**
- *Organizational Sanctions*. Inactivation or loss of all privileges for a specified period of time.
- *Other Actions*: In addition to or in place of the above sanctions, the College may assign any other sanctions as deemed appropriate.

## **ii. Employee Sanctions**

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

## **f. Withdrawal or Resignation While Charges Pending**

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



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

### **g. Appeals**

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

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

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

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

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

- Appeals decisions by the EGP panel are to be deferential to the original decision, making changes to the finding only where there is clear error and to the sanction/responsive action only if there is a compelling justification to do so.
- Appeals are not intended to be full re-hearings of the complaint. In most cases, appeals are confined to a review of the record of the original hearing, and pertinent documentation regarding the grounds for appeal.

Appeals granted based on new evidence should be remanded to the original hearing panel for reconsideration. Other appeals may be remanded at the discretion of the Title IX Coordinator or heard by the three-member panel of the EGP appointed by the President.

- Sanctions imposed are implemented immediately unless the President or Title IX Coordinator stays their implementation, pending the outcome of the appeal.
- The Title IX Coordinator will normally, after conferring with the EGP appeals panel, render to the President and to all parties within 2-3 business days from hearing of the appeal a written decision on the appeal.
- All parties should be informed of whether the grounds for an appeal are accepted and the results of the appeal decision.
- Once an appeal is decided, the outcome is final: further appeals are not permitted.

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

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

#### **i. Records**

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

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

- To be treated with respect by College officials.
- To take advantage of campus support resources (such as Counseling for students, or EAP services for employees).
- To experience a safe living, educational, and work environment.
- To have an advisor/advocate during this process.
- To refuse to have an allegation resolved through conflict resolution procedures.
- To receive amnesty for minor student misconduct (such as alcohol or drug violations) that is ancillary to the incident.
- To be free from retaliation.

- To have complaints heard in substantial accordance with these procedures.
- To full participation of the injured party in any EGP process whether the injured party or the College is serving as complainant.
- To be informed in writing of the outcome/resolution of the complaint, sanctions where permissible and the rationale for the outcome where permissible.

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

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

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

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

- *Does information about a complaint remain private?*

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

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

- *Will my parents be told?*

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

- *Will the accused student know my identity?*

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

- *Do I have to name the perpetrator?*

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

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

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

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

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

- *What about legal advice?*

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

- *What about changing residence hall rooms?*

If you want to move, you may request a room change. Room changes under these circumstances are considered emergencies. It is typically institutional policy that in emergency room changes, the student is moved to the first available suitable room. If you want the accused student to move, and believe that you have been the victim of sexual misconduct, you must be willing to pursue a formal or informal college complaint. No contact orders can be imposed and room changes for the accused student can usually be arranged quickly. Other accommodations available to you might include:

- Assistance from GMC staff in completing the relocation;
- Assistance with or rescheduling an academic assignment (paper, exams, etc.);
- Taking an incomplete in a class;
- Assistance with transferring class sections;
- Temporary withdrawal;
- Assistance with alternative course completion options;
- Other accommodations for safety as necessary.

- *What should I do about preserving evidence of a sexual assault?*

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

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

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

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

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

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

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

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

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

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

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



## **Military Activities**



# Military Activities

## General Information

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

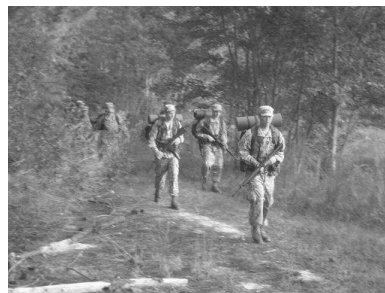
## Leaders Training Course

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

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

## ROTC Advanced Course

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





## Financial Aid-General Information



Many students do not have the financial resources to accomplish their educational objectives. Through the financial aid programs, a combination of federal and/or state grants, state scholarships, institutional scholarships, work study and loans, Georgia Military College makes every effort to assure that no qualified student will be denied the opportunity to attend school because of the lack of funds.

GMC utilizes the results of the Free Application for Federal Student Aid (FAFSA) in determining a student's level of financial need. You must apply online at <http://www.fafsa.ed.gov>.

Contact the Financial Aid Office for information on other forms needed for state grants, scholarships, work study and loans. Some basic eligibility requirements for receiving financial aid are to be a US citizen or permanent US resident, be enrolled in degree program, not be in default of a federal student loan, be registered for Selective Service (required for males only), make satisfactory academic progress according to the standards listed in the College Catalog, and complete 2/3 of all course work attempted.

Some programs may have additional eligibility requirements. Check with the Financial Aid Office for information regarding specific programs.

The amount of aid available from most state and federal aid programs is related to student academic load for the term. Both the state and federal aid programs recognize 12 credit hours as the “full load” benchmark for maximum financial aid.

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

#### **Federal Pell Grant:**

This federally funded need-based grant pays the student monies for tuition, fees, books, and supplies and on-campus housing costs. Any remaining balance will be paid to the student to use for other school related expenses.

Students may apply for the Pell Grant by completing the Free Application for Federal Student Aid (FAFSA), which is available online at <http://www.fafsa.ed.gov>.

The number of course hours is a part of the formula for calculating eligibility for this grant as well as the student's total family income. The financial aid office may request additional verification requirements

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

This need-based award is designed to aid students with financial needs beyond the Federal Pell Grant.

Students must be eligible for Federal Pell Grant in order to be considered for this award. Contact the Financial Aid Office for residency requirements.

## **Georgia Tuition Equalization Grant (GTEG):**

This grant provides monies to eligible Georgia residents who enroll on a full-time basis at GMC. Contact the Financial Aid Office for residency requirements.

## **General Information**

### **Campus Safety Tips**

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

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



To develop good safety habits, follow these security tips:

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

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



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

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

**Residence Hall Safety:**

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

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

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

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

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

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

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

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

# Georgia Military College Alma Mater

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

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

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

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

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

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



# Georgia Military College Cadet Prayer

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

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

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

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

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

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

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

*Guide our footsteps and cleanse our minds.*

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

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

*Amen*

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

