



# **STUDENT HANDBOOK 2019-2020**

## **THE DEPARTMENT OF STUDENT AFFAIRS**

**Atlanta Metropolitan State College**  
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## THE DEPARTMENT OF STUDENT AFFAIRS

The Division of Student Affairs provides every student with programs and services, in support of the academic mission of Atlanta Metropolitan State College (AMSC), that assist and *empower students* to achieve their highest educational potential.

Student Affairs at AMSC works diligently to intensify our engagement with faculty, staff, students, and the community to build congruent bridges to create a stimulating and *inclusive* educational environment that is conducive to the holistic growth and development of all of our students. Student Affairs promotes excellence through collaborative services, and strive to be responsive, caring and very personal such that we can strategically meet the multitudinous needs of the 21<sup>st</sup> century. This commitment to students' initiates *prior to entrance, sustains throughout matriculation, and continues beyond graduation.*

The Division of Student Affairs is comprised of the following departments: Enrollment Services & the Registrar's Office, Student Outreach & Access, Financial Aid, Counseling & Disability Services, Student Activities, Military Outreach and TRIO Programs.

### Our Mission

In keeping with the academic mission of the institution, the Division of Student Affairs exists to provide student-focused programs and services that support student success and enhance the student experience at AMSC. Our aim is to create critical student learning opportunities beyond the classrooms that support the intellectual, personal, and civic growth of our students.

## MISSION STATEMENT

*Atlanta Metropolitan State College, a unit of the College System of Georgia, focuses on excellence, where outstanding faculty members and committed staff teach and facilitate the successful academic matriculation and holistic development of students. The College offers an affordable liberal arts education and prepares students from a diverse urban community to function in a global society.*

## **Our Values**

Our core values are what we stand for as employees and professionals in the field of Student Affairs at AMSC. These six values—*Learning, Student Success, Excellence, Integrity, Diversity, and Community*—are reflected in the many programs and services we offer our students and the campus community. Our values guide us as we carry out our mission and the vision of the institution:

### **Learning**

AMSC values education above all. The academic freedom of faculty and students is vital to our role of promoting life-long learning. We recognize learning takes place both in and out of the classroom and strongly support the educational mission of the institution and the integration of theory and practice, scholarship and application

### **Student Success**

Our highest priority is to ensure our students' success. We provide highly successful programs that complement in-class learning and enhance the college experience of our students. The success of our students is our success!

### **Excellence**

We set high standards and support continuous improvement and innovations. We model quality service delivery and excellence in our co-curricular offerings.

### **Integrity**

We expect honesty, fairness, and accountability in all our interactions. We promote academic integrity and ethical and personal responsibility. We attempt to be the same on the inside as we are on the outside, thereby exercising our highest professional standards.

### **Diversity**

We value diversity and inclusion by treating others with trust, care, and mutual respect. We foster just communities that appreciate and embrace different perspectives; we promote a campus that is welcoming and inviting to all and we embrace the diverse cultures of the world.

### **Community**

We recognize that community begins with us as a campus family – how we care for and support one another. Community also extends beyond our campus to our surrounding neighborhoods. As such, we embrace and value collaborative relationships and service within and beyond our campus.

## **Strategic Goals**

### **To welcome and engage students as members of a safe, healthy, and inclusive campus community.**

1. Support students' transition to campus life with programs and environments that emphasize safety, inclusion, and healthy decision-making.
2. Maintain a culture where students engage with a rich variety of people, ideas, and perspectives, and express themselves freely, creatively, and responsibly.
3. Create a vibrant community in which all students may create and participate in co-curricular activities that support their academic and personal goals.
4. Build students' capacity to promote their own physical, mental, and emotional health and wellbeing.
5. Provide timely, responsive, appropriate support for students in crisis or experiencing distress.
6. Ensure equitable, fair, and educational systems of accountability for students.

### **To provide experiences which cultivate personal, academic, and professional skills for success in higher education, the workforce, and society.**

1. Engage students in co-curricular activities that promote self-determination, ethical development, and responsible citizenship.
2. Nurture student learning through experiences that develop critical thinking skills.
3. Provide experiences and education that prepare students to contribute to and lead diverse workplaces, organizations, and communities.
4. Engage students wherever possible in the development and implementation of initiatives and programs impacting them.
5. Facilitate students' integration of co-curricular and curricular learning, and the development of a lifelong-learning orientation.
6. Collaborate with stakeholders on- and off-campus to ensure that students are receiving the opportunities that best prepare them for future success.

### **To develop informed and engaged leaders with a lifelong connection to AMSC.**

1. Provide educationally and developmentally meaningful opportunities for engaged citizenship within Student Affairs, on campus, in local and home communities, and in state, national, and international contexts.
2. Promote student leadership development which recognizes and supports a broad variety of cultural and personal styles and contexts for leadership.
3. Encourage the integration of academic and co-curricular learning in leadership by designing programs around the Seven Learning Goals.
4. Strengthen a lifetime affiliation with AMSC.

### **To promote the successful graduation of all students.**

1. Collaborate in college-wide retention strategy efforts
2. Partner across offices, areas, and divisions to support student success
3. Facilitate engagement of students in high-impact campus learning experiences
4. Provide informed, accurate, intentional support of students' academic endeavors
5. Provide educational and developmental support as students engage with college regulations, requirements, and expectations.

**To demonstrate excellence in professional practice through effective leadership and responsible stewardship of resources**

1. Implement the CAS self-assessment in all the Division's units to promote constant improvement in the quality of programs and services
2. Enhance data-driven and evidence-based decision making in every office
3. Provide a division-wide framework for professional development
4. Support a culture of research among staff

*The Student Handbook is a publication that is developed, modified and updated by the Division of Student Affairs annually. Changes may be made to the Student Handbook as needed. Students, faculty and staff will be notified of any changes via your ginger.atlm.edu e-mail address, the legal organ in which information is disseminated to the campus community. Our division is staffed by dedicated, knowledgeable, and professional individuals who are eager to meet you, get to know you, and assist you in any way we can. By helping you to navigate your college experience, we aim to facilitate your success as a student and a community member.*

# INTRODUCTION

The student handbook describes the rights and responsibilities of the students at Atlanta Metropolitan State College. It is the responsibility of each student to read this Student Handbook, official announcements, official bulletin boards, e-mail wide distributions, and otherwise to inform themselves of all facts relating to life at the College. Each student will be held responsible for the contents of the Student Handbook and other official publications of Atlanta Metropolitan State College. This handbook is prepared for the convenience of students and does not represent or constitute an official publication of the Board of Regents of the College System of Georgia. Updates to the AMSC Handbook are made on the official AMSC website. For the most up-to-date version, please go to [www.AMSC.edu](http://www.AMSC.edu).

Please visit [www.AMSC.edu](http://www.AMSC.edu) for updates to the handbook and [www.orgsync.com](http://www.orgsync.com) for information on the Student Government Association, campus life, student affairs events, and student organization information.

Atlanta Metropolitan State College is committed to providing equal opportunities as it relates to the education of its students. The College vigorously supports Title VI of the Civil Rights Act of 1964 which states that "No person in the United States shall on the ground of race, color, sex, religion or national origin be excluded from participation in, be denied the benefits of or be subjected to discrimination under any program of activity receiving federal financial assistance."

## DISCLAIMER

This Student Handbook is prepared for use by students of Atlanta Metropolitan State College and the College reserves the right to revise its policies without notice. Although every effort is made to insure accuracy, in the case of any divergence or conflict with the *Bylaws* of the Board of Regents, the official *Bylaws* of the Board of Regents shall prevail.

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# STUDENT SUPPORT SERVICES

## *THE CENTER FOR ACADEMIC ADVISING AND SUCCESS (CAAS)*

### **Academic Advising**

Atlanta Metropolitan State College uses a decentralized model (Faculty Advisors and Academic Success Advisors) for advising students. Faculty Advisors advise students who may be new or in good academic standing. The Center for Academic Advising & Success (CAAS) Academic Success Advisors advise students who are in learning support, academic jeopardy, or considered high risk. The CAAS coordinates faculty advisor assignments for students during their first semester. Each semester, students should meet with their faculty/academic advisor multiple times in a semester to discuss their program of study/major, career goals, appropriate courses, and other essential academic information. Students should prepare for their advisement meeting by completing the Academic Advising checklist located on the AMSC website under CAAS.

Academic Advisement at AMSC is the act or process of a Faculty/Academic Success Advisor advising students on course selections using the Academic Advisement Worksheet, DegreeWorks, and Guided Pathways; and can take place anytime during the semester. The Academic Advisement Worksheet is a three-part triplicate form used in each advisement session that Faculty/Academic Success Advisors complete that outlines approved course selections for the semester. DegreeWorks is a web-based degree audit and tracking advising system designed to enhance and facilitate face-to-face academic advising that provides real-time advice on degree progression.

DegreeWorks is used to update degree plans and helps students and advisors view and keep track of degree requirements and academic progression electronically. Guided pathways are provided during your advisement session and are structured program maps for full-time and part-time students to keep them on track for degree completion. Guided pathways provide specific courses in a sequential order for retention, academic progression, and timely graduation. Students who are “online only” degree seeking programs are allowed to use the *e*Advisement process for advising by completing an *e*Advisement form and emailing it to CAAS via [academicadvising@atlm.edu](mailto:academicadvising@atlm.edu). Approved course selections on the Academic Advisement Worksheet and in Degree Works during the Advisement session should be used to register for the next semester during the early registration period (see official Academic Calendar).

The Academic “Alert” Student Referral Program allows faculty to refer students who may need additional assistance when class performance is a threat to their success in a course. Students who are referred as an Academic “Alert” will be contacted by CAAS each semester via their AMSC student email and should respond immediately. A student who does not respond to an Academic Alert may prevent CAAS from addressing potential barriers to graduation.

### **Academic Support**

Academic Support is available to students who may need tutorial support with their academic courses with no additional cost. Students will benefit from a variety of academic support services provided in a relaxed, collaborative environment designed specifically to advance the academic achievement of all students regardless of their academic levels.

The goal of instructional support is to provide quality academic assistance and support classroom instruction for academic divisions; particularly in, English, College Algebra, Statistics, Calculus, Biology, Physics, Economics and Accounting. Students may also take advantage of academic support resource labs, group tutoring, supplemental instruction, and the CAAS D2L/Brightspace electronic modules for academic assistance.

Technology labs are open to students during business hours and are equipped with software for electronic tutorials, internet resources, Microsoft Office Suite, multi-media software, scanning capabilities, and instructional software relative to each discipline. Along with highly skilled tutors the center provides workshops, academic support resource labs, group tutoring, supplemental instruction, D2L/Brightspace and email access assistance, selected textbook reserves, printing, group work space, and supplemental guides. Students are strongly encouraged to utilize instructional resources available as academic support.

### *ALUMNI AFFAIRS*

The Atlanta Metropolitan State College Alumni Association (AMSCAA) was founded to serve AMSC Alumni in a variety of capacities. Membership in the AMSC Alumni Association is open to all graduates of Atlanta Metropolitan State College. Members of the AMSC Alumni Association enjoy many of the benefits of Atlanta Metropolitan State College and its programs. It is the goal of the AMSCAA to generate and maintain spirit and tradition, and also to serve AMSC students and alumna as a whole. As liaisons to the College, the AMSCAA coordinates many programs to benefit all students. In addition, the AM-CAA disseminates College information about current events and topics of interest throughout the entire AMSC community.

Under the direction and management of the Vice President for Strategic Marketing and Advancement, the office issues membership cards, interacts with alumni, maintains alumni records and publishes alumni announcements and news. Further, the staff coordinates its efforts with other offices of the College and the AMC Foundation Board of Directors.

### *BOOKSTORE*

The Atlanta Metropolitan State College Bookstore is operated by Follett Higher Education Group. Its purpose is to furnish all the tools needed in the educational process of its students including new, used, rental and digital course materials. The bookstore also carries Dell, HP, and Apple technology. Souvenir items, such as glassware, mugs, key chains, t-shirts and sweatshirts with the college name are also available for purchase. Students can also make bookstore purchases online at [www.atlmshop.com](http://www.atlmshop.com).

#### **Hours:**

Monday – Thursday 8:00am – 6:00 pm. Fridays: 8:00 am – 5:00 pm.

The bookstore posts extended hours for registration and the first 2 weeks of classes.

### *BUS SERVICE*

The No. 95 West End/Atlanta Metro/Tech bus provides transportation directly to the College. For other connections, the No. 54 bus stops at the College's Science-Lecture Building entrance to return passengers to the West End MARTA station. Tokens or cards may be purchased at the cashier's window in the Business Office.

### *DINING SERVICES*

The cafeteria, which is located on the first level of the Student Center, provides beverages, snacks, sandwiches, and full course meals. A second snack area is located on the upper level of the Student Center. Hours are subject to change. Vending machines are located throughout campus

## ***PUBLIC SAFETY***

Any person involved in or discovering an accident on College property should immediately notify the Department of Public Safety at (404) 756-4040 for emergencies and (404) 756-4477 for all non-emergencies.

## ***CHANGE OF NAME AND/OR ADDRESS***

Students should keep the Registrar's Office notified of any name and/or address changes. Unless notified to the contrary, grade reports and other correspondence will be addressed as shown on the student application for admission.

## ***COUNSELING SERVICES***

The Department of Counseling and Disability at AMSC is committed to helping students achieve maximum benefits from your experience at the University. Eligibility for services is contingent upon a student's status as an enrolled or continuing AMSC student.

Counseling is a learning process that mental health professionals use to help individuals adjust to academic and social pressures, understand themselves better, and resolve internal or external conflicts. Counseling is generally conducted based on student need, sessions lasting between 45 minutes and an hour.

### **Benefits of Counseling**

Counseling may be beneficial in:

- Assisting you perform better academically.
- Assisting you manage your emotions and maximize your capacity for continued emotional growth.
- Helping you develop effective problem-solving and decision-making capabilities in order to make more effective life choices.

### **Some of the Issues We Address**

- Stress
- Self - Esteem
- Anger Management
- Coping with Loss
- Test Anxiety
- Balancing school, work and family life

### **How to Utilize Counseling and Disability Services**

Students should call or come to the office to schedule an initial appointment. We are located in **Room 225 - Academic Building**. Our professional staff is available to provide individual counseling and consultation services. In addition, the unit provides career services. For additional information regarding Counseling Services at AMSC,

please contact the Office of Counseling and Disability, at (404) 756-4016.

## ***TESTING CENTER***

Atlanta Metropolitan State College's Office of Testing Services offers a range of testing services including college placement exams, proctored exams for AMSC students, proctored exams for non-AMSC students, and administration of state and national standardized examinations. AMSC's Testing Office is a member of the National College Testing Association, the Georgia College Testing Association and is also a participant in the Consortium of College Testing Centers.

Testing Services, a unit of the Academic Affairs Division, is currently located in Room 217 of the Academic Building, BLDG. 500. The office hours are Monday - Thursday 8:30 am - 7:00 pm, Friday, 8:30 am - 5:15 pm and Saturday from 10:00 am - 2:00 pm. Testing Services staff collaborates closely with other units of the college such as Counseling & Accessibility Services, Advising, Admissions, Recruitment, Academic Departments and grant programs (Upward Bound & TRIO), to assist current and prospective AMSC students in reaching their academic goals by providing professional testing services.

The majority of the testing services provided are placement testing for prospective AMSC students and proctoring services for AMSC students enrolled in distance learning programs. Listed below are the testing programs provided to current and prospective AMSC students and the community.

## ***ACCOMMODATED TESTING***

The Americans with Disabilities Act of 1990 (ADA) prohibits discrimination and ensures equal opportunity for persons with disabilities in employment, State and local government services, public accommodations, commercial facilities, and transportation. Providing test accommodations is a necessary part of administering and proctoring tests. The AMSC Office of Testing Services is ADA compliant.

## ***ACT - American College Testing***

The ACT is administered on six national test dates each year. This test is designed to assess students' general educational development and their ability to complete college level work. The multiple choice test covers four skills: English, Mathematics, Reading and Science. The test emphasizes reasoning, analysis, problem solving, and the integration of learning skills that college students are expected to perform. The National ACT registration is online and the test is given in the McMillan Academic Sciences Building on scheduled testing dates in February and September.

## ***College – Level Examination Program – CLEP***

The College-Level Examination Program, (CLEP) allows students who have acquired comprehensive subject knowledge through independent or prior study, on-the job training, or cultural pursuits to show that they have the understanding of college-level material. Examinees that score high enough may receive college credit based upon the academic policy at the college or university that they attend. \

## ***eCore***

eCore is a collaborative program of the University System of Georgia (USG) established with the goal to make higher education more accessible within our state. eCore offers students the opportunity to complete undergraduate requirements in Core Areas A-E completely online via public colleges and universities within the University System. All eCore midterm and final exams are administered online via GoVIEW. In order to measure learning outcomes in

an objective, verifiable way, instructors will require students to take one or two exams at an authorized testing center where students will be asked to present a photo ID.

### ***Miller's Analogy Test (MAT)***

The MAT (Miller Analogies Test) is a standardized test used primarily for graduate school admissions throughout the United States. The MAT is a high-level test of analytical ability that requires the solution of problems stated as analogies.

### ***Placement Testing***

ACCUPLACER is the current placement test that is used for admissions and course placement purposes. It replaced the COMPASS test which was discontinued as of November 30, 2016. ACCUPLACER is a suite of computer adaptive placement tests that measure students' knowledge in math, reading and writing as they prepare to enroll in college-level courses. Placement scores help academic advisors recommend courses that are appropriate for students based on their strengths and needs in each subject matter. Local law enforcement candidates and officials also utilize ACCUPLACER for employment and POST certification purposes.

### ***Proctored Testing – AMSC***

The Office of Testing Services administers proctored examinations for AMSC students enrolled in distance learning courses. Proctored exams are scheduled during AMSC's Office of Testing Services regular hours of operation.

### ***Proctored Testing - External***

As a member of the Consortium of College Testing Centers (CCTC), The Office of Testing Services administers proctored examinations for non-Atlanta Metropolitan State College students enrolled in distance learning courses, and for businesses/government agencies in the surrounding community. The cost for proctoring exams for non-AMSC students is \$50 per testing session.

### ***SAT - Scholastic Aptitude Test***

The SAT is an admission and placement exam administered by the College Board, a national nonprofit association. SAT tests areas of academic skills, aptitude, writing, and reading skills. The test is administered four times a year. The College Board helps contribute to the success of students preparing for higher education. All registration is online and the scheduled tests are given in the McMillan Academic Sciences Building on scheduled testing dates.

### ***Test of Essential Academic Skills (TEAS)***

The Test of Essential Academic Skills (TEAS) is used as part of the admissions process by Nursing and Allied Health schools nationwide to assess examinees basic academic knowledge in Reading, Mathematics, Science, English and Language Usage.

### ***CRIME AWARENESS AND CAMPUS SECURITY ACT OF 1990***

The Crime Awareness and Campus Security Act of 1990 requires Atlanta Metropolitan State College, as all other institutions participating in federal student aid programs, to publish and distribute to all current students and employees an annual report of security policies and crime statistics. An applicant for enrollment or employment may also request a copy of the report.

## *DISABILITY SERVICES*

The Office of Counseling and Disability Services at Atlanta Metropolitan State College provides accommodations to students with disabilities in accordance with the American with Disabilities Act and Section 504 of the Rehabilitation Act of 1974. The Director of Disability Services determines accommodations for each student based on the recommendation of the students' medical provider. With proper documentation from a medical provider, the Director of Disability Services will provide the recommended accommodation and coordinate with professors to ensure that each student has access to the accommodations, resources and services needed.

The Director of Disability Services communicates with faculty to ensure that accommodations are provided through instruction, the use of technology, and other arrangements, and to ensure that the students' interests and needs are clearly articulated. The office reflects a caring and supportive posture and serves as a resource center to both students and faculty. The activities and services provided by the Office of Disability Services are intended to assist students toward achieving their academic goals and maintaining good academic standing.

## *EMERGENCY CONTACT WITH STUDENTS*

The College has a centralized notification system. As a result, communication with students on campus will be conducted in extreme emergencies only. All students should make certain that emergency contact information is updated. Additional emergency contact should be made through Public Safety at 404-756-4040 or The Office of Student Affairs at 404-756-4488.

## *EVACUATION PROCEDURES*

All students should adhere to posted instructions for evacuating the building in the event of fire, natural disasters, disruptive actions, or other occurrences. Emergency drills, such as fire and tornado drills will be held periodically. All students must participate and follow instructions of faculty and staff during these drills.

## *OFFICE OF FINANCIAL AID*

The Office of Financial Aid at Atlanta Metropolitan State College is responsible for assisting students in seeking and obtaining the financial aid funds necessary to pursue their educational goals. The office is committed to providing students with up-to-date information and resources. It is the intent of the office to assist students in becoming fiscally responsible and knowledgeable regarding their rights and responsibilities as financial aid recipients. The staff of the Office of Financial Aid assumes a proactive role in reaching out to currently enrolled and prospective students to educate each student regarding the benefits of higher education and the availability of financial aid at Atlanta Metropolitan College.

The mission of the Office of Financial Aid at Atlanta Metropolitan College is to ensure that all students who have a desire to attend College receive assistance to support their educational endeavors.

## **FINANCIAL AID APPLICATION POLICIES AND PROCEDURES**

To apply for financial aid at Atlanta Metropolitan State College, a student must complete the Free Application for Federal Student Aid (FAFSA) each year. The fall semester begins a new financial aid year at Atlanta Metropolitan State College; therefore, all students must complete the appropriate FAFSA for the fall semester each year. A student can submit the Free Application for Federal Student Aid by transmitting the application electronically at [www.fafsa.gov](http://www.fafsa.gov). Atlanta Metropolitan State College's school code is 012165. The Free Application for Federal Student Aid (FAFSA) is the application that a student must complete to apply for the following financial aid programs at Atlanta Metropolitan State College:

- The Federal Pell Grant
- The Federal Academic Competitiveness Grant (ACG)
- The Supplemental Educational Opportunity Grant (SEOG)
- The Leveraging Assistance Educational Program (LEAP)
- The Federal Work Study Program (FWS)
- The Subsidized Federal Direct Loan Program
- The Unsubsidized Federal Direct Loan Program
- The Federal Direct Parent Loan Program (PLUS)
- The Lottery Funded HOPE Scholarship Program

Students applying for any of the student loan programs must complete a separate loan application annually. The application may be obtained from the Office of Financial Aid or downloaded from the financial aid section of the College's website, [www.AMSC.edu](http://www.AMSC.edu).

### **ELIBIGILITY REQUIREMENTS FOR FINANCIAL AID**

To be eligible to receive most federal and state financial aid, a student must meet the following eligibility requirements:

- Be a U.S. citizen or eligible non-citizen with a valid social security number
- Have a high school diploma or a General Education
- Development certificate (GED)
- Be officially accepted to Atlanta Metropolitan State College or currently enrolled as a regular student in compliance with Atlanta Metropolitan State College's Standards of Academic Progress Policy and seeking a degree or certificate
- If male, be registered with the Selective Service Administration
- Not be in default on a federal student loan or not owe a refund to the Pell Grant Program or Supplemental Educational Opportunity Grant Program (SEOG)
- If an applicant for the lottery funded HOPE Scholarship program and any other state financial aid program, meet the Georgia residency requirements as defined by the College System of Georgia Board of Regents and the HOPE Scholarship program

### **COST OF ATTENDANCE BUDGETS**

To determine a student's financial aid eligibility, the Office of Student Financial Aid takes into consideration all of the costs associated with attending College. Taken into consideration are the charges that the student is responsible for paying directly to Atlanta Metropolitan State College, which include tuition and fees. An allowance for other costs associated with attending College, such as books, living expenses, and a transportation allowance are also considered. Together these items comprise the Cost of Attendance Budgets. In addition, the Expected Contribution, such as the amount that a family can contribute toward the Cost of Attendance Budget, which is calculated by the U.S. Department of Education's Central Processing System, is used to determine the amount of a student's Pell Grant and eligibility for other grants and loans. The Expected Family Contribution and the Cost of Attendance Budgets are listed on the electronic copy of the student's award letter online.

### **CREDIT BALANCES**

Credit balances exist when a student's financial aid, grants and loans exceed a student's tuition and fees. The issuance of refund checks to students who have credit balances on their account will be determined by the semester start date, the official drop and add period, and the official "no show" (confirmation of student's enrollment) date. Financial aid, grants, and loans will be officially credited to the student's account the day after the "no show" (confirmation of student's enrollment) date. Refund checks will be issued to students within fourteen days after financial aid is officially credited to the student's account. If the Office of Financial Aid is notified that a student has not been attending classes, the financial aid will be adjusted or withdrawn.

### **ACADEMIC REQUIREMENTS FOR RECEIVING FINANCIAL AID**

**STANDARDS OF ACADEMIC PROGRESS (SAP):** The Higher Education Act of 1965, as amended by Congress in 1980, mandates institutions of higher education to establish minimum standards of "satisfactory academic

progress” for students receiving financial aid. All students receiving financial aid from federal, state or institutional sources must conform to the College definition of satisfactory progress. All students will be held responsible for this information.

Each student’s academic progress will be monitored upon the initial financial aid award for each academic year and each time the award is adjusted or updated thereafter. At a minimum, academic progress will be measured at least once per academic year (fall, spring, summer).

Students must be aware that financial aid is awarded based on the number of hours they enroll. If a student or an instructor fails to notify the Financial Aid Office that a student has not attended a class or classes, but received financial aid based on registration, the student’s financial aid will be adjusted and he or she will be responsible for paying the balance. No future financial aid will be disbursed to the student’s account until he or she has satisfied any past balances due. Below are the criteria to maintain SAP. **All students should maintain a minimum of the following GPA of 2.0.**

In addition to the GPA requirement students must also complete 67% of all hours attempted. Students should be aware that withdrawals (including hardship withdrawals), incomplete, repeat classes and IP’s count as attempted hours in the SAP calculation. Federal guidelines mandate that a student cannot receive more than 150% of the total number of credit hours required to obtain the student’s degree. The total number of hours is determined based on the student’s major. For example, a student whose major is Pre-Nursing cannot receive financial aid for more than 99 total credit hours.

#### **LEARNING SUPPORT AND REGENTS**

Students enrolled in Learning Support and/or Regents’ classes are eligible to receive financial aid until they have attempted **28** semester credit hours. If a student is enrolled in Learning Support and/or Regents’ classes after the **28** hours limit, the student must pay for those classes out of pocket. All classes will count in the SAP calculation.

#### **APPEALS PROCESS**

A student who has lost eligibility for financial aid under these Standards of Academic Progress may feel that there were unforeseeable circumstances that prevented him or her from meeting these requirements. In such cases, the student will adhere to the following appeals process. **Students who have attempted 99 or more credit hours cannot appeal.**

1. The student will complete the Financial Aid Appeal Form;
2. The student must document mitigating circumstance that resulted in performing below the published standards.
3. The student will return the Financial Aid Appeal Form back to the Financial Aid Office.
4. The Standards of Academic Progress Committee will re- view the Appeal Form and will determine whether the appeal is granted. The student will be advised in writing of the decision. **A student cannot appeal a “final” decision.**

#### **FEE PAYMENTS, AUTHORIZATION OF CHARGES, REFUNDS AND REPAYMENT OF FINANCIAL AID FEE PAYMENT**

Tuition and fees must be paid before a student can begin to attend classes each semester. Students are not authorized to attend classes if tuition and fees are not paid.

Financial aid applicants should check their financial aid status online at [www.AMSC.edu](http://www.AMSC.edu). If a student has received an official award letter and has returned the signed acceptance page, his or her financial aid will memo (authorize) no earlier than 10 days prior to the first day of classes, so it is not necessary to come to the Financial Aid Office. Students should check their accounts to ensure that financial aid has authorized. If aid is not on the account as pending credit, the student must see the Financial Aid Office.

## **AUTHORIZATION OF CHARGES**

Students wishing to use their financial aid to purchase books, parking decals, public transportation cards, and any other purchases must authorize the College to deduct the charges from their financial aid. Authorization instructions are available on our web- site at [www.AMSC.edu](http://www.AMSC.edu).

If a student does not have financial aid available during the registration period to pay tuition and fees, the student is responsible for paying fees by the established fee payment deadline that is published in the course schedule and on the College's website.

## **REFUNDS AND REPAYMENT OF FINANCIAL AID**

As part of the Higher Education Amendment Act of 1998, the U.S. Congress passed regulations that dictate what happens to a student's federal financial aid when a student completely withdraws from College during any period of enrollment. The HOPE Scholarship program requires that colleges apply the same refund policy to HOPE Scholarship recipients who completely withdraw from College. Even though a student may be awarded financial aid and have federal and state financial aid disbursed at the beginning of the semester, the student is required to earn the financial aid that he or she received by attending classes daily until 60 percent of the semester has passed.

When a student completely withdraws from College prior to the point when 60 percent of the semester has passed, the student has failed to earn all of the financial aid that he or she received, and therefore, the student may be required to repay a portion of all of the financial aid he or she received: grants, loans and HOPE Scholarship. The portion of the federal and state aid that a student has earned and is entitled to should be based on the date of the student's complete withdrawal from the College. The formula that is used for this calculation is prescribed by the federal guide- lines that govern the federal financial aid programs.

The refund calculation is based on the total number of days in the semester and the total number of days the student has attended classes before the student completely withdraws. If a student receives more aid than he or she earns, then the portion that the student does not earn must be returned to the appropriate federal and state financial aid programs. A student may owe money back to the U.S. Department of Education and to Atlanta Metropolitan State College. The refund schedule is published each semester on the College's website at [www.AMSC.edu](http://www.AMSC.edu) and in the class schedule that is published for each semester.

## **FINANCIAL AID PROGRAMS AND GRANTS**

Atlanta Metropolitan State College participates in both federal and state financial aid programs, grants, work study, loans and the lottery funded HOPE Scholarship programs. Students wishing to receive federal or state financial aid (including the lottery funded HOPE Scholarship) must meet all of the general eligibility requirements and complete the Free Application for Federal Student Aid (FAFSA) and any other application(s) that may be required.

There are three types of grant programs funded by the U.S. Department of Education. A grant is financial aid that does not have to be repaid (unless the student withdraws from school and as a result owes some of the grant received back to the U.S. Department of Education). Federal grants are based solely on financial need. The amount that students receive depends on their financial need, cost of attendance and enrollment status (full-time or part-time).

## **FEDERAL GRANT PROGRAMS Pell Grant**

The Pell Grant is the foundation of all of the federal financial aid programs. Pell Grants are need-based grants awarded to under- graduate students who have not received a bachelor's degree or graduate degree. The amounts of the Pell Grant that a student may receive will vary from year to year, depending on enrollment status and cost of attendance. The U.S. Department of Education will determine a student's eligibility for the Pell Grant based on the information that the student reports on the Free Application for Federal Student Aid (FAFSA). To receive the Pell Grant a student must meet all of the eligibility requirements.

## **Supplemental Educational Grant**

The Supplemental Educational Opportunity Grant (SEOG) is a need-based grant that is awarded to Pell Grant eligible students who have not received a bachelor's degree or graduate degree. A student's eligibility for the SEOG is determined by AMSC's Office of Financial Aid and is based on the availability of funds and financial assistance a student receives from other resources. The amount of SEOG a student will receive will be determined by the

Office of Financial Aid.

### **Academic Competitiveness Grant**

The Academic Competitiveness Grant (ACG) is available to freshman and sophomore students who meet certain criteria.

To receive an ACG in the freshman year of College a student must:

- have graduated from a rigorous secondary/high school program after January 2006 and not have been enrolled as a regular degree seeking undergraduate student at any other College or college
- be a Pell Grant recipient for the same award year
- be enrolled at least half-time (6 credit hours or more)
- be a U.S. citizen or an eligible non-citizen
- be enrolled in an associate's degree program acceptable for full credit towards a bachelor's degree program

To qualify for the ACG at the sophomore level a student must:

- have graduated from a rigorous secondary/high school program after January 2005
- be a Pell Grant recipient for the same award year
- be enrolled at least half-time (6 credit hours or more)
- have earned a cumulative grade point average of 3.0 on a 4.0 scale and 3.0 credit hours
- be a U.S. citizen or an eligible non-citizen
- be enrolled in an associate's degree program acceptable for full credit towards a bachelor's degree program

Students may apply for the ACG when they complete the Free Application for Federal Student Aid (FAFSA) by answering questions on the FAFSA or contacting the Office of Financial Aid. The U.S. Department of Education has defined what is considered as a rigorous high school program. Students may obtain this information from the Office of Admissions or the Office of Financial Aid. Students who meet the eligibility requirements are awarded \$750.00 in their freshman year and \$1300.00 in their sophomore year of study. This award is not renewable. Students who are eligible to receive the ACG will receive an award letter.

### **FEDERAL WORK STUDY PROGRAM**

Atlanta Metropolitan State College participates in the Federal Work Study Program. The Federal Work Study Program provides employment to students who are enrolled in at least six (6) credit hours and demonstrate unmet need. Students may be assigned employment on campus or off campus in the community or in local elementary schools. Student wages are based on current minimum wage. Students wishing to work under the Federal Work Study Program must complete a Free Application for Federal Student Aid (FAFSA) and an application for Federal Work Study.

### **VETERANS ADMINISTRATION BENEFITS**

Former service personnel and war orphans are encouraged to take full advantage of benefits available through the Veterans Administration. Those students eligible for benefits should apply for admission to the College and complete the admissions process. Within the Office of Financial Aid, a Veterans Affairs Coordinator is available to coordinate various services designed to meet the needs of veterans.

### **STUDENT LOANS**

Atlanta Metropolitan State College participates in the William D. Ford Federal Direct Loan Programs (Direct Loan). Funding for Direct Loan is provided by the U.S. Department of Education. Students applying for any of the Direct Loan Programs are required to complete a Free Application for Federal Student Aid (FAFSA) and a separate loan application which is available on the financial aid website at [www.AMSC.edu](http://www.AMSC.edu). The Office of Financial Aid must certify that the student meets all of the eligibility requirements for FAFSA and the requirements of the loan programs. The interest on student loans varies based on the program and the date of loan disbursement. The current interest rates can be obtained from the U.S. Department of Education's website at [www.studentloan.gov](http://www.studentloan.gov).

### **Federal Direct Subsidized Stafford Loan**

The Federal Direct Subsidized Stafford Loan is available to students who demonstrate need. The U.S. Department of Education pays the interest on behalf of the student while the student is enrolled in school for six (6) credit hours or more and during the first six months after the student ceases to attend school or falls below 6 credit hours of enrollment. After that time, repayment of the loan, interest and principal will begin. The amount of a Subsidized Stafford Loan cannot exceed the student's financial need as determined by the Office of Financial Aid. The amount of Subsidized Stafford Loan that a student can receive is based on the student's unmet need and academic grade level. Effective July 1, 2007, freshmen borrowing under the Subsidized Stafford Loan Program can borrow a maximum of \$3,500 per academic year. Sophomores can borrow a maximum amount of \$4,500 per academic year if they meet all the other qualifications.

### **Federal Direct Unsubsidized Stafford Loan Program**

The Federal Direct Unsubsidized Stafford Loan is different from the subsidized Stafford Loan in that the U.S. Department of Education does not pay the interest lenders who provide money for this program a subsidy to participate in the program. Therefore, interest and principal will accrue under this program while the student is enrolled. However, students may request a deferment of interest and principal while they are enrolled in school. The Unsubsidized Stafford Loan is not a need-based loan program; however, a student must complete a Free Application for Federal Student Aid (FAFSA) and a loan application. The Office of Financial Aid must certify that the student meets the eligibility requirements. The Unsubsidized Stafford Loan is available to those students who meet the independent student definition on the FAFSA and to dependent students whose parents are denied a Parent Loan for Undergraduate Students (PLUS). Effective July 1, 2008, freshmen and sophomores borrowing under the Unsubsidized Stafford Loan Program may borrow a maximum of \$6,000 per academic year, if eligible.

### **Federal Direct Parent Loan for Undergraduate Students**

The Parent Loan for Undergraduate Students (PLUS) is available to biological parents, step-parents and adoptive parents of dependent undergraduate students. The parent is the borrower of the loan for a student who is enrolled in at least six (6) credit hours. The PLUS Loan is based on the credit worthiness of the parent. The Office of Financial Aid must certify that a student meets the eligibility requirements in order for the parent to borrow a PLUS Loan. Repayment of the PLUS Loan begins once the loan is disbursed to the school. Under the PLUS Loan Program a parent may borrow up to an amount equal to cost of attendance minus any other financial aid the student receives.

## **STATE FINANCIAL AID PROGRAMS**

Atlanta Metropolitan State College participates in the Georgia Lottery funded HOPE Scholarship Program for Georgia State Colleges and Universities. To be eligible for the HOPE Scholarship Program a student graduating from high school must meet the following qualifications:

- Graduated from an accredited Georgia high school in
- 1993 or later
- Earned a 3.0 cumulative grade point average on a 4.0 scale or 80 numeric grade point average in the College preparatory track curriculum
- If in a technical track curriculum, earned a cumulative grade point average of 3.2 on a 4.0 scale or 85 numeric grade average
- Meet the HOPE Georgia residency requirements
- Be a U.S. citizen or eligible non-resident for Title IV fund purposes

**Note:** If students did not qualify for the HOPE Scholarship upon graduation from high school or graduated from high school before 1993, students may qualify for the HOPE Scholarship if they earn a cumulative grade point average of 3.0 on all College course work after attempting 30, 60 or 90 credit hours. A student's entire academic history at Atlanta Metropolitan State College and other colleges will be used to determine the HOPE Scholarship cumulative grade point average.

The HOPE Scholarship will cover all of the tuition and part of the mandatory fees each semester that the student maintains eligibility. In addition, students who are enrolled in six (6) credit hours or more will receive a \$150 book stipend per semester. Students enrolled in fewer than six credit hours will receive a \$75 book stipend per semester. To maintain eligibility for the HOPE Scholarship, a student must earn a 3.0 cumulative grade point average at the check points, which are at 30 credit hours, 60 credit hours, 90 credit hours and every spring semester. Students may regain HOPE Scholarship eligibility if their cumulative grade point average is a 3.0 or higher after attempting 30 credit hours, 60 credit hours, or 90 credit hours. The maximum number of attempted credit hours at which a student can receive the HOPE Scholarship is 127 credit hours.

### **Leveraging Educational Assistance Partnership**

The Georgia Leveraging Educational Assistance program (LEAP) is awarded to students who are Pell Grant eligible, demonstrate exceptional financial need of \$2,000 or more, and enroll in an eligible Georgia College or college. LEAP is funded by state and federal monies that are awarded to schools each year. The Office of Financial Aid determines a student's eligibility based on unmet need and the availability of funds.

### **Georgia Hero Scholarship**

The Georgia HERO (Helping Educate Reservists and their Offspring) Scholarship Program was created to provide educational grant assistance to members of the Georgia National Guard and U.S. Military Reservists who served in combat zones or to the children of such members of the Georgia National Guard and U.S. Military Reserves. The award amount received by students each year and the total funds appropriated for the program are established by the Georgia General Assembly. The maximum grant assistance for which the student is eligible shall not exceed \$2,000 per award year and a total of \$8,000 maximum of four years.

To apply for the HERO Scholarship the student must meet the following applicable qualifications:

- Be a member of the Georgia National Guard who completed at least one qualifying term of service Be a U.S. Military Reservist who completed at least one qualifying term of service; or Be a daughter or son whose parent was a member of the Georgia National Guard or U.S. Military Reserves who completed at least one qualifying term of service. The daughter or son must have been born prior to the qualifying term of service or within nine months of the beginning of the qualifying service and be 25 years of age or younger during the qualifying years of service
- Be a Georgia resident and U.S. citizen or eligible non citizen according to the federal Title IV regulations for a minimum of 12 consecutive months immediately preceding the first day of classes for the school term for which the scholarship is sought
- Be enrolled or accepted for admission at an institution that is a unit of the College System of Georgia, the Georgia Department of Technical and Adult Education, or a private independent nonprofit postsecondary institution eligible to participate in the HOPE Scholarship Program
- Meet all of the eligibility requirements of the federal Title IV Programs

To obtain the application to apply for the HERO Scholarship, the student should contact the Georgia Student Finance Commission.

### **Accel Program**

The Accel Program is available to students who are classified as high school juniors or seniors at accredited public and private high schools in the state of Georgia. The program allows students to pursue postsecondary study at approved public, private and technical colleges while receiving dual high school and College credit for courses successfully completed.

The Accel Program pays for tuition and most mandatory fees at public colleges and provides a book allowance in keeping with the benefits of the HOPE Scholarship Program. Since the Accel Program is funded by monies from the Georgia Lottery, the credits that the student attempts under the Accel Program will count toward the maximum number of attempted hours that the HOPE Scholarship pays for, which is 127 credit hours. Students interested in the Accel Program should contact their high school counselor and the Office of Admissions at Atlanta Metropolitan State College.

## **PRIORITY PROCESSING DEADLINES, VERIFICATION PROCESS, STATUS & AWARDS**

### **PRIORITY PROCESSING DEADLINES**

To ensure that students have financial aid funds available to pay their tuition and fees at registration, it is important that students apply for financial aid in a timely manner. Students who apply for financial aid and submit all of the requested and required documentation by the established priority processing deadlines will be guaranteed that their financial aid will be available at registration. Students may still apply for financial aid after the priority processing deadlines, but may have to pay their fees at registration and be reimbursed at a later date.

The priority processing deadlines for each semester are:

June 1 - Fall Semester

October 15 - Spring Semester

March 1 - Summer Semester

### **THE VERIFICATION PROCESS**

An applicant for financial aid may be selected by the U.S. Department of Education or the Office of Financial Aid for a process called “verification.” A student selected for verification must submit documentation to support the income, household size, number in College, and any other information that was reported on the Free Application for Federal Student Aid (FAFSA). Students will not receive award letters stating what financial aid they are eligible for until they submit all of the required and requested documentation to the Office of Financial Aid and their files have been reviewed for accuracy. **Note:** The verification process can take up to eight weeks during peak processing times.

## **FINANCIAL AID STATUS**

Students may check the status of their financial aid by accessing the Atlanta Metropolitan State College website at [www.AMSC.edu](http://www.AMSC.edu) under the financial aid section.

## **FINANCIAL AID AWARDS**

To be eligible to receive a financial aid award a student must have a complete financial aid file. A complete financial aid file consists of the following:

- A valid (not rejected) Student Aid Report (SAR) that does not require corrections. If corrections are needed, the Office of Financial Aid will make the corrections
- If required, signed copies of all the appropriate federal tax returns. If the student is considered a dependent, both the student and parents' federal taxes must be submitted. Independent students must submit copies of their spouse's federal tax return if they are married
- If required, a completed verification worksheet
- Official acceptance to Atlanta Metropolitan State College
- Documentation that continuing students meet the College's Standards of Academic Progress Policy

**Note:** Other documents may be requested if the tax returns reveal additional items that need to be verified or if there are discrepancies that must be resolved for inconsistent data reported on the Free Application for Federal Student Aid (FAFSA). Once students have submitted all of the required and requested documents, their file will be reviewed for accuracy.

If the data reported on the Free Application for Federal Student Aid (FAFSA) does not agree with the documentation that the student and parents submit, the data will be corrected and resubmitted to the U.S. Department of Education's Central Processing System (CPS). A financial aid award will be sent to the student after the Office of Financial Aid receives the corrected data and verifies that the student meets all of the eligibility requirements.

A financial aid award letter will be sent to each student annually (or whenever the award is updated), indicating the financial aid programs that the student is eligible to receive funds from, the amounts of the funds and the date of the funds disbursement.

Students can check the status of their financial aid award online at [www.AMSC.edu](http://www.AMSC.edu) under the financial aid section of the website.

## **WITHDRAWING FROM THE COLLEGE**

Students who enroll at Atlanta Metropolitan State College and decide, for whatever reason, that they no longer want to be enrolled at the College must officially withdraw from the classes. Students can obtain the withdrawal form and documentation covering the withdrawal procedures from the Office of the Registrar. Failure to properly withdraw from classes may result in the student receiving failing grades in all of his or her classes as well as becoming academically ineligible for financial aid in the future.

## ***SCHEDULE OF EXPENSES***

The following tuition and fees are payable at the time of registration each semester by check, money order, cash or credit card bearing the Master Card, Visa or Discover Card logo.

**Tuition** - Check current catalog and/or semester course schedule for tuition.

**Non-Resident Tuition** - Full time, non-residents of Georgia must pay a per semester fee in addition to all regular fees. Please check current catalog and/or semester course schedule for fees.

**Applied Music Fee** - An additional fee of \$60.00 per credit hour; \$120.00 for two credit hours. Students must register for at least 6 hours before becoming eligible for applied music.

**Student Activity Fee** - The student activity fee is \$60.00.

**Student Center Fee** - The Student Center fee is \$160.00.

**Athletic Fee** - The athletic fee is \$65.00 per semester fee.

**Technology Fee** - The technology fee is \$40.00 per semester fee.

**Vehicle Registration Fee** - All students parking a vehicle on campus will be required to obtain a parking decal at a cost of \$25.00 each. Students may purchase up to two decals.

A student is not registered until all fees have been paid. The following privilege fees and penalties apply:

**Late Registration Fee** - For registration after the regular registration date, a \$25.00 non-refundable fee is charged.

**Orientation Fee-The orientation fee is \$75.00**

**Graduation Fee** - A graduation fee is charged to all graduating students. This fee must be paid before diplomas are ordered and preferably upon registering for the final semester before graduation.

**Library Fines** - The Library will post a schedule of fines for overdue books. Any delinquency in fees or fines will cause transcripts and grade reports to be withheld until charges have been paid. The student will not be allowed to re-register for a semester until the delinquency has been removed.

**Parking Fines** - Cars parked illegally will be ticketed. Fines must be paid promptly at the cashier's window, Room 119, Library Building. Students will not be permitted to register for a subsequent semester until all fines have been paid. Serious offenders (after three tickets) will be subject to disciplinary action.

Please refer to the semester course schedule and catalog for any changes in these fees which may occur during each school year.

## *FITNESS CENTER*

The Fitness Center is located on the first floor of the Edwin A. Thompson, Sr. Student Activity Center. It is also operated under the direction of the Office of Student Activities and is staffed by student assistants. In addition, the Fitness Center is equipped with dumbbells and arm curve bars, universal weights, cardiovascular equipment, and an aerobic room.

## *HOUSING*

Atlanta Metropolitan State College does not provide residence halls on campus. However, the Office of Student Activities and the Office of Access and Outreach, located on the second floor of the Student Center, will provide students with resources to assist them with making decisions regarding off-campus housing. These offices do not make rental reservations or negotiate directly between the landlords and students.

## *TRAILBLAZER IDENTIFICATION (ID) CARDS*

Student Identification (ID) Cards are issued to students who are officially registered with Atlanta Metropolitan State College (AMSC). Identification cards are issued to students free of charge. ID cards must be kept in the student's possession at all times while on the AMSC campus and must be presented when requested by any College official. An identification card is necessary to check out books from the Library, to receive financial aid checks, and to participate in Student Activities programs. Lost cards should be reported to the Office of Card Services. A \$20.00 fee is required for the re-issuance of a new ID card. Lending, selling or otherwise transferring a student identification card is a serious violation. Cards must be validated EACH semester. Retakes are made by the Office of Card Services. Students may call 404-756-4359 for additional information.

## *INCLEMENT WEATHER SCHEDULE*

The policy of this College is to continue conducting scheduled classes, keep offices open, and carry on normal College operations under weather conditions that are considered to be normal and reasonably safe for being on

campus as well as on the road. In case of severe inclement weather such as hurricanes or icy conditions, the College may discontinue classes, close offices, and cease routine operations. Unless notified to the contrary, the normal schedule will be followed. If classes are canceled, all campus offices will be closed and the College will notify the local radio and TV stations. The information will also be placed on AMSC's website.

## *LIBRARY*

The Library is located at the center of the campus in the Library-Administration Building. The Library provides comprehensive resources appropriate to the instructional and research needs of all disciplines. Services are available 7 days a week during the semester and offer access to books, periodicals, and electronic databases. Scholarly research is enhanced and made available through carefully selected media (print and non-print materials), access to the Internet, and the GALILEO Interconnected Libraries (GIL) System. As an online system, GIL/GALILEO is designed to ensure universal access to a core level of materials and information services for every student and faculty member in the College System of Georgia.

The Library houses a collection of approximately 45,000 volumes, provides access to periodical titles, and has comparable units of microfilm. A videotape/DVD collection offers drama, poetry, and history. Circulating books and bound periodicals are available on the third floor. Current periodicals, reference and microforms are housed on the second floor.

Microfilm reader-printers, photocopiers, computers, and reserved resources are available to students, faculty, and staff members. In addition, students have access to public and academic library catalogs in the University System of Georgia and throughout the country. GIL Express and Interlibrary Loan services are available, providing students, faculty, and staff access to resources beyond the holdings of the AMSC Library.

The Atlanta Metropolitan State College Library is a member of ALA (American Library Association), GLA (Georgia Library Association), and GOLD (Georgia Online Databases), Lyris, and ELUNA (Ex Libris Users of North America).

## *NEW STUDENT ORIENTATION*

Orientation sessions for new students are held prior to the beginning of each semester to acquaint students with the campus and with College programs and policies. During the orientation sessions, students are able to receive academic advising about their proposed program of study and pertinent information about the College and the registration process.

## *OFFICE OF INTERNATIONAL STUDENT SERVICES*

The Office of International Student Services (OISS), housed in the Office of Admissions provides a variety of services for international students. The mission of this office is to facilitate and manage international students' advising by responding to international students with advice, counseling and immigration updates. This office also assists students with the following:

- School transfer
- Application for CPT and OPT
- Severe Economic Hardship Work Authorization
- Travel outside of the U.S.

## Requirements for F-1 Students

As a student on an F-1 visa you are required to:

- Attend the institution authorized on your I-20
- Enroll in a full course of study each semester.
- Full-time at AMSC is 12 semester hours.
- Keep your passport valid.

USCIS has developed a monitoring process for international students and scholars. This process involves registering with USCIS through the institution, approval for attendance by the student on his/her I-20. This tracking system is referred to as SEVIS. An additional aspect of the new immigration law is that institutions will be required to report any disciplinary actions taken by them against a student on an F-1 visa. Prior to this change, disciplinary actions were considered internal matters for the institutions and did not relate to the student's legal status. To put this part of the law into effect, the new immigration act specifically states that the Family Educational Rights and Privacy Act of 1974 a law that outlines what information about a student was public and what was private would not apply to F-1 students.

All international Students should visit the Office of Admissions soon after registration. They should bring the following items: passport, I-94 card, new and old I-20 Forms. If an international student has transferred from another school, was admitted while in the United States, he/she should pick up his/her I-20 Form from the Admissions Office.

## *LOITERING AND SOLICITATION*

Board of Regents policies prohibits the operation of private enterprises on campus without College approval. Students who desire to sell goods or services on or off campus as a fund raising activity must be approved by the Office of Student Activities and the Vice President for Student Affairs.

1. Loitering is not permitted on campus by persons not directly affiliated with AMSC. The Student Center is for use by AMSC students, faculty, staff, and their invited guests. Professional and/or student staff may ask anyone at any time to provide a AMSC Trailblazer Card. Campus Safety should be contacted immediately if an individual is suspected of loitering.
2. Children are not allowed in classes. There are no exceptions to this policy.
3. Children and other minor visitors are not to be left unattended. Children who are visiting on College premises must be supervised at all times by the parent or adult guardian.
4. Panhandling and/or begging is prohibited in the Student Center. Persons panhandling or begging should be advised of this policy. Persons who violate this policy shall be reported to Campus Safety.
5. Selling, peddling, advertising and soliciting of services/materials is prohibited. This includes the unauthorized posting and distribution of materials such as coupons, advertisements, sale/rental listings and flyers. Registered Student Organizations (RSO) fundraising activities must be approved by the Director of Student Activities, Vice President for Student Affairs, and the Vice President for Fiscal Affairs .

## *FREEDOM OF EXPRESSION*

### *A. Purpose and Overview of Policy*

Atlanta Metropolitan State College (“AMSC”) is committed to respecting the First Amendment rights of all individuals, including freedom of speech, freedom of expression, and the right to assemble peaceably. AMSC also

recognizes its responsibility to provide a secure learning environment that allows individuals enrolled at or employed by AMSC (“members of the AMSC community”) to express their views in ways that do not disrupt the operation of the College. This policy in no way prohibits members of the AMSC community from engaging in conversations on campus and does not apply to College-sponsored activities, but rather only establishes as a designated public forum an accessible, high-traffic location on ASMC’s campus and sets forth requirements for reservation and use of the designated public forum area in the following limited circumstances: (1) members of the AMSC community who plan an event with 30 or more persons; and, (2) individuals or groups of people who are not members of the ASMC community who wish to speak on ASMC’s campus. Reasonable limitations may be placed on time, place and manner of speeches, gatherings, distribution of written materials, and marches in order to serve the interests of health and safety, prevent disruption of the educational process, and protect against the invasion of the rights of others as deemed necessary by AMSC. By placing reasonable limitations on time, place, and manner of expression, ASMC does not take a position on the content or viewpoint of the expression, but allows for a diversity of viewpoints to be expressed in an academic setting.

### ***B. Designation of Public Forum on ASMC’s Campus***

To better facilitate the free exchange of ideas, AMSC has designated the quad area in front of the Student Center as a public forum on ASMC’s campus (“Public Forum Area”). The Public Forum Area is generally available from 9:00 a.m. to 5:00 p.m., Monday through Thursday, and 9:00 a.m. to 1:00 p.m. on Saturday, provided that the Public Forum Area has not previously been reserved. The Public Forum Area may be reserved using the Forum Reservation Request Form (PDF), which is available in the Office of Student Activities. Reservations will only be processed on days that ASMC’s Administrative Offices are open for business (“college business days”).

Though reservations to use the Public Forum Area are only required as set forth in Section C and Section D below, ASMC recommends that all parties interested in utilizing the Public Forum Area submit a completed Forum Reservation Request Form to ASMC’s Office of Student Activities prior to use so that ASMC may minimize scheduling conflicts, accommodate all interested users, and provide for campus safety and security.

### ***C. Provisions for Members of the ASMC Community***

Members of the ASMC community who plan to engage in expressive activity on campus in a group that is expected to consist of 30 or more persons must submit a completed Forum Reservation Request Form to ASMC’s Office of Student Activities two college business days prior to the scheduled activity and must receive approval in writing from a Student Affairs official prior to engaging in such activity. Prior notice is required to ensure that there is sufficient space for the large group event, that necessary College resources are available for crowd control and security, and that the academic and other operations of the College are not disrupted. The Student Affairs official may grant a reservation for the Public Forum Area or another available area of campus, as requested by the applicant, and may only deny a reservation for the limited reasons set forth in Section E below.

If an individual or small group of individuals within the ASMC community, while engaging in spontaneous expression, attracts a group of 30 or more persons, then a representative from the group should provide the College with as much notice as circumstances reasonably permit. The College reserves the right to direct a group of 30 or more persons to the Public Forum Area or another available area of campus in order to ensure the safety of campus members, to provide for proper crowd control, and to limit disruption of the academic and other operations of the College. When relocating expression, the College official must not consider or

impose restrictions based on the content or viewpoint of the expression.

#### ***D. Provisions for Persons Who Are Not Members of the ASMC Community***

Individuals or groups of persons who are not enrolled at or employed by ASMC may only engage in expressive activity on ASMC's campus in the Public Forum Area and only after submitting a completed Forum Reservation Request Form to ASMC's Office of Student Activities at least two college business days prior to the scheduled expression and obtaining approval for such use in writing from a Student Affairs official pursuant to the procedures set forth in Section E below. Organizers are encouraged to submit their requests as early in the planning stages of the event as possible. This provision does not apply to any classroom instruction or College-sponsored events.

#### ***E. Procedures for Forum Reservation Requests and Appeals***

Completed Forum Reservation Request Forms should be submitted to ASMC's Office of Student Affairs either in person or by email to [studentaffairs@atlm.edu](mailto:studentaffairs@atlm.edu) at least two (2) college business days prior to the scheduled expression. Reservations will be granted by a Student Affairs official on a first-come, first-served basis. The Student Affairs official will respond to all requests as soon as possible, but in no event more than one college business day after receipt of the reservation request, either authorizing the reservation and noting any special instructions, if applicable, or setting forth the reason for denial of the reservation.

The Student Affairs official may only deny a reservation for one of the following reasons:

- (1) The Forum Reservation Request Form is not fully completed;
- (2) The Forum Reservation Request Form contains a material falsehood or misrepresentation;
- (3) The Public Forum Areas have been reserved by persons who previously submitted a completed Forum Reservation Request Form(s), in which case the College must provide a reservation for the applicant at an alternate location, alternate date, or alternate time;
- (4) The use or activity intended by the applicant would conflict with or disturb previously planned programs organized and conducted by the College;
- (5) The Public Forum Area is not large enough to accommodate the expected or actual number of persons engaging in large group expression, in which case the College must provide a reservation for the applicant at an alternate location that can safely accommodate the applicant provided that the applicant is a member of the ASMC community and that such a location exists in the outdoor areas of ASMC's campus;
- (6) The use or activity intended by the applicant would present a danger to the health or safety of the applicant, other members of the ASMC community, or the public; or
- (7) The use or activity intended by the applicant is prohibited by law, ASMC policy, or Board of Regents policy.

When assessing a reservation request, the Student Affairs official must not consider or impose restrictions based on the content or viewpoint of the expression.

Appeals related to the decision of the Student Affairs official should be made in writing to the Vice President of

Student Affairs (VPSA), setting forth the reason for the appeal. ASMC's VPSA or her designee must decide and respond to all appeals within one college business day. The decision of the VPSA is final.

### ***F. Distribution of Written Material***

Members of the ASMC community may distribute non-commercial written materials on a person-to-person basis in open outdoor areas of the campus. An individual who is not a member of the ASMC community may only distribute written materials within the Public Forum Area and only during the time in which the individual has reserved the Public Forum Area. \*Please reference our solicitation policy, which can be found on page 21 of the Student Handbook.

### ***G. General Provisions***

In addition to the requirements set forth above, all individuals expressing themselves on ASMC's campus must comply with the following provisions:

- No interference with the free flow of vehicular or pedestrian traffic or the ingress and egress to buildings on campus is permitted.
- Any use of amplified sound, other than amplified sound used in connection with College-sponsored events, must only be intended to be heard in the immediate area of the expression in order to minimize disruption of the academic operations or other functions of the College.
- No interruption of the orderly conduct of college classes or other college activities, including college ceremonies and events, is permitted.
- The individual who reserves the Public Forum Area is responsible for seeing that the area is left clean and in good repair. If not accomplished, persons or organizations responsible for the event may be held financially responsible for any cleanup costs.
- Damage or destruction of property owned or operated by the College or property belonging to students, faculty, staff, or others is prohibited. Persons or organizations causing such damage may be held financially and/or criminally responsible.
- Individuals and groups of individuals expressing themselves on ASMC's campus must comply with all applicable federal, state, and local laws; Board of Regents policies; and ASMC policies, rules, and regulations.

Authorization of a speech, event, or demonstration is contingent upon compliance with the criteria listed above. Speakers and/or organizations failing to comply with the above policy may be asked to leave, a trespass warning may be issued, and/or College disciplinary action or judicial action may be pursued.

#### *Freedom of Expression Policy Questions*

Questions about this policy may be addressed to the Division of Student Affairs at 404-756-4585 or [studentaffairs@atlm.edu](mailto:studentaffairs@atlm.edu).

# CAMPUS LIFE AT AMSC

## OFFICE OF STUDENT ACTIVITIES

The goal of the Office of Student Activities is to provide students with opportunities for educational and social development outside of the classroom. The office plans and promotes programs which are aimed at increasing the overall quality of students' campus experience. The department serves the educational, recreational, social, and cultural needs of AMSC Students.

Students are encouraged to become involved in campus activities by joining a [club or organization](#) or by attending a seminar, program, or other campus activity. Participation in campus programs and activities offers students opportunities to become engaged in the campus community and fosters relationships with other students, faculty, and staff. Campus activities are designed to provide a well- rounded college experience as well enhance the career and educational goals of each student. Our staff is ready, willing, and able to help you explore the many different clubs and organizations available to you as part of the Office of Student Activities.

To join an AMSC club or organization or to learn about upcoming events, please visit [OrgSync.com](#).

## DISTRIBUTION OF STUDENT ACTIVITIES FUNDS

### *1. Student Activities Funds will be distributed on the basis of:*

- a. How directly the activity or event benefits the student body.
- b. The proposed number of students participating in the activity or organization.
- c. The amount of funds needed for financing the activity or organization.

### *2. Funds will not be allotted for:*

- a. Scholarships
- b. Non-student groups or individuals except when paid for a service.

### *3. Instructions for Requesting Funds for Clubs and Organizations*

- a. Discuss the request with the Student Government Association (SGA) Budget Committee Chair who will assist in determining the source from which the funds are to be requested.
- b. Submit to the SGA Budget Committee a written request. Specific information to be included may be obtained at [www.OrgSync.com](#).

4. *Procedures for budgeting funds for student activities are:* a. Each spring semester, an ad hoc sub-committee of the Student Affairs Committee composed of at least two students and a faculty or staff member, is appointed to recommend a tentative budget to the Student Affairs Committee.

b. The Student Affairs Committee reviews the proposed budget and makes recommendations to the Vice President for Student Affairs.

c. The Vice President for Student Affairs submits the budget to the President for approval.

## ORGSYNC

The central repository for all campus clubs and organization is OrgSync. OrgSync systematically tracks all campus organization data, memberships and co-curricular involvement. OrgSync allows every student to manage their involvement on campus, reflect on experiences, report learning outcomes, and create co-curricular records to showcase their involvement. OrgSync is administered through the Office of Student Activities. For a comprehensive list of student clubs and organizations, please visit [www.OrgSync.com](#).

## **FINANCES OF REGISTERED STUDENT ORGANIZATIONS**

Use of allocated student activities monies must adhere to the purposes, practices, and guidelines approved by the Student Government Association or allocating authority.

1. Student clubs and organizations and activities are primarily financed by funds from the Student Government Association.
2. Fundraising activities must be cleared through the Director of Student Activities, the Vice President for Student Affairs, and the Vice President for Fiscal Affairs.
3. Student Activity funds allocated to a student organization will be placed into an account in the organizations name. Requests for expenditures of these funds originate with the club/organization president or treasurer and are forwarded to the organization advisor, the Director of Student Activities, and the Vice President for Student Affairs for approval, and administered by the Vice President for Fiscal Affairs. Requests for expenditures should be approved in advance with minimum of 10 business days for processing.
4. Funds distributed to or collected by student organizations may:
  - a. Be deposited in the respective organizations' student activity fee accounts (SGA Funded Budget), or
  - b. Be deposited in an agency account in the Office of Fiscal Affairs office (e.g., Fundraising, dues).
5. The College reserves the right to audit all student club accounts.

## **CHARTERING STUDENT CLUBS AND ORGANIZATIONS**

An organization seeking recognition must submit a New Student Organization Application Packet form which is located in OrgSync. The petitioning organization must include five interested students and a full-time faculty or staff advisor.

The Director of Student Activities and the Vice President for Student Affairs shall examine each application and reject those that do not meet the criteria.

Recognition shall be granted only to those organizations whose purpose and proposed activities are clearly related to the educational goals and mission of the College. Recognition shall be denied if the evidence presented shows that the proposed organization will present substantial likelihood of material interference or conflict with the educational process of the College or any of the following:

1. The regular and orderly operation of the College.
2. The requirements of appropriate discipline within the College community.
3. The academic pursuits of teaching, learning, and co-curricular activities.
4. The laws or public policies of the State of Georgia and the United States.
5. The statutes and regulations of the College and the policies of the Board of Regents.

If the Vice President for Student Affairs denies recognition, the organization may appeal the decision to the Student Affairs Committee, which shall review the same and either affirm, reverse or modify the decision. The decision of the Student Affairs Committee may be appealed to the President of the College. All applications for recognition approved by the Director of Student Activities and the Vice President for Student Affairs shall be promptly communicated to the petitioning organization.

## **REGISTERED STUDENT ORGANIZATIONS (RSOs)**

The recognition of an organization authorizes use of College facilities and equipment, subject to the Board of Regents Policies and to College regulations.. Recognized clubs will also be provided a webpage in OrgSync and permitted to advertise on campus and conduct fundraising projects, with prior approval. Each academic year, every approved student organization is required to complete the registration process. This includes, but is not limited to, attending mandatory RSO and OrgSync training sessions and updating the organization's OrgSync profile. In addition, each student organization advisor is required to provide advisory support documentation.

### **Non-discrimination**

AMSC prohibits its faculty, staff and students from engaging in any form of prohibited discrimination or protected status harassment (including sexual harassment), and expects these individuals to refrain from committing acts of bias within the jurisdiction. Such prohibitions include, but are not limited to, actions which discriminate, harass, threaten or physically/verbally abuse another individual, with the intent or effect of unreasonably interfering with that person's work/academic performance, or employment/enrollment opportunity; or creates an intimidating or hostile work/academic environment based on that person's membership in a protected group.

As an equal opportunity institution, AMSC is committed to nondiscriminatory practices consistent with federal and state requirements and objectives. AMSC affirms its commitment to keeping its workplace and academic programs free of discrimination and harassment and maintaining an environment that recognizes the inherent worth and dignity of every person.

Consistent with the College's commitment to equal opportunity, affirmative action, and academic freedom; unlawful discrimination, harassment, and threatening conduct based on race, color, sex, age, sexual orientation, religion, creed, national origin, disability, veteran status or other protected rights under federal and state laws are prohibited.

### **Property damages**

Unauthorized or malicious damage to the property of the College or other persons or entities resulting from an organization's activities is prohibited, and the student organization shall be held responsible for all damages occurring during the activity.

### **Disorderly conduct**

Organizations' activities which encourage or precipitate riots or other disturbances which materially interfere with the regular and orderly operation of the College are prohibited.

### **Parades, student rallies and gatherings**

1. Parades, student rallies, and other similar gatherings must be limited to areas designated by approved published notice for such activities.
2. Outside parades, student rallies, and other such gatherings which interfere with pedestrian or vehicular traffic on campus must be cleared with the Vice President for Student Affairs before undertaken, as well as with the proper civil authorities if held off campus.
3. Use of facilities, equipment, and other College property shall be subject to reasonable scheduling by the Office of Student Activities in order to promote fair sharing of their use.

### **Law violations**

No organization shall commit, encourage, condone, or contribute to violations of College statutes and regulations, or the Policies of the Board of Regents, of the laws of Georgia or the United States.

### **Eligibility for membership and officer status**

1. Active membership shall be confined to currently enrolled students.
2. A student must be in good academic standing and meet the criteria established in the organization's constitution and/or by-laws to be eligible to serve as an officer of a student organization.

### **Organization publications**

1. Student organization publications shall not contain material which is obscene, offensive, defamatory (as the same is defined by the Code of Georgia, Section 26-2101), or which may create a substantial likelihood of material interference with the regular and orderly operation of the College.
2. Student organization publications shall abide by the guidelines and policies established by the College's Publications Committee.

## **Review and enforcement of regulations**

The Director of Student Activities shall periodically review the activities of all student organizations to determine if they are in compliance with College regulations. Charges of violations of College regulations may be brought against any recognized organization and shall be heard by the Director of Student Activities or, at his/her discretion, by the Student Affairs Committee. The chairman of the committee may request the presentation of oral and documentary evidence at the hearing. He/she or the hearing committee shall have a recording or transcript of the hearing prepared. The committee may impose one or a combination of the following penalties upon an organization after consideration of the evidence presented at the hearing:

1. Restriction of all or any privileges enjoyed as a recognized student club or organization
2. Monetary fines, withholding or withdrawal of allocated student activities monies
3. Restitution for damages
4. Probation of recognized status
5. Suspension of recognized status
6. Withdrawal of recognition

An organization may appeal the imposition of any penalty to the Vice President for Student Affairs, who shall review the action and affirm, reverse or modify the same. The appeal and review shall be in such form as the Vice President may require. The Vice President may utilize the services of an existing or ad hoc committee in determining the issue involved.

### **Final powers of president**

Upon notice of hearing, the President of the College may review at any time the recognition of any student organization, or any decision on disciplinary charges against any student organization, and make whatever final disposition of the matter he/she deems necessary for the best interests of the College.

## ***STATEMENT OF PRINCIPLES AND GUIDELINES FOR PUBLICATIONS OF ATLANTA METROPOLITAN STATE COLLEGE***

The editor of a student publication of Atlanta Metropolitan State College holds a responsible position. He/she is often viewed as an official spokesman for the students and the College, although, of course, he/ she is not. The College is the publisher of all publications which bear its name.

The College has an obligation, therefore, to see that they are in keeping with the aims and character of the institution. When disagreement arises, the matter shall be referred to the Publications Committee for disposition.

Editors are expected to know and comply with libel, lottery, sedition, and similar laws applying to publications. Editors are expected to exhibit good taste in the contents of their publications. Good taste excludes material which is salacious, obscene, offensive, or vulgar, and which ridicules religious and minority groups, human infirmities and the like.

The Publications Committee believes that the widest degree of latitude should be allowed student editors for the free discussion of current issues and problems. Editors must avoid harsh and intemperate criticisms where personalities are involved. Discussion of state political affairs should be limited to issues and policies and should not contain personal attacks on individuals.

Letters to the Editor published by the newspaper must be signed and give clear identification of the author. All columns must give the name of the author. Publication of a person's name submitting a letter to the editor may be withheld upon request. Editors are expected to consult their senior staff members before using questionable material. The advisor of student publications should be consulted when the staff is not in agreement. However, the decision to print material shall be that of the editor, and he/she shall be responsible for what he/she publishes. He/she should be guided by the Principles and Guidelines for College Publications.

The newspaper and its editor may give news and editorial coverage to student political events and controversies. At no time, however, will the editor of any student publication, acting in his/her official capacity, enter into student

partisan politics and/or use the facilities, or the privileges, of his/her office for the promotion of a political party or candidate. The advertising of beer, tobacco products, and whiskey shall not be permitted in student publications.

Solicitation of advertisements for student publications is prohibited without approval of the Vice President of Student Affairs.

Any student who fails to adhere to these guidelines will be subject to removal after a fair hearing. These guidelines are those adopted by the Publications Committee.

These principles and guidelines must be interpreted in keeping with the First Amendment of the United States Constitution.

## ***RECREATIONAL FACILITIES***

### ***Fitness Center***

The Fitness Center is located on the first floor of the Edwin A. Thompson, Sr. Student Activity Center. It is also operated under the direction of the Office of Student Activities and is staffed by student assistants. In addition, the Fitness Center is equipped with dumbbells and arm curve bars, universal weights, cardiovascular equipment, and an aerobic room.

### ***Game Room***

Located on the first floor of the Student Center, the game room is operated under the direction of the Office of Student Activities and is staffed by student assistants. The game room is equipped with two billiard tables, one table tennis, and TV Room. There is a small fee required to utilize the billiard tables. The game room also has a supply of board games (chess, checkers, etc.) and video games available for use free of charge.

***COLLEGE FACILITIES PRIORITY SYSTEM***The use of any AMSC facilities or services shall be governed, whenever feasible. However, it should be noted that some requests for activities or services might have to be denied due to the requested facilities not being available on the date(s) requested. The President of AMSC may set aside or temporarily suspend the facilities or services priority system at any time he/she deems this action to be necessary for the total operation or functioning of the College.

## ***STUDENT TRAVEL PROCEDURES***

Individual students or organized groups of students who plan to attend College-sponsored off-campus events which are funded by the Student Activities budget must submit a Request to Travel to Office of Student Activities at least 10 business days prior to the date of intended departure.

## ***SCHEDULING OF ACTIVITIES***

In order to schedule a College-affiliated activity such as a club meeting, event, forum, etc., the group must submit a Student Activity Request Form --with appropriate signatures at least fifteen days prior to the event date. This form may be obtained via [www.atlm.edu/campus-life/facilityrequest.aspx](http://www.atlm.edu/campus-life/facilityrequest.aspx). No student activities will be scheduled during final exams, except those associated with exam preparation or during the three calendar days prior to final exams.

## *EXPANDED RECREATION PROGRAM*

The recreation programs at Atlanta Metropolitan State College are available on a limited basis and administered by the Office of Student Activities. This program allows the student to participate in various recreational activities on campus which are supported by student activity funds.

## *THE STUDENT GOVERNMENT ASSOCIATION (SGA) CONSTITUTION*

### **PREAMBLE**

We, the students of Atlanta Metropolitan State College, desiring to provide a means for responsible and meaningful student participation in the organization and operation of students affairs; to provide a forum for the expression of student views and interests; to maintain academic freedom, academic responsibility, and student rights; to improve student cultural, social, and physical welfare; to promote understanding and involvement among all members of the college community; to promote the recognition of the rights and responsibilities of students to the larger community; to represent and legislate the interest of the student body in accordance with college statutes and the policies of the Board of Regents do hereby establish this Constitution of the Student Government Association of Atlanta Metropolitan State College.

### **ARTICLE I: AUTHORITY**

*Section 1.* The authority of the Student Government Association (SGA), hereinafter referred to as the SGA, and the Student Body Constitution are derived from delegation by the President of the college and from the student body of the college and shall be exercised in a manner consistent with the statutes of Atlanta Metropolitan State College, the policies of the Board of Regents of the University System of Georgia, and the laws of the State of Georgia.

*Section 2.* All students registered for college courses at Atlanta Metropolitan State College are members of the SGA, with the right to vote in all elections of officers and referendums and with the right to attend all meetings of the association with privileges of the floor. Furthermore, all students shall be entitled to hold office within the restrictions found in the standing rules of the association and these bylaws. Students are prohibited from holding office for more than two (2) academic years.

*Section 3.* The SGA shall have sole authority to act in the name of the student body as a whole, and all students shall be subject to the rules and regulations expressed in the constitution, its amendments, its bylaws, and legislation pursuant thereto.

*Section 4.* The SGA Constitution shall be the fundamental law of the SGA. The SGA is and shall remain the highest organization of the student community.

*Section 5.* Candidates for any office shall file a written petition with the Director of Student Activities stating their qualifications for office. The candidates' records shall be checked one week prior to the election to insure that they meet the necessary qualifications. The deadline for filing the petitions shall be announced by the Director of Student Activities. Candidates for any office must be officially enrolled at Atlanta Metropolitan State College and must have earned a minimum of 12 degree semester hours. All officers must remain officially enrolled at Atlanta Metropolitan State College for the duration of their term.

*Section 6.* Any Atlanta Metropolitan State College Student who is a candidate for any office must have a minimum of a 2.5 cumulative GPA by the date of election to be eligible to hold office. All Student Government Members are required to maintain the minimum cumulative GPA to remain in office. In addition to the minimum cumulative GPA requirement, all SGA members must maintain a clean disciplinary record. In the event that a student government member is found to be guilty of a major offense while holding office by the Student Government Judiciary

Committee, or AMSC Judiciary Committee, he or she will be subject to immediate disciplinary action up to and including immediate removal from office. Any AMSC student that possesses a conviction of a major disciplinary offense by the SGA Judiciary Committee or AMSC Judiciary Committee shall be barred from holding any other AMSC SGA office.

Subsection 1: A major offense shall be defined as the following:

- i. Perjury during an SGA Judiciary Committee or AMSC Judiciary Committee hearing.
- ii. Maliciously making false statements in the filing of a complaint against an SGA member, AMSC student, or faculty member.
- iii. Conduct that is maliciously dangerous or harmful to an AMSC student, faculty, or staff member.
- iv. Conduct deemed by the SGA Senate and Executive Committee as being grossly counterproductive to the normal operations of the SGA.
- v. Insubordination without sufficient justification.

**Section 7.** The SGA President shall be elected by simple majority of the student body vote. In case of a run-off, a simple majority will rule.

**Section 8.** In the event that the Office of Secretary and/or Treasurer is vacant, the SGA President will have the authority to appoint a secretary and/or treasurer to be confirmed by a two-thirds majority of the SGA Senate. Prior to any appointments by the President of the SGA, candidates for the position of secretary and/ or treasurer must be interviewed by the entire Executive Committee including the Director of Student Activities. The confirmation process shall be conducted during a normal Student Government Meeting and be announced a minimum of two (2) weeks in advance of the date of confirmation to give members of the senate time to review the qualifications of the potential candidates.

**Section 9.** In the case of a vacancy in the Office of the SGA President, the SGA Vice-President shall take office. In the case of a vacancy in the Office of the SGA Vice – President, the President shall nominate a candidate on confirmation by a majority vote with two-thirds approval of the SGA Senate.

## **ARTICLE II: OFFICERS**

**Section 1.** The elected Executive Officers of the AMSC SGA shall be as follows: President, Vice President, Secretary, Treasurer, Parliamentarian; and a minimum of eight (8) senators with the addition of one (1) senator as enrollment increases per 400 students.

**Section 2.** The faculty advisor shall be recommended by the SGA President with the consent of the other executive officers and confirmed by the Director of Student Activities.

**Section 3.** The election of the officers shall be held the Wednesday and Thursday of the fifth week in the Spring Semester. The vote shall be by secret ballot and the election shall be under the direction of the Election Board. This date may change at the discretion of the Election Board and the current SGA Executive Committee.

**Section 4.** The newly elected officers shall assume their duties at the beginning of the Fall Semester, with a majority of ballots cast needed for election. All Executive Members, as listed in Article II section 1, must run for the positions each year. The terms of all officers shall be that of one year or until a successor is chosen. The newly elected senators shall take office immediately upon election or appointment. Any senator having served three semesters may be considered to have served a full-term.

**Section 5.** When vacancies occur in representation of one or more senators, the SGA President shall appoint a student to fill the unexpired term, with the provision that the candidates meet the qualifications of the office. A two-thirds majority vote of the current Senators and Executive Committee Members present will be necessary for approval.

### **ARTICLE III: DUTIES OF OFFICERS AND ADVISORS**

**Section 1.** The President of the SGA shall also be the Chief Executive Officer of the SGA. The duties of the President of the SGA shall be as follows:

1. Earned at least 12 semester hours at AMSC and maintained at least a 2.5 GPA while serving as the Student Government Association's President.
2. Attend all committee meetings on and off campus.
3. Attend all meetings of the Student Advisory Council to the Board of Regents.
4. Enforce observance of the by-laws.
5. Advise any officer who is having academic difficulties, and request any officer to resign who has failed to maintain the minimum Grade Point Average (GPA) required or does not fulfill their duties while holding office. The President must notify the Vice President for Student Affairs in writing of any student who fails to meet this qualification.
6. Provide a written report of the activities of the Student Government Association submitted each semester to the Vice-President of Student Affairs and the Director of Student Activities.
7. Serve as an ex-officio member of all SGA committees.
8. Serve as a provider for direction of the SGA in formulating and implementing its goals.
9. Serve as the official spokesperson of the SGA in its contacts with the community and the media after consultation with the Director of Student Activities.
10. Assist the faculty in representing the students' interests in the development of courses to be offered.
11. Perform administrative responsibilities, along with the vice president, for the internal operation of the SGA.
12. Represent the interest, concerns and the needs of the student body to the college administration, the faculty and standing committees, and to others as deemed necessary.
13. Spend at least 10 hours weekly in the SGA office completing SGA tasks.
14. Preside as President over the Senate and promote the adherence to the SGA Constitution.

**Section 2.** The duties of the Vice President shall be as follows:

- A. Assume all responsibilities of the office in the absence of the SGA President.
- B. Conduct a special meeting of the SGA in the absence of the President after obtaining authorization from the President.
- C. Serve as a liaison to other campus clubs and organizations as delegated by the president, without authority over them.
- D. Serve as a liaison between SGA committees.
- E. Become president of the Student Government Association should the elected president become completely unable to perform his/her duties at anytime.
- F. Fulfill and perform any duties or responsibilities as delegated by the SGA President.
- G. Earned at least 12 semester hours while attending AMSC and maintained at least a 2.5 GPA while serving as the Student Government Association Vice-President.
- H. Enforce the AMSC SGA Constitution.
- I. Spend at least 5 hours weekly in the SGA office. Promote the adherence to the SGA Constitution

**Section 3.** Responsibilities of the Secretary shall be as follows:

- A. Be present and record the minutes of all meetings of the SGA and the Executive Committee. The minutes from the previous meeting shall be E-mailed to all senate members or posted on OrgSync.com for their

review within five days of the next SGA Meeting. Copies of the minutes shall be made for the following distributions: one for each officer of the Executive Committee; two copies to be kept in the Student Government Association office on file; and one copy for the Student Government Association faculty advisor (may be made available by E-mail).

- B. Maintain the official roll call at each meeting and a tabulation of each Senator's required office hours.
- C. Assist the Executive Committee in communicating with other schools and organizations and with the administration, faculty and students.
- D. Prepare, collect, and distribute all Student Government Association correspondence.
- E. Assist the President with any requested additional duties of importance to the Student Government Association.
- F. Staff and maintain the office of the SGA.
- G. Earned at least 12 semester hours while attending AMSC and maintained at least a 2.5 GPA while serving as the Student Government Association Secretary.
- H. Enforce the SGA Constitution.
- I. Spend at least 5 hours weekly in the SGA office.

**Section 4.** Responsibilities of the Treasurer shall be as follows:

- A. Act as custodian of all funds of the SGA through the Office of Student Activities.
- B. Meet with the Director of Student Activities to discuss the fiscal affairs.
- C. Sign all Requisition/Purchase Orders and Activities Request forms submitted to the Office of Student Activities.
- D. Chair the SGA Budget Committee and disburse funds as authorized in writing by the president providing it complies with the Student Government Association budget and institutional policies and regulations.
- E. Submit a complete and up-to-date financial report at regularly scheduled SGA meetings.
- F. Attend all meetings of the SGA and the Executive Committee.
- G. Earned at least 12 semester hours while attending AMSC and maintained at least a 2.5 GPA while serving as the Student Government Association Treasurer.
- H. Enforce the AMSC student Constitution.
- I. Spend at least 5 hours weekly in the Student Government Association office.

**Section 5.** Responsibilities of the Parliamentarian shall be as follows:

- A. Earned at least 12 semester hours while attending AMSC and maintained at least a 2.5 GPA while serving as a Student Government Association Senator.
- B. Be a voting member of the Student Government Association.
- C. Serve as an authorized delegate to the SGA meetings.
- D. Perform all duties as delegated by the president.
- E. Enforce and maintain Robert's Rules of Order as standards for all meetings of the SGA.
- F. Recommend any information to the SGA that may assist the Student Government Association.
- G. Enforce the AMSC SGA Constitution.

**Section 6.** The duties of a Senator shall be as follows:

- A. Earned at least 12 semester hours while attending AMSC and maintaining at least a 2.5 GPA while serving as a SGA's Senator.
- B. Be a voting member of the SGA.
- C. Serve as an authorized delegate to the SGA meetings.
- D. Perform all duties as delegated by the SGA President.
- E. Communicate suggestions and/or grievances of the student body to the Senate and Executive Committee of the SGA.
- F. Recommend information to the SGA that may assist the SGA in any way.
- G. Enforce the AMSC SGA Constitution.
- H. To review reports from standing or special committees.

- I. In order to overrule a decision made by a standing or ad hoc committee, there must be a two-thirds vote of the Senate members.
- J. To hold regular meetings with designated club/organization presidents and submit the club/organization agendas and/or minutes to the SGA President and SGA Judiciary Committee within five days of said meeting.
- K. Club/Organization presidents shall be invited to SGA meetings to submit monthly reports of upcoming events. The reports shall be e-mailed to the SGA Secretary within five days of the Student Government Association meeting at which the presentation will be made.
- L. Shall spend at least one volunteer hour weekly in the SGA office. In the event that a senate member is tardy for a scheduled SGA meeting, that person shall serve an additional hour in the office.
- M. Shall sign a volunteer commitment form every semester indicating time of availability to perform their required amount of volunteer hours. Also, all senators are solely responsible for updating and maintaining his or her current contact information, including phone number and email address in OrgSync.
- N. Volunteer sign-in sheets shall be located outside of the SGA office in a conspicuous area.
- O. All members of the SGA shall be responsible for keeping an accurate record of their SGA's participation and support of club and organizational events.
- P. All members shall be required to volunteer in the Student Commission office at least twice each semester for the disbursement and collection of books during the Book Loan Program.
- Q. Vetoed legislation will be issued back to its author(s) in a timely fashion. The maximum time allotted will be within two weeks time of the initial veto.

**Section 7.** The duties of the Faculty Advisor(s) shall be as follows:

- A. Attend all meetings of the SGA and Executive Committee.
- B. Advise the SGA on various problems which may arise and remain fully abreast of all activities within SGA and those actions taken outside of the SGA.
- C. Advise the SGA of particular channels through which they should go in obtaining reasonable action on their recommendations, and assist them, if possible, in attempting to further their petitions in accordance with the SGA constitution, Atlanta Metropolitan State College's rules and regulations, and the policies of The Board of Regents.
- D. Inform and explain to the SGA the meaning of all actions taken by the faculty that directly affect the student body, and other information he/she deems useful and informative.

#### **ARTICLE IV: MEETING**

All Student Government Association meetings shall be an open session, held twice a month at a time to be determined by the body during the month August, with a 48 hour prior notice stating time and place.

Special sessions may be called by the SGA Vice President, when petitioned by two-thirds of the members of the senate, 48 hours prior to the special session. The reason(s) for holding the special session must be given to all senate members, with the consent of the President.

#### **ARTICLE V: PARLIMENTARY PRACTICE**

- A. The parliamentary practice to be followed by the SGA is according to *Robert's Rules of Order*.
- B. A 2/3 majority of the officers currently in office shall constitute a quorum in any meeting of the SGA.

#### **ARTICLE VI: PRESIDENT PRO-TEMPORE**

The SGA President shall preside at all meetings of the SGA. In his/her absence, the vice president shall preside. If neither is present, the Faculty Advisor shall choose a President Pro-Tempore to serve in the absence of the Vice President.

## **ARTICLE VII: VOTING POWER**

- A. Each elected member of the SGA shall have one vote.
- B. The President only votes in the event of a tie. When presiding at a meeting, the vice president shall vote only in case of a tie. The President shall have veto power over any legislation passed at an SGA meeting provided the veto is announced within 48 hours along with written detailed reasoning. At the next regular meeting of the SGA, a  $\frac{3}{4}$  vote of the Senate will be required to override the veto.

## **ARTICLE VIII: COMMITTEES AND BOARDS**

**Section 1.** The Election Board shall be composed of a chairperson and four (4) students selected by the chairperson from the student body at large. The Vice President shall preside as the chairperson except when he or she is absent or running for office. In such instances, another chairperson shall be appointed by the Director of Student Activities.

The Election Board shall:

- A. Conduct each SGA election according to the rules and guidelines projected in this Constitution.
- B. Collect all ballots that are to be drawn up and counted, as well as prepare a teller's report that will be presented to the SGA President.
- C. Keep all ballots, tally sheets, and teller's reports for a period no longer than one month.
- D. Return the final decision pertaining to all questions arising in connection with elections.

**Section 2.** The Student Government Association has the authority to establish regular and standing committees.

- A. The candidate for chairperson of a committee shall be nominated by a Student Government Association member and voted in with a  $\frac{2}{3}$  majority.
- B. Other members shall be recommended by the chairperson and appointed by the president. Also, the chairperson may appoint non-senate members to be a part of the committee. However, non-senate members cannot participate in legislative procedures.
- C. Each committee shall make its own rules and procedures for conducting its business.
- D. The chairperson of each committee must appoint a secretary who should also be a member of that particular committee to prepare a summary of all meetings of the committee and submit the summarized report to the officers five days before the next SGA meeting.
- E. Submission of the summarized report may constitute a recommendation to the Student Government Association. The Student Government Association may approve or reject the summarized report of the committee. The exception should be recorded, **but** no part of the report should be deleted or changed.

## **ARTICLE IX: ATLANTA METROPOLITAN PROGRAMMING BOARD AND STUDENT TIMES NEWSPAPER**

**Section 1.** The Atlanta Metropolitan Programming (AMP) Board and the Student Times Newspaper shall have special stipulations in the governance of both organizations.

**Section 2.** AMP Board shall adhere to and operate under the following decrees:

- A. Shall have listed a written purpose and/or mission statement.
- B. Shall be consolidated into the Student Government Association and be chaired by an At-Large Member.
- C. Shall have access to a running budget approved by the Student Government Association Budget Committee and/or Fiscal Resources Committee if necessary.

**Section 3.** The Student Times Newspaper shall adhere to and operate under the following decrees:

- A. Shall have listed a written purpose and/or mission statement.

- B. Shall have access to a running budget approved by the Student Government Association Budget Committee and/or Fiscal Resources Committee if necessary.
- C. Shall publish an edition of the student newspaper at least once in the fall and spring semesters of every academic year.
- D. Shall obtain approval of the Editorial Review Board prior to print and distribution.

**ARTICLE X: AMENDMENTS**

**Section 1.** Amendments to this constitution can be made by any student. The proposed amendment must be in the form of a written petition and detailed explanation for the proposition signed by 10% of the student body and then submitted to the SGA for consideration. This shall be held no later than twenty-nine class days after the presentation of the petition to the SGA Vice President.

**Section 2.** To ratify a proposed amendment to this constitution, copies of the proposed amendment shall be made available to all students one week before voting. The amendment shall then be placed on a ballot in the next election or special election. Two-thirds of the votes cast will be needed to adopt this amendment.

**Section 3.** Upon ratification of a Constitutional amendment(s), the amendment(s) shall be incorporated into the SGA Constitution upon approval of the SGA President.

**ARTICLE XI: PUNITIVE ACTION**

**Section 1.** The purpose of punitive action is to increase accountability of the Student Government Association.

**Section 2.** An SGA Judiciary Committee shall be formed to facilitate hearing.

- A. The committee shall consist of four committee members and one chair.
- B. The chairperson of this committee shall be appointed by the SGA President. The four other members shall be appointed by the SGA Judiciary Chair.
- C. The committee shall write its own by-laws and procedures.

**Section 3.** Laws Constituted for punitive actions:

- A. Absence from two or more meetings without representation from clubs or organizations.
- B. Neglect of duties as stated in the Constitution under appropriate article.
- C. Malfeasance or misfeasance in office and/or moral turpitude.
- D. Absence from two meetings without prior notice shall initiate the steps towards punitive actions.

**Section 4.** Recommended punitive actions for SGA members who violate this constitution include, but are not limited to:

- A. Impeachment from office.
- B. Reduction or elimination of stipend
- C. Written reprimand

A major offense shall be defined as the following:

- i. Perjury during an SGA Judiciary Committee or AMSC Judiciary Committee hearing.
- ii. Maliciously making false statements in the filing of a complaint against an SGA member, AMSC student, or faculty member.
- iii. Conduct that is maliciously dangerous or harmful to an AMSC student, faculty, or staff member.
- iv. Conduct deemed by the SGA Senate and Executive Committee as being grossly counterproductive to the normal operations of the SGA.

- v. Insubordination without sufficient justification.

**Section 5.** Clubs and organizations may lose financial assistance if any of the following infractions are committed:

- A. Failure of club members to meet regularly.
- B. Failure to meet at scheduled times.
- C. Failure of club members to submit club meeting minutes.
- D. Failure of the Club Presidents to maintain an updated and active OrgSync.com page.

**Section 6:** Clubs and organizations are required to maintain at least five (5) active members. Failure to do so shall result in the club being declared inactive and ineligible for financial assistance.

## **ARTICLE XII: ENABLING CLAUSE**

**Section 1.** Ratification of this Constitution shall require a favorable vote of at least a two-thirds majority vote of the members of the SGA and approval of a simple majority of the voting student body in a Constitutional referendum.

**Section 2.** Upon the ratification of this Constitution and the approval of the College President, all other previous Atlanta Metropolitan State College Student Government Association Constitutions shall be null and void.

## **THE SGA JUDICIARY COMMITTEE**

**Article I.** The SGA Judiciary Committee will be formed for the purposes of evaluating conduct and actions of the SGA members. The SGA Judiciary Committee shall only have jurisdiction over matters pertaining to the SGA.

**Article II.** The purpose of the SGA Judiciary Committee is to see that all laws of the Constitution of the SGA are enforced, and to act as an impartial mediator between the Student Government and the immediate SGA Administration in the case of an SGA dispute.

**Article III.** The SGA Judiciary Committee shall be composed of five (5) judges and one (1) committee chair. This committee shall remain a separate committee from the other SGA committees.

**Article IV.** The President of the SGA would nominate the Chair of the SGA Judiciary Committee in the event of vacancy of the seats of more than three (3) judges and the Chair. In the event of less than three (3) judge seats being vacant in the SGA Judiciary Committee, the Chair shall nominate the candidate with the remaining judges casting a secret ballot to confirm.

**Article VI.** Under the article of impeachment as stated in Article 16, Sections three and four, any SGA member or members accused along with his/her accuser(s), shall receive by registered or electronic mail a summons to appear before the SGA Judiciary Committee and should bring any evidence or proof on his/her behalf. The summons must be sent by the Secretary or the Chair of the Judiciary Committee a minimum of five (5) school days prior to the appearance before the SGA Judiciary Committee. If necessary, there will be a committee formed to see if there are grounds for a trial. If reasonable grounds for impeachment are found, the SGA member or members must stand before the SGA Judiciary Committee and the members of the SGA.

**Article VII.** Any person or persons that are the accused subject of impeachment processes can appeal for a retrial if he or she so desires. This appeal should be made to the Chair of the SGA Judiciary Committee. It is at the discretion of the SGA Judiciary Committee whether to grant the accused a retrial or not based on any extenuating circumstances. The decision of the SGA Judiciary Committee shall be final and binding. This must be the case in order to ward against double jeopardy of the accused and to ensure that the SGA Judiciary Committee's authority remains intact in actions within the best interest of the Student Body and the SGA.

**Article VIII.** All hearings of the SGA Judiciary Committee shall be recorded and kept on file and securely locked in the office of Student Activities. In the case of an accusation of a mistrial, the recording of the hearing will be thoroughly reviewed by the Director of Student Activities and all the members of the Executive Committee in a private session to determine if a mistrial should be granted on grounds of misconduct of the SGA Judiciary Committee or any of its members. A determination of misconduct or mistrial must be obtained by a minimum of a two-thirds consenting vote of the Executive Committee members and Director. A detailed written explanation of the determination should be submitted for the record.

## **STUDENT INTEGRITY AND CODE OF CONDUCT**

The College has the responsibility to furnish students with academic knowledge while helping them develop into mature and responsible citizens of the community. All students are entitled to learn in a safe environment conducive to personal and professional growth. Therefore, all individuals enrolled at Atlanta Metropolitan College must adhere to the College's code of conduct. Any violation of statutory laws or the College's code of conduct will result in disciplinary actions and penalties being imposed on the individual.

### ***ACADEMIC IRREGULARITIES***

**ACADEMIC MISCONDUCT** or cheating takes many different forms. Although different instructors assign various penalties, academic misconduct is grounds for failure either on the assignment, or the course, and in some cases is a ground for expulsion from the College. Examples of academic misconduct include, but are not limited to, copying exam answers from others; using notes, calculators, dictionaries and books during examinations or assignments without the authorization of the instructor; using sources expressly forbidden by the instructor; handing in someone else's work as one's own; or any deceptive act that interferes with the instructors efforts to accurately evaluate a student's academic performance.

**PLAGIARISM** includes the copying of materials directly from a source and/or using someone else's work or ideas without acknowledging the source. In short, plagiarism is claiming another person's words or ideas as one's own. Essays, term papers, and tests must be the work of the student. If the student uses someone else's ideas, words, or computer program, the student must acknowledge the source. When giving an oral presentation the speaker should cite the source of information. Unless the instructor indicates otherwise, the student may obtain editorial assistance from someone else. Nonetheless, this assistance should be in the form of explaining or clarifying rules, strategies, formats, or principles in order to improve the student's own work. ***POLICIES OF DISRUPTIVE AND OBSTRUCTIVE BEHAVIOR***

### **BOARD OF REGENTS POLICY**

The Board of Regents stipulates that any student, faculty member, administrator or employee, acting individually or in concert with others, who clearly obstructs or disrupts, or attempts to obstruct or disrupt any teaching, research, administrative, disciplinary or public service activity, or any other activity authorized to be discharged or held on any campus of the College System of Georgia, is considered by the Board to have committed an act of gross irresponsibility and shall be subject to disciplinary procedures, possibly resulting in dismissal or termination of employment.

### **AMSC DISCIPLINARY PROCESS**

When a student is charged with a violation of conduct regulations, disposition of the student's case shall be according to constitutional requirements and due process and in keeping with the procedures outlined below: All complaints of alleged violation by a student shall be made in writing to the Office of Student Affairs using the Student Incident portal located on the college website:

[https://atlm-advocate.symplicity.com/public\\_report/index.php/pid395859?](https://atlm-advocate.symplicity.com/public_report/index.php/pid395859?)

Each complaint shall contain a statement of facts outlining each alleged act of misconduct, and shall state each allegation which the student is alleged to have violated. The student shall be notified, in writing, by the Office of Student Affairs that he/she is accused of a violation and will be asked to report for a meeting to discuss the complaint.

At the meeting, the student shall be advised of the following options:

a. He/she may, in writing, admit or deny the alleged violation, waive all further hearings, and request that the College official take appropriate action.

b. He/she may, in writing, admit or deny the alleged violation. If the case involves the possibility of suspension or expulsion, the Vice President for Student Affairs shall refer the case to the Judicial Committee for full disposition.

c. The ADR process is appropriate for some cases (see the ADR Process).

When cases are referred to the Judicial Committee, the Office of Student Affairs shall notify the student within 72 hours in writing/by hand delivery or registered mail, concerning the following:

a. The date, time, and place of hearing.

b. A statement of the specific charges and grounds for which, if proven, would justify disciplinary action being taken.

c. The names of witnesses scheduled to appear. The student is expected to notify his or her parents or guardian (if 18 or under) of the charges, and these persons may request a meeting with the College officials with the approval of the student. The conference must include the student. The decision reached at the hearing will be communicated in writing to the student. The communication will specify the action taken by the Disciplinary Committee and the interest of the College which has been adversely affected by the conduct necessitating the disciplinary action. The student shall be notified in writing of his or her right to appeal the decision of the Disciplinary Committee. In cases of appeal, any action assessed by the Disciplinary Committee shall be suspended pending the outcome of the appeal to the president of the College. A copy of the final decision shall be given to the student.

#### **ADMINISTRATIVE PROCEDURES FOR HANDLING CLASSROOM BEHAVIOR OF DISRUPTIVE AND THREATENING STUDENTS**

Inappropriate behavior on the part of students that is considered abusive, profane, belligerent, and/or threatening is a violation of the AMSC Student Code of Conduct.

In the event an AMSC faculty, staff, or administrators are confronted by students who exhibit belligerent, abusive, profane, threatening and/or inappropriate behavior and are unable to resolve the confrontation personally, the Campus Safety Office shall be immediately contacted for assistance. Campus Safety Officers are available 24 hours a day, seven days a week at (404) 756-4040.

#### **Procedures**

1. If a student's conduct is disruptive or interferes with the orderly class process, the instructor should promptly advise the student to cease the inappropriate behavior. If the disruptive behavior continues, the instructor may ask the student to leave the class or cancel class if necessary in order to deal with the disruptive student. Public Safety must be notified if a student is removed from class.
2. Public Safety will then notify Student Affairs of the incident.
3. Prior to the student returning to the classroom, the instructor should schedule a private conference. However, when these disruptions or threats appear to constitute serious violations of the Student Code of Conduct, a verbal and/or written complaint concerning the confrontation should be reported to Student Affairs using the Student Incident Portal aforementioned. This report should include dates, time, actions, names of persons involved, and should be substantiated by witnesses if applicable.
4. Reports must be submitted within 72 hours of the incident. The report will be reviewed and deliberated by Student Affairs within a reasonable timeframe.

5. The next time the class convenes, the student may not return to class without the prior permission of the instructor. The instructor reserves the right to deny the student access to the classroom. The instructor has the right to obtain the assistance of the Campus Security Officers if the student refuses to leave the classroom when requested by the instructor. Documentation of this type of incident is required.
6. The instructor will inform Vice President of Student Affairs in writing of the incident without delay. It should be noted that if anyone is in immediate danger, Campus Safety will exercise their authority; which in extreme cases could include formal arrest of the student and incarceration. Campus Safety will forward a written report to the Vice President for Student Affairs, who will conduct an administrative inquiry with appropriate due process into the incident.

An administrative disposition is rendered or negotiated settlement of the complaint, normally within seven (7) weekdays of receipt of the complaint. Furthermore, if faculty, staff or administrators can document that a student has exhibited behaviors that may indicate a physical, mental, emotional, or psychological health condition which could result in a student medical withdrawal, they should bring such concerns directly to the attention of the Vice President for Student Affairs.

The Vice President of Student Affairs will request the Director of Counseling and Testing, or appropriate professional, to initiate a confidential inquiry into the matter and make a recommendation (s) for administrative disposition to the Vice President of Student Affairs.

## *NONACADEMIC IRREGULARITIES AND PROHIBITIONS*

### **A. ALCOHOLIC BEVERAGES**

The possession, sale, furnishing, or consumption of alcoholic beverages on College property or at events sponsored by the institution is prohibited.

### **B. DRUGS & DRUG USE**

The possession, sale, furnishing, or use of drugs controlled by federal or Georgia law without valid medical or dental prescription is prohibited.

### **C. DAMAGE TO PROPERTY**

Malicious or unauthorized intentional damage or destruction of property or materials owned or controlled by Atlanta Metropolitan State College, or belonging to a member of the College community or to a visitor is prohibited.

### **D. DISORDERLY CONDUCT**

The following acts of conduct are prohibited at any event sponsored or supervised by the College or any approved student organization:

1. Lewd, indecent, and obscene conduct and/or expressions which provoke or offend others and are offensive to the prevailing standards of an academic community.
2. Conduct which interferes with the normal operation of the College or the appropriate requirements of discipline.
3. Disorderly conduct which breaches the peace.
4. Pushing, striking or physically assaulting any member of the faculty, administration, staff or student body or any visitor to the campus.
5. Entering or attempting to enter any event without credentials for admissions, i.e., ticket, ID card, invitation, etc. At such functions a student must present proper credentials to properly identified College faculty and staff upon their request.
6. Interfering with, giving false name to, or failing to cooperate with properly identified College faculty, Administrative, Campus Safety or Atlanta Metropolitan State College staff personnel while these persons are in the performance of their duties.

### **E. FALSIFICATION OF RECORDS**

No student shall alter, counterfeit, forge, or cause to be counterfeited, altered or forged any record, form or document used by the College.

### **F. EXPLOSIVES**

The possession, sale, or use of explosives of any kind on College property or at events sponsored or supervised by the College or any approved student organization is prohibited.

### **G. FIRE SAFETY**

All students shall be required to observe all state fire laws and institutional fire safety regulations. Tampering with fire safety equipment is prohibited. The unauthorized possession, sale or use of any incendiary device is prohibited. The possession, sale, or furnishing of an explosive or explosive device on College property or at College-sponsored events is prohibited.

No students shall set or cause to be set any unauthorized fire in or on College property. No student shall make, or cause to be made, a false fire alarm as stated by State of Georgia fire regulations. The possession or use of fireworks on College property or at College-sponsored events is forbidden. Fireworks are defined as any substance prepared for the purpose of producing a visible or audible effect by combustion, explosion, or detonation.

## **H. WEAPONS**

The possession or use of any type of lethal weapon on College property or at events sponsored or supervised by the College or any approved student organization is prohibited.

## **I. SMOKING**

Atlanta Metropolitan State College is a smoke-free environment. Smoking is not allowed in any building on campus.

## **J. THEFT**

No student shall take, or attempt to take, or keep in his/her possession items of College property, or items belonging to students, faculty, staff, library and audio-visual center, student organizations or campus visitors.

## **K. UNAUTHORIZED ENTRY OR USE OF COLLEGE FACILITIES**

Unauthorized entry into any College building, office, or other facility is prohibited. No student shall remain without authorization in any building or office after normal closing hours. A Facilities Request Form should be obtained for clearance to use any College facility.

## **L. GAMBLING**

The playing of games of skill or chance for money or other items of value is prohibited.

## **M. HAZING**

All orientation ceremonies which involve initiations or inductions that permit mental suffering are prohibited.

## **N. PARKING AND TRAFFIC REGULATIONS**

The purpose of the following Policies and Regulations is to facilitate the safe and orderly conduct of College business and to establish parking procedures. The College assumes no responsibility for loss or damage to any vehicle or the contents of any vehicle operated or parked on the Atlanta Metropolitan State College campus. Vehicles should be kept **locked** at all times.

**General Parking Information** - All students, faculty, and staff automobiles must be registered with the College and must display a parking decal. This decal must be placed on the inside of the rear window (driver's side).

To obtain a new parking decal an automobile registration form or bill of sale must be presented. Parking decals are not transferable to friends, visitors, or family members. They are for the sole use of the person to which the sticker is issued. Decals must be removed from cars when ownership changes. The registrant will be held liable for violations as long as the decal is displayed on the car registered with the College.

**Reserved Parking** - Faculty and staff parking areas are marked. Students are expected to park their automobiles in areas other than those reserved for faculty and staff. All cars must be parked within the parking space lines. Parking on yellow curbs or in driving lanes is a parking violation.

**Penalties** - Cars illegally parked will be ticketed. Fines must be paid promptly at the cashier's window, Room 121 in the Library Building. Students will not be permitted to register for classes in subsequent semesters until all fines have been paid. Serious offenders (after three tickets) will be subject to disciplinary action.

The College reserves the right to order the removal of any vehicle that is found illegally parked on College property. Cars having no indication of an authorized parking decal or parked in an unauthorized space may be booted or towed away at considerable cost to the owner. Persons violating these policies may have their parking decals removed from their cars and replacement parking decals may not be issued for the remainder of the semester in progress, or longer, depending upon the nature of the violation.

**Motorcycles** - Motorcycles must be registered and are subject to the same policies and procedures as set forth for automobiles. Parking decals must be displayed in a conspicuous place on the motorcycle.

## **O. 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's life are prohibited.

## **P. VIOLATION OF LOCAL, STATE, OR FEDERAL LAW**

Violation of local, state or federal law on or off the campus, which constitutes a clear and present danger of material interference with normal, orderly operation and processes of the College, is prohibited. A student violating such laws shall be subject to appropriate disciplinary action by the College.

## **Q. COMPUTER ACCEPTABLE USE AND SECURITY POLICY INTRODUCTION**

This acceptable use and security policy governs the use of computers and networks on the Atlanta Metropolitan State College campus. As users of these resources, students are responsible for reading and understanding this document. This document protects the consumers of computing resources, computing hardware and networks, and system administrators.

## **R. HOVERBOARDS**

Atlanta Metropolitan State College (AMSC) will prohibit self-balancing scooters, battery operated scooters, and hands-free segways, more popularly known as hover boards, because of recent concerns by the Consumer Product Safety Commission (CPSC) and the potential impact these devices may have on campus safety. Beyond the risk of collisions and falls, the National Association of State Fire Marshals recently issued a warning after several incidents of scooters catching fire. These items will not be permitted on the AMSC campus or in any AMSC owned building. This action is being taken as part of the college's efforts to maintain a safe campus environment.

**1. Common courtesy and respect for rights of others** Students are responsible to all other members of the campus community in many ways, including respecting and valuing the rights of privacy for all, to recognize and respect the diversity of the population and opinion in the community, to behave ethically, and to comply with all legal restrictions regarding the use of information that is the property of others.

### **2. Privacy of information**

Files of personal information, including programs, no matter on what medium they are stored or transmitted, may be subject to the Georgia Open Records Act if stored on Atlanta Metropolitan State College's computers. That fact notwithstanding, no one should look at, copy, alter, or destroy anyone else's personal files without explicit permission (unless authorized or required to do so by law or regulation).

### **3. Intellectual property**

Students are responsible for recognizing (attributing) and honoring the intellectual property rights of others.

### **4. Harassment**

No member of the community may, under any circumstances, use Atlanta Metropolitan State College's computers or networks to libel, slander, or harass any other person. The following shall constitute Computer Harassment:

- Intentionally using the computer to annoy, harass, terrify, intimidate, threaten, offend or bother another person by conveying obscene language, pictures, or other materials or threats of bodily harm to the recipient or the recipient's family;
- Intentionally using the computer to contact another person repeatedly with the intent to annoy, harass, or bother, whether or not any actual message is communicated, and/or where no purpose of legitimate communication exists, and where the recipient has expressed a desire for the communication to cease;
- Intentionally using the computer to contact another person repeatedly regarding a matter for which one does not have a legal right to communicate, once the recipient has provided reasonable notice that he or she desires such communication to cease (such as debt collection);
- Intentionally using the computer to disrupt or damage the academic, research, administrative, or related pursuits of another;
- Intentionally using the computer to invade the privacy, academic or otherwise, of another or the threatened invasion of the privacy of another.

## **5. Responsible use of resources**

Students are responsible for knowing what information resources (including networks) are available. Students should remember that resources are shared, and refrain from all acts that waste or prevent others from using these resources or from using them in whatever ways have been proscribed by the College and the laws of the State and Federal governments.

## **6. Game playing**

Limited recreational game playing that is not part of an authorized and assigned research or instructional activity is tolerated (within the parameters of each department's rules). College computing and network services are not to be used for extensive or competitive recreational game playing.

## **7. Information integrity**

It is the responsibility of the student to be aware of the potential for and possible effects of manipulating information, especially in electronic form, to understand the changeable nature of electronically stored information, and to verify the integrity and completeness of information that compiled or used.

## **8. Use of desktop systems**

Students are responsible, in coordination with the Management Information Systems department, for the security and integrity of College information stored on personal desktop systems.

## **9. Sharing of access**

Computer accounts, password, and other types of authorization are assigned to individual users and must not be shared with others. Students are responsible for any use of their account.

## **10. Permitting unauthorized access**

Students may not run or otherwise configure software or hardware to intentionally allow access by unauthorized users.

## **11. Use of privileged access**

Special access to information or other special computing privileges are to be used in performance of official duties only. Information obtained through special privileges is to be treated as private.

## **12. Termination of access**

When students cease being a member of the campus community (graduate or terminate employment), or if they are assigned a new position and/or responsibilities within the College, their access authorization must be reviewed. Students must not use facilities, accounts, access codes, privileges, or information for which they are not authorized.

## **13. Attempts to circumvent security**

Users are prohibited from attempting to circumvent or subvert any system's security measures. This section does not prohibit use of security tools by system administration personnel.

## **14. Decoding access control information**

Students are prohibited from using any computer program or device to intercept or decode passwords or similar access control information.

## **15. Denial of service**

Deliberate attempts to degrade the performance of a computer system or network or to deprive authorized personnel of resources or access to any College computer system or network is prohibited.

## **16. Harmful activities**

- The following harmful activities are prohibited:
- Creating or propagating viruses;
- Disrupting services;

- Damaging files; Intentional destruction of or damage to equipment, software, or data belonging to Atlanta Metropolitan State College or other users, etc.

### **18. Unauthorized monitoring**

Students may not use computing resources for unauthorized monitoring of electronic communications.

### **19. Academic dishonesty**

Students should always use computing resources in accordance with the high ethical standards of the College community. Academic dishonesty (plagiarism, cheating) is a violation of those standards.

**20. Use of copyrighted information and materials** Students are prohibited from using, inspecting, copying, and storing copyrighted computer programs and other material, in violation of copyright.

### **21. Use of licensed software**

No software may be installed, copied, or used on College resources except as permitted by the owner of the software. Software subject to licensing must be properly licensed and all license provisions (installation, use, copying, and number of simultaneous users, term of license, etc.) must be strictly adhered.

### **22. Political campaigning commercial advertising**

Board of Regents policy (section 914.01) states that “The use of System materials, supplies, equipment, machinery, or vehicles in political campaigns is forbidden.” The use of College computers and networks shall conform to these policies.

### **23. Personal business**

Computing facilities, services, and networks may not be used in connection with compensated outside work nor for the benefit of organizations not related to Atlanta Metropolitan State College, except in connection with scholarly pursuits (such as faculty publishing activities); or in a purely incidental way. This and any other incidental use (such as electronic communications or storing data on single-user machines) must not interfere with other users’ access to resources (computer cycles, network bandwidth, disk space, printers, etc.) and must not be excessive. State law restricts the use of State facilities for personal gain or benefit.

## ***RIGHTS OF STUDENT DEFENDANT BEFORE THE JUDICIAL DISCIPLINARY COMMITTEE***

At hearings of the Judicial Committee, the student defendant shall be afforded all rights required of his/her process including:

- A. The right to a non-participating advisor of his/her choice.
- B. The right to question the complainant.
- C. The right to present evidence on his/her behalf.
- D. The right to call witnesses on his/her behalf.
- E. The right to remain silent and have no inference of guilt drawn from such silence.
- F. The right to cross-examination.
- G. The right to appeal if the Judicial Committee imposes suspension or expulsion.
- H. A tape recording and/or summary transcription of the proceedings shall be kept and made available at the student's request for the sole purpose of appeal from a decision for expulsion. The student may also have a verbatim transcript made at his/her own expense. The College shall also have this option at its expense.
- I. The right to be advised of his/her right to appeal the decision of the Judicial Committee.
- J. 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 substantial likelihood of material interference with the normal operation and processes of the requirements of appropriate discipline at the College. In such a case, the Office of Student Affairs 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.

# Student Complaint Policy

## Purpose

Atlanta Metropolitan State College (AMSC) values feedback from its students and believes students should be able to discuss problems and express concerns to the College and free from duress or retaliation. AMSC is committed to providing students with an avenue to express complaints and to work with College officials toward amical resolutions. AMSC believes engaging in this process can also be an inherently valuable educational experience for students and can help prepare students to address issues in a professional productive manner after they leave the College.

## Scope

This policy applies to Atlanta Metropolitan State College students.

This policy does not apply to complaints that are covered by other applicable AMSC policies, such as,

- Complaints about sex assault, harassment and/or retaliation are handled in accordance with the AMSC Sexual Misconduct Policy and corresponding procedures.
- Complaints about student misconduct in violation of AMSC Student Code of Conduct are handled in accordance with the AMSC Student Conduct Policy and corresponding procedures.

This policy does not displace and is not intended to supplant other policies and procedures applicable to the handling of a student's complaint. For example, a complaint about a grade should still be handled via the academic grade appeal process, a financial aid related complaint should still be addressed to the Financial Aid Office, etc.

## *GENERAL STUDENT COMPLAINTS*

- (1) Student complaints not falling under the categories or other policies identified above should be made to the supervisor or responsible staff member of the area from which the complaint originates or relates for attempted informal resolution of the complaint. Resolution of a majority of complaints can likely be resolved at this informal level.

- (2) If an informal resolution of the student's complaint cannot be accomplished, or if the complaint is about the supervisor or responsible staff member for the area, the student should then submit their grievance formally in writing to the College official responsible for the department from which the grievance originated or relates. The written grievance should include, at a minimum, the student's name, details, and a written account of the complaint, and a desired outcome.
- (3) Upon receipt of a written grievance, the College official will review the complaint and contact the student within ten (10) business days to verify receipt of the grievance, clarify any information provided by the student, and request any additional information that may be needed from the student for the College official to fully evaluate the grievance. This also provides the student with an additional opportunity to provide any and all information he or she would like considered and to request a meeting with the College official if they so desire.
- (4) The College official will then undertake efforts to evaluate and investigate the student's complaint to reach a determination. The College official will endeavor to reach a final determination within thirty (30) days of receipt of the student's formal written complaint, although circumstances may warrant a lengthier period of time and the student will be notified of the same.
- (5) The College official will provide the student with a written notification of the determination and outcome of their grievance. If the student is dissatisfied with the outcome, they may file an appeal with the Vice President for respective Division or designee. The appeal must be filed in writing within three (3) business days of receipt of the outcome notification and include the grounds for the appeal. The Vice President for the respective Division or designee will consider timely appeals, conduct any additional investigation (if necessary), and make a final decision within ten (10) business days of receipt of the appeal. The Vice President for the respective Division or designee will inform the student in writing of the outcome of the appeal. The decision of the Vice President for the respective Division or designee is final and not subject to further appeal.

### ***HOW TO FILE STUDENT COMPLAINTS***

All student complaints should be submitted on the AMSC website at the link:

[www.atlm.edu/complaints](http://www.atlm.edu/complaints). The student submitting the complaint will receive: (1) receipt confirmation of the complaint within 48-72 hours, (2) the name and contact information of the College Official managing the complaint, in case the student has questions or needs assistance throughout the resolution process, (3) what to expect throughout the complaint/resolution process, and (4) a resolution to the complaint.

# SEXUAL MISCONDUCT

## I. Policy Statement

Sexual Misconduct is a violation of federal, state, Atlanta Metropolitan State College, and USG Board of Regents policy and may also be subject to criminal prosecution. Sexual Misconduct, as defined by this policy is any form of sexual violence to include, but not limited to, Sexual Harassment, Sexual Assault, Dating Violence, Domestic Violence, Rape, Non-Consensual Sexual Contact, Non-Consensual Sexual Intercourse, Sexual Exploitation, and Stalking each as more fully defined in this policy. Sexual Misconduct can occur between strangers or acquaintances, and even people involved in intimate or sexual relationships. Sexual Misconduct can be committed by men or women, and it can occur between people of the same or different gender. Atlanta Metropolitan State College will not tolerate sexual misconduct and will provide resources and recourse for individuals whose rights may have been violated by an act of sexual misconduct by any member of the college community.

## II. Reason for the Policy

Atlanta Metropolitan State College is committed to providing a safe environment that supports the dignity of all members of the College community. Federal Law prohibits discrimination based on gender; this includes Sexual Harassment and Sexual Misconduct. Specific laws and/or acts include Section 703 of Title VII of the Civil Rights Act of 1964 as amended, Title IX of the Education Amendments of 1972, The Jeanne Clery Act of 1990, and The Violence Against Women Act (VAWA) of 1994 (reauthorized 2000, 2005, 2013).

## III. Proposed Outcome

This policy aims to set in place a process for handling incidents of Sexual Misconduct on the Atlanta Metropolitan State College campus in keeping with federal legislation and guidelines. The implementation of this policy will assist victims by clearly delineating the process for reporting misconduct on campus as well as resources available. Additionally, the policy will assist in staying in compliance with federal and state laws and guidelines as well as Board of Regents policy. This policy seeks to eliminate all forms of Sexual Misconduct on Atlanta Metropolitan State College campus.

## IV. Applicability of the Policy

This policy applies to all Atlanta Metropolitan State College (AMSC) employees and students. This policy is in effect regardless of location (including but not limited to: study abroad and conferences).

Persons of any sex can be capable of Sexual Misconduct; Sexual Misconduct can occur between people of the same gender. It can occur among "couples" involved in romantic relationships. The requirements of this policy are blind to the sexual orientation or preference of individuals engaging in sexual activity.

Misconduct reflects the serious intent of AMSC to provide resources and recourse for individuals whose rights may have been violated by an act of Sexual Misconduct.

There is no statute of limitations for Sexual Misconduct at Atlanta Metropolitan State College. Individuals can be accused/charged with one or more of these offenses for their behavior in a single incident. None of these forms of Sexual Misconduct will be tolerated at Atlanta Metropolitan State College.

## V. Definitions and Prohibited Conduct

**Community:** Students, faculty and staff, as well as contractors, vendors, visitors, and guests. **Complainant:** An individual lodging a complaint. The complainant may not always be the alleged victim.

**Consent:** Words or actions that show a knowing and voluntary willingness to engage in mutually agreed-

upon sexual activity. Consent cannot be gained by force, intimidation or coercion, by ignoring or acting in spite of objections of another, or by taking advantage of the incapacitation of another, where the respondent knows or reasonably should have known of such incapacitation. Consent is also absent when the activity in question exceeds the scope of consent previously given. Past consent does not imply present or future consent. Silence or an absence of resistance does not imply consent. Minors under the age of 16 cannot legally consent under Georgia law.

**Dating Violence:** Violence committed by a person who is or has been in a social relationship of a romantic or intimate nature with the alleged victim.

**Domestic Violence:** Violence committed by a current or former spouse or intimate partner of the alleged victim, by a person with whom the alleged victim shares a child in common, by a person who is cohabitating with or has cohabitated with the victim as a spouse or intimate partner, by a person similarly situated to a spouse of the alleged victim under the domestic or family violence laws of the jurisdiction, or by any other person against an adult or youth victim who is protected from that person's acts under the domestic or family violence laws of the jurisdiction.

**Incapacitation:** The physical and/or mental inability to make informed, rational judgments, and can result from mental disability, sleep, involuntary physical restraint, or from intentional or unintentional taking of alcohol and/or other drugs. Whether someone is incapacitated is to be judged from the perspective of an objectively reasonable person.

**Nonconsensual Sexual Contact:** An intentional sexual touching upon a person, without consent or where the person is incapacitated, and/or by force, by another person or with any object. Sexual contact includes but is not limited to, intentional contact with the breasts, buttocks, groin, or genitals, or touching another with these body parts, or making another touch the alleged victim or themselves with or on any of these body parts.

**Privileged Employees:** Individuals employed by the institution to whom a complainant or alleged victim may talk in confidence, as provided by law. Disclosure to these employees will not automatically trigger an investigation against the complainant's or alleged victim's wishes. Privileged Employees include those providing counseling, advocacy, health, mental health, or sexual-assault related services (*e.g.*, sexual assault resource centers, campus health centers, pastoral counselors, and campus mental health centers) or as otherwise provided by applicable law. Exceptions to confidentiality exist where the conduct involves suspected abuse of a minor (in Georgia, under the age of 18) or otherwise provided by law, such as imminent threat of serious harm. Further, Privileged Employees must still submit anonymous statistical information for Clery Act purposes.

**Respondent:** Individual who is accused to have engaged in conduct that violates this Policy.

**Responsible Employees:** Those employees who must promptly and fully report complaints of or information regarding sexual misconduct to the Title IX Coordinator. Responsible Employees include any administrator, supervisor, faculty member, or other person in a position of authority who is not a Privileged Employee. Student employees who serve in a supervisory, advisory, or managerial role are in a position of authority for purposes of this Policy (*e.g.*, teaching assistants, residential assistants, student managers, orientation leaders, etc.). Responsible Employees are not required to report information disclosed at public awareness events (*e.g.*, "Take Back the Night," candlelight vigils, protests, "survivor speak-outs" or other public forums in which students may disclose incidents of prohibited conduct).

**Sexual Assault:** An umbrella term referring to a range of nonconsensual sexual contact, which can occur in many forms including but not limited to rape and sexual battery.

**Sexual Exploitation:** “Sexual Exploitation” occurs when an individual takes non- consensual or abusive sexual advantage of another for his or her own advantage or benefit, or to the benefit or advantage of anyone other than the one being exploited.

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

1. Invasion of sexual privacy;
2. Prostituting another individual;
3. Non-consensual video or audio of sexual activity;
4. Non-consensual distribution of video or audio of sexual activity, even if the sexual activity or video or audio taken of sexual activity was consensual;
5. Intentional observation of unconsenting individuals who are partially undressed, naked, or engaged in sexual acts;
6. Knowingly transmitting an STD or HIV to another individual;
7. Intentionally and inappropriately exposing one’s breasts, buttocks, groin, or genitals in non-consensual circumstances; and/or
8. Sexually-based bullying.

**Sexual Harassment:** Unwelcome verbal, nonverbal, or physical conduct, based on sex or gender stereotypes, that: is implicitly or explicitly a term or condition of employment or status in a course, program, or activity; is a basis for employment/educational decisions; or has the purpose or effect of interfering with one’s work or educational performance creating an intimidating, hostile, or offensive work or learning environment, or interfering with or limiting one’s ability to participate in or benefit from an institutional program or activity.

**Stalking:** Engaging in a course of conduct directed toward another person based upon sex that would cause a reasonable person (i) to fear for his or her safety or the safety of immediate family members or close acquaintances, or (ii) to suffer substantial emotional distress.

## **VI. Reports of Sexual Misconduct**

Sexual Misconduct by members of the College community should be immediately reported to one of the following Atlanta Metropolitan State College campus officials described below:

- (1) Sexual misconduct involving Students should be reported to the Vice President for Student Affairs, Office of Student Affairs, Suite 217, Student Center Building, 404-756-4585.
- (2) Sexual misconduct by faculty or staff should be reported to the Director of Human Resources, Room 114, Library/Administration Building, 404-756-4047.
- (3) Sexual misconduct involving students and/or faculty and staff should be reported to the Title IX Coordinator, Office of Judicial Affairs, Academic Building, Room 118, 678- 623-1271.

The College will protect confidentiality by not disclosing the Complainant’s information to anyone outside the College, except as required by law. Within the College, a Complainant’s request for confidentiality must be balanced by the College with its responsibility to provide a safe and non- discriminatory environment for the College community. Where the College cannot take disciplinary action against a Student because of a Complainant’s insistence upon confidentiality, the College will pursue other steps where available to limit the effects of the alleged Sexual Misconduct and attempt to prevent its recurrence.

The right to confidentiality, both of the complainant and the accused, will be respected insofar as it does not interfere with the College's legal obligation or ability to investigate allegations and to take corrective action

when it is found that misconduct has occurred. For all allegations of Sexual Misconduct the following

procedures are in effect to file a formal complaint:

### **A. Filing a Formal Complaint of Sexual Misconduct**

A Complainant of sexual misconduct can choose from the following reporting options within the institution to file a complaint of sexual misconduct at Atlanta Metropolitan State College:

- (1) File an administrative sexual misconduct complaint;
- (2) File a criminal complaint with AMSC law enforcement officials; and
- (3) File an anonymous complaint.

Listed below are the details on how to file a sexual misconduct complaint using each of the above listed options. An individual who believes he/she is a victim of sexual misconduct is encouraged to report allegations of sexual misconduct promptly.

#### **(1) How to File an Administrative Sexual Misconduct Complaint**

Complainants of sexual misconduct who wish to file a report with the institution should notify a Responsible Employee, a Deputy Title IX Coordinator, or the Title IX Coordinator. Responsible Employees and Deputy Title IX Coordinators informed about sexual misconduct allegations involving any student must notify the Title IX Coordinator as soon as practicable. Responsible Employees should not attempt to resolve the situation, but must notify and report all relevant information to the Title IX Coordinator. Privileged Employees are not bound by this requirement but may, consistent with their ethical and legal obligations, be required to report limited information about incidents without revealing the identities of the individuals involved to the Title IX Coordinator. All members of the AMSC College community are encouraged to report incidents of sexual misconduct promptly. Incidents reported to campus officials should be forwarded to the Title IX Coordinator within 3 days of receiving the complaint. Reporting Sexual Misconduct to the Title IX Coordinator will begin the College's investigation of the issue and serves as a form of official documentation of the incident. Complaints should include as much information as possible – that is:

- (1) the type of sexual misconduct experienced; (2) the name of the respondent; (3) the date(s), time(s), and place(s) of the sexual misconduct; (4) the name(s) of any individual(s) with knowledge of the incident; (5) whether any tangible evidence has been preserved; and (6) whether a criminal complaint has been made. Information from complaints will be shared only as necessary to investigate and to resolve the alleged sexual misconduct. Complaints will be investigated and resolved as outlined below.

The Title IX Coordinator, will assess the need for institutional interim measures as described below as appropriate and where reasonable, as well as work with the appropriate institutional department to determine the need to issue a broader warning to the community in compliance with the Clery Act or to report activity to the authorities.

Institutional reports will be investigated and adjudicated separately from any criminal complaints.

1. *Confidentiality*: Where a complainant or alleged victim requests that his or her identity be withheld or the allegation(s) not be investigated, AMSC will consider, through the Title IX Coordinator, whether this request can be honored while still providing a safe and nondiscriminatory environment for the institution. Honoring the request may limit the institution's ability to respond fully to the incident and may limit the institution's ability to discipline the respondent.

2. *Retaliation*: Anyone who, in good faith, reports what she or he believes to be misconduct under this Policy, or who participates or cooperates in, or is otherwise associated with any investigation, shall not be subjected to retaliation. Anyone who believes he or she has been the target of retaliation for reporting, participating or cooperating in, or otherwise being associated with an investigation should immediately contact the AMSC Title IX Coordinator. Any person found to have engaged in retaliation in violation of this Policy shall be subject to disciplinary action.

3. *False Complaints*: Individuals are prohibited from intentionally giving false statements to an institution official. Any person found to have intentionally submitted false complaints, accusations, or statements, including during a hearing, in violation of this policy shall be subject to disciplinary action.

4. *Amnesty*: Individuals are encouraged to come forward and to report sexual misconduct notwithstanding their choice to consume alcohol or to use drugs. Information reported by an individual during an investigation concerning use of drugs or alcohol will not be used against the particular individual in a disciplinary proceeding or voluntarily reported to law enforcement; however, individuals may be provided with resources on drug and alcohol counseling and/or education, as appropriate.

## **(2) How to File a Sexual Misconduct Complaint through AMSC Law Enforcement**

Because sexual misconduct may constitute criminal activity, a complainant also has the option, should he or she so choose, of filing a report with AMSC Campus Public Safety Department or local police, for his or her own protection and that of the surrounding community.

Complainants considering filing a report of sexual misconduct with law enforcement should preserve any evidence of sexual misconduct, including, but not limited to, the following:

1. Clothing worn during the incident including undergarments;
2. Sheets, bedding, and condoms, if used;
3. Lists of witnesses with contact information;
4. Text messages, call history, social media posts;
5. Pictures of injuries; and/or
6. Videos.

## **(3) How to File an Anonymous Sexual Misconduct Complaint**

Persons who wish to report an anonymous complaint of sexual misconduct may do so by completing the online incident report form located at [www.AMSC.edu](http://www.AMSC.edu).

### **B. Process for Investigating Sexual Misconduct Reports**

#### **Jurisdiction:**

The institution shall take necessary and appropriate action to protect the safety and well-being of its community. Accordingly, sexual misconduct perpetrated against students by University System of Georgia students, faculty, or staff should be addressed whenever such acts occur on a campus, in connection with an institution's program or activity, or in a manner that creates a hostile environment for members of the institution community. Further, the policy is applicable to all University System of Georgia students, faculty, and staff, as well as contractors, vendors, visitors, guests or other third parties.

## **Access to Advisors:**

Both the alleged victim and respondent, as parties to the matter, shall have the opportunity to use an advisor (including an attorney) of his/her choosing for the express purpose of providing advice and counsel at his/her own expense. The selected advisor shall not otherwise be a party or witness involved in the investigation. The advisor may be present during any meetings and proceedings involved in the investigatory or resolution process in which the advisee is also eligible to be present. The advisor may advise the advisee, including providing questions, suggestions, advice on the proceedings, and guidance on responses to any questions of the participant, but shall not participate directly. The institution shall not prohibit family members of any party from attending if the party requests such attendance, but will be limited in number to only two family members.

**Timeframe:** Atlanta Metropolitan State College will make all reasonable efforts to complete the investigation and resolution within 60 calendar days of the initial complaint, though a longer period of time may be needed in some cases. The Title IX Coordinator will notify the respondent and the alleged victim, in writing, of any extension of this timeframe.

## **Preliminary Review of Sexual Misconduct**

The Title IX Coordinator will conduct a timely review of all complaints of Sexual Misconduct to determine if there is reasonable cause to believe the AMSC Sexual Misconduct policy was violated. A preliminary review of all complaints will be conducted, including contacting individuals identified in the complaint, in order to determine the nature of the incident as well as any necessary interim action (see Interim Action below). Based upon the findings of fact during the preliminary review, and the Title IX Coordinator consulting with the Vice President for Student Affairs and the Director of Human Resources, it will be determined:

1. There is insufficient Information to pursue the investigation further. In such cases, the Title IX Coordinator and/or the Vice President of Student Affairs will meet with the Complainant and the Responding Student separately to review the preliminary findings and the matter will be closed with no further action.
2. There is sufficient Information to further investigate the sexual misconduct complaint. The Title IX Coordinator will assign an Investigator to commence a prompt, fair, and impartial investigation including: Investigator; witness sign the summary to verify its accuracy; having each
3. If the Complainant is reluctant to pursue the matter, the College will determine whether there is sufficient independent information to support the complaint without the participation of the Complainant. The Title IX Coordinator will notify the Complainant if the College intends to pursue the complaint and inform the Complainant of his/her rights in the process including the option to become involved again in the future if a more comprehensive review is necessary. In such cases, the assigned investigator will commence a prompt, interviewing all relevant witnesses, summarizing the information they are able to share and having each review promptly by analyzing all available Information.

## **C. Interim Protective Measures**

In an effort to maintain a safe environment during the investigation process, the College through the Title IX Coordinator may take interim action as appropriate. The Title IX Coordinator or his/her designee may impose interim protective measures before the final outcome of an investigation and until final resolution of the allegations if failure to take the interim measures would constitute an immediate threat to the safety and well-being of the alleged victim or other members of the institution, or to ensure equal access to the institution's education programs and activities.

Before any such measures are instituted, however, the Title IX Coordinator shall, where practicable, provide the respondent with an initial opportunity to respond to the allegations and to the imposition of any interim protective measures specifically. Imposing interim protective measures does not indicate that a violation of this Policy has occurred, and is designed to protect the alleged victim and community and not to harm the respondent. AMSC will attempt to impose interim measures to the extent possible to minimize the burden on both the alleged victim and the respondent, where feasible. Interim measures may include, but are not limited to: 1. Change of housing assignment; 2. Issuance of a “no contact” directive; 3. Restrictions or bars to entering certain institution property; 4. Changes to academic or employment arrangements, schedules, or supervision; 5. Interim suspension; and 6. Other measures designed to promote the safety and well-being of the parties and the institution’s community.

An interim suspension shall only occur when necessary to maintain safety, and shall be limited to those situations where the respondent poses a serious and immediate danger or threat to persons or property. In making such an assessment, the institution shall consider the existence of a significant risk to the health or safety of the alleged victim or the campus community, the nature, duration, and severity of the risk, the probability of potential injury, and whether less restrictive means can be used to significantly mitigate the risk. Before an interim suspension is issued,

AMSC will make all reasonable efforts to give the respondent the opportunity to be heard on whether his or her presence on campus poses a danger. If an interim suspension is issued, the terms of the suspension will take effect immediately. When requested by the respondent, a hearing to determine whether the intermediate suspension should continue will be held within five (5) to seven (7) business days of the request.

#### **D. Assess Duty to Warn**

The Title IX Coordinator through consultation with the Director of Human Resources and the Vice President for Student Affairs, along with the AMSC Chief of Police and Public Safety should determine whether there is a duty to warn the campus according to Clery Act guidelines. **Investigations** 1. The Office of the Title IX Coordinator is responsible for directly overseeing the investigation and resolution of complaints, and coordinating possible remedial actions or other responses reasonably designed to minimize the recurrence of the alleged conduct as well as mitigate the effects of any misconduct. The Title IX Coordinator will ensure prompt, fair, and impartial investigations and resolutions of complaints alleging violations of the sexual misconduct policy.

1. The Title IX Coordinator shall be responsible for ensuring any individual participating in the investigation, resolution, or appeal of any sexual misconduct case has received regular training on issues pertaining to sexual misconduct.

2. The Title IX Coordinator shall designate an investigator to conduct a prompt, thorough, and impartial investigation into each complaint received. The investigation shall consist of interviews of the complainant, alleged victim, respondent, and witnesses, and the collection and review of documents or other physical or electronic information, as well as other steps, as appropriate.

3. Unrelated charges and cases shall be investigated separately, unless the respondent consents to having them aggregated.

4. The Title IX Coordinator shall provide the respondent with Initial written notice of the complaint, pending investigation, possible charges, possible sanctions, and available support services, with a copy to the alleged

victim. The notice should also include the identity of the Title IX Coordinator and any investigator(s) involved. Notice shall be provided the respondent and the alleged victim via certified mail or institution email. If confirmation of receipt is not received by the Title IX Coordinator, the Title IX Coordinator shall engage in other measures to ensure notice is received by the respondent.

5. The investigator will promptly begin the investigation and will schedule an initial interview with the complainant, alleged victim, respondent and any known relevant witnesses. The investigator should retain written notes and/or obtain written or recorded statements from each interview. The investigator shall also keep a record of any named witnesses not interviewed, along with a brief, written explanation.

6. After the initial written notice has been received from the Title IX Coordinator, the Respondent will be required to attend an Administrative Conference with the Title IX Coordinator or Designee within seven (7) to ten (10) Business Days from the date of the initial notice. If the Respondent fails to schedule or attend the required Administrative Conference, the Title IX Coordinator or Designee may proceed with the case in the accused's absence, including making an administrative decision about the Respondent's responsibility regarding the charges.

7. If the Respondent accepts responsibility for the charges, his/her case will be resolved administratively: (a) The Title IX Coordinator or Designee, in conjunction with an administrative panel, will determine the appropriate disciplinary sanction(s) to apply. (b) In determining the sanction(s), the Title IX Coordinator or Designee, in conjunction with an administrative panel, will consider any mitigating or aggravating factors, including any prior violations of the Student Code of Conduct, College or USG policy. (c) The Designee will inform both the Accused and the Complainant of the decision in writing. The written decision will include a statement of the charges, the determination, and the sanction to be imposed, if any, and the right to appeal.

8. After the initial written notice has been received from the Title IX Coordinator, each party shall have five (5) business days to submit a written statement to supplement the notice of complaint and the verbal interview. In that response, the respondent shall have the right to admit or to deny the allegations, and to set forth a defense with facts, witnesses, and documents – whether written or electronic – in support. If the respondent has not otherwise responded, a non-written response will be considered a general denial of the alleged misconduct.

9. Based on this response and other relevant information, the investigator shall continue to interview witnesses for both sides, to re-interview parties when necessary, and to collect and review documents, other physical or electronic information, as well as any other pertinent information, as appropriate.

10. Where the respondent is a student, the respondent has the right to remain silent during the investigation and resolution process, without an automatic adverse inference resulting. If the respondent chooses to remain silent, the investigation may still proceed and policy violation charges may still result, which may be resolved against the respondent.

11. The respondent and/or alleged victim may challenge the participation of the investigator on the grounds of personal bias by submitting a written statement to the Title IX Coordinator setting forth the basis for the challenge no later than three (3) business days after the party reasonably should have known of the bias. The Title IX Coordinator will determine whether to sustain or deny the challenge, and if sustained, to appoint a replacement.

### **C. Charges of Sexual Misconduct**

Based upon the final investigation findings of fact by the assigned Investigator, and consultation with the Title IX Coordinator, the Vice President for Student Affairs and/or the Director of Human Resources, the College may initiate Student Code of Conduct and/or Sexual Misconduct Policy charges, as necessary. The Title IX Coordinator will send the Investigator's final written report to all parties (i.e. the Respondent and the Victim) identifying all charges against the Accused for alleged violations of the Student Code of Conduct and/or Sexual Misconduct Policy. The written report of charges will contain possible sanctions, as well as an explanation of the evidence against the Respondent. The following steps will then apply.

1. The parties shall have at least five (5) business days to respond to the report in writing. The respondent's written response should outline his or her plea in response to the charge(s), and where applicable, his or her defense(s), the facts, witnesses, and documents whether written or electronic in support of his or her position.

2. The investigator shall, as necessary, conduct further investigation and update the report as warranted by the response(s),

3. Upon completion of the investigation, the investigator will review the evidence with the Title IX Coordinator. The Title IX Coordinator will ensure policies have been followed.

4. The Title IX Coordinator will contact the alleged victim(s) and the respondent(s) and schedule an opportunity to meet with each party individually. During these meetings, the Title IX Coordinator shall review the report with the parties (individually). Should the report be acceptable to all parties, an informal resolution may be made, which would not require the parties to move to the hearing phase of these procedures. If, however, the parties agree on the conduct, but not on the sanctions, then the sanctions shall be addressed by the hearing panel.

5. Allegations of sexual misconduct involving a student that are brought against an institution's faculty or staff will be investigated as outlined above, but will be further addressed and/or resolved through AMSC's Human Resources employment policies, and in accordance with the procedures for dismissal outlined in the Board of Regents Policy, including procedures for appealing such decisions.

6. Where the respondent(s) is a student, a hearing, as well as corresponding procedures/rights to appeal, shall be set and administered as set forth below, and a final report shall be provided to all parties, which will also provide a date, time, and location for a hearing on the matter.

7. The final report shall be provided to the Hearing Panel for consideration in adjudicating the charges brought against the respondent. The investigator may testify as a witness before the panel regarding the investigation and findings, but shall otherwise have no part in the hearing process and shall not attempt to otherwise influence the panel outside of providing testimony during the hearing.

#### **E. Sexual Misconduct Hearing**

The Hearing Panel shall be composed of at least three (3) members made up of faculty and/or staff. Neither the Investigator nor a student shall serve on the hearing panel. The Title IX Coordinator will select the hearing panel. If a Sexual Misconduct Hearing is required, the following process will be followed.

(1) The Title IX Coordinator will preside at the Hearing and will rule upon all procedural matters. The formal rules of evidence will not apply, although challenges to the introduction of specific statements or documents may be considered by the Title IX Coordinator on the basis of the relevance to the charges. Information regarding prior misconduct will not be considered for the purpose of determining responsibility, but may after a finding of responsibility has been made, be considered for purposes of determining appropriate sanctions. The Title IX Coordinator may establish reasonable limits upon the time allotted to the Accused and the Complainant for oral presentation and presentation of witnesses,

(2) The Title IX Coordinator will prepare and send a written notice to the Accused and the Complainant no less than five (5) business days prior to the date set for the Hearing. The notice will be delivered personally or sent to the Accused and the Complainant via official AMSC email or certified mail.

(3) If the Accused or the Complainant cannot attend the hearing on the date scheduled for the hearing due to extraordinary circumstances, he/she must notify the Title IX Coordinator with a written request to reschedule, including reasons for the request, no later than three (3) business days prior to the hearing. The Title IX Coordinator will determine whether to approve or deny the request to reschedule the hearing.

(4) If the Complainant does not want to participate in the formal resolution process, the College reserves the right to present the case at the hearing in his/her absence.

(5) Both the alleged victim and respondent shall have the opportunity to present witnesses and evidence to the Hearing Panel. Both parties shall have the right to question any witnesses, including the other party, by submitting written questions to the Title IX Coordinator and/or his or her designee for consideration. Witness testimony, if provided, shall pertain to knowledge and facts directly associated with the current case. Advisors may actively assist in drafting questions. The Hearing Panel shall ask the questions as written, and will limit questions only if they are unrelated to determining the veracity of the charge levied against the respondent(s).

In any event, the Panel shall err on the side of asking all submitted questions, and must document the reason for not asking any particular questions.

(6) The Complainant, the Accused and the Hearing Panel may arrange for witnesses to present pertinent information to the Hearing Panel. The College will try to arrange the attendance of witnesses who are members of the College community, if reasonably possible, and who are identified by the parties at least three (3) business days prior to the hearing. The attendance of witnesses who are not members of the College community must be secured by the party wishing to have the witness present information to the Hearing Panel. Attendance of witnesses at the hearing is preferred; however, it is acceptable to obtain and present written, signed statements from witnesses if they are unable to attend.

(7) The Title IX Coordinator reserves the right to allow a party to testify in a separate room, when determined to be necessary. Where such a determination is made, special measures must be put in place to ensure no party is unfairly disadvantaged by this procedure. A party must still give testimony in the presence of the Panel and the opposing party must have the opportunity to view the testimony remotely and to submit follow-up questions.

(8) Similarly, where the Title IX Coordinator determines that a witness or party necessary to the proceedings is unavailable and unable to be present due to exigent circumstances (e.g., on a study abroad program, medical restrictions on travel, etc.), he or she may establish special procedures for providing testimony from a separate location. In doing so, the Title IX Coordinator must determine there is a valid basis for the unavailability, ensure proper sequestration in a manner that ensures the testimony has not been tainted, and make a determination that such an arrangement will not unfairly disadvantage any party. Should it be reasonably believed that a party or witness who is not physically present has presented tainted testimony to the Panel, the Panel will disregard the testimony of that witness.

(9) No later than three (3) business days prior to the hearing, the parties will exchange the following information in writing by submitting the information to the Title IX Coordinator for delivery distribution. In addition, the parties shall also provide a separate copy of the said Information to the Title IX Coordinator:

(10) Both the Accused and the Complainant may challenge the participation of any member of the Hearing Panel on the grounds of personal bias by submitting a written statement to the Title IX Coordinator setting forth the basis for the challenge no later than three (3) business days prior to the hearing. The Title IX Coordinator will determine whether to sustain or deny the challenge. If the challenge is sustained, a replacement member will be appointed to serve on the Hearing Panel. If a challenge is filed against the Title IX Coordinator, the Vice President for Student Affairs will determine whether to uphold or deny the challenge.

(11) Members of the college community will be expected to comply with any request or directive issued by the Title IX Coordinator in connection with a student conduct proceeding, unless compliance would result in significant personal hardship or substantial interference with normal college functions

(12) All hearings regarding sexual misconduct charges against individual students or student organizations will be closed in accordance with FERPA. The deliberation stage of all hearings shall also be closed.

(13) The Title IX Coordinator will preside at the Hearing and will rule upon all procedural matters. The formal rules of evidence will not apply, although challenges to the introduction of specific statements or documents may be considered by the Title IX Coordinator on the basis of the relevance to the charges. Information regarding prior misconduct will not be Atlanta Metropolitan State College considered for the purpose of determining responsibility, but may after a finding of responsibility has been made, be considered for purposes of determining appropriate sanctions. The Title IX Coordinator may establish reasonable limits

upon the time allotted to the Accused and the Complainant for oral presentation and presentation of witnesses.

(14) Witnesses will be excluded from the hearing, except during their specific witness testimony.

(15) The standard of review shall be a preponderance of the evidence; however, any decision to suspend or to expel a student must also be supported by substantial evidence at the hearing.

(16) The civil rules of evidence do not apply to the investigatory or resolution process. Both the respondent and alleged victim shall be provided a written report via certified mail or institution email of the outcome and any resulting sanctions. The written report will summarize the evidence in support of the sanction. The report will also include details on how to appeal, as outlined below.

## **VII. Sanctions for Sexual Misconduct**

The severity of sanctions or corrective actions may depend on the severity, frequency and/or nature of the offense, history of past discriminatory, harassing, or retaliatory conduct, the respondent's willingness to accept responsibility, previous institutional response to similar conduct, and the institution's interests. The Hearing Panel will determine the sanction after review of the investigatory findings. In the case of students found to be in violation:

(1) The broad range of sanctions includes but is not limited to: expulsion; suspension for an identified time frame or until satisfaction of certain conditions, or both; temporary or permanent separation of the parties (e.g., change in classes, reassignment of residence, no contact orders, limiting geography of where parties can go on campus) with additional sanctions for violating orders; required participation in sexual or relationship sensitivity training/awareness education programs; required participation in alcohol and other drug awareness and abuse prevention programs; counseling or mentoring; volunteering/community service; loss of institutional privileges; delays in obtaining administrative services and benefits from the institution (e.g., holding transcripts, delaying registration, graduation, diplomas); additional academic requirements relating to scholarly work or research on sexual misconduct; financial restitution; or any other discretionary sanctions directly related to the violation or conduct.

(2) In the case of faculty or staff who are found to be in violation of sexual misconduct, the appropriate disciplinary action up to and including employment termination will be imposed.

## **VIII. Sexual Misconduct Appeals**

The Complainant and the Accused may appeal the final case disposition outcome. Parties shall have the right to appeal the outcome on any of the following grounds:

(a) To consider new information, sufficient to alter the decision, or other relevant facts not brought out in the original hearing, because such information was not known or knowable to the person appealing during the time of the hearing;

(b) To allege a procedural error within the hearing process that may have substantially impacted the fairness of the hearing, including but not limited to whether any hearing questions were improperly excluded or whether the decision was tainted by bias; or

(c) To allege that the finding was inconsistent with the weight of the information. Appeals may be made by the alleged offender for the above reasons in any case where sanctions are issued – even those in which such sanctions are held “in abeyance,” such as probationary suspension or expulsion.

The appeal must be made in writing, and must set forth one or more of the bases outlined above, and must be submitted within five (5) business days of the date of the final report.

**(1) First Level Appeal - To Vice President for Student Affairs:**

Where the respondent or alleged victim appealing the outcome, the appeal should be made to the Vice President for Student Affairs or his/her designee. The appeal shall be a review of the record only, and no new meeting with the respondent or alleged victim will be held. The non-appealing party shall be given the opportunity to respond to the appellant's submission. The Vice President or his/her designee, may affirm the original finding and sanction; affirm the original finding but issue a new sanction of greater or lesser severity; remand the case back to the Title IX Coordinator to correct a procedural or factual defect; or reverse or dismiss the case if there was a procedural or factual defect that cannot be remedied by remand. The Vice President or his/her designee shall then issue a decision in writing to both the respondent and alleged victim simultaneously within a reasonable time period. Absent extenuating circumstances, the Vice President will make a decision on the appeal within 15 to 20 Business Days.

**(2) Second Level Appeal - To the President:**

The decision of the Vice President or his/her designee may be appealed in writing within five (5) business days (as determined by the date of the decision letter) to the President of the institution solely on the aforementioned grounds. The President may affirm the original finding and sanction; affirm the original finding but issue a new sanction of greater or lesser severity; remand the case back to the Title IX Coordinator to correct a procedural or factual defect; or reverse or dismiss the case if there was a procedural or factual defect that cannot be remedied by remand. The President's decision shall be issued in writing to both the respondent and alleged victim and shall be issued within a reasonable amount of time. The President's decision shall be the final decision of the institution. In the absent of or not withstanding any extenuating circumstances, the President will make a decision on the appeal within 15 business days.

**(3) Third Level Appeal - To the Board of Regents:**

Should the aggrieved person be dissatisfied with the decision of the College President, he or she may apply to the Board of Regents of the University System of Georgia, without prejudice to his or her position, for a review of the decision. The application for review Atlanta Metropolitan State College must be submitted in writing in accordance with Board of Regents Policy 8.6 (Application for Discretionary Review) within a period of 20 calendar days following the decision of the President. This application for review shall state the decision complained of and the redress desired. A review by the Board is not a matter of right, but is within the sound discretion of the Board.

**IX. Recusal / Challenge for Bias**

Any party may challenge the participation of any institution official or employee in the process on the grounds of personal bias by submitting a written statement to the institution's designee setting forth the basis for the challenge. The written challenge should be submitted within a reasonable time after the individual reasonably should have known of the existence of the bias. The institution's designee will determine whether to sustain or deny the challenge, and if sustained, the replacement to be appointed.

**X. Confidentiality**

A. Different people on campus have different reporting responsibilities, and different abilities to maintain confidentiality, depending on their roles at the College. In all cases, while confidentiality cannot be guaranteed, the privacy of the complainant will be maintained by restricting the exchange of information regarding a case to a "need to know" basis.

## **B. Federal Statistical Reporting Obligations**

Certain campus officials have a duty to report Sexual Misconduct for federal statistical reporting purposes mandated by the Clery Act.

## **XI. Retaliation**

Retaliation against any member of the College community who makes a report of Sexual Misconduct or cooperates in the review of such report is strictly prohibited and may lead to further disciplinary action. Retaliation includes, but is not limited to, intimidation, harassment, threats, or other adverse action or speech. Retaliation of any kind should be promptly reported to the Title IX Coordinator.

Hardcopy Complaint Forms to report Sexual Misconduct are available in the Office of Human Resources, the Office of Student Affairs, the Office of Judicial Affairs, and the Office of Counseling and Disability Services. The complaint form should be completed by the person making the complaint and returned to the Vice President for Student Affairs, the Director of Human Resources, or the Title IX Coordinator following a report of Sexual Misconduct. An electronic copy of the form may also be obtain from the webpage of the Office of Student Affairs or the Office of Human Resources. Complaints may also be completed online at [www.AMSC.edu](http://www.AMSC.edu).

## **XIV. Related Policies**

USG Policy on Sexual Misconduct:

[http://www.usg.edu/policymanual/section4/C327/#p4.1.7\\_sexual\\_misconduct\\_policy](http://www.usg.edu/policymanual/section4/C327/#p4.1.7_sexual_misconduct_policy)

# **CONDUCT POLICY**

The College has the responsibility to furnish students with academic knowledge while helping them develop into mature and responsible citizens of the community. All students are entitled to learn in a safe environment conducive to personal and professional growth. Therefore, all individuals enrolled at Atlanta Metropolitan State College must adhere to the College's conduct policy. These procedures apply to matters relating to student misconduct, except matters relating to sexual misconduct or academic dishonesty which are covered under separate institution policies.

## **I. REPORTS OF STUDENT MISCONDUCT**

Student misconduct by members of the College community should be immediately reported to one of the following Atlanta Metropolitan State College campus officials described below:

- (1) Student misconduct involving students should be reported to the Vice President for Student Affairs via the on-line Student Incident form at:  
[https://atlm-advocate.symplicity.com/public\\_report/index.php/pid666607?](https://atlm-advocate.symplicity.com/public_report/index.php/pid666607?)  
Office of Student Affairs, Suite 217, Student Center Building, (404) 756-4585; and/or  
If an emergency and/or involves criminal act;
- (2) Student misconduct involving a criminal act should be reported to the AMSC Department of Public Safety, Academic Building, 2<sup>nd</sup> Floor, (404) 756-4040.

### **A. FILING A FORMAL COMPLAINT OF STUDENT MISCONDUCT**

A Complainant of student misconduct can choose from the following reporting options within the institution to file a complaint of student misconduct at Atlanta Metropolitan State College:

- (1) File a student misconduct complaint with the Office of Student Affairs;
- (2) File a criminal complaint with AMSC law enforcement officials;
- and (3) File an anonymous complaint.

Listed below are the details on how to file a student misconduct complaint using each of the above listed options:

### **(1) How to File a Student Misconduct Complaint**

All complaints of alleged AMSC student conduct violation by a student shall be made in writing to the Office of Student Affairs. The complaint can be submitted by completing the incident report form at [https://atlm-advocate.symplicity.com/public\\_report/index.php/pid666607?](https://atlm-advocate.symplicity.com/public_report/index.php/pid666607?)

Complaints should contain as much information as possible – such as: (1) the type of misconduct alleged; (2) the name and contact information of the respondent; (3) the date(s), time(s), and place(s) of the misconduct; (4) the name(s) and contact information of any individual(s) with knowledge of the incident; (5) whether any tangible evidence has been preserved; and (6) whether a criminal complaint has been made.

Information from complaints will be shared only as necessary to investigate and to resolve the alleged student misconduct. Complaints will be investigated and resolved as outlined below. The Vice President for Student Affairs (VPSA) in conjunction with the AMSC Judicial Officer or the VPSA appointee. The VPSA will assess the need for institutional interim measures as described below as appropriate and where reasonable, as well as work with the appropriate institutional department to determine the need to issue a broader warning to the community in compliance with the Clery Act or to report activity to the authorities.

Student misconduct reports will be investigated and adjudicated separately from any criminal complaints.

1. *Confidentiality*: Where a complainant or alleged victim requests that his or her identity be withheld or the allegation(s) not be investigated, AMSC will consider, through the Vice President for Student Affairs, whether this request can be honored while still providing a safe and nondiscriminatory environment for the institution. Honoring the request may limit the institution's ability to respond fully to the incident and may limit the institution's ability to discipline the respondent.
2. *Retaliation*: Anyone who, in good faith, reports what she or he believes to be misconduct under this Policy, or who participates or cooperates in, or is otherwise associated with any investigation, shall not be subjected to retaliation. Anyone who believes he or she has been the target of retaliation for reporting, participating or cooperating in, or otherwise being associated with an investigation should immediately contact the Vice President for Student Affairs or the AMSC Judicial Officer. Any person found to have engaged in retaliation in violation of this Policy shall be subject to disciplinary action.
3. *False Complaints*: Individuals are prohibited from intentionally giving false statements to an institution official. Any person found to have intentionally submitted false complaints, accusations, or statements, including during a hearing, in violation of this policy shall be subject

to disciplinary action.

4. *Amnesty*: Individuals are encouraged to come forward and to report sexual misconduct notwithstanding their choice to consume alcohol or to use drugs. Information reported by an individual during an investigation concerning use of drugs or alcohol will not be used against the particular individual in a disciplinary proceeding or voluntarily reported to law enforcement; however, individuals may be provided with resources on drug and alcohol counseling and/or education, as appropriate.

#### **How to File a Student Misconduct Complaint through AMSC Law Enforcement**

Because some student misconduct may constitute criminal activity, a complainant also has the option, should he or she so choose, of filing a report with AMSC Public Safety Department or local police, for his or her own protection and that of the surrounding community.

#### **How to File an Anonymous Student Misconduct Complaint**

Persons who wish to report an anonymous complaint of student misconduct may do so by completing the online incident report form located at [www.AMSC.edu](http://www.AMSC.edu).

It should be noted that a complainant may not always be the alleged victim but instead may be a third-party witness. The institution may also respond to issues raised by third-party complaints (such as referrals by police) or discovered by staff or through its own investigations.

### **B. PROCESS FOR INVESTIGATING AND RESOLVING DISPUTED REPORTS**

**Jurisdiction:** AMSC shall take necessary and appropriate action to protect the safety and well-being of its community. Accordingly, AMSC shall address student conduct when such acts occur on institution property or at institution-sponsored or affiliated events, or otherwise violate the institution's student conduct policies at non-institution sponsored events. If the student has admitted responsibility and has voluntarily decided to participate in the informal process, the procedures outlined in this section will not apply.

**Access to Advisors:** The respondent and alleged victim (where applicable), as parties to these proceedings, shall have the right to use an advisor (including an attorney) of his or her choosing, and at his or her own expense, for the express purpose of providing advice and counsel. The advisor may be present during meetings and proceedings during the investigatory and/or resolution process at which his or her advisee is present. The advisor may advise his or her advisee in any manner, including providing questions, suggestions, and guidance on responses to any questions of the advisee, but shall not participate directly. The institution shall not prohibit family members of a party from attending if the party requests such attendance, but may limit each participant to two family members.

#### **Initial Evaluation of Student Conduct Reports:**

Upon receipt of student conduct complaint, AMSC will conduct a prompt, fair, and impartial review and resolution of complaints alleging student misconduct. The AMSC Judicial Officer shall review the complaint to determine whether the allegation(s) describes conduct in violation of the institution's policies and/or code of conduct. If the reported conduct is not a violation of the institution's policies and/or Student Conduct Policy then the report will be dismissed. Otherwise, the Office of Judicial Affairs will assign an Investigator to the complaint case and a prompt, thorough, and impartial

investigation and review shall be conducted into each complaint received to determine whether charges against the respondent should be brought.

Throughout the investigation and resolution proceedings, a respondent shall receive notice of the alleged misconduct, shall be provided an opportunity to respond, and shall be allowed to remain silent during the investigation and resolution process, without an adverse inference resulting. If the respondent chooses to remain silent, the investigation may still proceed and policy violation charges may still result, and may be resolved against the respondent. Further, unrelated charges and cases shall be investigated separately, unless the respondent consents to having them aggregated.

Where the potential sanctions for the alleged misconduct may involve a suspension or expulsion (even if such sanctions were to be held “in abeyance,” such as probationary suspension or expulsion) AMSC’s investigation and resolution procedures provides the following as it relates to the respondent:

1. The respondent shall be provided with written notice of the complaint/allegations, pending investigation, possible charges, possible sanctions, and available support services. The notice shall also include the identity of any investigator(s) involved. Notice should be provided via institution email and/o certified mail to the address on file. Where applicable, a copy shall also be provided to the alleged victim via the same means.
2. Upon receipt of the written notice, the respondent shall be given at least three (3) business days to respond in writing. In that response, the respondent shall have the right to admit or to deny the allegations, and to set forth a defense with facts, witnesses, and documents – whether written or electronic – in support. A non-response will be considered a general denial of the alleged misconduct.
3. Based on this response, the investigation shall consist of interviews of the respondent, the alleged victim (where applicable) and witnesses, and the collection and review of documents or other physical or electronic information, as well as other steps as appropriate. The investigator will retain written notes and/or obtain written or recorded statements from each interview. The investigator shall also keep a record of any named witnesses not interviewed, along with a brief, written explanation.
4. The investigation shall be summarized in writing in an initial investigation report and provided to the respondent and the alleged victim (where applicable) in person, and/or certified mail or via email. This summary will indicate any resulting charges (or alternatively, a determination of no charges), as well as the facts and evidence in support thereof, witness statements, and possible sanctions.
5. To the extent the respondent is ultimately charged with any violation, he or she shall also have the opportunity to respond in writing. The respondent’s written response to the charge(s) shall be due no earlier than three (3) business days following the date of the initial investigation report. The respondent’s written response should outline his or her plea in response to the charge(s), and where applicable, his or her defense(s), and the facts, witnesses, and documents whether written or electronic – in support. A nonresponse to the charge(s) by the respondent will be interpreted as a denial of the charge(s).
6. The investigator shall conduct further investigation and update the investigative report as warranted by the respondent’s response.
7. The copy of the final investigative report will be provided to the student misconduct panel or hearing officer for consideration in adjudicating the charges brought against the respondent. A copy shall also be provided to the respondent and alleged victim (where applicable) before any hearing. The investigator may testify as a witness regarding the investigation and findings, but shall otherwise have no part in the hearing process and shall not attempt to otherwise influence the proceedings outside of providing testimony during the hearing.

### **Interim Measures and Suspensions:**

In an effort to maintain a safe environment during the investigation and adjudication process, the College through the Vice President for Student Affairs may take interim action as appropriate. An interim suspension shall only occur when necessary to maintain safety, and shall be limited to those situations where the respondent poses a serious and immediate danger or threat to persons or property of the campus community. In making such an assessment, AMSC will consider the existence of a significant risk to the health or safety of the campus community; the nature, duration, and severity of the risk; the probability of potential injury; and whether less restrictive means can be used to significantly mitigate the risk. Before an interim suspension is issued, AMSC will make all reasonable efforts to give the respondent the opportunity to be heard on whether his or her presence on campus poses a danger. If an interim suspension is issued, the terms of the suspension will take effect immediately. When requested by the respondent, a hearing to determine whether the intermediate suspension should continue will be held within three (3) business days of the request.

Imposing interim protective measures does not indicate that a violation of this Policy has occurred, and is designed to maintain the safety of the persons of the campus and not to harm the respondent. Interim measures may include, but are not limited to:

1. Issuance of a “no contact” directive (to include face to face, social media, or through third party);
2. Restrictions or bars to entering certain institution property;
3. Changes to academic or employment arrangements, schedules, or supervision;
4. Interim suspension; and
5. Other measures designed to promote the safety and well-being of the parties and the institution’s community.

## **II. CONDUCT VIOLATIONS**

### **A. ALCOHOLIC BEVERAGES**

The possession, sale, furnishing, or consumption of alcoholic beverages on College property or at events sponsored by the institution is prohibited.

### **B. DRUGS & DRUG USE**

The possession, sale, furnishing, or use of drugs controlled by federal or Georgia law without Valid medical or dental prescription is prohibited.

### **C. DAMAGE TO PROPERTY**

Malicious or unauthorized intentional damage or destruction of property or materials owned or controlled by Atlanta Metropolitan State College, or belonging to a member of the College community or to a visitor is prohibited.

### **D. DISORDERLY CONDUCT**

The following acts of conduct are prohibited at any event sponsored or supervised by the College or any approved student organization:

1. Lewd, indecent, and obscene conduct and/or expressions which provoke or offend others and are offensive to the prevailing standards of an academic community.
2. Conduct which interferes with the normal operation of the College or the appropriate requirements of discipline.
3. Disorderly conduct which breaches the peace.
4. Pushing, striking or physically assaulting any member of the faculty, administration, staff or student body or any visitor to the campus.
5. Entering or attempting to enter any event without credentials for admissions, i.e., ticket,

ID card, invitation, etc. At such functions a student must present proper credentials to properly identified College faculty and staff upon their request.

6. Interfering with, giving false name to, or failing to cooperate with properly identified College faculty, Administration.

Campus Safety or Atlanta Metropolitan State College staff personnel while these persons are in the performance of their duties.

#### **E. FALSIFICATION OF RECORDS**

No student shall alter, counterfeit, forge, or cause to be counterfeited, altered or forged any record, form or document used by the College.

#### **F. EXPLOSIVES**

The possession, sale, or use of explosives of any kind on College property or at events sponsored or supervised by the College or any approved student organization is prohibited.

#### **G. FIRE SAFETY**

All students shall be required to observe all state fire laws and institutional fire safety regulations. Tampering with fire safety equipment is prohibited. The unauthorized possession, sale or use of any incendiary device is prohibited. The possession, sale, or furnishing of an explosive or explosive device on College property or at College-sponsored events is prohibited. No students shall set or cause to be set any unauthorized fire in or on College property. No student shall make, or cause to be made, a false fire alarm as stated by State of Georgia fire regulations. The possession or use of fireworks on College property or at College-sponsored events is forbidden. Fireworks are defined as any substance prepared for the purpose of producing a visible or audible effect by combustion, explosion, or detonation.

#### **H. WEAPONS**

All students shall be required to observe all state laws as related to weapons on College property or at event sponsored programs.

#### **I. SMOKING**

Atlanta Metropolitan State College is a smoke and tobacco-free environment. Smoking is not allowed in any building on campus.

#### **J. THEFT**

No student shall take, or attempt to take, or keep in his/her possession items of College property, or items belonging to students, faculty, staff, library and audio-visual center, student organizations or campus visitors.

#### **K. UNAUTHORIZED ENTRY OR USE OF COLLEGE FACILITIES**

Unauthorized entry into any College building, office, or other facility is prohibited. No student shall remain without authorization in any building or office after normal closing hours. A Facilities Request Form should be obtained for clearance to use any College facility.

#### **L. GAMBLING**

The playing of games of skill or chance for money or other items of value is prohibited.

#### **M. HAZING**

Any activity which involves initiations or inductions that permit physical and or mental suffering are prohibited.

#### **N. PARKING AND TRAFFIC REGULATIONS**

The purpose of the following Policies and Regulations is to facilitate the safe and orderly conduct of College business and to establish parking procedures. The College assumes no responsibility for loss or damage to any vehicle or the contents of any vehicle operated or parked on

the Atlanta Metropolitan State College campus. Vehicles should be kept **locked** at all times.

**General Parking Information** All students, faculty, and staff automobiles must be registered with the College and must display a parking decal. This decal must be placed on the inside of the rear window (driver's side). To obtain a new parking decal an automobile registration form or bill of sale must be presented. Parking decals are not transferable to friends, visitors, or family members. They are for the sole use of the person to which the sticker is issued. Decals must be removed from cars when ownership changes. The registrant will be held liable for violations as long as the decal is displayed on the car registered with the College.

**Reserved Parking** Faculty and staff parking areas are marked. Students are expected to park their automobiles in areas other than those reserved for faculty and staff. All cars must be parked within the parking space lines. Parking on yellow curbs or in driving lanes is a parking violation.

**Penalties** Cars illegally parked will be ticketed. Fines must be paid promptly at the cashier's window, Room 121 in the Library Building. Students will not be permitted to register for classes in subsequent semesters until all fines have been paid. Serious offenders (after three tickets) will be subject to disciplinary action. The College reserves the right to order the removal of any vehicle that is found illegally parked on College property. Cars having no indication of an authorized parking decal or parked in an unauthorized space may be booted or towed away at considerable cost to the owner. Persons violating these policies may have their parking decals removed from their cars and replacement parking decals may not be issued for the remainder of the semester in progress, or longer, depending upon the nature of the violation.

**Motorcycles** must be registered and are subject to the same policies and procedures as set forth for automobiles. Parking decals must be displayed in a conspicuous place on the motorcycle.

#### **O. 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's life are prohibited.

#### **P. VIOLATION OF LOCAL, STATE, OR FEDERAL LAW**

Violation of local, state or federal law on or off the campus, which constitutes a clear and present danger of material interference with normal, orderly operation and processes of the College, is prohibited. A student violating such laws shall be subject to appropriate disciplinary action by the College.

#### **Q. COMPUTER ACCEPTABLE USE AND SECURITY POLICY INTRODUCTION**

This acceptable use and security policy governs the use of computers and networks on the Atlanta Metropolitan State College campus. As users of these resources, students are responsible for reading and understanding this document. This document protects the consumers of computing resources, computing hardware and networks, and system administrators.

**1. Common courtesy and respect for rights of others** Students are responsible to all other members of the campus community in many ways, including respecting and valuing the rights of privacy for all, to recognize and respect the diversity of the population and opinion in the community, to behave ethically, and to comply with all legal restrictions regarding the use of information that is the property of others.

## **2. Privacy of information**

Files of personal information, including programs, no matter on what medium they are stored or transmitted, may be subject to the Georgia Open Records Act if stored on Atlanta Metropolitan State College's computers. That fact notwithstanding, no one should look at, copy, alter, or destroy anyone else's personal files without explicit permission (unless authorized or required to do so by law or regulation).

## **3. Intellectual property**

Students are responsible for recognizing (attributing) and honoring the intellectual property rights of others.

## **4. Harassment**

No member of the community may, under any circumstances, use Atlanta Metropolitan State College's computers or networks to libel, slander, or harass any other person. The following shall constitute Computer Harassment:

- Intentionally using the computer to annoy, harass, terrify, intimidate, threaten, offend or bother another person by conveying obscene language, pictures, or other materials or threats of bodily harm to the recipient or the recipient's family;
- Intentionally using the computer to contact another person repeatedly with the intent to annoy, harass, or bother, whether or not any actual message is communicated, and/or where no purpose of legitimate communication exists, and where the recipient has expressed a desire for the communication to cease;
- Intentionally using the computer to contact another person repeatedly regarding a matter for which one does not have a legal right to communicate, once the recipient has provided reasonable notice that he or she desires such communication to cease (such as debt collection);
- Intentionally using the computer to disrupt or damage the academic, research, administrative, or related pursuits of another;
- Intentionally using the computer to invade the privacy, academic or otherwise, of another or the threatened invasion of the privacy of another.

## **5. Responsible use of resources**

Students are responsible for knowing what information resources (including networks) are available. Students should remember that resources are shared, and refrain from all acts that waste or prevent others from using these resources or from using them in whatever ways have been proscribed by the College and the laws of the State and Federal governments.

## **6. Game playing**

Limited recreational game playing that is not part of an authorized and assigned research or instructional activity is tolerated (within the parameters of each department's rules). College computing and network services are not to be used for extensive or competitive recreational game playing.

## **7. Information integrity**

It is the responsibility of the student to be aware of the potential for and possible effects of manipulating information, especially in electronic form, to understand the changeable nature of electronically stored information, and to verify the integrity and completeness of information that compiled or used.

## **8. Use of desktop systems**

Students are responsible, in coordination with the Management Information Systems department, for

the security and integrity of College information stored on personal desktop systems.

**9. Sharing of access**

Computer accounts, password, and other types of authorization are assigned to individual users and must not be shared with others.

Students are responsible for any use of their account.

**10. Permitting unauthorized access**

Students may not run or otherwise configure software or hardware to intentionally allow access by unauthorized users.

**11. Use of privileged access**

Special access to information or other special computing privileges are to be used in performance of official duties only. Information obtained through special privileges is to be treated as private.

**12. Termination of access**

When students cease being a member of the campus community (graduate or terminate employment), or if they are assigned a new position and/or responsibilities within the College, their access authorization must be reviewed. Students must not use facilities, accounts, access codes, privileges, or information for which they are not authorized.

**13. Attempts to circumvent security**

Users are prohibited from attempting to circumvent or subvert any system's security measures. This section does not prohibit use of security tools by system administration personnel.

**14. Decoding access control information**

Students are prohibited from using any computer program or device to intercept or decode passwords or similar access control information.

**15. Denial of service**

Deliberate attempts to degrade the performance of a computer system or network or to deprive authorized personnel of resources or access to any College computer system or network is prohibited.

**16. Harmful activities**

- The following harmful activities are prohibited:
- Creating or propagating viruses;
- Disrupting services;
- Damaging files;
- Intentional destruction of or damage to equipment, software, or data belonging to Atlanta Metropolitan State College or other users, etc.

**17. Unauthorized access**

- Damage computer systems;
- Obtain unauthorized extra resources;
- Deprive another user of authorized resources;
- Gain unauthorized access to systems.
- By using knowledge of:
  - A special password;
  - Back doors in computer security systems
  - Another user's password
- Access abilities used during a previous position at the College

**18. Unauthorized monitoring**

Students may not use computing resources for unauthorized monitoring of electronic communications.

### **19. Academic dishonesty**

Students should always use computing resources in accordance with the high ethical standards of the College community. Academic dishonesty (plagiarism, cheating) is a violation of those standards.

**20. Use of copyrighted information and materials** Students are prohibited from using, inspecting, copying, and storing copyrighted computer programs and other material, in violation of copyright.

### **21. Use of licensed software**

No software may be installed, copied, or used on College resources except as permitted by the owner of the software. Software subject to licensing must be properly licensed and all license provisions (installation, use, copying, and number of simultaneous users, term of license, etc.) must be strictly adhered to.

### **22. Political campaigning commercial advertising**

Board of Regents policy (section 914.01) states that “The use of System materials, supplies, equipment, machinery, or vehicles in political campaigns is forbidden.” The use of College computers and networks shall conform to these policies.

### **23. Personal business**

Computing facilities, services, and networks may not be used in connection with compensated outside work nor for the benefit of organizations not related to Atlanta Metropolitan State College, except in connection with scholarly pursuits (such as faculty publishing activities); or in a purely incidental way. This and any other incidental use (such as electronic communications or storing data on single-user machines) must not interfere with other users’ access to resources (computer cycles, network bandwidth, disk space, printers, etc.) and must not be excessive. State law restricts the use of State facilities for personal gain or benefit.

## **III. RIGHTS OF STUDENT DEFENDANT BEFORE THE JUDICIAL HEARING PANEL**

At hearings of the Judicial Hearing Panel, the student defendant shall be afforded all rights required of his/her process including:

- A. The right to a advisor of his/her choice.
- B. The right to question the complainant.
- C. The right to present evidence on his/her behalf.
- D. The right to call witnesses on his/her behalf.
- E. The right to remain silent and have no inference of guilt drawn from such silence.
- F. The right to cross-examination through the submission of questions to the hearing officer or panel.
- G. The right to appeal if the Judicial Hearing Panel imposes suspension or expulsion.
- H. A tape recording and/or summary transcription of the proceedings shall be kept and made available at the student's request for the sole purpose of appeal from a decision for expulsion. The student may also have a verbatim transcript made at his/her own expense. The College shall also have this option at its expense.
- I. The right to be advised of his/her right to appeal the decision of the Judicial Hearing Panel.
- J. 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 substantial likelihood of material interference with the normal operation and processes of the requirements of appropriate discipline at the College.

## **Resolution /Hearing**

A hearing to resolve charge(s) of student misconduct shall not take place before the investigative report has been finalized or before the respondent has had an opportunity to respond in writing, unless the respondent has chosen to go through an informal process or otherwise provided a written waiver of rights to these procedures, AMSC's policy and procedures provides for having a hearing to resolve charges of student misconduct. Further, unrelated charges and/or cases shall be heard separately unless the respondent voluntarily consents to the charges/cases being heard jointly.

Where the respondent indicates that he or she contests the charges, and once the investigative report has been finalized and copies provided to the respondent and alleged victim (where applicable,) the case shall be set for hearing; however, the alleged victim (where applicable) and respondent may have the option of selecting mediation as a possible resolution in certain student misconduct cases where they mutually agree, except where deemed inappropriate by the Vice President for Student Affairs, or his/her designee.

Where a case is not resolved through mediation, the respondent shall have the option of having the charges heard either by an administrator (hearing officer) or a student conduct panel. Notice of the date, time, and location of the hearing, shall be provided to the respondent and alleged victim (where applicable) at least three (3) business days prior to the hearing. Notice shall be provided via institution email or alternative method, if necessary. Additionally, the following standards will apply to any such hearing:

1. The respondent shall have the right to present witnesses and evidence to the hearing officer or panel, as well as to ask questions to any witnesses. At the determination of the hearing officer or panel, this questioning may take place through the submission of written questions to the panel or hearing officer for consideration; however, the parties' advisors may still actively advise and assist in drafting those questions. The hearing officer or panel shall ask the questions as written, and will limit questions only if they are unrelated to determining the veracity of the charge leveled against the respondent(s). In any event, the hearing officer or panel shall err on the side of asking all submitted questions, and must document the reason for not asking any particular questions.
2. Where the hearing officer or panel determines that a party or witness is unavailable and unable to be present due to extenuating circumstances, the hearing officer or panel may establish special procedures for providing testimony from a separate location. In doing so, the hearing officer or panel must determine there is a valid basis for the unavailability, ensure proper sequestration in a manner that ensures testimony has not been tainted, and make a determination that such an arrangement will not unfairly disadvantage any party. Should it be reasonably believed that a party or witness who is not physically present has presented tainted testimony, the hearing officer or panel will disregard or discount the testimony.
3. Formal civil rules of evidence do not apply to the investigatory or resolution process.
4. The standard of review shall be a preponderance of the evidence; however, any decision to suspend or to expel a student must also be supported by substantial evidence at the hearing.
5. AMSC shall maintain documentation of the proceedings, which may include written findings of fact, transcripts, audio recordings and/or video recordings.
6. Following a hearing, both the respondent and alleged victim (where applicable) shall be provided a written decision via certified mail and/or institution email of the outcome and any resulting sanctions. The decision should include details on how to appeal, as outlined below. Additionally, the written decision must summarize the evidence in support of the sanction.

The same form will be completed, regardless of whether the student opts for a student panel or an administrative hearing.

#### **IV. THE JUDICIAL HEARING PANEL**

1. The Judicial Hearing Panel of the College shall consist of six members; three shall be members of the faculty/staff appointed by the Vice President of Student Affairs and there shall be three regularly enrolled students recommended by the Student Government Association.
2. The Panel Chairperson shall be appointed by the Vice President of Student Affairs. The Office of Student Affairs shall be responsible for providing assistance to the Judicial Hearing Panel when necessary to perform recording functions.
3. The Judicial Hearing Panel shall hear cases involving alleged violations of the Student Conduct Policy.
4. Preliminary investigations of charges against students shall be made by the Office of Student Affairs and submitted to the Panel. The chairman is appointed by the Vice President of Student Affairs and shall set the time and place for a hearing and notify other members.
5. Decisions of the Judicial Hearing Panel shall be by majority vote. 6. Any member of the Judicial Hearing Panel shall disqualify himself/herself if personal involvement in the case is detrimental to the interest of the case.
7. The Judicial Hearing Panel shall make a tape recording and summary transcription of the proceedings.

#### **V. POSSIBLE DISCIPLINARY SANCTIONS**

The severity of sanctions or corrective actions may depend on the severity, frequency and/or nature of the offense, history of past discriminatory, harassing, or retaliatory conduct, the respondent's willingness to accept responsibility, previous institutional response to similar conduct, and the institution's interests. The Panel will determine the sanction after review of the investigatory findings.

The broad range of sanctions includes but is not limited to: expulsion; suspension for an identified time frame or until satisfaction of certain conditions, or both; temporary or permanent separation of the parties (e.g., change in classes, reassignment of residence, no contact orders, limiting geography of where parties can go on campus) with additional sanctions for violating orders; required participation in sexual or relationship sensitivity training/awareness education programs; required participation in alcohol and other drug awareness and abuse prevention programs; counseling or mentoring; volunteering/community service; loss of institutional privileges; delays in obtaining administrative services and benefits from the institution (e.g., holding transcripts, delaying registration, graduation, diplomas); additional academic requirements relating to scholarly work or research on sexual misconduct; financial restitution; or any other discretionary sanctions directly related to the violation or conduct.

#### **VI. MISCONDUCT APPEALS**

Where the sanction imposed includes a suspension or expulsion (even for one held in abeyance), the following appellate procedures must be provided to the respondent. The alleged offender shall have the right to appeal the outcome on any of the following grounds: (1) to consider new information, sufficient to alter the decision, or other relevant facts not brought out in the original hearing, because

such information was not known or knowable to the person appealing during the time of the hearing; (2) to allege a procedural error within the hearing process that may have substantially impacted the fairness of the hearing, including but not limited to whether any hearing questions were improperly excluded or whether the decision was tainted by bias; or (3) to allege that the finding was inconsistent with the weight of the information. Appeals may be made by the alleged offender for the above reasons in any case where sanctions are issued – even those in which such sanctions are held “in abeyance,” such as probationary suspension or expulsion.

The appeal must be made in writing, and must set forth one or more of the bases outlined above, and must be submitted within five (5) business days of the date of the final written decision.

The appeal should be made to the Vice President for Student Affairs or his/her designee. The appeal shall be a review of the record only, and no new meeting with the respondent or any alleged victim will be held. The Vice President, or his/her designee, may affirm the original finding and sanction; affirm the original finding but issue a new sanction lesser severity; remand the case back to the decision-maker to correct a procedural or factual defect; or reverse or dismiss the case if there was a procedural or factual defect that cannot be remedied by remand. The Vice President or his/her designee shall then issue a decision in writing to the respondent within a reasonable time period. The decision of the Vice President or his/her designee may be appealed in writing within five (5) business days (as determined by the date of the decision letter) to the President of the institution solely on the four grounds set forth above.

The President may affirm the original finding and sanction; affirm the original finding but issue a new sanction of greater or lesser severity, remand the case back to the decision maker to correct a procedural or factual defect; or reverse or dismiss the case if there was a procedural or factual defect that cannot be remedied by remand. The President’s decision shall be issued in writing to both the respondent within a reasonable time period. The President’s decision shall be the final decision of the institution.

Should the respondent wish to appeal the President’s decision, he or she may appeal to the Board of Regents in accordance with the Board of Regents Policy 8.6.

## **VII. Recusal / Challenge for Bias**

Any party may challenge the participation of any institution official or employee in the process on the grounds of personal bias by submitting a written statement to the institution’s designee setting forth the basis for the challenge. The written challenge should be submitted within a reasonable time after the individual reasonably should have known of the existence of the bias. The institution’s designee will determine whether to sustain or deny the challenge, and if sustained, the replacement to be appointed.

## ***THE JUDICIAL COMMITTEE***

1. The Judicial Committee of the College shall consist of six members; three shall be members of the faculty/staff appointed by the Vice President of Student Affairs and there shall be three regularly enrolled students recommended by the Student Commission.
2. The Committee Chairperson shall be appointed by the Vice President of Student Affairs. The Office of Student Affairs shall be responsible for providing assistance to the Judicial Committee when necessary to perform recording functions.
3. The Judicial Committee shall hear cases involving alleged violations of the Student Conduct Code.
4. Preliminary investigations of charges against students shall be made by the Office of Student Affairs and submitted to the Committee. The chairman is appointed by the Vice President of Student Affairs and shall set the

time and place for a hearing and notify other members.

5. Decisions of the Judicial Committee shall be by majority vote.

6. Any member of the Judicial Committee shall disqualify himself/herself if personal involvement in the case is detrimental to the interest of the case.

7. The Judicial Committee shall make a tape recording and summary transcription of the proceedings.

8. The hearing and other deliberations of the Judicial Committee shall be closed; however, the student must have one representative on his/her behalf. This individual may not contribute to the hearing.

9. The Judicial Committee shall provide a brief written summary of the findings and recommendations of the hearing to the Office Student Affairs.

10. The Office of Student Affairs shall notify the student of the final decision rendered and the option to appeal the decision.

### ***POSSIBLE DISCIPLINARY MEASURES***

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

1. ***Expulsion*** - permanent severance of the student's relationship with the College.

2. ***Disciplinary Suspension*** - temporary severance of the student's relationship with the College for a specific period of time, though not less than one semester.

3. ***Interim Suspension*** - *The Vice President of Student Affairs or his/her designee may suspend a student for an interim period pending full disciplinary proceedings whenever there is evidence that the continued presence of the student on the College campus poses a substantial threat to the safety and/or well-being of any person or persons, College property, or the property of others. An interim suspension may become effective immediately without prior notice. A student suspended on an interim basis shall be given an opportunity to appear personally before a hearing committee within five or less school days from the effective date of the interim suspension. During an interim suspension, the student will be barred from all or part of the College's premises. Any student under interim suspension who returns to the portion of campus to which he/she was barred without permission from the Vice President for Student Affairs will be subject to dismissal and/or arrest for trespassing. During the time the student is notified of the interim suspension, it will be determined whether or not the student may attend classes.*

***Disciplinary Probation*** - notice to the student that any further major disciplinary violation may result in suspension; disciplinary probation might also include the setting of restrictions, the issuing of a reprimand and/or restitution.

***Reprimand*** - oral or written.

***Restrictions*** - exclusion from enjoying or participating in: A. Social activities

B. Identification card privileges

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

***Forced Withdrawal*** - from the academic course in which the offense occurred without credit for the course.

***Change in Grade*** - for the course in which the offense occurred.

### ***APPEAL PROCEDURE***

When a student is expelled or suspended by action of the Judicial Committee, such student shall have the right to appeal in accordance with the following procedures:

1. The person aggrieved shall appeal in writing to the President of the College within five days after notification of the decision of which he complains. After consideration of the committee's report, the President shall within five days make a decision which shall be final so far as the institution is concerned.

2. A student may appeal on grounds that the evidence was not sufficient to find him/her guilty or other specified relevant grounds. In either case, he/she shall clearly state his/her grounds for appeal in his/her written statement to the President.

3. The President shall be given a tape recording and a written summary of the proceedings of the hearing.

4. The President of the College issues a written decision of the appeal. The student is considered to have

exhausted his/her appeals on the campus.

5. Should the aggrieved person be dissatisfied with the decision of the President, the student shall have the right to appeal, in writing, to the Board of Regents, without prejudice. The application for review shall be submitted in writing to the Board of Regents within a period of twenty days following the decision of the President. This application for review shall state the decision complained of and the address desired. A review by the Board is not a matter of right, but is within the sound discretion of the Board. If the application for review is granted, the Board or committee of the Board shall investigate the matter thoroughly and render its decision within sixty days from the filing date of the application. The decision of the Board shall be final and binding, for all purposes.

6. Disciplinary action shall not be stayed pending an appeal to the Board of Regents.

## ***ALTERNATIVE DISPUTE RESOLUTION PROCESS (ADR)***

Atlanta Metropolitan State College is committed to prompt and fair resolution of the concerns of students, faculty, and classified employees. The College does not discriminate on the basis of race, religion, natural origin, gender, age, sexual orientation, disability, or veteran status in its practices, programs, or activities.

### **1. Informal Process:**

The aggrieved student should contact the person involved in the conflict for possible resolution. If the problem is not resolved, and the student wishes to pursue the matter further, the student must contact the immediate supervisor of that person or the unit head where the conflict was initiated, if the person is another student. Resolution will be sought. If a solution is not reached, the matter will be referred to the appropriate Vice President who will attempt to resolve the dispute informally. If the dispute cannot be resolved informally, the Vice President shall refer the disputant (s) to the ADR Campus Liaison. If the student chooses mediation, the request must be submitted in writing to the ADR Committee Chairman within 10 days. **(NOTE: If a student does not feel comfortable utilizing the normal ADR Informal Process, he/she can appeal directly to the appropriate Vice President.)**

### **2. Mediation Process:**

Mediation is an alternative for resolving a dispute through a problem solving process that provides a trained impartial party who facilitates a negotiation process between parties who have reached an impasse. Mediation is a cooperative win/win process. The steps involved include:

Step A. The ADR Committee Chairperson will make the logistical arrangements, schedule the mediation and assign trained mediators from the College, or the Center for Negotiation and Conflict Resolution.

Step B. Once the mediation session is conducted and the conflict is resolved, the mediation session will end with both parties signing a confidential agreement.

Step C. The ADR Committee Chairperson will inform the Vice President that the dispute was resolved or unresolved.

Step D. If the conflict is unresolved, the disputants will be referred back to the appropriate Vice President who shall render a decision.

**3. Formal Process:** The Formal Process may be initiated only after the disputant has exhausted the Informal Process and/or the Mediation Process in attempting to resolve a dispute. The Formal Process involves a hearing before a Judicial Committee. All committee meetings including the disputants and the witness are confidential and will be tape-recorded.

Step A. The disputant, within 10 working days of the decision of the Vice President, may request a Grievance Hearing. This request must be submitted to the Vice President of Student Affairs in writing.

Step B. The Vice President shall notify the Judicial Committee Chairperson that a request for a formal grievance hearing has been filed. The Vice President will forward the request to the Chairperson, within 10 working days.

Step C. The Judicial Committee consists of three (3) regular full time College employees and three (3) students. Either disputant may challenge one of the selected committee members. Those challenged must be re-placed.

Step D. Upon selection and charge of the Committee members by the Vice President of Student Affairs,

the Judicial Committee Chair convenes the committee and conducts a hearing.

Step E. The Judicial Committee Chair will notify each disputant concerning the guidelines for participating in a Grievance Committee Hearing, the logistical arrangements (time, date, and place), and the submission of the re- requested documentation or witnesses to support his or her issues.

Step F. The disputant (s) will present information pertaining to the dispute and may question the opposing party consistent with the rights of due process at the committee hearings.

Step G. Upon the review of all of the supporting documentation and interviews of disputants and witnesses, the committee shall prepare and submit a report of its findings, conclusions, and recommendations for the resolution of the grievance to the President, within (10) working days of the end of the committee's findings.

Step H. The President, within (10) working days of receipt of the Grievance Committee's report, shall review the report and render a decision for the College.

Step I. Upon exhausting all of the ADR processes at the College, the disputant may appeal the decision of the President to the Board of Regents, within (20) working days of receipt of the President's letter. The President's letter will include specific information concerning the procedure for the disputant's option to appeal said decision to the Board or Regents.

### ***ALCOHOL POLICY BOARD OF REGENTS' POLICY STATEMENT***

The Board of Regents recognizes and supports the laws of Georgia with respect to the sale, use, distribution and possession of alcoholic beverages on campuses as well as within the state-at-large. To this end, the Board has endorsed a program designed to enhance awareness and curb abuse of alcohol by students and others in the College System. This program encourages each institution to stress individual responsibility related to the use of alcohol on and off the campus.

To assist in the implementation of alcohol awareness programs and to enhance the enforcement of state laws on the campuses of the College System, each institution shall adopt and disseminate comprehensive policies and procedures, consistent with state laws, concerning the use, distribution and possession of alcoholic beverages on campus and at institutionally sponsored events off campus. Disciplinary sanctions for violation of the policies or other unauthorized use of alcoholic beverages shall be included in each institution's disciplinary code of conduct. Section 406.03

### ***INSTITUTIONAL POLICY STATEMENT***

Atlanta Metropolitan State College has adopted a policy prohibiting the sale, use, possession and distribution of alcohol on campus and at institutionally sponsored events off campus. This policy also includes an education component designed to enhance the students' awareness of the consequences of alcohol abuse as a preventive strategy. The institution's policy statement is drawn in full compliance with the Board of Regents' policy on alcohol use, sale and distribution on College System campuses and at institutionally sponsored events off campus. The policy is consistent with state, federal and local laws.

### **REGULATIONS**

A. The possession, sale, use, or distribution of alcoholic beverages on campus and at institutionally sponsored or approved events off campus is prohibited. A student violating this policy shall be subject to appropriate disciplinary action by the College.

B. Violation of local, state, or federal laws on campus and at institutionally sponsored or approved activities off campus, which violate act constitutes a clear and present danger of material interference with normal, orderly operation and process of the College is prohibited. A student violating such laws shall be subject to appropriate disciplinary action by the College.

C. This policy applies for individual students and for the activities of all student organizations on campus and at institutionally sponsored or approved events off campus. Students who act in concert to violate institutional policies and regulations have individual and joint responsibility for such violations, and such acts are prohibited.

D. Any student organization found having violated this policy will also be disciplined in accordance with

institutional policies for the review and enforcement of regulations concerning student organizations.

## **DISCIPLINARY MEASURES**

### ***For Students - Individually and Collectively***

The following are possible disciplinary measures which may be imposed upon a student for an infraction of the institution's policy pertaining to alcohol on campus or at institutionally sponsored or approved events off campus. This list shall not be taken to be exhaustive and may be enlarged or modified to meet particular circumstances in any given case. The institution's policy on disciplinary due process will be observed:

1. *Expulsion* - permanent severance of the student's relationship with the College.
2. *Disciplinary Suspension* - temporary severance of the student's relationship with the College for a specific period of time, though not less than one semester.
3. *Interim Suspension*— The Vice President of Student Affairs
4. *Disciplinary Probation*- notice to the student that any further major disciplinary violation may result in suspension; disciplinary probation might also include the setting of restitution, the issuing of a reprimand and/or restriction(s).
5. *Reprimand* Oral Reprimand - an oral disapproval issued to the student. Written Reprimand - a written statement of disapproval of the student.
6. *Restrictions* - exclusion from enjoying or participating in: Social activities  
Identification card privileges
7. *Restitution* - reimbursement for damage to or misappropriation of property; this may take the form of appropriate service or other compensation.
8. *Forced Withdrawal* - from the academic course within which the offense occurred without credit for the course.
9. *Change in Grade* - for the course in which the offense occurred.

### ***For Organizations***

Any one or a combination of the following penalties may be imposed upon an organization found guilty of having violated the institution's policy on the use, possession, sale or distribution of alcohol on campus or at institutionally sponsored or approved events off campus. The disciplinary due process established by the College will be observed:

1. Restriction of all or any privileges enjoyed as a recognized student organization.
2. Monetary fines, withholding or withdrawal of allocated student activities monies.
3. Restitution for damages.
4. Probation of recognized status.
5. Suspension of recognized status.
6. Withdrawal of recognition.

## **ATLANTA METROPOLITAN STATE COLLEGE DRUG AND ALCOHOL PREVENTION PROGRAM FEDERAL REQUIREMENT**

The 1987 authorization of the Higher Education Act states that Title IV Program (Student Aid) participation agreements will require an institution to certify that it has a viable institution-wide drug abuse prevention program as determined by the institution. Section 22 of the Drug-Free Schools and Communities Act Amendments of 1989 (Public Law 101-116) requires the institution to submit certification of a drug and alcohol prevention program on campus.

## **INSTITUTION POLICY**

The major thrust of activities at Atlanta Metropolitan State College to implement the Drug Free Schools Campus Act, PL101-226, 1989 is toward the prevention of drug and alcohol abuse for our faculty, staff and students.

Statement - The possession, sale, purchase, furnishing or use of alcohol and/or drugs controlled by federal or Georgia law without valid medical or dental prescription is prohibited on campus and at any activity sponsored by the College or a recognized student organization off campus.

1. The policy applies to individual students and recognized organizations.
2. Students will be informed of the applicable legal sanctions under local, state and federal law for unlawful possession, use, or distribution of illicit drugs and alcohol.
3. Educational programs and materials will be provided for students which will inform them of the health risks associated with the use of illicit drugs and the abuse of alcohol.
4. Information will be provided for the students pertaining to drug and alcohol counseling, treatment and/or rehabilitation programs that are available to students in the Metro Atlanta Area. Our counselors and faculty will be able to assist students who may have need for the services of these referral agencies.
5. Any student(s) charged with violating the institutional policy on drugs and alcohol which is stated in our Code of Conduct, will be subjected to the institution's Disciplinary Due Process for disposition of the case. Any student found guilty of charges will be disciplined in accordance with the disciplinary measures outlined for an infraction of the Student Code of Conduct.

## **ACTIVITIES**

The following activities are actions by the institution to provide information and educational experiences that will address the issues of prevention. They also include a description of health risks associated with the use and abuse of illegal drugs and alcohol.

1. Provide literature in the Library and the Information Library of the Counseling Center for faculty, students, and staff to become more aware of the medical, emotional, and psychological hazards of drug and alcohol abuse.
2. Provide visual charts, displays, guides, and kits that will help faculty, students, and staff to identify alcohol and abused drugs in their basic forms and the consequences of their abuse.
3. Use slides and filmstrips in group guidance sessions, workshops, and classrooms that reveal the facts and realities of the effect of commonly abused drugs and alcohol including the impact on jobs, families, and academic work.
4. Sponsor group guidance sessions involving law enforcement officials to emphasize the legal problems attendant to drug and alcohol abuse.
5. Sponsor special weeks, days, or health fairs with activities designed to stress prevention as the best solution to the drug and alcohol abuse problems among College faculty, staff, and students.
6. Sponsor frequent workshops and seminars for administrators, counselors, and supervisory personnel to assist them in their efforts to counsel faculty, students, and staff who may have need for agency services.
7. Distribute copies of the institution's Alcohol and Drug Prevention Program and Policy Statement to all faculty, staff, and students annually.
8. Share drug and alcohol prevention and abuse information from professional journals and the American College Health Association through campus publications.
9. Sponsor speakers on campus from local agencies, public and private, that specialize in the prevention of drug and alcohol abuse.
10. Provide individual counseling for faculty, students, or staff seeking further information or assistance with potential drug and alcohol abuse problems. Referrals will be made to rehabilitation and treatment centers and programs in the metro Atlanta area.
11. Place posters on strategically located bulletin boards that remind faculty and staff of the positive advantages of alcohol and drug prevention activities behavior.
12. Encourage, and require in some instances, faculty, students, and staff to watch television specials on drug and alcohol abuse. This may also involve required reading of newspaper and magazine articles/series.
13. Distribute a summary of federal and state anti-drug and alcohol legislation to each employee and student, and print the materials in Staff and Faculty Handbook and the Student Handbook.
14. Engage the assistance of the Learning Resources Center staff in purchasing materials and information on alcohol

and drug abuse.

## **RESOURCES**

The following resources will be utilized in the institution's drug and alcohol prevention activities:

### **A. Materials**

1. Pamphlets, posters, and leaflets.
2. Educational booklets on drug and alcohol abuse.
3. Commercial charts, guides, displays and identification kits with many uses, street names, related paraphernalia, symptoms and hazards of abuse
4. Resolutions and position statements of professional organizations, and public or private agencies
5. Institution's Student Code of Conduct and Drug and Alcohol Prevention Program
6. Films, slides, and filmstrips
7. Television, newspaper and/or magazine specials and/or series
8. Summaries of information and research studies from professional journals and American College Health Association of drug and alcohol prevention programs and activities
9. Student essays and news articles in student newspaper
10. Institutional publications

### **B. Personnel**

1. Special law enforcement personnel - state, local, and federal
2. Counselors, faculty, administrators, and peer counselors
3. Speakers and consultants from public and private agencies, medical facilities, and private physicians
4. Faculty committees and the Student Commission
5. Interested clubs, organizations, and advisors
6. Professional staff of alcohol and drug rehabilitation and treatment centers and programs

**COUNSELING, TREATMENT, AND REHABILITATION** Information will be provided for faculty, students, and staff pertaining to drug and alcohol counseling, treatment and rehabilitation programs that are available in the metro Atlanta area. Administrative staff, counselors, and peers will be able to assist faculty, students, and staff who may have need for the services of these agencies.

## **FEDERAL CRIMINAL AND CIVIL SANCTIONS FOR DRUG OFFENDERS**

Title 21, United States Code, Sections 841-858, describe prohibited acts, criminal penalties and civil and criminal forfeiture provisions established by Congress, covering 28 pages of text. Title 21 U.S.C., Section 812, contains five schedules of "controlled substances." Schedule I describes certain opiates; Schedule II contains opium, cocaine and other addictive substances; Schedule III lists amphetamine, phencyclidine (PCP) and other like matter; Schedule IV involves barbiturates; Section V concerns codeine and atropine sulfate, among other preparations. The Attorney General of the United States is authorized to add items to the several schedules. The manufacture or distribution of various controlled substances, depending upon their Schedule sequence and the amount of substance involved, is punishable by confinement ranging from not less than 5 or more than 40 years and fines from \$2,000,000 to 10,000,000 (Section 841 of Title 21). The numerous permutations on these criminal provisions cover 28 pages in the criminal code.

The penalties for "simple possession" of illegal drugs ranges from not more than one year to twenty years, depending on the substance schedule, amount possessed, and number of convictions (Title 21, Section 844). Section 845a, Distribution or manufacturing in or near schools and colleges. The distribution, manufacture, or possession with intent to distribute a controlled substance is punishable by twice the sanction provided in Section 841(b) (not less than 10 nor more than 80 years, depending upon schedule and amount), where such offense was

performed on or within one thousand feet of a College or college.

Section 853a denies certain "federal benefits" to drug traffickers and possessors, such as federal grants, contracts, loans, and professional licenses. Section 853 provides for the forfeiture of possession and title to the federal government of any property used in drug offenses, including realty (land, growing crops and timber), and any tangible and intangible personality, including, but not limited to, aircraft, vessels, vehicles, as well as rights, privileges, interests, claims and securities.16-11-127.1.

### *CARRYING WEAPONS AT SCHOOL FUNCTIONS OR ON SCHOOL PROPERTY*

(a) It shall be unlawful for any person to carry to or to possess or have under such person's control, while at a school building, school function, or school property or on a bus or other transportation furnished by the school any weapon or explosive compound, other than fireworks, the possession of which is regulated by Chapter 10 of Title 25. Any person who violates this subsection shall, upon conviction thereof, be punished by a fine of not more than \$5,000.00, by imprisonment for not less than one or more than five years, or by both.

(b) For the purposes of this Code section, the term "weapon" means and includes any pistol, revolver, or any weapon designed or intended to propel a missile of any kind, or any dirk, bowie knife, switchblade knife, ballistic knife, any other knife having a blade of three or more inches, straight-edge razor, spring stick, metal knucks, blackjack, or any flailing instrument consisting of two or more rigid parts connected in such a manner as to allow them to swing freely, which may be known as a nun chahka, nun chuck, nunchaku shuriken, or fighting chain, or any disc, of whatever configuration, having at least two points or pointed blades designed to be thrown or propelled and which may be known as a throwing star or oriental dart, or any weapon of like kind.

(c) The provisions of this Code section shall not apply to:

- i. Competitors while participating in organized sport shooting events;
- ii. Persons participating in military training programs conducted by or on behalf of the armed forces of the United States or the Georgia Department of Defense;
- iii. The following persons, when acting in the performance of their official duties or when en-route to or from their official duties:

1. A peace officer as defined by Code Section 35-8-2;
  2. A law enforcement officer of the United States government;
  3. A prosecuting attorney of this state or of the United States;
  4. An employee of the Georgia Department of Corrections or a correctional facility operated by a political subdivision of this state or the United States who is authorized by the head of such correctional agency or facility to carry a firearm; and
  5. A person employed as a campus police officer or school security officer who is authorized to carry a weapon in accordance with Chapter 8 of Title 20;
- iv. A person who has been authorized in writing by a duly authorized official of the school to have in such person's possession or use as part of any activity being conducted at a school building, school property, or school function a weapon which would otherwise be prohibited by this Code section.

Such authorization shall specify the weapon or weapons which have been authorized and the time period during which the authorization is valid; v. A person who is licensed in accordance with Code Section 16-11-129 or issued a permit pursuant to Code Section 43-38-10, when such person carries or picks up a student at a school building, school function, or school property or on a bus or other transportation

furnished by the school;

vi. A weapon which is in a locked container in or a locked fire- arms rack which is on a motor vehicle which is used to bring to or pick up a student at a school building, school function, or school property or on a bus or other transportation furnished by the school, or when such vehicle is used to trans- port someone to an activity being conducted on school property which has been authorized by a duly authorized official of the school;

vii. Persons employed in fulfilling defense contracts with the government of the United States or agencies thereof when possession of the weapon is necessary for manufacture, transport, installation, and testing under the requirements of such contract;

viii. Those employees of the State Board of Pardons and Paroles when specifically designated and authorized in writing by the members of the State Board of Pardons and Paroles to carry a weapon;

ix. The Attorney General and those members of his staff whom he specifically authorizes in writing to carry a weapon;

x. Probation supervisors employed by and under the authority of the Department of Corrections pursuant to Article 2 of Chapter 8 of Title 42, known as the "State-wide Probation Act," when specifically designated and authorized in writing by the director of Division of Probation:

xi. Public safety directors of municipal corporations; and xii. Trial judges 16-11-127.

### *CARRYING DEADLY WEAPONS TO OR AT PUBLIC GATHERINGS*

a. Except as provided in Code Section 16-11-127.1, a person is guilty of a misdemeanor when he carries to or while at a public gathering any explosive compound, firearm, or knife designed for the purpose of offense and defense.

b. For the purpose of this Code section, "public gathering" shall include, but shall not be limited to, athletic or sporting events, churches or church functions, political rallies or at which alcoholic beverages are sold for consumption on the premises.

c. This Code section shall not apply to competitors participating in organized sport shooting events. Law enforcement officers, peace officers retired from state or federal law enforcement agencies, judges, magistrates, solicitors, and district attorneys may carry pistols in publicly owned or operated buildings.

(Ga. L. 1870, p. 421, 1, 2; Ga. L. 1878-79, p. 64, 1; Code 1882, 4528; Penal Code 1895, 342; Ga. L. 1909, p. 90, 1; Penal Code 1910, 348; Code 1933, 26-5102; Code 1933, 26-2902, enacted by Ga. L. 1968, p. 1249, 1; Ga. L. 1976, p. 1430, 2; Ga. L. 1986, p. 673, 1; Ga. L. 1987, p. 358, 1; Ga. L. 1992, p. 1315, 1.)The 1992 amendment, effective July 1, 1992, at the beginning of subsection (a), substituted "Except as provided in Code Section 16-11-127.1, a" for "A" and deleted "school or school functions" in subsection (b). (c) 1926-1930, 1982-1993 By The State of Georgia And The Michie Company.

# **TECHNOLOGY RESOURCE USAGE POLICY**

AMSC provides access to computing resources for students, faculty, staff, and other authorized users. The computing resources of the college, including facilities, hardware, software, networks, and computer accounts, are the property of the State of Georgia. The use of these resources is a privilege granted by AMSC to authorized users only. AMSC requires its computing resources to be used responsibly by all authorized users and in compliance with all state and federal laws, contractual and license agreements, and all policies of AMSC and the Board of Regents of the University System of Georgia. Authorized users of the College's computing resources must act responsibly to maintain the integrity and security of these resources.

## ***WEBSITES***

Student Organizations are provided with personalized online and social media presence through the OrgSync website. No other outside website shall be created unless the organization belongs to a national or regional organization. Social media sites can be created and utilized by the student organizations as long as they adhere to the policies within this manual. All request shall be approved through the Vice President for Student Affairs.

## ***E-mail and AMSC LISTSERV USAGE***

Sending unsolicited email messages, including, without limitation, commercial advertising and informational announcements, is explicitly prohibited. A user shall not use another site's email server to relay email without the express permission of the site. Student organizations, with the exception of institutional organizations, cannot be issued AMSC issued e-mail addresses, unless you are declared an institutional organization. All communication should be sent through the organization's OrgSync portal and page.

Student organizations cannot send emails through the AMSC ListServ, unless it is approved by the Student Activities Office.

## ***ADVERTISING AND PUBLICITY ON CAMPUS***

AMSC offers multiple opportunities for student organizations to advertise and market their events on campus. When promoting an event the RSO should include all essential information such as event title, location, time, registration instructions, sponsoring organization and contact information. Many of these resources take up to a week before they are posted or distributed. The RSO is responsible for submitting information within the specified time. When advertising an event, it must be approved by the Office of Student Activities prior to marketing on campus. Advertisements may not contain any reference to alcohol, contain suggestive images, or contain any AMSC logo that has not been approved by the Office of Strategic Marketing and Advancement.

Please refer to the Office of Student Affairs for more specifics on advertising/marketing on campus.