

Student Handbook

2011-2012



Atlanta Metropolitan College

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2011-2012

Please visit www.atlm.edu for updates to the handbook and student activities calendar.

Atlanta Metropolitan 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 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.

INTRODUCTION

The student handbook describes the rights and responsibilities of the students at Atlanta Metropolitan 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 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 University System of Georgia. Updates to the AMC Handbook are made on the AMC web. For the most up to date version, please go to www.atlm.edu.

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OFFICE OF STUDENT AFFAIRS MISSION STATEMENT

The Division of Student Affairs complements the mission of the College by providing services, programs, and activities which promote student learning both inside and outside the classroom. The division accomplishes its mission through **Enrollment Management and Student Services**. This is done through the Offices of Admission, Financial Aid, Registrar, Student Outreach, Student Activities, Counseling, Disability Services, TRIO programming, and Judicial Services.

The Division of Student Affairs exists to foster student academic advancement personal and professional development of students. Its purpose is to prepare a diverse community of learners to excel in their chosen endeavors and to become responsible, productive, and innovative leaders. This outcome is accomplished by promoting a campus environment that provides quality services and creative activities, which increases student retention, persistence, and success, while attaining and exceeding compliance with state and national standards through continuous engagement in an enriched, challenging and nurturing environment.

The units of the Student Affairs Division serve as the primary link between students, faculty and administration. It is, therefore, the mission of Student Affairs to provide individual services, a campus environment, and programs that enable the development of students intellectually, socially, physically, psychologically and ethically.

This Division fosters students' academic success, personal growth, retention and persistence. Ultimately, we work to enhance the overall quality of campus life, establish a sense of community, and enable all students to realize their fullest potential.

We do this by:

1. Preparing , recruiting and enrolling students qualified to attend AMC

2. Creating a supportive environment that facilitates well-ness, retention, intellectual growth and graduation of all students
3. Developing programs, services, and environments to build a welcoming and inclusive community that creates a sense of safety and belonging for all students
4. Providing experiences that foster self discovery and develop the personal, academic, and professional skills and relationships needed for a successful transition into diverse and global communities
5. Engaging students, parents, and family members to ignite a sense of pride, ownership and personal investment in the ongoing success of AMC

BRIEF TELEPHONE DIRECTORY

<i>OFFICES</i>	<i>TELEPHONE NUMBER</i>
Academic Affairs	(404)756-4443
Academic Advisement	(404)756-4784
Admissions	(404)756-4004
Academic Support Center	(404)756-5690
Alumni Association.....	(404)756-4666
Athletics	(404)756-4714
Business and Computer Science Division.....	(404)756-4006
Cafeteria	(404)756-4402
Campus Safety	(404)756-4040
Testing Services	(404)756-4017
General Information	(404)756-4000
Counseling and Disability Services.....	(404)756-4016
EOC & Talent Search.....	(404)756-4789
Humanities and Fine Arts Division.....	(404)756-4013
Financial Aid Office / Work Study	(404)756-4002
Fiscal Affairs.....	(404)756-4442
Student Health Insurance	(404)756-4442
Human Resources.....	(404)756-4047
Library.....	(404)756-4010

Science, Math, and Health Professions Division	(404)756-4025
NASA Program	(404)756-4025
President's Office.....	(404)756-4440
Institutional Advancement	(404)756-4012
Registrar	(404)756-4001
School Closings.....	(404)756-4000

OFFICES

TELEPHONE NUMBER

Social Sciences Division	(404) 756-4033
Student Activities	(404) 756-4918
Student Affairs	(404) 756-4488
Student Commission	(404) 756-4905
Upward Bound Program	(404) 756-4059

INFORMATION

WHAT?

WHERE?

Athletics.....	Room227, Physical Education Center
Automated Teller Machine (ATM).....	1st Floor, Student Center
Cafeteria	Student Center
Clubs/Organizations Student Activities,	Room 213, Student Center
Counseling / Testing.....	Room 225, Academic Building
Evening & Weekend Coordinator.....	Room 204, Library Building
Financial Aid.....	Financial Aid Office, Academic Building
Game Room.....	Student Center
ID Card.....	Campus Safety, Room 205, Academic Building
International Student Advising.	Room 217, Student Center
Lost and Found Campus Safety.....	Room 205, Academic Building
Maintenance	Plant Operations, Harmon House
Student Times Newspaper,,,,,	Student Center
Recreational Sports..	Student Activities, Room 208, Student Center
Regents' Testing.....	Testing Office, Room 225, Academic Building
Student Activities..	Student Center, Room 213, Student Activities
Student Discipline...	Office of Student Affairs, Room 217, Student

Center

Student Commission.....Room 210, Student Center

Student Lounge.....Student Center

Vending Machines..Academic Building(1st Floor), Physical Education Complex(1st Floor), Science-Lecture Building (2nd Floor)

Veterans' Affairs.....Financial Aid, Room 169, Academic Building

STUDENT SUPPORT SERVICES

PART I

A. ACADEMIC ADVISEMENT

Academic Advisement is coordinated by the Office of Academic Advisement and operates under the auspices and supervision of the Vice President for Academic Affairs. Academic Advisement is a cooperative effort of AMC faculty, staff and administrators to assist students in clarifying their academic and career goals, developing their degree plans, making appropriate course selections, and securing appropriate support services.

The Office of Academic Advisement is central to assisting students in resolving academic issues and understanding the interrelationship among the various College offices and departments. Additionally, the Office of Academic Advisement targets students who are not in good standing to receive specific advisement and counseling that will lead them to academic improvement. All activities of academic advisement are geared towards improving the College's retention rate, increasing the number of students who persist to graduation, and improving the degree of academic success for all AMC students.

B. ACADEMIC SUPPORT CENTER

The Academic Support Center (ASC) provides supplemental instruction to students of Atlanta Metropolitan College (AMC). Students receive intensive tutorial support and have access to technology labs. The technology labs are equipped with software for electronic tutorials, Internet resources, word processing, multimedia software, and support software relevant to each academic discipline.

Located on the third floor of the Library, the ASC provides both

individual and group tutoring by appointment or on a walk-in basis. Instructional support is available in the following areas: science, mathematics, reading, writing, and business. Workshops are offered throughout the semester in instructional areas such as Math, English, Compass, and Regents' testing strategies. AMC students are encouraged to use the Center during open hours, to work independently with the available resources, as well as to get direct one-on-one assistance.

In addition, the Student Support Services Program and the Upward Bound Program provide specialized services: Upward Bound for selected high-school students who have the potential for success in College; and the Student Support Services Program for selected College students who may be facing academic hardships.

C. ALUMNI AFFAIRS

The Atlanta Metropolitan College -) Alumni Association (AMCAA) was founded to serve AMC Alumni in a variety of capacities. Membership in the AMC Alumni Association is open to all graduates of Atlanta Metropolitan College. Members of the AMC Alumni Association enjoy many of the benefits of Atlanta Metropolitan College and its programs.

It is the goal of the AMCAA to generate and maintain spirit and tradition, and also to serve AMC students and alumna as a whole. As liaisons to the College, the AMCAA coordinates many programs to benefit all students. In addition, the AMCAA disseminates College information about current events and topics of interest throughout the entire AMC community.

Under the direction and management of the Vice President for Institutional 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.

D. BOOKSTORE

Purpose-Service – The Atlanta Metropolitan College Bookstore is owned and operated by Atlanta Metropolitan College, a Unit of the University System of Georgia. Its purpose is to furnish all the tools needed in the educational process of its students and

to provide a service to faculty and staff. Income from the operation of the Bookstore is used to pay for the cost of goods sold, employee salaries, and other operating expenses. The Bookstore carries a complete line of essential classroom items as well as souvenir items, such as mugs, stationery and sweatshirts with the College name and/or seal.

Hours:

Monday – Friday: 8:30 AM – 5:00 PM

During registration week and during the first two weeks in which evening classes are held, the hours are extended:

Monday – Friday: 7:30 AM – 7:00 PM

Saturdays: 10:00 AM – 2:00 PM.

Extended hours are detailed in each semester Schedule of Classes. The Bookstore is located in the Student Center. See www.atlm.edu for textbook refund and buy back policies.

E. 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.

F. CAFETERIA

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 Science-Lecture Building where vending machines and tables are available for convenience.

G. CAMPUS SAFETY

Any person involved in or discovering an accident on College property should immediately notify a Campus Security Officer.

H. 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.

I. COUNSELING CENTER

The Counseling Center serves to support students and faculty in

focusing on student strengths and weaknesses. Through the use of educational, career, and personal counseling, the student can develop in relationship to his/her educational goals, job, and/or social relationships. The services of the counseling office are:

New Student Orientation - Admissions

Career Counseling

Personal Counseling

Peer Counseling

Student Health Information Services - International Student Services

Counseling differs from faculty advising in that counseling services helps students function better in the total College environment. The faculty advisor helps students select the courses necessary to complete their program of study.

J. TESTING CENTER

The testing center serves as a center for many testing needs of the College, offering institutional, national and System testing. The following examinations are currently offered:

Regents' and COMPASS Testing

K. CRIME AWARENESS AND CAMPUS SECURITY ACT OF 1990

The Crime Awareness and Campus Security Act of 1990 requires Atlanta Metropolitan 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.

L. DISABILITY SERVICES

The Office of Counseling and Disability Services at Atlanta Metropolitan 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 interacts with students, parents, health-care professionals, Board of Regents' consultants, and others in an effort to assess the characteristics of each student's disability in order to determine accommodations for each student that will increase access to the College's programs

and services.

The Coordinator 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.

M. EMERGENCY CONTACT WITH STUDENTS

The College has a centralized paging 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 Campus Security at 404-756-4040 or The Office of Student Affairs at 404-756-4488.

N. 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.

O. OFFICE OF FINANCIAL AID

The Office of Financial Aid at Atlanta Metropolitan 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 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 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 . Atlanta Metropolitan 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 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 down-

loaded from the financial aid section of the College's website, www.atlm.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 College or currently enrolled as a regular student in compliance with Atlanta Metropolitan 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 University 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 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 review 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.atlm.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 website at www.atlm.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 guidelines 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 College. The refund schedule is published each semester on the College's website at www.atlm.edu and in the class schedule that is published for each semester.

FINANCIAL AID PROGRAMS AND GRANTS

Atlanta Metropolitan 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 undergraduate 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 AMC'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 university
- 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 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 Admin-

istration. 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 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.atlm.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.

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 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 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 university. 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 University 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 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 College website at www.atlm.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 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.atlm.edu under the financial aid section of the website.

WITHDRAWING FROM THE COLLEGE

Students who enroll at Atlanta Metropolitan 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 or the Office of Academic Advisement. 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. Forms and procedures to completely withdraw from the College can be obtained from the Office of Academic Advisement.

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 \$100.00.

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 \$15.00 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.

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.

P. FITNESS CENTER

The Fitness Center is located on the first floor of the Physical

Education Complex. It is also operated under the direction of the Office of Student Activities and is staffed by a coordinator and student assistants. In addition, the Fitness Center is equipped with free style weights, universal weights, cardiovascular equipment and access to gymnasium activities (aerobics, free-play basketball, informal recreation, special events, etc.).

Q. HOUSING

Atlanta Metropolitan College does not provide residence halls on campus. However, the Office of Student Activities, located on the second floor of the Student Center Room 213, will provide students with resources to assist them with making decisions regarding off-campus housing. This office does not make rental reservations or negotiate directly between the landlords and students.

R. STUDENT IDENTIFICATION (ID) CARDS

Student Identification (ID) Cards are issued to students who are officially registered with Atlanta Metropolitan College (AMC). 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 AMC 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 Campus Safety or to the Business Office. A \$10.00 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 Campus Safety. Students may call 404-756-4040 to make arrangements to secure a card.

S. 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 AMC's website.

T. 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 six 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 University 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, cameras, camcorders, photocopiers, CD/cassette players, 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 AMC Library.

The Atlanta Metropolitan College Library is a member of ALA (American Library Association), GLA (Georgia Library Association), and GOLD (Georgia Online Databases), and SOLINET (Southeastern Libraries Network).

U. ORIENTATION

Orientation sessions for new students are held prior to the be-

gining 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.

V. OFFICE OF INTERNATIONAL STUDENT SERVICES

The Office of International Student Services (OISS), housed in the Office of Student Affairs 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;

Change of status

School transfer

Extension of Stay on I-20 Form

Reinstatement

Severe Economic Hardship Work Authorization

Travel outside of the U.S.

All international Students should visit the OISS Office 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 and bring it to the Office of Student Affairs.

W. SELLING ON CAMPUS

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.

STUDENT ACTIVITIES PART II

A. PURPOSE

The Student Activities program complements the instructional program by providing out-of-class educational, cultural, recreational, and social opportunities. The Office of Student Activities plans and schedules activities and events for students and the College community. The office is located on the second floor of the Student Center Room 213.

B. ORGANIZATION FOR STUDENT ACTIVITIES

The Student Affairs Committee recommends broad policies, guidelines, standard operation procedures and fund allocations.

C. DISTRIBUTION OF STUDENT ACTIVITIES FUNDS

1. Student Activities Funds will be distributed on the basis of:
 - a. How directly the activity or organization benefits the student body.
 - b. The 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 Commission Budget Committee Chair who will assist in determining the source from which the funds are to be requested.
 - b. Submit to the Student Commission Budget Committee a written request. Include information which justifies the request.
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.

D. FINANCES OF STUDENT CLUBS AND ORGANIZATIONS

1. Student clubs and organizations and activities are mainly financed by funds from Student Activities.
2. Fund-raising activities must be cleared through the Office of Student Activities and the Vice President for Student Affairs.
3. Student Activity funds allocated to a student organization will be placed into an account in the organization's 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 ten business days for processing.
4. Funds earned or collected by clubs may:
 - a. Be deposited in the respective organizations' student activity fee accounts and administered as described above, or
 - b. Be deposited in a special account in the Vice President for Fiscal Affairs' office and be administered as above, but bypass the Vice President for Student Affairs for expenditure authorization.
5. The College reserves the right to audit all student club accounts.

E. PROCEDURES FOR ORGANIZING CLUBS AND ORGANIZATIONS

APPLICATIONS

An organization seeking recognition must submit the following information to obtain a new Student Organization application packet form to the Office of Student Activities:

1. PROCEDURES

- a. Name
- b. Purpose (including explanation of why the organization is desirable on campus)
- c. Qualifications for membership
- d. Fees, dues and other considerations for membership
- e. Officers and leadership structure
- f. Time and manner of election of officers
- g. Number of students wishing to join
- h. Full-time faculty or staff advisor
- i. Explanation of any extra campus affiliation
- j. Time and location of meeting
- k. Names of prospective members who will serve as spokesmen for the organization during the recognition procedure (it is suggested that three students be named)
- l. Must have at least 5 (five) students names to submit an application.

2. HEARING

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.

CRITERIA FOR RECOGNITION AND REVIEW

A. RECOGNITION

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.
- B. 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.
- C. All applications for recognition approved by the Director of Student Activities and the Vice President for Student Affairs shall be promptly transmitted to the Student Affairs Committee for documentation.

RIGHTS OF STUDENT CLUBS AND ORGANIZATIONS

The recognition of an organization authorizes it to use College facilities and equipment, subject to the Board of Regents' Policies and to College regulations governing the use of facilities and equipment, and to reasonable scheduling and clearance of particular facilities and equipment by the Office of Student Affairs. Recognized clubs will also be provided mailboxes and be permitted to advertise on campus and conduct fundraising projects.

RULES AND REGULATIONS GOVERNING STUDENT ORGANIZATIONS

A. FINANCIAL RESPONSIBILITY

1. Use of allocated student activities monies must conform to the purposes and practices approved by allocating authority.

2. Organizations shall carry on business transactions and contractual relations with punctual and timely discharge of valid obligations and prudent use of funds.
3. All fundraising projects must be submitted to the Vice President for Student Affairs, Director of Student Activities, and the Vice President for Fiscal Affairs for approval prior to making a public announcement.

CONFORMANCE WITH ORGANIZATION'S PURPOSE

Activities of organizations must be in conformance with their application's stated purposes.

CAMPUS DISPLAYS

Displays, including but not limited to, posters, notices, or banners which litter the campus or damage the property of the College or of other persons or entities, or which are obscene, offensive or which materially interfere with the regular and orderly operation of the College, are prohibited. The name Atlanta Metropolitan College must appear on all printed materials and must be approved by the Vice President for Student Affairs.

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 to be eligible to serve as an officer of a student organization.

INFORMATION TO BE SUBMITTED TO THE OFFICE OF STUDENT ACTIVITIES

1. A list of officers to be submitted to the Office of Student Activities within seven days after each election.
2. A copy of each organization's constitution, by-laws, and all subsequent amendments thereto must be submitted to the Student Activities Office within seven days of enactment.

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 acting 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.

- F. **CLUBS AND ORGANIZATIONS** Click on Campus Life (www.atlm.edu) for a list of club advisors.

AMP Board

To provide programming activities and events for AMC students to embrace the development of the College campus and provide additional learning opportunities that are not available in the classroom.

Art Club

To enrich students' understanding of the visual arts. The art club is a club for all the art lovers to gather together to work on projects and art-related volunteering opportunities.

Cheerleaders

To provide cheering and spirit for basketball.

Choir

To provide an opportunity for students to sing and to provide appropriate music laboratory experiences for music majors.

Creative Writing

To provide creative written expressions for all students interested in various forms of prose.

Criminal Justice

To provide an opportunity for students who share an interest in criminal justice to promote community awareness of issues surrounding crime and public safety, to perform community service, to explore careers in criminal justice, and to meet professionals working in various criminal justice fields.

Dance Troupe

To provide creative expressions for all students interested in all forms of dance.

Drama Club

To encourage discovery and creativity in students who have a special interest in drama and to enlighten students about the origins and history of theater arts by attending plays and participating in community activities and discussions.

Film and Movie Club

To promote aesthetic and artistic appreciation of motion pictures among AMC Students and in the community.

Future Educators of AMC

To enrich, transmit knowledge about education, and to share group ideas.

International Student Organization

Composed of International students and interested American students, the ISO provides opportunities for fellowship among students who are far away from their homes, as well as enrichment of the College community through activities which facilitate closer

acquaintance with cultures represented by members of the organization.

Math Club

To acquaint and interest students in the pursuit of analytic knowledge and careers with emphasis on the underlying role of mathematics, its applications and ethical concerns.

MESA Club

To enhance the educational support and guidance for students interested in Science, Mathematics, or Engineering- based careers.

Muslim Student Association

To provide information about the religion of Islam to the entire campus community through discussion and campus events.

Phi Theta Kappa

To recognize and encourage scholarship and to support excellence and integrity in the pursuit of the arts and sciences. The organization provides opportunities for the development of leadership and service as well as an intellectual climate for the exchange of ideas and ideals. Members are selected primarily on the basis of broad cultural interests, scholarly achievements, and good character. Interested students must have completed 15 College level credits and earned at least a 3.5 cumulative grade point average to join. In addition, students must maintain a 3.0 grade point average to continue membership.

Political Science Association

To expand student knowledge of and participation in politics at the educational, local, state, and national levels.

Psychology Club

To promote the study of human behavior and to enhance intellectual development.

Social Science Association

To foster multi-disciplinary scholarship, leadership, and service activities within the AMC academic and larger community.

Student Commission

Is composed of student representatives who meet regularly to discuss matters of general concern regarding students. The assembly acts as a liaison between the student body and the faculty, staff, and administration. The commission plans programs and activities to meet the needs of the student body.

Students In Free Enterprise (SIFE)

To provide students with the best opportunity to make a difference and to develop leadership, teamwork, and communication skills. To extend business learning from the classroom into “real world” experiences.

Student Times Newspaper

To provide a student publishing voice with practical experience in journalistic design and publication.

Travel & Culture Club

To promote interest in travel and culture.

G. CAMPUS PUBLICATIONS

1. The Red Eye

The *Student Times Newspaper* is a compilation of student writing and articles. It is published on a regular basis using funds from Student Activities.

2. Headlines @ the Met

The Met is AMC’s newsletter, which reflects the many activities, upcoming events, news, and accomplishments by the faculty, staff and students. It is distributed throughout the campus and is mailed to legislators, community and business leaders, high school counselors, principals and Regents.

H. STATEMENT OF PRINCIPLES AND GUIDELINES FOR PUBLICATIONS OF ATLANTA METROPOLITAN COLLEGE

The editor of a student publication of Atlanta Metropolitan 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 publica-

tions. 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.

I. INTERCOLLEGIATE ATHLETICS & RECREATION

The Intercollegiate Athletics program is an integral part of student development. It is funded with athletic fees. The In-

tercollegiate Athletics programs consist of men's and women's basketball. In addition, recreational sports are available on a limited basis.

J. STUDENT CENTER 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.) available for use free of charge.

K. COLLEGE FACILITIES PRIORITY SYSTEM

The use of any AMC 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 AMC 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.

L. STUDENT TRAVEL PROCEDURES

Individual students or organized groups of students who plan to attend College-sponsored out-of-town events which are funded by the Student Activities budget must submit a Request to Travel (Form S-11) to the Vice President for Student Affairs at least one week prior to the date of intended departure.

M. SCHEDULING OF ACTIVITIES

In order to schedule a College-affiliated activity such as a club meeting, event, forum, etc., an individual or group must submit a Request for Activity Form to the Director of Student Activities at least fifteen days prior to the event date. This form may be obtained from the Director of Student Activities. No student activities will be scheduled during final exams or during the three calendar days prior to final exams.

N. EXPANDED RECREATION PROGRAM

The recreation programs at Atlanta Metropolitan 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 COMMISSION PART III

PREAMBLE

We, the students of Atlanta Metropolitan College, desiring to provide 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; 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 Commission of Atlanta Metropolitan College.

AUTHORITY

Section 1. The authority of the Student Commission, hereinafter referred to as the Student Commission, 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 College, the policies of the Board of Regents of the University System of Georgia, and the laws of the State of Georgia.

Section 2. The Student Commission shall have 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 3. The constitution shall be the fundamental law of the Student Commission. The Student Commission is the highest organization of the student community.

Section 4: In the event that voting on legislative issues regarding the disbursement of funds to clubs and organizations is impeded, there shall be a minimum of five hundred (\$500.00) dollars available for use in the Student Commission Treasury to clubs and or-

ganizations affected by a deferred vote.

BRANCHES OF GOVERNMENT

Section 1. Organization: The Student Commission shall be organized in two Committees: Executive and Legislative.

Section 2. Executive Committee: The authority of the executive branch of the Student Commission shall be vested into the Executive Committee.

Section 3. Legislative Committee: The authority of the legislative branch of the Student Commission shall be vested to the Student Commission Club Presidents, hereinafter referred to as the Senate.

EXECUTIVE COMMITTEE

Section 1. Composition: The Executive Committee shall be composed of the President, Vice President, Executive Secretary, and Executive Treasurer.

Section 2. Term of Office: All members of the Executive Committee shall be elected by the Senate to serve one-year terms. Any current member is eligible to seek one successful consecutive re-election to his or her current position.

Section 3. Succession and Vacancies

In the case of the removal of the President from office by death, resignation, impeachment, or inability to discharge powers and duties, the President's office shall devolve on the Vice President.

The vacancy of Vice President shall be filled by nomination from the President. The nomination requires a two-thirds (2/3) majority of Senate members present and voting for the student to take office.

Section 4. Meetings: The Student Commission Executive Committee shall meet in a closed session weekly.

OFFICERS

Section 1. Candidates for any office must be officially enrolled at Atlanta Metropolitan College and must have earned a minimum of 12 degree semester hours. All officers must remain officially enrolled at Atlanta Metropolitan College for the duration of their term.

Section 2. Any freshman or sophomore who is a candidate for an executive office must have and maintain a 2.5 cumulative GPA and must have exited or exempted learning support. Senate members

must have and maintain a minimum 2.25 cumulative GPA.

Section 3. The elected officers of the Atlanta Metropolitan College Student Commission shall be as follows: president, Vice President, secretary, treasurer, and the president of all clubs and organizations.

Section 4. A faculty advisor shall be appointed by the President with the consent of the other executive officers.

Section 5. The campus-wide election of officers shall be held during the Spring Semester. The exact date(s) for the election shall be under the direction of the Student Commission.

Section 6. The election of senate members for clubs/organizations shall be held the third Tuesday of March in the spring Semester. The vote shall be by secret ballot and election should be under the direction of the Student Commission.

Section 7. In the event that the Office of Secretary and Treasurer are vacant, the President will have authority to appoint a secretary and/or treasurer.

Section 8. In the case of a vacancy in the Office of President, the Vice-president shall take office. In the case of a vacancy in the Office of Vice-president, the President shall nominate a candidate on confirmation with two thirds approval of senate.

Section 9. Senate members shall be required to maintain twelve (12) credit hours. Should a member fall below nine (9) hours, the member shall be removed from the Student Commission and replaced by a member of his or her club or organization that meets the Student Commission requirements.

Section 10. Executive officers will be elected yearly and shall serve no more than a maximum of 2 years in a single position. Eligible candidates shall be able to run for other executive positions following the same guidelines.

Section 11. In the event that an executive officer is impeached, resigns, or is unable to perform his or her duties effectively, potential candidates must meet the all requirements as listed in the Constitution.

Section 12. The duties of the Chief Executive Officer of the Student Commission shall be the duties of the President. He or She shall:

Be elected by simple majority of the Student Commission votes.

In case of a run-off, a simple majority would rule.

Have earned at least 12 semester hours at AMC, and maintaining at least a 2.5 GPA while serving as the Student Commission Chief Executive Officer.

Attend all committee meetings on campus.

Attend all committee meetings of the Students Advisory Council to the Board of Regents.

Enforce observance of the by-laws.

Advise any officer who is having academic difficulties, and request any officer to resign who has failed to maintain the Grade Point Average required or does not fulfill his or her 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.

DUTIES AND RESPONSIBILITIES OF OFFICERS AND ADVISORS

Section 1. The duties of the President shall include the following:

- Have a written report of the activities of the Student Commission submitted each semester to the Vice President for Student Affairs and the Student Activities Director.
- Be an ex-officio member of all Student Commission committees.
- Have a cabinet consisting of a Vice President, Secretary, Treasurer or any other position he or she deems necessary for the effective administration of the Student Commission.
- Conduct cabinet or executive meetings.
- Appoint and follow up on committees that he or she deems necessary.
- Call meetings of Student Commission which shall be published to the student body at least ten (10) days in advance.
- Fill a vacant office by appointment if no other provisions for occupying the office are provided in the constitution.
- Serve as a provider for direction of the Student Commission in formulating and implementing its goals.
- Call meetings of the standing committees when needed.
- Shall submit to the senate for approval for vacancies of the

Executive Committee, the Senate.

- Serve as the official spokesman of the Student Commission in its contacts with the community and the media after consultation with the Director of Student Activities.
- Assist the faculty in representing the students' interests in the development of courses to be offered.
- Perform administrative responsibilities along with the Vice-President for the internal operation of the Student Commission.
- Make a representation of 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.
- Enforce the AMC Student Commission Constitution.
- Shall spend at least 10 hours weekly in the Student Commission office.
- Preside over the Senate.

Section 2. The duties of the Vice-President shall include the following:

- Assume all responsibilities of the office in the absence of the president.
- Conduct a special meeting of the Student Commission in the absence of the president after obtaining authorization from the faculty advisor.
- Serve as a liaison to other campus clubs and organizations as delegated by the president, without authority over them.
- Serve as a liaison between Student Commission committees.
- Become President of the Student Commission should the President at any time become unable to perform his/her duties.
- Fulfill and perform any duties or responsibilities as delegated by the president.
- Shall have earned at least 12 semester hours while attending AMC and maintaining at least a 2.5 GPA while serving as the Student Commission Vice- President Co-Chair.
- Enforce the AMC Student Commission Constitution.
- Shall spend at least 5 hours weekly in the Student Commission office.

Section 3. Responsibilities of the Secretary shall include the following:

- Be present, record and distribute the minutes of all meetings of the Student Commission and the Executive Committee. The minutes from the previous meeting shall be read at the current meeting. In addition to the reading of the minutes at the meeting, copies shall be made for the following distributions: one for each officer of the Executive Committee; two copies for posting on student bulletin boards; two copies to be kept in the Student Commission office on file; and one copy for the Student Commission faculty advisor (may be made available by e-mail).
- Maintain the official roll call at each meeting and a tabulation of each senators required office hours.
- Assist the Executive Committee in communicating with other schools and organizations and with the administration, faculty and students.
- Shall be responsible for the preparation, collection, and distribution of all Student Commission correspondence.
- Assist the President with any requested additional duties of importance to the Student Commission.
- Staff and maintain the office of the SGA.
- Shall have earned at least 12 semester hours while attending AMC and maintaining at least a 2.5 GPA while serving as the Student Commission's Secretary.
- Enforce the AMC Student Commission Constitution.
- Shall spend at least 5 hours weekly in the Student Commission office.

Section 4. Responsibilities of the Treasurer shall include the following:

- Act as custodian of all funds of the Student Commission through the Comptroller's Office.
- Meet with the Director of Student Activities to discuss the fiscal affairs.
- Sign all requisitions and Activities Request forms submitted to the Office of Student Activities.
- Shall chair the Student Commission Budget Committee. Disburse funds as authorized in writing by the president providing

it complies with the Student Commission budget and institutional policies and regulations.

- Submit a complete and up-to-date financial report at regularly scheduled Student Commission meetings.
- Shall chair the Fiscal Resources Committee.
- Attend all meetings of the Student Commission and the Executive Committee.
- Shall have earned at least 12 semester hours while attending AMC and maintaining at least a 2.5 GPA while serving as the Student Commission's Treasurer.
- Enforce the AMC Student Commission Constitution.
- Shall spend at least 5 hours weekly in the Student Commission office.

Section 5. The duties of the senate members shall include the following:

- Shall have earned at least 12 semester hours while attending AMC and maintaining at least a 2.25 GPA while serving as the Student Commission's Senate.
- Be voting members of the Student Commission.
- Serve as authorized delegates to the Student Commission meetings.
- Perform all duties as delegated by the president.
- Communicate suggestions and/or grievances to the student body of the Student Commission.
- Recommend any information to the Student Commission that may assist the Student Commission in any way.
- Enforce the AMC Student Commission Constitution.
- To review reports from each senate committee
- To overrule a decision made by a standing or ad hoc committee with a two third vote of the senate members present and voting.
- To hold regular meetings.
- All Senate members shall submit monthly reports regarding upcoming events sponsored by clubs/organizations. The reports shall be e-mailed to the Secretary within five days of the next Student Commission meeting.
- Shall spend at least 1 hour weekly in the Student Commission

office, unless the person is an At-Large or Executive Committee Officer. In the event that a senate member is tardy for a scheduled Student Commission meeting, that person shall serve an additional hour in the office.

- Volunteer sign-in sheets shall be located outside of the Student Commission office in an accessible area.
- All members of the Student Commission shall be responsible for accurate record keeping of Student Commission participation among members.
- All members shall be required to volunteer at least twice each semester for the duration of the Book Loan program.
- Vetoes 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.
- At-Large members' responsibilities are the same as the senate, but they are required to volunteer a minimum of three (3) hours per week for the Student Commission.

Section 6. Legislative Procedure:

- Any voting member of the senate may draft legislation on behalf of the student body. All legislation must be submitted via e-mail or letter to the President within 24 hours of the next regularly scheduled senate meeting.
- During the senate meeting, the legislation shall be read out loud by the Secretary. Afterwards, the President shall assign the legislation for review by the appropriate committee.
- The committee shall take up the item at their next scheduled meeting to review, discuss and/or modify the proposed legislation. The author(s) of the legislation are expected to be in attendance to lobby for their legislation. The committee does have the authority to have the bill to not be considered by the senate.
- No committee shall pass the legislation to another committee. If brought back to the senate, the President does have the authority to reassign the bill to another committee for further review.
- Any legislation passed by the Senate shall be presented to the President of the Student Commission within 48 hours of passage.

- If the President of the Student Commission approves the legislation, they shall sign it into law as official policy or recommendation of Student Commission. The President shall have five business days to make a decision. On the sixth day, the legislation shall be considered passed without the President's approval.
- If the President of the Student Commission vetoes the legislation it will be issued back to the author(s) at the next regularly scheduled senate meeting.
- The vetoed legislation can be reconsidered if any voting member other than the author(s) of the legislation makes a motion from the floor. If the motion passes, then the floor is opened for discussion about the legislation.
- After such reconsideration, a two-thirds affirmative vote is needed by the Senate to override the veto of the President. If the senate cannot achieve such action, then the veto is upheld, thus ending the legislative cycle for the said piece of legislation.

Section 7. The duties of the Faculty Advisor shall include the following:

- Attend all meetings of the Student Commission and Executive Committee.
- Be available to advise the Student Commission on various problems which may arise. Keep abreast of various activities within the Student Commission and those actions taken outside of the Student Commission.
- Advise the Student Commission of particular channels through which they should go in obtaining action on their recommendations, and assist them in obtaining their desired results; in accordance with the Student Commission constitution, College's rules and regulations, and the policies of the Board of Regents.
- Inform and explain to the Student Commission 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 VII: MEETINGS

All Student Commission meetings shall be in open session held twice a month on the first and third Tuesday of every month with a

48 hours or prior posted notice stating time and place.

ARTICLE VIII: PRESIDENT PRO-TEMPORE

Section 1. The President shall preside at all meetings of the Student Commission. 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 IX: COMMITTEES AND BOARDS

Section 1. All committees in the Student Commission, both ad hoc and standing, shall have listed the purpose, duties, and responsibilities of each committee.

Section 2. The Student Commission has the authority to establish regular and standing committees.

- The candidate for chairperson of a committee shall be nominated by a commission member and voted in with a 2/3 majority.
- Other members shall be recommended by the chairperson and appointed by the chairperson. Also, the chairperson may appoint non-senate members to be part of the committee. However, non-senate members cannot participate in legislative procedures.
- Each committee shall make its own rules and procedures for the purpose of conducting its business.
- 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 Student Commission meeting.
- Submission of the summarized report may constitute a recommendation to the Commission. The Student Commission 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 X: AMP BOARD AND STUDENT TIMES NEWSPAPER

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

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

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

Shall be consolidated into the Student Commission and be chaired by an At-Large member.

Shall have access to a running budget approved by the Student Commission Budget Committee and/or Fiscal Resources Committee, if necessary.

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

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

Shall have access to a running budget approved by the Student Commission Budget Committee and/or Fiscal Resources Committee if necessary.

Shall publish an edition of the student newspaper at least once in the Fall and Spring semesters.

ARTICLE XI: 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 signed by 10% of the student body and then submitted to the Student Commission for consideration. This shall be held no later than twenty-nine class days after the presentation of the petition to the Student Commission 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 Student Commission Constitution upon approval of the Atlanta Metropolitan College President.

ARTICLE XII: GUIDELINES FOR FUND-RAISING PROJECTS BY APPROVED STUDENT ORGANIZATIONS

Section 1. Officially approved student organizations may be authorized to conduct fund-raising projects.

Section 2. Proposals for raising funds must be submitted to the Director of Student Activities for approval at least two weeks prior to the proposed event. Request forms may be obtained from the Office of Student Activities.

Section 3. Purposes for which fund-raising projects are held must be in agreement with the stated objectives and purposes of the organization and Atlanta Metropolitan College. Projects should be of the following nature:

- a. Support for a community service project
- b. Support for a charitable cause
- c. Support for the organization's planned activities where the cost exceeds the allotment from Student Activity Fees
- d. Not in direct conflict with established community service projects
- e. Support for an activity that will benefit the College as a whole
- f. Not in direct conflict or competition with another group's project

Section 4. Projects involving the sale and distribution of merchandise are discouraged.

Section 5. Procedures for collecting monies must be followed as approved by the Vice President for Fiscal Affairs and Vice President for Student Affairs. The established procedures are as follows:

- a. All proceeds from fund-raising projects must be reported to the Business Office for the Student Activity Fund and a budget transfer will be initiated with the Vice President for Student Affairs to have the funds placed in the organization's budget.
- b. Tickets, if applicable, must be printed and numbered. The sale and distribution of tickets must be under the supervision of the organization's advisor.
- c. Each club must be able to account for all tickets; therefore, a log must be kept of tickets issued. A statement accepting responsibility for the tickets sold or not returned must be signed at the time that a person receives the tickets. The log and acceptance statements will be placed on file in the Business Office and Office of Student Affairs. Students not making proper reports will have their records and registration permits withheld until they account for all funds and tickets received.

- d. As funds are raised from ticket sales, they should be reported to the Business Office to protect against theft or losses.
- e. If tickets are sold at the door for an activity, the beginning and ending numbers must be cleared through the Business Office and all proceeds must be reported in agreement with the number of tickets sold.
- f. Tickets or stubs must be collected at the door for an activity so that they can be used in accounting for all tickets whether in advance or at the door.
- g. A copy of each deposit made in the Business Office must be filed in the Office of Student Activities.

Section 6. Atlanta Metropolitan College will not accept any type of financial liability for student fund-raising projects. If contracts are involved in the project, the contract must include a waiver of liability and assumption of risk for the College. All financial liability necessary for any project must be underwritten as a condition for approval of each proposal. This may involve placing a deposit in the Business Office to cover any financial liability incurred in the sponsorship of a fund-raising activity.

Section 7. Approved organizations may not maintain an account with local banks.

Section 8. Approved clubs and organizations may assess dues, but all funds must be deposited in the Business Office in a Sub-Account in the club or organization's name.

ARTICLE XIII: CRITERIA FOR STUDENT OFFICERS OR REPRESENTATIVES OF THE COLLEGE

Section 1. Students meeting the general criteria listed below are eligible to be candidates.

- A. During the candidacy period and while serving in the capacity as elected officers, students:
 - a. Must be enrolled at least half-time student.
 - b. Must have appropriate classification, if applicable.
 - c. Must be in good academic standing with the College.
 - d. Must not be under disciplinary restrictions for violating the Student Code of Conduct.
 - e. Must have matriculated for one semester prior to the semester in which he/she is seeking the title, if he/she is a transfer

student.

- f. Must have earned at least 12 semester hours and have maintained a 2.75 GPA for the office of president and 2.5 for the other executive offices and the senate.
- B. Procedures for electing officers or representatives should be cleared through the Office of Student Activities prior to public announcements.
- C. The election of queens shall be held the spring semester. The program and pageants for the coronation of all College queens will be subject to the guidelines established by the Pageant Committee.
- D. The Pageant Committee shall consist of two (3) faculty/staff members and four (4) students who will be appointed by the Student Commission.

ARTICLE XIV: SPECIAL ELECTIONS

Section 1. DECLARING INTENT TO RUN:

- A. All candidates must meet the qualifications for office as stated in the current Student Handbook.
- B. All students desiring to run for a Student Commission office must file a leadership application in the Student Activities Office no later than 5:00 PM on the date set by the Senate.
- C. No person shall run for more than one (1) office.
- D. Candidates receiving the majority of the vote shall be elected to the office for which they are running.
- E. Candidates receiving the highest number of votes equal to the number of offices being sought in that election shall be elected; e.g., if, in a senatorial race, there are four (4) seats open, then the top four vote-recipients will be elected to those seats.
- F. The elections shall be certified within two (2) weeks following the close of the polls. The contesting of elections will be made to the Student Commission within 24 hours after the close of the polls.
- G. Any candidate has the right to have the ballots in his/her race recounted within the specified time for contesting an election.

ARTICLE XV: PUNITIVE ACTION

Section 1. The purpose of punitive action is to increase accountability of the Student Commission.

Section 2. A Judiciary Committee shall be form to facilitate hearing.

The Committee shall consist of five board members.

The Chairman of this Committee shall be appointed by the President. The four other members shall be appointed by the Student Commission.

The Committee shall write its own by-laws and procedures.

Section 3. Laws Constituted for punitive actions:

Absence from one or more meetings without representation from clubs or organizations.

Neglect duties as stated in the Constitution under appropriate article.

For malfeasance or misfeasance in office and moral turpitude.

Absence from two meetings without prior notice shall initiate the steps towards punitive actions.

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

Impeachment from office.

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

Failure of club members to meet regularly.

Failure to meet at scheduled times.

Failure to of club members to submit club meeting minutes.

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 XVI: ENABLING CLAUSE

Section 1. Ratification of this Constitution shall require a favorable vote of at least a majority of the members of the Student Commission present and voting at a meeting, and approval of a majority of the Student Affairs Committee.

Section 2. Upon the ratification of this Constitution and the approval of the College's President, all other previous Atlanta Metropolitan College Student Commission Constitutions shall be null and void.

CODE OF CONDUCT

PART IV

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.

I. 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.

II. POLICIES OF DISRUPTIVE AND OBSTRUCTIVE BEHAVIOR

A. 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 University 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.

B. AMC 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. 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.

C. 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 AMC Student Code of Conduct.

In the event an AMC 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.

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. 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 Campus Safety. This type of report should include dates, time, actions, names of persons involved, and should be substantiated by witnesses if applicable. Campus Safety will then forward a written report to the Vice President for Student Affairs.

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. The instructor will inform

The 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.

III. NONACADEMIC IRREGULARITIES

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 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 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 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 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 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 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 circum-

tances, use Atlanta Metropolitan 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 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 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.

IV. 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.

V. 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.

VI. 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.

3. **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.
4. **Reprimand** - oral or written.
5. **Restrictions** - exclusion from enjoying or participating in:
 - A. Social activities
 - B. Identification card privileges
6. **Restitution** - Reimbursement for damage to or misappropriation of property; this may take the form of appropriate service or other compensation.
7. **Forced Withdrawal** - from the academic course in which the offense occurred without credit for the course.
8. **Change in Grade** - for the course in which the offense occurred.

VII. 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.
(Minutes, 1962-63, pp. 244-245; Minutes, 1967-68, pp. 750-751; Minutes, 1973-74, pp.176-177).
6. Disciplinary action shall not be stayed pending an appeal to the Board of Regents.

VIII. ALTERNATIVE DISPUTE RESOLUTION PROCESS (ADR)

Atlanta Metropolitan College is committed to prompt and fair res-

olution 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 replaced.

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 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.

IX. 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 University 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 University 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 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 com-

pliance with the Board of Regents' policy on alcohol use, sale and distribution on University 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.

X. ATLANTA METROPOLITAN 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 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.

1. 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. 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 university.

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.

XI. 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 transport 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.

XII. 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.

XIII. SUMMARY STATEMENT

ATLANTA METROPOLITAN COLLEGE SEXUAL HARASSMENT POLICY AND PLAN FOR ACADEMIC STAFF, CLASSIFIED STAFF, AND STUDENTS

The complete text of the Atlanta Metropolitan College Sexual Harassment Policy and Plan can be found in the College Affirmative Action Plan, located in each unit office and in the Learning Resources Center, or may be requested from the Affirmative Action Office of the College.

POLICY GOVERNING PROHIBITION OF SEXUAL HARASSMENT

The Board of Regents/Institutional Statement

- A. Civil Rights: The Board of Regents of the University System of Georgia and its two-year unit, Atlanta Metropolitan College, shall comply with the provisions of Title VII, Title VI of the Civil Rights Act of 1964, as amended - Executive Order 11426.
- B. Harassment: Federal law provides that it shall be an unlawful discriminatory practice for any employer, because of sex of any person, to discharge without cause, to refuse to hire, or to otherwise discriminate against any person with respect to any

matter directly or indirectly related to employment or academic standing. Harassment of an employee on the basis of sex violates this Federal law.

Sexual harassment of employees or students in the University System/Atlanta Metropolitan College is prohibited and shall subject the offender to dismissal or other sanctions after compliance with procedural due process requirements.

Unwelcome sexual advancements, requests for sexual favors and other verbal or physical conduct of a sexual nature constitute sexual harassment when:

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

DEFINITION OF SEXUAL HARASSMENT

Sexual harassment takes many forms, from constant joking to physical assault. It may involve threats that an employee will lose his/her job or that a student will fail in class.

Teachers, co-workers, or fellow students may make the work, study or living environment uncomfortable through continuing comments, suggestions or pressures. For purposes of this policy, sexual harassment is defined as:

- A. Sexual conduct of any nature which is not freely and mutually agreeable to both parties.
- B. Communications of a sexual nature, whether verbal, written or pictorial, which are made with the intent to intimidate the person(s) receiving such communications.
- C. Solicitation of sexual conduct of any nature, when submission to or rejection of such conduct is intended to be the basis for implicitly imposing adverse or favorable terms and conditions of employment or academic standing.

Sexual harassment can occur in situations where one person has power or authority over another, but it can also occur between equals. Both men and women can be sexually harassed, though women are most often victimized. Sexual harassment can be as blatant as rape or as subtle as a look. Harassment under the third part of the definition often consists of callous insensitivity to the experience of women.

STUDENT-TO-STUDENT HARASSMENT

Students should be aware that their behavior is governed by the sexual harassment policy in contexts such as student organizations and student employment as well as in the classrooms and other campus facilities. The sexual harassment policy is part of the Student Conduct Code and is enforceable according to established procedures. The Office of Student Affairs is responsible for enforcement of the Student Conduct Code on the College campus.

STUDENT OFF-CAMPUS PLACEMENTS

The sexual harassment policy covers students participating in College-sponsored internship placements. Although the College cannot impose sanctions against non-employees, units supervising internship placements can protect students from harassing situations. Unit/Division heads are responsible for informing potential placement sites of the College policy and can decertify sites where problems exist. If sexual harassment occurs in an internship placement, the supervising unit should ensure that the student is not penalized academically or financially as a result of this experience. If necessary, the unit/division should arrange for a new placement for the student as soon as possible.

TWO MAJOR CATEGORIES OF SEXUAL HARASSMENT

- A. "Quid Pro Quo" is when the behavior of a faculty member or supervisor creates the perception in the mind of a student or subordinate that the granting or withholding of tangible academic or job benefits shall be based on the granting of sexual favors.
- B. "Hostile Work or Learning Environment" consists of four levels.
 - 1. *Sex Role Stereotyping* - This level includes gender-discriminatory assignments of roles, functions, or duties of a demeaning nature, such as errand running, coffee mak-

ing, requiring of a female supervisor to take minutes of a meeting.

2. *Generalized Gender Harassment* - This level includes intentional behavior that is directed at a specific gender and may be visual or verbal. Examples include negative or sexual comments, jokes, suggestions or gestures about gender, sex, nudity or pornography.
3. *Individualized Targeted Harassment* - This level includes intentional behavior predicated on gender which is targeted at an individual or a specific group adversely affecting the work or learning environment. Negative or offensive comments, jokes, suggestions, or gestures directed to an individual's or group's gender or sex; or unwanted physical touching of a non-criminal nature are examples.
4. *Criminal Touching* - The fourth level is behavior of a criminal sexual nature. Examples include forcible sexual abuse; intentional touching of buttocks of either gender, of the genitals of a male, or of the breasts of a female; or taking indecent liberties with another.

Sexual Harassment may occur in any of the following configurations:

Male/Female

Female/Male

Male/Male

Female/Female

PROCEDURES FOR FILING AND HANDLING COMPLAINTS OF SEXUAL HARASSMENT

Any student, faculty member, or other employee who believes he or she is a victim of sexual harassment may report the complaint to his or her advisor, supervisor or to the supervisor of the person who is behaving objectionably; the individual who receives the complaint has the responsibility to refer the matter and should draw upon the College's resources for assistance. The person receiving the complaint must treat it as confidential such that it is communicated only to the appropriate resources and/or authorities. In addition, all persons who believe they are victims of sexual harassment, including those who are reluctant to raise the matter with a supervisor, are encouraged to use other avenues within the College through which guidance and coun-

seling can be obtained, formal and informal complaints can be made, and corrective action, as appropriate, can be taken.

Filing a grievance or otherwise reporting sexual harassment will not cause any reflection on the individual's status as a staff member or student, nor will it affect future employment, compensation, or work assignments.

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.

All written charges of sexual harassment by academic and classified staff and requests for a formal hearing should be presented to the President of Atlanta Metropolitan College and copied to the Affirmative Action Office and the immediate supervisor(s) of both parties to the complaint. The President will appoint an impartial chairperson and committee members (Board of Review) to thoroughly investigate a written charge of sexual harassment.

The following College resources and grievance mechanisms are available:

The Affirmative Action/Equal Employment Office Board of Review (Academic and Classified Staff)

A SEXUAL ASSAULT VICTIM'S BILL OF RIGHTS ATLANTA METROPOLITAN COLLEGE

In compliance with the requirements of H.R. 2363, an amendment to the Higher Education Act of 1965 effective September 1, 1992, Atlanta Metropolitan College has established and implemented the following policy:

1. The following rights shall be accorded, by all campus officers, administrators and employees of Atlanta Metropolitan College, to victims of campus-related sexual assaults, whether said victim be Atlanta Metropolitan College faculty, staff, or student, or a visitor to the Atlanta Metropolitan College campus:
 - A. The right to have any and all sexual assaults against them treated with seriousness; the right, as victims, to be treated

with dignity; and the right for campus organizations which assist such victims to be accorded recognition.

- B. The right to have sexual assaults committed against them investigated and adjudicated by the duly constituted criminal and civil authorities of the governmental entity in which the crimes occurred; and the right to the full and prompt cooperation and assistance of campus personnel in notifying the proper authorities. The foregoing shall be in addition to any campus disciplinary proceedings.
- C. The right to be free from any kind of pressure from campus personnel that victims (i) not report crimes committed against them to civil and criminal authorities or to campus law enforcement and disciplinary officials; or (ii) report crimes as lesser offenses than the victims perceives them to be.
- D. The right to be free from any kind of suggestion that campus sexual assault victims not report, or under-report, crimes because:
 - (i) victims are somehow "responsible" for the commission of crimes against them;
 - (ii) victims were contributory negligent or assumed the risk of being assaulted; or
 - (iii) by reporting crimes that would incur unwanted personal publicity.
- E. The same right to legal assistance, or ability to have others present, in any campus disciplinary proceeding that the institution permits to the accused; and the right to be notified of the outcome of such proceeding. Atlanta Metropolitan College assumes no financial responsibility for said assistance.
- F. The right to full and prompt cooperation from campus personnel in obtaining, securing, and maintaining evidence (including a medical examination) as may be necessary to the proof of criminal sexual assault in subsequent legal proceedings. Atlanta Metropolitan College does not assume financial responsibility for the obtaining, securing, and maintaining of said evidence.
- G. The right to be made aware of, and assisted in exercising any

options, as provided by State and Federal laws or regulations, with regard to mandatory testing of sexual assault suspects for communicable diseases and with regard to notification to victims of the results of such testing. Atlanta Metropolitan College does not assume financial responsibility for such testing.

- H. The right to counseling from any mental health services previously established by the institution, or by other victim-service entities, or by victims themselves. Atlanta Metropolitan College does not assume financial responsibility for said counseling.
 - I. After campus sexual assaults have been reported, the victims of such crimes shall have the right to require that campus personnel take the necessary steps or actions reasonably feasible to prevent any unnecessary or unwanted contact or proximity with alleged assailants, including immediate relocation of the victim to safe and secure alternative housing, and transfer of classes if requested by the victims. Atlanta Metropolitan College, however, does not provide dormitory or other residence facilities.
 - J. In addition to the above rights, students, whether sexual assault victims or not, have a right to habitability in campus housing and in campus accommodations for which the College receives any compensation, direct or indirect. However, Atlanta Metropolitan College does not provide dormitory or other residence facilities.
- II. For purposes of Paragraph J (above), "habitability" shall mean an environment free from sexual or physical intimidation, or any other continuing disruptive behavior by persons sharing rooms or their guests, which is of such a serious nature as would prevent a reasonable person from attaining their educational goals. Substantiated violations of the above-listed habitability provisions shall be corrected by campus personnel by relocation of the complainant to acceptable, safe and secure alternative housing as soon as practicable, unless the conditions of non-habitability demonstrate the necessity of immediate action by campus personnel. Atlanta Metropolitan College does not provide dormitory or other residence facilities, however.

- III. No statement in this Bill of Rights of Sexual Assault Victims shall be construed to mean that Atlanta Metropolitan College assumes responsibility, financial or otherwise, for the actions of a third party.
- IV. Through the adoption of this Bill of Rights of Sexual Assault Victims, Atlanta Metropolitan College certifies that it complies with the requirements of Section 485 (g) of the Higher Education Act of 1965 (20 U.S.C. 1094(a)).

Approved by Regents' Staff November 25, 1992.

Adopted December 15, 1992.

B. Procedures

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

XIV. JOINT RESPONSIBILITY FOR INFRACTIONS

Students who act in concert to violate institutional regulations have individual and joint responsibility for such violations.

XV. ACADEMIC MISCONDUCT APPEAL PROCEDURE

If a student is appealing an allegation of academic misconduct, the student must begin his/her appeal efforts within **one week** after the charge or allegation is made. The following steps are to be followed:

- Step 1 Within five working days after being accused of academic misconduct, the student who wishes to appeal the charge must meet with the instructor or proctor. At this meeting, every effort should be made to resolve the disagreement and arrive at a consensus.
- Step 2 If the problem is not resolved at Step 1, the student involved must make a written appeal, within ten working days, to the instructors or proctors immediate supervisor. <In the case of an instructor, the immediate supervisor is the Dean.> The immediate supervisor should meet with the student and instructor or proctor within ten working days to investigate the student's appeal.
- Step 3 The decision of the Dean will be forwarded to the student

and instructor within ten working days of completing Step 2.

Step 4 If, after Step 3, the student is not satisfied, the student has ten working days to make a written appeal to the Vice President for Student Affairs.

Step 5 The Vice President for Student Affairs will then convene an impartial review committee, as outlined in the *STUDENT APPEAL PROCEDURE*.

Step 6 The review committee's written findings are to be forwarded to the Vice President for Academic Affairs.

Step 7 The Vice President for Academic Affairs will provide a written ruling within ten (10) working days of the review committee's report.

Step 8 If, after Step 7, the student is not satisfied with the Vice President's ruling, the student has ten (10) working days in which to make a written appeal to the President.

XVI. PENALTIES FOR ACADEMIC MISCONDUCT

In cases where a student is guilty of cheating or exhibiting academic misconduct involving an instructor-generated assignment or examination, the instructor may impose the penalty. The types of penalties may include, but are not limited to, an F for the assignment, the instructor not accepting the work, the student being assigned additional work, or the student receiving a grade reduction for the assignment. The maximum penalty the instructor may impose is a grade of an F for the course.

In cases where a student is guilty of cheating or exhibiting academic misconduct during an institutional or system examination or assignment, the results of the examination will be **voided**. Additionally, depending on the severity of the misconduct, the student may receive additional penalties from the Vice President for Academic Affairs, not to exceed suspension for one semester from Atlanta Metropolitan College.

XVII. ATLANTA METROPOLITAN COLLEGE POLICY ON HIV/AIDS

The purpose of this policy is to utilize the term "HIV infection" to apply to all form of HIV (human immunodeficiency virus) infection, including AIDS (acquired immune deficiency syndrome), and to Atlanta Metropolitan College students and employees with any

form of HIV infection will not be excluded from or restricted in enrollment, employment (including benefits, promotions, and other terms and conditions of employment), or access to College services or facilities unless medically based judgments on individual cases established that some exclusion or restriction is necessary to protect the individual or the College community.

Atlanta Metropolitan College policy on HIV infection is committed to the following:

1. Protecting the rights of all AMC Students and employees of the College community.
2. Educating AMC students and employees about HIV disease.
3. Providing a humane response to those with any form of HIV infection.
4. Taking every reasonable precaution to provide a safe environment on campus.

The campus will provide education regarding HIV infection for AMC students and employees to prevent the spread of HIV infection and to increase understanding of and compassion for those with HIV disease. In any event of HIV infection will be reviewed by appropriate College officials on a case-by-case basis and reasonable accommodations will be made. College officials will make every effort to ensure the confidentiality of individuals with HIV infections.

AMC Mission Statement

Atlanta Metropolitan College, a unit of the University 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.

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