



# AUGUSTA UNIVERSITY

ALLGOOD HALL

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# Student Manual

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2021-2022

A student in a red and white striped shirt and dark shorts is walking away from the camera on a paved walkway. In the background, other people are visible, and the brick building of Allgood Hall is prominent. The scene is bright and sunny.

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# INTRODUCTION

## **About the Student Manual**

The Student Manual at Augusta University (AU) is published by the Division of Enrollment and Student Affairs for the benefit of all students. Every student enrolled at AU is expected to become familiar with the contents of this publication. The Student Manual serves as a compliment to the University's policy library and to the undergraduate and graduate catalogs. While the Student Manual is a compilation of many different policies and other useful information, students should understand that this publication is not a complete listing of University policies. It is only a guide to assist students with understanding their opportunities, rights, responsibilities, and the operating order of the University. Students are expected to know the policies of the institution, including those of the individual academic programs. If any portion of this handbook is in direct conflict with the policies of the University, or those of the Board of Regents (BOR), the policies of the University and the BOR will be used.

## **AU Policy Library**

The policy library is an electronic website that houses and makes readily available to users all approved policies and policy language for the University. Policies at the University are vetted and approved through a process managed by the Office of Legal Affairs. Approved policies listed on the policy library should be followed and supersedes all previous policies. Policies may change at any time during the year, so it is important to review the most up-to-date version of the policy on the policy library. The policy library can be found at [augusta.edu/compliance/policyinfo/policies](http://augusta.edu/compliance/policyinfo/policies).

## **Undergraduate and Graduate Catalogs**

The academic catalogs include information regarding AU's ten colleges and schools and the degree programs, majors, and course descriptions within each college. Additionally, students can review policies and procedures such as admissions requirements, graduation requirements, course repeat policy, registration, and withdrawals. The graduate and undergraduate catalogs can be found at [catalog.augusta.edu](http://catalog.augusta.edu).

## **Section 1**

### **Students' Rights**

#### ***Section 1.1***

#### ***Privacy of Student Information and FERPA***

Students at Augusta University have the right of privacy with respect to personal information.

The Family Educational Rights and Privacy Act of 1974 (FERPA or the Buckley Amendment) is a federal law that governs access to students' educational records, which are records that contain information directly related to a student that are maintained as official working files by the University. Under FERPA, students have the right to gain access to their educational records, and such access includes the right to inspect and review the records, the right to obtain copies of the records (a copying fee may be charged), and the right to challenge or supplement information on file. Public or "directory" information about a student that may be released to anyone upon request includes the student's name; address; telephone number; photograph; program of study; dates of attendance; enrollment status (e.g., undergraduate or graduate, full-time or part-time); grade level; honors and awards; expected graduation date; and degree awarded. Students may request that the University not release directory information by completing a "FERPA Opt-Out Form." The Form can be obtained by contacting the Office of the Registrar.

Pursuant to FERPA, once a student reaches 18 or attends a postsecondary institution, parents no longer have access to their children's educational records, unless the student is claimed as a dependent as defined by Section 152 of the Internal Revenue Code of 1986 or the student provides the University with written consent to allow such disclosure. The only exception to this rule is in the case of violations of the University's alcohol and drug policies by students under age 21. In such cases, information regarding the violation may be released to parents, regardless of whether the student is considered a dependent or independent student.

In general, the University will not release information contained in a student's educational records to a third party without written consent of the student. However, prior written consent from the student is not required under the following circumstances:

- If it is directory information and the student has not requested that such information be withheld.
- To the parents of a student classified as dependent under the Internal Revenue Code.
- To the parents of a student who violated the University's alcohol or drug policies, if the student is under the age of 21;
- To University officials who have a legitimate educational interest.
- To officials at another institution in which the student seeks to enroll.

- In connection with a health or safety emergency if necessary, to protect the student or others.
- To financial aid lenders checking enrollment status for loan purposes.
- To authorized representatives of the:
  - Secretary of the United States Department of Education.
  - Office of the United States Comptroller General.
  - State and Local Education authorities as part of an audit or program review.
- In response to a court order and/or subpoena after reasonable effort to notify eligible student (unless ordered not to contact the student by the Court); or\
- To an alleged victim of any crime of violence or non-forcible sex offense, the results of the University conduct proceeding regarding such an alleged offense.

***Section 1.2***  
***Freedom of Expression***

[augusta.edu/compliance/policyinfo/policy/freedom-expression](http://augusta.edu/compliance/policyinfo/policy/freedom-expression)

Augusta University holds the First Amendment guarantees of freedom of speech, freedom of expression, and the right to assemble peaceably as an essential cornerstone to the advancement of knowledge and the right of a free people. The University is committed to affording everyone the opportunity to engage in peaceful and orderly exercise of these rights in a manner that does not disrupt University operations and University-sponsored activities. This policy in no way prohibits individuals enrolled at or employed by Augusta University (“members of the University community”) from engaging in First Amendment guarantees of freedom of speech and freedom of expression, but rather only establishes as designated public forums certain outdoor areas of Augusta University’s campuses and sets forth requirements for reservation and use of the forums in the following limited circumstances: (1) members of the University community who plan an expressive event with 30 or more persons; and, (2) individuals or groups of persons who are not members of the University community who intend to speak on Augusta University’s campuses.

Nothing in this policy shall be interpreted as limiting the expression of members of the University community elsewhere on the campus provided the expressive activities or related student conduct do not violate any other applicable University policies or applicable laws. By placing reasonable limitations on time, place, and manner of expression, Augusta University does not take a position on the content or viewpoint of the expression, but rather provides for reasonable regulations of use of campus facilities so that a diversity of viewpoints may be expressed in an academic setting.

**Designated Public Forum Areas:** To facilitate robust debate and the free exchange of ideas, the University has designated visible areas on campus as “Public Forum Areas.” Designated Public Forum Areas are generally available for reservation, except during scheduled University holidays, between the hours of 8:00 a.m. and 12 midnight, Sunday through Saturday and include:

- a) Teardrop in the Grove area on the Summerville campus,
- b) South Side of the Jaguar Student Activity Center (JSAC), and
- c) East Side of the Student Center on the Health Sciences campus.

The Public Forum Areas are generally available and may be used by any person including non-students and other campus guests, as long as the areas have not been previously reserved or scheduled for a particular function and the participants do not violate other University policies or applicable law. However, members of the University community who anticipate drawing a crowd of at least 30 individuals, and non-campus guests must reserve the Public Forum Areas prior to use of the space. If an individual or group plans to use the space, they should contact the University as soon as possible to minimize scheduling conflicts, accommodate all interested users, provide for campus safety, and ensure that the academic and other operations of the University are not disrupted.

Individuals interested in reserving the designated public forum areas should contact the Office of the Dean of Student Students. Reservations of the Public Forum Areas will be granted by the University unless the reservation request implicates one of the following situations: (1) the reservation request contains a material falsehood or misrepresentation; (2) the designated public forum areas have already been reserved; (3) the use or activity planned by the applicant would conflict with or disturb previously planned programs organized and conducted by the University or would present a danger to the health or safety of any individual; or, (4) the use or activity intended by the applicant is prohibited by law, Augusta University policy, or Board of Regents policy. University officials will respond to all reservation requests within two University business days. Any denial of a reservation request may be appealed to the Office of the Vice President for Enrollment Student Affairs who will respond to the appeal within two University business days.

If an individual or small group of individuals within the University community, while engaging in spontaneous expression, attracts a group of 30 or more persons, then a representative from the group should provide the University with as much notice as circumstances reasonably permit. The University reserves the right to direct a group of 30 or more persons to one of the Public Forum Areas or another available area of campus in order to ensure the safety of campus members, to provide for proper crowd control, and to limit disruption of the academic and other operations of the University. When relocating expression, the University official must not consider or impose restrictions based on the content or viewpoint of the expression. This provision does not apply to classroom instruction or University- sponsored events.

**Written Materials:** Members of the University community may distribute non-commercial written materials on a person-to-person basis in open outdoor areas of the campus. An individual who is not a member of the University community may only distribute written materials within the Public Forum Areas and only during the time in which the individual has reserved the Public Forum Area.

Designated building coordinators, or other University officials may designate areas in classrooms and or in or around University buildings for students or student organizations who wish to post handbills, posters, flyers, banners, signs, and other similar items on campus. However, the University prohibits the posting or display of these items by students or student organizations outside of these designated areas, including on the exterior of any University building, telephone/utility pole, tree, sidewalk, window, trash can, or any other exterior surface located on the campus, including vehicles. For information about where material may be posted, please call the Office of the Dean of Students at 706-737-1411.

Requests to post fliers within on-campus housing must be submitted to the Department of Housing and Residence Life. Requesters should provide an appropriate number of flyers to be posted on bulletin boards within the residence halls. Housing staff are responsible for posting the flyers and removing them after the event or noted expiration date. Solicitation or advertising for non-university sponsored functions is not allowed.

**General Provisions:** In addition to the requirements set forth above, all individuals expressing themselves on Augusta University's campus must comply with the following provisions:

- No interference with the free flow of vehicular or pedestrian traffic, including the ingress and egress to buildings on campus, is permitted.
- No disruption of the orderly conduct of classroom instruction or other University activities is permitted. If a demonstration or other expressive behavior by any individual or group, regardless of the size of the group, disrupts any University-sponsored event, including class or clinic, or poses a threat to the health or safety of any individual, the University reserves the right to direct the individual or group to one of the Designated Public Forums or to another suitable location where the individual or group may continue the demonstration, if such an area exists on campus, or to end the event.
- Buildings, grounds, University property, and property belonging to others may not be defaced, damaged, or destroyed.
- Sidewalk chalk is permitted; however, the use of chalk may be used only on concrete sidewalks where the chalking can be washed away easily by rain, and at least 10 feet from the entrance to any University building.
- Persons expressing themselves on Augusta University's campus must comply with all applicable federal, state, and local laws, Board of Regents' policies, and Augusta University policies, rules, and regulations.

### ***Section 1.3***

#### ***Student Concerns and Complaints***

[augusta.edu/compliance/policyinfo/policy/student-concerns-complaints](http://augusta.edu/compliance/policyinfo/policy/student-concerns-complaints)

Students at Augusta University have the right to voice opinions and/or complain,

whether verbally or in writing, regarding any area of academic or student life without fear of coercion, harassment, intimidation, or reprisal from the University or its employees. Students also have the right to expect a timely response to any written complaint submitted. Defamatory or baseless charges may cause a student to be held responsible for violations of University academic and/or non-academic conduct policies through the academic and/or nonacademic conduct processes.

Student concerns should be resolved at the lowest possible University unit that has the authority to act. Because no single process can serve the wide range of all possible complaints, the University provides specific processes for responding to certain kinds of student complaints. Where University policy provides a specific complaint or grievance procedure, an aggrieved student should use that procedure.

### **General Complaint Procedures for Students:**

Students should try to resolve concerns at the lowest possible University unit and then move to the next level as outlined in this section below. If the student does not know the most appropriate place to submit a complaint or begin the process, he/she can submit the complaint to the Office of the Dean of Students. A general complaint can be submitted using the following web address:

[https://augusta.qualtrics.com/jfe/form/SV\\_01bolegg96bgg4K](https://augusta.qualtrics.com/jfe/form/SV_01bolegg96bgg4K). The Dean of Students or his/her designee will work with the student to determine the most appropriate University unit to address the issue and assist the student with understanding the appropriate process.

Students may use the following procedures to formally question the application of any University regulation, rule, policy, requirement, or procedure, not otherwise covered by a more specific policy or procedure.

### **Step One:**

The student should meet with the appropriate University representative/decision-maker to discuss the complaint and to attempt to arrive at a solution. This meeting should occur no later than 25 business days after the action which resulted in the complaint.

### **Step Two:**

If the student's complaint is not resolved at Step One, that student should, within 10 business days of the Step One meeting, submit the written complaint to the next level in the University's administrative structure (department chair, director or his/her designee in the administrative unit within which the complaint originated). The complaint should be signed and dated by the student. The name and title of the person to whom the request for resolution at the next level should be addressed can be obtained from the employee in Step One.

If the student's issue cannot be resolved by the Step Two administrator, he or she should make a reasonable effort to arrange for a meeting with the student and the employee associated with the original complaint within 10 business days from the date

that the request is received. Typically, the Step Two administrator should render a final decision within 10 business days, informing all parties of the complaint resolution decision in writing.

**Step Three:**

If the student’s complaint is not resolved to the student’s satisfaction in Step Two, he/she may continue to the next highest level in the administrative structure of the University—unless the highest level of appeal has been reached--using a similar process as outlined in steps one and two.

**Section 2**

**Student Code of Conduct: Non-Academic Student Conduct Process**

***Section 2.1***

***Structure of the University Conduct System***

The Augusta University Student Code of Conduct was revised in August 2021: [augusta.edu/student-life/conduct/documents/au-codeofconduct-2021](http://augusta.edu/student-life/conduct/documents/au-codeofconduct-2021)

**Introduction**

What follows is a compilation of ideals and values that are meant to protect and educate. The language here is meant to protect the integrity of the learning environment while also educating students about behavior that is appropriate here at Augusta University and in greater society. Students who are alleged to have violated the Code of Conduct will be provided due process as outlined in the Non-Academic Student Conduct Process, and if found to have violated the Code of Conduct, will be sanctioned accordingly. If the behavior violates any local, state, or federal law, the student may face arrest and be subject to prosecution and/or civil liability.

The University conduct system, under the direction of the Office of the Dean of Students is composed of investigators, administrative hearing officers who are generally University employees, and the University Student Conduct Board. These bodies and officials are charged with hearing and/or reviewing cases of nonacademic misconduct. Cases of nonacademic misconduct involving sexual misconduct will be investigated through a separate process as directed by the Augusta University Title IX Coordinator in accordance with The Board of Regents of the University System of Georgia Policy 6.7. Cases involving academic misconduct or academic dishonesty should follow the processes set forth by the colleges in conjunction with University requirements as coordinated by the Vice

President for Academic and Faculty Affairs. This Policy is not intended to infringe or restrict rights guaranteed by the United States Constitution including free speech under the First Amendment, or the due process clauses of Fifth and Fourteenth Amendments.

### **Augusta University Student Conduct Board**

The University Student Conduct Board is a primary finder of fact and decision-making body in the University's nonacademic conduct system and may consist of students, faculty, and staff. Board members are appointed by the Vice President for Enrollment and Student Affairs or their designee. Board members will be trained adequately, and individuals tasked with investigating allegations of student misconduct will not be responsible for training Board members. This is to ensure the integrity of the process and to not unduly influence Board decisions.

The University Student Conduct Board, acting through a panel of at least three (3) members (two members plus the chair presiding), hears and decides cases involving alleged individual or organizational violations of the University Code of Conduct, Sexual Misconduct Policy and any other case assigned to it through the nonacademic conduct process. For cases involving potential violations of the AU Sexual Misconduct policy, the hearing panel will be composed of faculty and staff. Decisions of the University Student Conduct Board are final, subject to appeal.

If any member of the Student Conduct Board feels that he/she cannot serve impartially, the member must recuse him/herself from the case. The accused student may request that any member of the Student Conduct Board be excused whenever the student can show cause for bias on the part of the Student Conduct Board member. A written statement that outlines the name(s) of the Board member(s) and the reasons for the claim of bias should be submitted to the Dean of Students or their designee prior to the hearing.

### **Campus Appeals**

Decisions involving violations of the Augusta University Code of Conduct and Sexual Misconduct Policy heard through the University Conduct System may be appealed to the Vice President for Enrollment and Student Affairs (VPESA) or their designee. According to Board of Regents Policy Manual 2.6.1, "The president of each USG institution shall be the executive head of the institution and all its departments and shall exercise such supervision and direction to promote the efficient operation of the institution." To most efficiently and effectively meet the needs of both students and the nonacademic conduct process, the president charges the VPESA with making fair and unbiased decisions that will be considered as final institutional decision within the student conduct process, unless the decision results in suspension or expulsion of a student.

### **Other Hearing Bodies**

In addition to the University Conduct Process, individual colleges, schools, and professional programs may have individual processes for student discipline and/or to

make academic judgments on a student's fitness for continuance in his or her respective program of study. The department of Housing and Residence Life may place a student's Housing contract under review for alleged University policy and/or Code of Conduct violations. These additional processes are not intended to be a substitute for the University Student Conduct Process, but are meant to address issues of professionalism, academic progress, and/or breaches of contracts.

## ***Section 2.2***

### ***University Conduct System Authority and Jurisdiction***

The authority and jurisdiction of the University Conduct System is established pursuant to the delegation of legal authority by the University's President and the Board of Regents of the University System of Georgia. According to Board of Regents Policy Manual section 2.6.1, The President is "the executive head of the institution and of all its departments and shall exercise supervision and direction to promote the efficient operation of the institution." The President exercises this delegated authority through the University Conduct System for issues regarding non-academic discipline.

The Student Code of Conduct and the jurisdiction of the University Conduct System shall apply to conduct that occurs on University premises, to conduct that occurs at University sponsored or associated events or activities, and to off-campus conduct that adversely affects the University community and/or the pursuit of its mission or objectives. The appropriate hearing body shall determine initially whether the University conduct system has jurisdiction to apply the student code to conduct occurring off campus on a case-by-case basis based on the following considerations:

- Charged student was acting as a representative of the University
- Charged student was traveling to or from campus
- Degree of violence that occurred
- Injuries to students or others
- Incident otherwise would have resulted in a University charge of Sexual Misconduct
- Extent of danger posed to the University community
- Conduct was directed at another member of the University community
- Involvement of a student organization
- Incident may result in a felony charge
- Weapons were involved
- Drugs or alcohol were involved
- Date of incident
- Conduct history of student(s) involved
- Proximity to campus
- Charged student lives on campus

Each student is responsible for his or her conduct from the time of application of

admission through the actual awarding of a degree, even though conduct may occur during periods between terms of actual enrollment and even if the conduct is not discovered until after a degree is awarded.

The University's conduct system is designed to further the University's educational mission and therefore, it is neither comparable to nor a substitute for any federal, state, or local criminal or civil court system. Thus, even if a violation of the Code of Conduct also subjects a student or organization to criminal or civil liability, the determination of whether a violation occurred will be made on the basis of a preponderance of the evidence (whether it was more likely than not that a violation occurred). Any criminal or civil proceeding may use a different or higher standard of proof. It is important for students to realize that each conduct proceeding to which they may be subject occurs on a separate track, and it is not necessary for any campus conduct process to be held in abeyance until off-campus proceedings are completed.

### ***Section 2.3*** ***Initiation of University Conduct Process***

Augusta University will provide clear notice to students and other campus community members as to how to file complaints of misconduct.

The University's conduct process is initiated by a formal complaint. Formal complaints may be in the form of a police report, Housing and Residence Life incident report, written complaint, or verbal complaint. Formal complaints should provide as much information as possible such as: (1) type of misconduct alleged; (2) the name and contact information of the individual(s) accused of misconduct; (3) the date(s), time(s), and place(s) of the misconduct, (4) the name(s) and contact information of any individual(s) with knowledge of the incident; (5) whether any tangible evidence has been preserved; and 6) whether a criminal complaint has been made. Complaints should be submitted as soon as possible after the event takes place. Upon receipt of a complaint, a determination will be made if the behavior may violate the Code of Conduct, and if so, a prompt, thorough, and impartial investigation will be conducted to determine whether a potential violation occurred and whether a University Conduct charge should be brought. The determination as to whether or not a formal University charge is brought is final and not appealable.

When a complaint has been submitted, and an investigation begins, the student or organization will receive written notification via their University assigned email address, the official form of email communication for Augusta University. Receipt of a formal complaint does not automatically mean a violation occurred. A diligent effort will be made to gather as many facts as possible and the stated conduct process will be followed.

Information from complaints may be shared as necessary to investigate and resolve the alleged misconduct. Complaints shall be investigated and resolved as outlined below. The need to issue a broader warning to the community in compliance with the Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act ("Clery Act") shall

be assessed in compliance with federal law. Where appropriate an individual who is alleged to be a victim of conduct that would be a violation of this Policy (complainant) may file a law enforcement report as well as an institutional report but are not required to file both.

Important terms for students submitting complaints are defined as follows:

*Complainant:* An individual that has experienced conduct that would violate any AU or other applicable Board of Regents policy.

*Respondent:* An individual who is alleged to have engaged in behavior that would violate any AU or other applicable Board of Regents policy.

*Reporters:* Other individuals who report information regarding alleged policy violations.

*Confidentiality:* Where a Complainant (where applicable) requests that their identity be withheld or the allegation(s) not be investigated, the institution should consider whether or not such request(s) can be honored while still promoting a safe and nondiscriminatory environment for the institution and conducting an effective review of the allegations. The institution should inform the requesting party that the institution cannot guarantee confidentiality and that even granting requests for confidentiality shall not prevent the institution from reporting information or statistical data as required by law, including the Clery Act.

*Retaliation:* Anyone who has made a report or complaint, provided information, assisted, participated or refused to participate in any investigation or resolution under this Policy shall not be subjected to retaliation. Anyone who believes they have been subjected to retaliation should immediately contact the appropriate department or individual(s) for that institution. Any person found to have engaged in retaliation shall be subject to disciplinary action, pursuant to the institution's policy.

*False Complaints:* Individuals are prohibited from knowingly giving false statements to an institution official. Any person found to have knowingly submitted false complaints, accusations, or statements, including during a hearing, in violation of this Policy shall be subject to appropriate disciplinary action (up to and including suspension or expulsion) and adjudicated under the student conduct policy.

*Amnesty:* Students should be encouraged to come forward and report violations of the law and/or student code of conduct notwithstanding their choice to consume alcohol or drugs. Information reported by a student during the conduct process concerning the use of drugs or alcohol will not be voluntarily reported to law enforcement; nor will information that the individual provides be used against the individual for purposes of conduct violations. Nevertheless, these students may be required to meet with staff members in regard to the incident and may be required to participate in appropriate educational program(s). The required participation in an educational program under this amnesty procedure will not be considered a

sanction.

*Nothing in this amnesty procedure shall prevent a university staff member who is otherwise obligated by law (the Clery Act) to report information or statistical data as required.*

## **Section 2.4** **Investigations**

Upon receipt of a formal complaint, every effort will be made to gather all of the relevant facts. Throughout any investigation and resolution proceedings, the accused student and alleged victim (if applicable) shall receive written notice of the alleged misconduct, shall be provided an opportunity to respond and shall be allowed to remain silent or otherwise not participate in or during the investigation and resolution process without an adverse inference resulting. If a party chooses to remain silent or otherwise not participate in an investigation, the investigation may still proceed, and the policy charges may still result and be resolved. Timely and equal access to information that will be used during the investigation will be provided to the Complainant (where applicable) and Respondent. Where the potential sanctions for the alleged misconduct may involve suspension or expulsion (even if such sanctions were to be held "in abeyance," such as probationary suspension or expulsion) the institution's investigation and resolution procedures must provide additional minimal safeguards outlined below:

Students have the right to respond in writing within three (3) business days of the date on the notification email to admit or deny the allegations, set forth a defense including any facts, names of witnesses, and any documents that may be used. A non-response will be considered a general denial of the alleged misconduct. Any complainant shall also be provided three business days to respond to or to supplement the notice.

If the accused student admits responsibility, the process may proceed to the sanctioning phase or may be informally resolved, if appropriate. If, at any point, the investigator determines there is insufficient evidence to support a charge or to warrant further consideration of discipline, the complaint should be dismissed.

Where the potential sanctions for the alleged misconduct may involve a suspension or expulsion, an official investigation must take place as outlined below. The University may consult with the University System Director to determine whether any interim measure(s) are necessary and whether to collaborate with the University during the investigation.

Any report that involves allegation(s) of conduct that could lead to the suspension or expulsion of the Respondent(s) in an initial violation must be promptly reported to the System Director of Equity & Investigations (System Director) by the institution. The System Director will work with the institution to determine whether any interim measure(s) are necessary, to assign an investigator and may collaboratively supervise the investigation with the appropriate institution professional (e.g., the Title IX Coordinator, Dean of Students). If an allegation is not initially identified as one that could lead to suspension or expulsion of the Respondent(s), but facts arise during the course of

the investigation that would require oversight from notice to the System Director, then the institution shall report that case to the System Director or their designee prior to proceeding.

An official investigation will begin and will consist of gathering as much available information as possible, including any available documents, interviews with the accused student(s), complainant(s), and any available witnesses, and the collection of any other available information pertaining to the incident.

**Access to Advisors:** The Respondent and Complainant (where applicable), as parties to these proceedings, shall have the right to have an advisor (who may or may not be an attorney) of the party's choosing, and at their own expense, for the express purpose of providing advice and counsel. The advisor may be present during meetings and proceedings during the investigatory and/or resolution process at which their advisee is present. The advisor may advise their advisee in any manner, including providing questions, suggestions, and guidance on responses to any questions posed to the advisee, but shall not participate directly during the investigation or hearing process.

The investigator will prepare a written investigative report based on the evidence collected including written notes and any audio recordings of interviews conducted during the investigation. Any known witnesses not interviewed will be noted with a reason for why those individuals were not interviewed. The summary will outline clearly the facts of the case and potential violations of the Code of Conduct, if any.

The initial investigative report will be provided to the accused student and any complainant (if applicable) via the students' University assigned email address. The accused student and complainant may respond to the report in writing either via email or by hardcopy letter within three (3) business days of the date noted on the email. The investigator may update the summary based on the students' response. Investigating the incident further may be necessary and the report will be updated, as the investigator deems necessary to complete a final investigative report.

If the respondent indicates that he or she contests the charges, the matter will be set for a hearing, however, the alleged victim and accused student may have the option of selecting an informal process to resolve the issue in certain cases where they mutually agree, except where deemed inappropriate by the Vice President for Enrollment and Student Affairs (or his/her designee) or the System Director. The final investigative report will be used during the University Conduct Process and will be provided to the accused student and any alleged victims before any hearing. The investigator may testify at the hearing and answer any questions from the hearing panel, accused students, and alleged victims (if applicable). Complaints regarding separate incidents will be investigated and adjudicated separately and will not be combined unless the accused student and hearing officer agrees in writing.

## ***Section 2.5***

### ***Interim Measures***

Interim measures may be implemented at any point after the institution becomes aware of the alleged student misconduct and should be designed to protect any student or other individual in the Augusta University community. Interim measures may include, but are not limited to:

- a. Change of housing assignment;
- b. Issuance of a “no contact” letter;
- c. Restrictions or bars to entering certain institution property;
- d. Changes to academic or employment arrangements, schedules, or supervision;
- e. Interim suspension; and
- f. Other measures designed to promote the safety and well-being of the parties and the institution’s community.

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

Before an interim suspension is issued, the institution must make all reasonable efforts to give the accused student the opportunity to be heard on whether their presence on campus poses a danger.

If an interim suspension is issued, the terms of the suspension take effect immediately. The accused student shall receive notice of the interim suspension and the opportunity to respond to the interim suspension. Within three business days of receiving the challenge a determination will be made whether the interim suspension should continue.

### ***Section 2.6*** ***University Conduct Process***

The following is an outline for the complete University conduct process:

*Please note, all meetings including pre-hearings, administrative hearings, and University Student Conduct Board hearings will be conducted in person or via video conferencing technology.*

#### **1. Notice of Charge**

When a charge is initiated against a student, the involved student will receive written notification in the form of an email and/or letter, asking the student to meet with a representative of that department for a prehearing. This notice will inform the student of the specific policy, rule, or regulation that the student or

organization is charged with having violated; the date, time, and place of the prehearing; and any other information deemed pertinent to the specific case.

## **2. Interim Measures**

Interim measures, as outlined above, may be provided at any point during an investigation and should be designed to protect the alleged victim and the community.

## **3. Prehearing Conference**

At the prehearing, a hearing officer will discuss the charges and the nonacademic conduct process with the affected student(s). This meeting is intended to allow the student(s) to ask questions and fully understand the University's conduct process. During the prehearing, or at some time before a formal hearing, the accused student(s) may choose to have the case be heard administratively. However, according to Board of Regents policy 4.6.5., "all cases involving charges of sexual misconduct that go to a hearing shall be heard by a panel of staff and/or faculty." If disciplinary decisions are made by an administrative hearing, the student may appeal the decision(s) by following the process outlined in part seven (7) of this section. In no case shall a hearing to resolve charge(s) of student misconduct take place before the investigative report has been finalized.

## **4. Notice of Hearing**

If a student will face a hearing before a panel of the University Student Conduct Board, the student will be provided written notice of the charges and the date, time, and place of the hearing along with a copy of the Augusta University conduct process. The student will be notified via their University assigned email address and a hardcopy letter may be sent to the student's current mailing address that is on file with the University at least five (5) business days prior to the hearing. If the student has not furnished the University with current contact information, Augusta University will make a reasonable attempt to notify the student using the most recent contact information provided.

## **5. Hearing Process**

Below are procedures used within a University Student Conduct Board hearing. These procedures assume a prehearing has taken place or that a reasonable effort was made to meet with the accused student (and victim if applicable) prior to the hearing date.

- a. Student disciplinary hearings are not intended to be adversarial but educational, conducted in an atmosphere of informality and fairness. Formal rules of process, procedure, and/or technical rules of evidence such as those applied in criminal or civil court are not used in the University

conduct process.

- b. A violation of the Code of Conduct has occurred when, by a preponderance of the evidence available, the hearing panel concludes that it is more likely than not that the accused student or organization is responsible for the alleged violation.
- c. The chair of the hearing panel will preside over the hearing. The chair, with the aid of an advisor, will notify all interested parties of the hearing and their rights at the hearing (which will include providing the parties with a list of the members of the conduct board), distribute copies of all relevant materials to the parties and members of the hearing panel before the hearing, and at the beginning of the hearing, explain the process that will be followed.
- d. During the course of the hearing, the chair of the panel will make all procedural and evidentiary determinations, which are final.
- e. In determining whether the accused student is responsible for violations of the Code of Conduct, the University conduct system may consider information that institutions normally make academic and business judgments, including but not limited to pertinent records, exhibits, and oral and written statements.
- f. If the University brings a charge against a student based upon the student's criminal conviction by any trial court of competent jurisdiction, the criminal conviction may be accepted as a final factual determination that the student has violated applicable University policy. The function of the University's conduct process will be limited to determining whether the conduct falls within the jurisdiction of the University conduct system and determining the appropriate University sanction under this and other University policies.
- g. The parties will have the right to present their own case. This includes the right to make an opening statement, present witnesses and other evidence, to ask questions of witnesses presented by others, and to make a closing statement. The chair of the hearing panel will determine the order in which witnesses present relevant information.
- h. For any case where a student complainant is involved, he/she will have the same rights and opportunities as the respondent, including but not limited to the following: opportunity for a prehearing or meeting with a hearing officer; opportunity for an advisor of their choosing to attend the hearing; opportunity to review the names of the University Student Conduct Board; opportunity to present information during a formal hearing; opportunity to question the accused student(s) and any witnesses; and the opportunity to

appeal decisions of a hearing officer or the Board. For instances of sexual misconduct, the victim and accused have the right to meet with the University's Title IX Coordinator or their designee, who is responsible for investigating alleged instances of sexual misconduct, as outlined within the University's Sexual Misconduct policy.

- i. As the parties present information for the panel's consideration, members of the hearing panel, including the chair, may ask questions of the parties and other witnesses concerning the information presented or other information pertinent to the charge. Normally, parties at a hearing will not be limited to a certain number of questions, however, the chair of the panel may determine that one or more questions are not pertinent to the case, and he/she may decide to not ask a question presented, or not allow a question to be asked by any party at the hearing. The Chair will document any unasked questions and reason(s) for not allowing the question to be presented.
- j. Students have the right to remain silent during an investigation and during a hearing. Refusal to respond to questions posed during a hearing will not lead to an adverse inference by the hearing panel. However, the hearing may continue, and the panel will use the available information to render a decision.
- k. In a case in which the student or organization has admitted the wrongful conduct, the hearing panel may elect to proceed directly into deliberation concerning appropriate sanctions rather than hear evidence of the misconduct. The accused student or organization and the victim, when applicable, may have an opportunity to present a final statement prior to deliberations.
- l. At the conclusion of all evidence, the hearing panel will deliberate in private and will determine by majority vote whether it is more likely than not (using a preponderance of the evidence standard) that the student or organization being charged violated the Code of conduct, and if so, will determine an appropriate sanction. For cases that result in suspension or expulsion from the University, the Board must articulate in its written decision, the substantial evidence relied upon in determining that suspension or expulsion were appropriate. For purposes of this procedure, substantial evidence means evidence that a reasonable person might accept to support the conclusion. The deliberations of the University Student Conduct Board will be closed to the public.
- m. Once a decision is rendered, the respondent (and complainant, if applicable) will be provided an official letter outlining the decision including

any sanctions, a summary of the substantial evidence in support of the decisions, and information regarding the opportunity to appeal.

- n. Hearings involving several students or organizations may be consolidated if, in the opinion of the Dean of Students or their designee, the issues involved arise from a common nucleus of facts and circumstances.
- o. The hearing will be recorded in some fashion. The respondent (and complainant, if applicable) has the right to have access to this recording for the purposes of preparing for an appeal.

## **6. Failure to Appear**

If a student fails to attend a prehearing, an administrative hearing, or a hearing before a hearing body, the hearing may be held in the student's absence, which may lead to further charges for Disregard for University Authority. An accused student (and alleged victim when applicable) may request a postponement of a conduct hearing only for extenuating circumstances. A request for postponement must be made at least three (3) hours prior to the hearing and approved by the Dean of Students or their designee.

## **7. Appeal**

If the decision by a hearing officer or hearing panel may be appealed, the student or organization must submit a request for appellate consideration to the Office of the Dean of Students within five (5) business days of the decision being appealed as determined by the date on the notification email letter.

### **a. Basis for Appeal**

Cases involving violations of the Code of Conduct heard by any University hearing body may be appealed to the Vice President for Enrollment and Student Affairs (VPESA) or their designee. The VPESA may appoint a panel of individuals to review the appeal and make a decision. The review will be based solely upon the written request for appellate consideration and the information presented to the University hearing body. The role of the VPESA is not to substitute their judgment for the decision of the University conduct body. Rather, appellate review only considers the following:

- i. whether prescribed University disciplinary procedures were not followed such that the fairness of the hearing was impacted, including but not limited to, whether the alleged misconduct falls within the jurisdiction of the University conduct system, whether any hearing questions were improperly excluded, or whether the decision was tainted by a conflict of interest or bias by the Title IX Coordinator, Conduct Officer, investigator(s), or hearing decision maker;
- ii. whether the decisions made or sanction(s) imposed by the hearing

- body were consistent with the weight of the information available; and
- iii. whether new evidence exists sufficient to alter the original decision that was not considered at the original hearing and was not known or knowable by the accused student or organization at the time of the hearing.

Once a decision has been made, the student or organization will be notified in writing of the appellate ruling. Decisions by the VPESA are considered as final institutional decisions within the Student Conduct Process unless the decision results in a student's suspension or expulsion from the University.

If after appeal the decision includes suspension or expulsion from the University, a student may appeal to the Augusta University President within five (5) business days, as determined by the date of the decision letter. Appeals made to the President should be made on the basis indicated in 7.a. of this section. The appellant will be notified of the President's decision in writing. The decision of the President will be considered the final decision of the institution.

According to Policy 6.26 of the Board of Regents Policy Manual, "Any University System of Georgia student aggrieved by a final decision of a USG institution may apply to the University System Office of Legal Affairs (USO Legal Affairs) for a review of the decision... Applications from USG students are permitted for final institution decisions other than decisions on admissions (including program admissions), residency, student grades, and traffic citations, as the final decision on those matters rests with the President of the institution at which the appeal is heard. Notwithstanding the foregoing, an application may be reviewed if (1) the record suggests that a miscarriage of justice might reasonably occur if the application is not reviewed; or, (2) the record suggests that the institutional decision, if not reviewed, might reasonably have detrimental and system-wide significance. Each application for review shall be submitted in writing to USO Legal Affairs within 20 calendar days following the final institution decision." "The decisions of the USO Legal Affairs and the Committee shall be final and binding for all purposes."

## **8. Victim Notification**

The University will disclose to the complainant the results of any disciplinary proceeding conducted through the student conduct process. If the victim is deceased as a result of the crime or offense, the information will be provided, upon request, to the next of kin of the alleged victim.

## **9. Recusals and Challenges of Bias**

Any party may submit in writing a challenge of bias of any University official. A written statement that outlines the name(s) of the official(s) and the reasons for

the claim of bias should be submitted to the Vice President for Enrollment and Student Affairs or their designee. The designee shall not be the same individual responsible for investigating or adjudicating the conduct allegation. The challenge may be submitted any time prior to the Student Conduct Board hearing and within five (5) business days after the decision of the Student Conduct Board, as determined by the date of the notification email.

#### **10. Actions Including Student Holds**

If a student fails to appear in response to a notice of a prehearing, a notice of an administrative hearing, or a notice to appear before the University Student Conduct Board, and/or if a student receives sanctions based on a finding that he or she was in violation of the Code of Conduct and has neglected to complete those sanctions, a hold may be placed on the student's account. A hold restricts a student's ability to conduct the following nonexclusive list of activities: register for classes, drop or add classes, obtain transcripts, receive a diploma, and withdraw from the University. It is within the discretion of the office which places the hold to determine under what circumstances a hold may or may not be released.

### ***Section 2.7*** ***Reports of Sexual Misconduct***

#### **Title IX Investigation Process**

Throughout any investigation and resolution proceeding, a party shall receive written notice of the alleged sexual misconduct, shall be provided an opportunity to respond, and shall be allowed the right to remain silent or otherwise not participate in or during the investigation and resolution process without an adverse inference resulting.

If a party chooses to remain silent or otherwise not participate in the investigation or resolution process, the investigation and resolution process may still proceed, and policy violations may still result. A party's choice to remain silent or otherwise not participate will be considered a general denial.

Until a final determination of responsibility, the Respondent is presumed to have not violated the Sexual Misconduct Policy. Prior to the finalization of the investigation report, timely and equal access to information directly related to the allegations that has been gathered during the investigation and may be used at the hearing will be provided to the Complaint, the Respondent, and a party's advisor (where applicable).

Formal civil rules of evidence do not apply to the investigation process, additionally the standard of review throughout the sexual misconduct process is a preponderance of the evidence.

1. The parties shall be provided with written notice of the: report/allegations with sufficient details, pending investigation, possible charges, possible sanctions,

available support services and interim measures, and other rights under applicable institutional policies. For the purposes of this provision sufficient details include the identities of the parties involved, if known, the conduct allegedly constituting sexual misconduct, and the date and location of the alleged incident, if known. This information will be supplemented as dictated by evidence collected during the investigation. The notice should also include the identity of any investigator(s) involved. Notice should be provided via institution email to the party's institution email.

2. Upon receipt of the written notice, the parties shall have at least three business days to respond in writing. In that response, the Respondent shall have the right to admit or deny the allegations, and to set forth a defense with facts, witnesses, and supporting materials. A Complainant shall have the right to respond to and supplement the notice. Throughout the sexual misconduct process the Complainant and the Respondent shall have the right to present witnesses and other inculpatory and exculpatory evidence.
3. If the Respondent admits responsibility, the process may proceed to the sanctioning phase or may be informally resolved, if appropriate.
4. An investigator shall conduct a thorough investigation and should retain written notes and/or obtain written or recorded statements from each interview. The investigator shall also keep a record of any party's proffered witnesses not interviewed, along with a brief, written explanation of why the witnesses were not interviewed.
5. An investigator shall not access, consider, disclose, or otherwise use a party's records made or maintained by a physician, psychiatrist, psychologist, or other recognized professional made in connection with the party's treatment unless the party has provided voluntary written consent. This also applies to information protected by recognized legal privilege.
6. The initial investigation report shall be provided to the Complainant, the Respondent, and a party's advisor (if applicable). This report should fairly summarize the relevant evidence gathered during the investigation and clearly indicate any resulting charges or alternatively, a determination of no charges. For purposes of this Policy, a charge is not a finding of responsibility.
7. The Complainant and the Respondent shall have at least 10 calendar days to review and respond in writing to the initial investigation report and directly related information gathered during the investigation. The investigator will review the Complainant's and the Respondent's written responses, if any, to determine whether further investigation or changes to the investigation report are necessary.
8. The final investigation report should be provided to the Complainant, the Respondent, and a party's advisor, if applicable, at least 10 calendar days prior to the Hearing. The final investigation report should also be provided to all Hearing Panel members for consideration during the adjudication process.

### **Resolution/Hearing**

The Respondent and the Complainant, as parties to the matter, may have the option of

selecting informal resolution as a possible resolution in certain cases where the parties agree, and it is deemed appropriate by the institution. Where a case is not resolved through informal resolution the case shall be set for a hearing. All sexual misconduct cases shall be heard by a panel of faculty and/or staff. All institutional participants in the sexual misconduct resolution process shall receive appropriate annual training as directed by the System Director or Coordinator and required by the Clery Act and Title IX.

In no case shall a hearing to resolve a sexual misconduct allegation take place before the investigation report has been finalized. The investigator may testify as a witness regarding the investigation and findings but shall otherwise have no part in the hearing process and shall not attempt to otherwise influence the proceedings outside of providing testimony during the hearing. All directly related evidence shall be available at the hearing for the parties and their advisors to reference during the hearing.

Relevant facts or evidence that were not known or knowable to the parties prior to the issuance of the final investigative report shall be admissible during the hearing. The institution will determine how the facts or evidence will be introduced. The admissibility of any facts or evidence known or knowable by the parties prior to the issuance of the final investigative report, and which were not submitted during the investigation, shall be determined by the institution in compliance with the obligation to provide both parties an equal opportunity to present and respond to witnesses and other evidence.

Notice of the date, time, and location of the hearing as well as the selected hearing panel members shall be provided to the Complainant and the Respondent at least 10 calendar days prior to the hearing. Notice shall be provided via institution email to the parties' institution email. Parties may attend the hearing with their advisor.

Hearings shall be conducted in-person or via video conferencing technology. Where the institution determines that a party or witness is unable to be present in person due to extenuating circumstances, the institution may establish special procedures to permit that individual to provide testimony from a separate location. In doing so, the institution must determine whether there is a valid basis for the individual's unavailability, require that the individual properly sequester in a manner that ensures testimony has not been tainted, and make a determination that such arrangement will not unfairly disadvantage any party.

Should it be reasonably believed that the individual presented tainted testimony, the hearing panel will disregard or discount the testimony. Parties may also request to provide testimony in a separate room from the opposing party, so long as no party is unfairly disadvantaged, and they have the opportunity to view the testimony remotely and submit follow-up questions.

At all times participants in the hearing process, including parties, a party's advisor, and institution officials, are expected to act in a manner that promotes dignity and decorum throughout the hearing. Participants are expected to be temperate, respectful to others,

and follow procedural formalities outlined by this Policy and the institution. The institution reserves the right to remove any participant from the hearing environment if the participant refuses to adhere to established rules of decorum.

Each institution shall maintain documentation of the investigation and resolution process, which may include written findings of fact, transcripts, audio recordings, and/or video recordings. Any documentation shall be maintained for seven years.

Additionally, the following standards will apply to Title IX and Non-Title IX Sexual Misconduct hearings respectively:

### **Title IX Hearings**

Where a party or a witness is unavailable, unable, or otherwise unwilling to participate in the hearing, including being subject to cross-examination, the hearing panel shall not rely on statements of that party or witness in reaching its determination regarding responsibility. The hearing panel shall not draw an adverse inference against the party or witness based solely on their absence from the hearing or refusal to subject to cross-examination.

The parties shall have the right to present witnesses and evidence at the hearing.

The parties shall have the right to confront any witness, including the other party, by having their advisor ask relevant questions directly to the witness. The Hearing Officer shall limit questions raised by the advisor when they are irrelevant to determining the veracity of the allegations against the Respondent(s). In any such event, the Hearing Officer shall err on the side of permitting all the raised questions and must document the reason for not permitting any particular questions to be raised.

Questions and evidence about the Complainant's sexual predisposition or prior sexual behavior, shall be deemed irrelevant, unless such questions and evidence are offered to prove that someone other than the Respondent committed the alleged conduct or consent between the parties during the alleged incident.

The hearing panel shall not access, consider, disclose, or otherwise use a party's records made or maintained by a physician, psychiatrist, psychologist, or other recognized professional made in connection with the party's treatment unless the party has provided voluntary written consent. This also applies to information protected by recognized legal privilege.

Formal civil rules of evidence do not apply to the resolution process and the standard of evidence shall be a preponderance of the evidence.

Following a hearing, the parties shall be simultaneously provided a written decision via institution email of the hearing outcome and any resulting sanctions or administrative actions. The decision must include the allegations, procedural steps taken through the

investigation and resolution process, findings of facts supporting the determination(s), determination(s) regarding responsibility, and the rationale for any sanction or other administrative action. The decision must include a discussion of the substantial evidence relied upon in determining that a student is responsible for violating the Sexual Misconduct Policy. For purposes of this Policy substantial evidence means evidence that a reasonable person might accept to support the conclusion. The institution shall also notify the parties of their right to appeal as outlined below.

### ***Section 2.8 Mediation***

In lieu of a hearing, matters involving personal disputes between students and/or organizations may be mediated, during which all parties involved proceed in a good faith effort to resolve the conflict on a basis that is fair and just for all parties. Once the parties agree to proposed solutions (e.g., sanctions, restitution, etc.), the resolution is confirmed in a letter. Failure by any party to accept and/or comply with the mediation resolution terms will result in the incident being forwarded through appropriate student conduct channels.

### ***Section 2.9 Disciplinary Sanctions***

Below is a nonexclusive list of sanctions available to nonacademic conduct decision makers. In determining the severity of sanctions or corrective actions, the hearing officer or hearing panel should consider the frequency, severity, and nature of the offense, history of past conduct, the accused student's willingness to accept responsibility, strength of the evidence, previous response by the institution to similar conduct, and the wellbeing of the university community.

**Oral reprimand/warning** – an oral statement of disapproval with or without written follow-up communication.

**Written reprimand/warning** – a written notice to the student or organization of the inappropriate nature of the conduct.

**Disciplinary probation** – a written reprimand to a student or organization for violation of specified regulations. Probation is for a definite period of time and includes the possibility of more severe sanctions if the student or organization is found to violate any University rules and regulations during the probationary period.

**Social probation** – prohibits an organization from sponsoring or participating in any organized social activity, party, or function; prohibits a student from participation within social organizations on campus or representing the University as a member of a group.

**Loss of privileges** – denial of specified privileges for a designated period of time. This may include, but is not limited to, loss of visitation rights, denial of participation in specific programs, denial of participation in University-related organizations or groups, denial of the right to attend University- sponsored events, and denial of access to

campus resources or facilities.

**Fines** – monetary fines may be assigned.

**Restitution** – compensation for loss, damage, or injury. Restitution may take the form of appropriate service and/or monetary or material replacement.

**Community service** – work assignments for the benefit of the University or community. Community service assignments must be approved by the Dean of Students or their designee. If the student or student organization assigned community service does not complete the community service hours by the assigned completion date, the student may have a hold placed on his or her account and may be found in violation of "Disregard for University Authority" and subject to additional University sanctions.

**Assessment** – a student may be required to attend sessions with a counselor for an assessment, either through the University's Counseling Center, Student Health Services, or outside provider.

**Substance Abuse Education** – a student may be required to meet with a substance abuse educator, attend programs, or complete courses designed to help the student deal with substance abuse issues and learn from the experience.

**Educational requirements** -- actions that will enhance the educational impact of the student discipline process on the student. This may include oral or written reports to the Dean of Students or other appropriate hearing body or officer. Educational sanctions are designed to increase the student's understanding of how his or her behavior affects others. Educational requirements when used as a disciplinary sanction within the Code of Conduct will not be related to any course or coursework required for the completion of a degree.

**Loss of recognition** – a student organization may lose its recognition on campus as a chartered student organization. The Dean of Students will notify any national or regional governing body with which the organization is associated or which sponsors social, academic, or sports events when such loss of recognition is imposed so that the full impact of this decision may be understood.

**Parental notification** – parents may be notified of violations of the alcohol and drug policies if the student is under the age of 21.

**Suspension** – separation of the student or organization from the University for a definite period of time, after which the student or organization is eligible to return. Conditions for readmission may be specified. The University may not accept or transfer academic credit for courses taken or academic work performed during the suspension.

**Expulsion** – permanent separation of the student or organization from the University

community.

The student expelled is not allowed to enroll or participate in University programs or enter University facilities without the permission of the Department of Public Safety, and the Office of the Dean of Students. Exceptions to this rule include but are not limited to the following: ticketed events where the person is admitted by presenting a ticket to gain entry such as athletics events; being admitted to, using for clinical services, or visiting a patient at one of the University's health sciences clinics, hospitals, or other health care facility.

For student organizations, "Expulsion" means the organization will no longer be officially recognized by the University and all organizational activities such as recruiting and gathering for the purpose of meeting as an organization must cease. The organization will no longer be able to request funding from SGA or Student Activities Fee Committee, reserve facilities on campus, or other privileges granted to recognized student organizations.

### ***Section 2.10***

#### ***Interim Suspension While Charges Pending***

Under ordinary circumstances, a student charged with a violation of the Code of Conduct will remain free to attend class and engage in all other University functions and activities while discipline charges are pending. However, some or all of a student's privileges may be limited or suspended by the Dean of Students or designee on an interim basis pending the outcome of the University conduct process. The Dean of Students may limit or suspend student privileges when the Dean determines that the accused student poses a serious and immediate danger or threat to persons or property. An interim suspension or withdrawal of privileges does not replace the regular University conduct process, which shall proceed in the normal course up to and through a University conduct hearing and appeal(s).

Before issuing an interim suspension to a student, the Dean of Students will make all reasonable efforts to give the student an opportunity to be heard on whether his or her presence on campus poses a danger. When requested in writing by the accused student, a hearing to determine whether the interim suspension should continue will be held within three (3) business days of the request.

### ***Section 2.11***

#### ***Simultaneous University, Local, State, or Federal Actions***

Augusta University nonacademic conduct system is designed to further the University's educational mission and therefore, it is neither comparable to nor a substitute for any federal, state, or local criminal or civil court system. Thus, even if a violation of the Code of Conduct also subjects a student or organization to criminal or civil liability, the University conduct system will determine whether a violation occurred on the basis of preponderance of the evidence (whether it was more likely than not that a violation occurred). Any criminal or civil proceeding may use a different or higher standard of

evidence. It is important for students to realize that each judicial or disciplinary proceeding to which they may be subject occurs on a separate track, and it is not necessary for any campus conduct process to be held in abeyance until off-campus proceedings are completed. Nevertheless, the University conduct system may accept a criminal conviction by any trial court of competent jurisdiction as a final factual determination that the student has violated applicable University policies within the Code of Conduct.

The University conduct process does not affect the jurisdiction of the courts and other civil authorities over any Augusta University student. Membership in the University community does not create any privilege or immunity from the laws and other regulations that apply equally to all residents of the state of Georgia.

### ***Section 2.12***

#### ***Disciplinary Record Retention***

Nonacademic conduct decisions, including the imposition of disciplinary sanctions shall be noted within a student's confidential disciplinary record maintained by the Office of the Dean of Students or other applicable campus department. Student disciplinary records shall not be disclosed to third parties except as required by the Campus Security Act or allowed by the Federal Educational Rights and Privacy Act. Records of student disciplinary hearings will be retained under the direction of the Office of the Dean of Students or other appropriate conduct body or officer for at least ten (10) years following the date of the original student conduct decision. If a case involves suspension or expulsion from the University or involves ongoing or pending litigation, the records may be kept longer.

## **Section 3**

### **Student Code of Conduct: Student Responsibilities**

#### ***Section 3.1***

##### ***Presentation of Identification***

Students at Augusta University have the responsibility to present University identification to authorized University personnel upon request, including, but not limited to, University police officers, Residence Life staff, faculty, staff, and administrators.

Failure or refusal to present an identification card upon request to any University official may result in disciplinary action.

The University issues each student a photograph identification card, known as the JagCard, at the time of registration. This card is to be used to identify the recipient as a student of Augusta University. Students may be asked to present their identification card to participate in various University sponsored events, enter secure buildings, and at

other times during their tenure. This card is a valuable document and should be in the student's possession at all times.

Students are required to wear their issued identification card while on the Health Sciences campus, or any other clinical facility operated by the University. The badge must be visible at all times and presented upon request.

Any misuse, including but not limited to the lending of and selling of an identification card by its holder or the use or attempted use by another person may result in cancellation of privileges provided and disciplinary action.

The loss or theft of a student's identification card should be reported immediately to the JagCard Office. A substitute card will be issued (a fee may be charged for this service).

### **Section 3.2**

#### **Drugs and Drug Paraphernalia**

The unlawful use, possession, distribution, sale, manufacture, and delivery of drugs and drug paraphernalia, including the misuse of prescription medications, is prohibited on all campuses of AU. Additionally, behavior that is a direct result of illegal drug consumption, such as being visibly overcome by the consumption, use, or abuse of drugs, including the illegal use of prescription drugs is prohibited.

*According to the Official Code of Georgia Annotated (§20-1-23), "Any student of a public educational institution who is convicted, under the laws of this state, the United States, or any other state, of any felony offense involving the manufacture, distribution, sale, possession, or use of marijuana, a controlled substance, or a dangerous drug shall as of the date of conviction be suspended from the public educational institution in which such person is enrolled. [The] suspension shall be effective as of the date of conviction.... and shall continue through the end of the term, quarter, semester, or other similar period for which the student was enrolled as of the date of conviction. The student shall forfeit any right to any academic credit otherwise earned or earnable for such term, quarter, semester, or other similar period; and the educational institution shall subsequently revoke any such academic credit which is granted prior to the completion of administrative actions necessary to implement such suspension."*

### **Section 3.3**

#### **Alcohol on Campus**

The unlawful possession and/or consumption of alcoholic beverages on all AU campuses is prohibited. Students residing in University owned or operated residence halls should refer to the Housing and Residence Life Handbook.

Additionally, behavior that is a direct result of alcohol consumption, such as being visibly overcome by the consumption of alcohol and/or illegally driving under the influence of

alcohol is prohibited.

The distribution of alcoholic beverages without a license is illegal and thus prohibited.

The University prohibits items that provide for a common distribution of alcohol on the campus. Examples may include, but are not limited to, kegs, unattended coolers, and bars with alcohol available to anyone, and without a licensed server.

Drinking games and other rapid consumption techniques and rapid consumption devices, by their nature, promote abusive drinking and therefore are prohibited. Examples may include, but are not limited to, the following: funnels, beer bong, "shotgunning," liquor shots, and drinking games such as "beer pong."

### **Alcohol Abuse and Health Risks**

There are long-term health risks associated with alcohol use. These risks include damage to the heart, liver, and brain. However, it should be noted that the vast majority of our health risks occur over the course of a single evening, not after decades of abuse. A college-aged student has a much higher risk of an alcohol-related injury caused by a car crash, slipping or falling, getting into a fight, etc. than developing cirrhosis of the liver. However, understanding the long-term health risks is important because young adults who continue the behavior of drinking heavily risk damaging their bodies in numerous ways, including permanent damage to internal organs.

The University's Alcohol and Other Drugs policy can be found at the following web address: [augusta.edu/compliance/policyinfo/policy/drug-alcohol-policy](http://augusta.edu/compliance/policyinfo/policy/drug-alcohol-policy)

### ***Section 3.4 Tobacco-Free Campus***

Augusta University prohibits the use of tobacco products on any property owned, leased or controlled by Augusta University, Augusta University Medical Center, or the Physicians Practice Group.

#### **Reason for Policy**

The use of tobacco products is widely accepted as a leading cause of avoidable death. The mortality and morbidity of tobacco use has adverse effects among tobacco users and non-users alike including respiratory disorders, heart disease and various forms of cancer. Tobacco smoke contains 7,000-plus chemical compounds, more than 70 of which are known or suspected to cause cancer. People exposed to secondhand smoke absorb nicotine and other toxic chemicals just as smokers do.

Because of the deleterious effects of tobacco use, Augusta University, AU Medical Center, and the AU Medical Associates have committed to a tobacco-free campus for the purpose of promoting a healthy environment for all persons, including faculty,

students, staff, visitors, and others who visit the campus.

### **Definitions**

Augusta University property includes but is not limited to all buildings, surrounding land, parking lots, parking decks, green space, and adjacent sidewalk areas owned, leased or controlled by Augusta University, AU Medical Center, or the AU Medical Associates.

Green space includes the landscaped and grassy areas of the campus.

Tobacco-related product is any product derived from tobacco, including but not limited to cigarettes, e- cigarettes, cigars, bidis, kreteks, pipes, and smokeless or spit tobacco. *Tobacco cessation support is available through the AU Cancer Center at 706-721-6744.*

### ***Section 3.5***

#### ***Fraud, Including False Identification, and Other Acts of Dishonesty***

Augusta University strictly prohibits the alteration, falsification, or other misuse of a student's documents or of Augusta University documents, records, or forms of identification. Additionally, the University prohibits the misuse of any state-issued or federally issued identification (e.g., driver's license), including the possession of fake or fictitious identification or the possession of identification belonging to someone other than the student.

In addition to the examples indicated above, fraud and other acts of dishonesty may include, but are not limited to, the following: furnishing false information to the University including providing known false accusations of misconduct, forgery, unauthorized alteration of any official documentation, misuse of a University official's signature, inappropriate use of a student identification card, misuse of information technology user id's and/or passwords, offering a bribe of favor to a University official to influence a decision, and fraudulent misrepresentation of one's organizational affiliation(s) or sponsorship(s). Unauthorized use of the name of the University or the names of members or organizations in the University community also is considered fraud.

### ***Section 3.6***

#### ***Disregard for University Authority***

Augusta University expects all of its students to comply and to refrain from interfering with University officials acting in performance of their duties. This rule prohibits, but is not limited to, the following:

1. failure to comply with the reasonable and lawful directions or requests of University officials, including, but not limited to, campus police officers, security officials, faculty, and residence hall staff;

2. failure to comply with a written notice to appear during any investigation, conduct proceeding, or appeal procedure;
3. falsification, distortion, or misrepresentation of information before a hearing body or any University official prior to or during any investigation, conduct proceeding, or appeal procedure;
4. disruption or interference with any investigation, conduct proceeding, or appeal procedure; attempting to discourage an individual's proper participation in, or use of, the conduct, complaint or grievance processes;
5. attempting to influence the impartiality of a member of a conduct board or hearing body, the charging party, a witness, or victim prior to, during the course of, or after the conduct or other similar University proceeding;
6. harassment (verbal or physical) and/or intimidation of a member of a conduct board or hearing body, the charging party, a witness, or victim prior to, during the course of, or after the conduct or other similar University proceeding;
7. failing to comply with or violating the terms of the disciplinary sanction(s) imposed in accordance with University regulations;
8. influencing or attempting to influence another person to commit an abuse of the conduct, complaint or grievance processes;
9. intentionally or recklessly submitting false accusations or charges through any University conduct, complaint, or grievance process; and
10. attempting to bribe or influence another person with an offer of money, gifts, or services to perform an act or provide a service contrary to University policy.

### ***Section 3.7*** ***Disorderly Conduct***

Augusta University prohibits behavior that disrupts the academic, research or service mission or activities of the University, or disrupts any activity or event of the University community. Some examples of disorderly conduct include, but are not limited to, the following: conduct which causes a breach of the peace; lewd, obscene or indecent conduct; conduct which interferes with or disrupts activities or functions sponsored or participated in by the University or by members of the University community; conduct that is disruptive to a classroom lecture, lab, or other teaching or research entity of the University, interfering with or obstructing pedestrian or vehicular traffic; obstructing or interfering with ingress or egress of campus buildings or facilities; conduct which interferes with the rights of others; unauthorized use of electronic or other devices to make an audio or video record of any person without his or her expressed or implied

consent when such recording is likely to cause injury or distress.

### ***Section 3.8 Gambling***

Augusta University prohibits any student from unlawfully conducting, organizing, or participating in any activity involving games of chance or gambling on campus including within any University-operated residence hall.

The sections outlined in the Code of Conduct regarding Endangering the Safety of Others, Harassment, Stalking and Cyberstalking, Hazing, and Sexual Misconduct are behaviors that may include discrimination in some form that is protected by law. In addition to the University's conduct process, the University provides a mechanism to address grievances that may arise over sexual harassment (including sexual assault and relationship violence) or alleged discrimination on the basis of race, gender, gender identity, sexual orientation, sexual identity, religion, veteran's status, age, national origin, or handicap as prohibited by Title VI and VII of the Civil Rights Act of 1964, Title IX of the Educational Amendments of 1972, and Sections 503 and 504 of the Rehabilitation Act of 1973. Incidents of discrimination should be reported to the Office of the Dean of Students, The University's Title IX Coordinator, and/or the Office of Employment Equity.

### ***Section 3.9 Endangering the Safety of Others***

Students at Augusta University have the responsibility to refrain from conduct which causes bodily harm to others. The University prohibits purposely, knowingly, or recklessly causing or attempting to cause bodily injury to another; purposely, knowingly, or recklessly placing another in fear of serious bodily harm; and intentional, reckless, or negligent conduct that threatens or endangers the health or safety of any student, faculty, staff member, or guest of the University.

### ***Section 3.10 Harassment***

Students and other members of the Augusta University community have the right to an environment free of conduct that unreasonably interferes, hinders, or otherwise denies them a suitable learning, living, or working environment. Therefore, harassment, as defined within this section of the Code of Conduct, is prohibited

Harassment is any unwelcomed conduct, including expression not protected by the constitutions of the United States and the State of Georgia that is so objectionably offensive, severe, pervasive and/or persistent that it effectively denies a person the right to an educational opportunity or effectively creates a hostile environment. Examples of conduct prohibited by this policy include, but are not limited to, the following: intentionally inflicting severe emotional distress or harm; defaming another (a false statement that harms the reputation of another); and speech or conduct based upon

actual or perceived status including, race, color, gender, gender identity, national origin, religion, age, disability, veteran status, or sexual orientation.

Bullying and cyberbullying are also considered harassment within this section of the Code of Conduct. Bullying and cyberbullying are repeated and/or severe aggressive behaviors that intimidate or intentionally harm or control another person physically or emotionally and are not protected by the Constitutions of the United States or State of Georgia.

This policy shall not be construed to impair any constitutionally protected activity, including speech, protest, or assembly. For conduct to violate this policy, the conduct must be more than merely offensive; it must be so offensive, pervasive, and/or severe it would effectively deny the victim access to the University's resources and opportunities, unreasonably interfere with the victim's work or living environment, or deprive the victim of some other protected right.

### ***Section 3.11 Stalking and Cyberstalking***

The term "stalking" means engaging in a course of conduct directed at a specific person that would cause a reasonable person to fear for his or her safety or the safety of others or suffer substantial emotional distress. This policy shall not be construed to impair any constitutionally protected activity, including speech, protest, or assembly. When such conduct includes expression or speech, the conduct must be more than merely offensive; it must be so offensive, pervasive, and/or severe it would effectively deny the victim access to the University's resources and opportunities, unreasonably interfere with the victim's work or living environment, or deprive the victim of some other protected right.

### ***Section 3.12 Hazing***

Augusta University prohibits hazing in any form. Hazing is defined by § 16-5-61 of the Georgia Code "to subject a student to an activity which endangers or is likely to endanger the physical health of a student or coerces the student through the use of social or physical pressure to consume any food, liquid, alcohol, drug, or other substance which subjects the student to a likely risk of vomiting, intoxication, or unconsciousness regardless of a student's willingness to participate in such activity."

For hazing, a school organization is defined as "any association, corporation, order, club, society, fraternity, sorority, athletic team or a group living together which has students or alumni as its principal members, including local affiliate organizations. It is unlawful for any person to haze any student in connection with as a condition or precondition of gaining acceptance, membership, office, or other status in a school organization."

### ***Section 3.13***

### ***Sexual Misconduct***

Augusta University strives to create a safe, respectful, and non-threatening environment for its students. All members of the community are expected to conduct themselves in a manner that does not infringe upon the rights of others. Sexual Misconduct in any form is dangerous and deleterious to the learning environment. Therefore, all acts of sexual misconduct are prohibited.

Students and employees are strongly encouraged, and in many cases may be required to report instances of sexual misconduct to a Title IX Coordinator. The University has adopted the Board of Regents Policy on sexual misconduct. The Augusta University Sexual Misconduct policy can be found at the following web address:  
[augusta.edu/compliance/policyinfo/policy/sexual-misconduct-policy-students-employees](http://augusta.edu/compliance/policyinfo/policy/sexual-misconduct-policy-students-employees).

The Sexual Misconduct policy provides definitions of what constitutes acts that are prohibited and provides the process for addressing violations of the Sexual Misconduct policy. Please refer to the Augusta University Sexual Misconduct policy for specific information related to acts of misconduct, reporting, investigations of acts, and the disciplinary process to be used to investigate and adjudicate instances of sexual misconduct.

### ***Section 3.14***

#### ***Respect for Property and the Property Rights of Others (Theft)***

Augusta University prohibits intentional interference with the property rights of others, whether by theft, attempted theft, unauthorized possession of, or causing damage to the property of others, or the possession, retention, or disposal of stolen property. Theft of another's identity also is prohibited under this policy.

The willful abuse or damage to property is prohibited. Examples include, but not limited to the following: littering, vandalism, or defacing of University property or the property of students, faculty, staff, and guests. It is expected that all members of the University community will treat the property of the University and of others with respect. Students will be held responsible for any destruction or damage to University or personal property and may face discipline through the University conduct system, as well as criminal and/or civil liability.

### ***Section 3.15***

#### ***Arson, Explosive Devices, and Emergency Equipment***

The unauthorized setting of fires, use of explosive devices, and misuse of emergency equipment are prohibited at Augusta University. Below is a nonexclusive list of prohibited actions under this policy.

1. The University prohibits the attempt to set, the setting of, or the adding to unauthorized fires on University property, including bonfires.
2. Unauthorized open flames are prohibited on all property owned or operated by Augusta University, especially inside any building owned and/or operated

by Augusta University. This includes candles, torches, potpourri burners, incense burners, etc. This is not intended to prohibit faculty or clinicians from using lab equipment or other instructional materials in the course of their work.

3. Occupants of all University facilities have a responsibility to follow the directions and directives of the fire department, or a designated representative, and University personnel during fire emergencies as well as unannounced fire drills and practice evacuations. The failure or refusal to cooperate will constitute a breach of regulations and is subject to disciplinary action.
4. The University prohibits the possession, use, or threatened use of explosive devices, materials, or chemicals, including, but not limited to, firecrackers, cherry bombs, bottle rockets, and dynamite.
5. Any student found willfully to have tampered with, damaged, or misused any campus emergency protection equipment or initiated a false alarm may be expelled from the University and held responsible for the cost of all damages. In addition to disciplinary action through the University conduct system, students and/or their nonstudent guests who engage in such activity may be subject to criminal prosecution and civil liability.

### ***Section 3.16*** ***Possession of Weapons***

Consistent with Georgia state law (§16-11-127.1), Augusta University prohibits the unlawful possession of a weapon on university property or at a university function. The possession of a weapon in violation of this policy may subject one to criminal liability, removal from campus events or facilities, employment discipline, and/or other university sanctions.

### ***Section 3.17*** ***Unauthorized Entry***

Augusta University prohibits the unauthorized entry to or use of a University facility and/or property. This rule prohibits, but is not limited to, the following:

1. Unauthorized entry into or presence in University buildings or facilities or areas of buildings that are locked or closed to the student body and the public;
2. Failure or refusal to leave University grounds, or a specific portion thereof, or a University facility when requested by an authorized University official; or
3. Improper or unauthorized entry into a campus residence or University office.

### ***Section 3.18*** ***Responsibility for Guests***

Students at Augusta University have the responsibility to ensure that their guests on campus will behave in a manner consistent with the policies of the University. Student

may be held responsible for the behavior of their guest(s) on campus if the guest(s) violates the Code of Conduct, or any other applicable University policy.

### ***Section 3.19***

#### ***Amplified Sound and Other Noise Level Violations***

Augusta University restricts noise or sound, whether amplified or not, that disrupts the academic, research, or service activities or mission of the University, or disrupts any activity or event of the University community. Amplified sound at any gathering, social or otherwise is prohibited unless it is a Augusta University sponsored activity or it is approved by a University administrative office. Any initial violation of this policy will result in a warning to conform to an appropriate sound level, and a second violation may result in disciplinary action. There may be places and times at the University where this policy is more restrictive, i.e., within the residence halls during quiet hours. Whether a warning is given for such a violation is at the discretion of the University official addressing the situation.

### ***Section 3.20***

#### ***Information Technology Appropriate Use***

It is considered a violation of the Augusta University Code of Conduct for any student to violate the University's Acceptable Use of Information Technology policy. It is expected that all users of information technology resources use them responsibly and to the benefit of the University's mission. The official University policy can be found at the following web address:

<https://www.augusta.edu/compliance/policyinfo/policy/acceptable-use-of-information-technology.pdf>.

### ***Section 3.21***

#### ***Retaliation***

Any act of retaliation is prohibited when, in good faith, someone reports what they believe to be a violation of any Augusta University policy, including the Code of Conduct, participates or cooperates in, or is otherwise associated with any investigation. Anyone who believes they have been the target of retaliation should report the actions to the Dean of Students or designee as soon as possible.

### ***Section 3.22***

#### ***Observance of Local, State, and Federal Criminal Laws***

Students at Augusta University have the responsibility to refrain from conduct that would violate local, state, or federal criminal laws. Students violating local, state, and/or federal laws may be subject to disciplinary action in addition to criminal prosecution.

### ***Section 3.23***

#### ***Violation of Other Applicable University Policies***

Students at Augusta University have the responsibility to comply with all other

generally applicable University policies. Students may be found responsible and sanctioned appropriately for violating other stated University policies.

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## **REFERENCE LIST FOR GEORGIA STATE CODE**

In many cases, behavior that is prohibited on the campuses of Augusta University also is prohibited by Georgia state law. Where applicable, a reference list is available for your information. This is not an exhaustive list of laws that may violate the Augusta University Code of Conduct, and if behavior that otherwise violates the laws of Georgia is not listed here, it is not meant to imply the behavior is neither illegal nor a violation of the Augusta University Non-Academic Student Code of Conduct. This reference list is provided to you, the student, to help educate you about behavior that is prohibited in greater society.

Section 3.2, Drugs and Drug Paraphernalia--GA Code § 16-13-70

Section 3.3, Alcohol--GA Code § 3-3-23

Section 3.7, Disorderly Conduct--GA Code § 16-11-39 Section 3.8, Gambling--GA Code § 16-12-21

Section 3.9, Assault--GA Code § 16-5-20

Section 3.10, Harassment (harassing communications)--GA Code § 16-11-39.1

Section 3.11, Stalking and Cyberstalking--GA Code § 16-5-90

Section 3.12, Hazing--GA Code § 16-5-61

Section 3.14, Theft--GA Code § 16-8-2

Section 3.15, Arson--GA Code § 16-7-60

Section 3.15, Explosive Devices--GA Code § 16-7-82

Section 3.16, Carrying Weapons Within School Safety Zones--GA Code § 16-11-127.1

Section 3.17, Criminal Trespass (vandalism)--GA Code § 16-7-21

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## **Section 4**

### **Augusta University Sexual Misconduct Policy**

[augusta.edu/compliance/policyinfo/policy/sexual-misconduct-policy-students-employees](http://augusta.edu/compliance/policyinfo/policy/sexual-misconduct-policy-students-employees)

In accordance with Title IX of the Education Amendments of 1972 ("Title IX"), Augusta University does not discriminate on the basis of sex in any of its education programs or activities or in employment. Augusta University is committed to ensuring a safe learning and working environment for all members of the community. To that end, this Policy prohibits sexual misconduct, as defined herein.

In order to reduce incidents of sexual misconduct, University System of Georgia (USG) institutions are required to provide prevention tools and to conduct ongoing awareness and prevention programming and training for the campus community. Such programs will promote positive and healthy behaviors and educate the campus community on consent, sexual assault, alcohol use, dating violence, domestic violence, stalking,

bystander intervention, and reporting. When sexual misconduct does occur, all members of Augusta University are strongly encouraged to report it promptly through the procedures outlined in this Policy. The purpose of this Policy is to ensure uniformity throughout Augusta University in reporting and addressing sexual misconduct.

### **Reporting Structure**

All Equal Opportunity directors and others having responsibility for coordination of Title IX ("Coordinators") at USG institutions shall have a direct reporting relationship to both the institution's President or the President's designee and the USG System Director for Equity and Investigations ("System Director"). The President of each institution shall determine the organizational and operating reporting relationships for the Coordinators at the institution and exercise oversight of institutional issues relating to sexual misconduct. However, the System Director shall have authority to direct the Coordinators' work at each institution as needed to address system-wide issues or directives. The President of each institution shall consult with the System Director on significant personnel actions involving Coordinators, to include but not be limited to, appointment, evaluation, discipline, change in reporting structure, and termination.

### **Definitions and Prohibited Conduct**

**Community:** Students, faculty, and staff, as well as contractors, vendors, visitors and guests.

**Complainant:** An individual lodging a complaint. The complainant may not always be the alleged victim.

**Consent:** Words or actions that show a knowing and voluntary willingness to engage in mutually agreed upon sexual activity. Consent cannot be gained by force, intimidation or coercion; by ignoring or acting in spite of objections of another; or by taking advantage of the incapacitation of another where the respondent knows or reasonably should have known of such incapacitation.

Minors under the age of 16 cannot legally consent under Georgia law.

Consent is also absent when the activity in question exceeds the scope of consent previously given. Past consent does not imply present or future consent. Silence or an absence of resistance does not imply consent.

Consent can be withdrawn at any time by either party by using clear words or actions.

**Dating Violence:** Violence committed by a person who is or has been in a social relationship of a romantic or intimate nature with the alleged victim. Dating violence includes, but is not limited to, sexual or physical abuse or the threat of such abuse. Dating violence does not include acts covered under the definition of domestic violence.

**Domestic Violence:** Violence committed by a current or former spouse or intimate partner of the alleged victim; by a person with whom the alleged victim shares a child in common; by a person who is cohabitating with, or has cohabitated with, the victim as a spouse or intimate partner, or by a person similarly situated to a spouse of the alleged victim.

**Incapacitation:** The physical and/or mental inability to make informed, rational judgments. It can result from mental disability, sleep, involuntary physical restraint, status as a minor under the age of 16, or from intentional or unintentional taking of alcohol and/or other drugs. Whether someone is incapacitated is to be judged from the perspective of an objectively reasonable person.

**Nonconsensual Sexual Contact:** Any physical contact with another person of a sexual nature without the person's consent. It includes but is not limited to touching (or penetrating) of a person's intimate parts (such as genitalia, groin, breasts, or buttocks); touching (or penetrating) a person with one's own intimate parts; or forcing a person to touch his or her own or another person's intimate parts.

**Confidential Employees:** Institution employees who have been designated by the Institution's Coordinator to talk with an alleged victim in confidence. Confidential Employees must only report that the incident occurred and provide date, time, location, and name of alleged respondent (if known) without revealing any information that would personally identify the alleged victim. This minimal reporting must be submitted in compliance with Title IX and the Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act ("Clery Act"). Confidential Employees may be required to fully disclose details of an incident in order to ensure campus safety.

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

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

**Responsible Employees:** Those employees who must promptly and fully report complaints of or information regarding sexual misconduct to the Coordinator. Responsible Employees include any administrator, supervisor, faculty member, or other person in a position of authority who is not a Confidential Employee or Privileged Employee. Student employees who serve in a supervisory, advisory, or managerial role are in a position of

authority for purposes of this Policy (e.g., teaching assistants, residential assistants, student managers, orientation leaders).

**Sexual Exploitation:** Taking non-consensual or abusive sexual advantage of another for one's own advantage or benefit, or for the benefit or advantage of anyone other than the one being exploited. Examples of sexual exploitation may include, but are not limited to, the following:

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

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

**Sexual Misconduct:** Includes, but is not limited to, such unwanted behavior as dating violence, domestic violence, nonconsensual sexual contact, sexual exploitation, sexual harassment and stalking.

**Stalking:** Engaging in a course of conduct directed at a specific person that would cause a reasonable person to fear for his or her safety or the safety of others or suffer substantial emotional distress. Course of conduct means two or more acts, including, but not limited to, acts in which the stalker directly, indirectly, or through third parties, by any action, method, device, or means, follows, monitors, observes, surveils, threatens, or communicates to or about a person, or interferes with person's property. Reasonable person means a reasonable person under similar circumstances and with similar identities to the victim. Substantial emotional distress means significant mental suffering or anguish that may but does not necessarily, require medical or other professional treatment or counseling.

**Reporting Sexual Misconduct:** A complainant of sexual misconduct may, but need not, file a criminal complaint with law enforcement officials; file a misconduct report with

a Responsible Employee or Coordinator; or file both. A report may be filed anonymously, although anonymous reports may make it difficult for the institution to address the complaint. Any individual who believes that he or she has been a victim of sexual misconduct is encouraged to report allegations of sexual misconduct promptly.

All reports of sexual misconduct alleged to have been committed by a student must be handled consistently with requirements set forth in the *AU Student Code of Conduct*.

All reports of sexual misconduct alleged to have been committed by a non-student member of the institution community will be addressed and/or resolved through the institutions and the Board of Regents' applicable policies for discipline of non-students.

**Institutional Reports:** Complainants of sexual misconduct who wish to file a report with the institution should notify a Responsible Employee or the Title IX Coordinator. Responsible Employees informed about sexual misconduct allegations involving any student should not attempt to resolve the situation but must notify and report all relevant information to the Title IX Coordinator as soon as practicable. Confidential Employees are not bound by this requirement but may be required to report limited information about incidents without revealing the identities of the individuals involved to the Title IX Coordinator, consistent with their ethical and legal obligations.

All members of the Augusta University community are encouraged to report incidents of sexual misconduct promptly. Incidences may be reported on the Sexual Misconduct Support website at [augusta.edu/student-life/conduct/sexual-misconduct-policy](http://augusta.edu/student-life/conduct/sexual-misconduct-policy) or by contacting the AU Title IX Coordinator at 706-721-0901 or 706-829-5172.

Augusta University encourages complainants to report their complaints in writing, though oral complaints should also be accepted, taken seriously, and investigated, to the extent possible. While complaints should be made as quickly as possible following an alleged incident of sexual misconduct, all reports should be accepted regardless of when reported.

The Coordinator shall refer to the System Director any allegation(s) of sexual misconduct that could, standing alone as reported, lead to the suspension or expulsion of the respondent(s). The System Director will work with the institution to determine whether any interim measure(s) are necessary and to assign an investigator who will work under the direction of the System Director or designee, if directed by System Director. If an allegation is not initially identified as one that would lead to the suspension or expulsion of the respondent(s), but facts arise during the course of the investigation that would require transfer to the System Director, the Title IX Coordinator shall transfer oversight to the System Director or designee. The System Director shall have the discretion to retain oversight or transfer oversight to the institution.

**Law Enforcement Reports:** Because sexual misconduct may constitute criminal activity, a complainant also has the option, should he or she so choose, of filing a report

with campus or local police, for his or her own protection and that of the surrounding community. The institution may assist the complainant in reporting the situation to law enforcement officials.

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

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

**Anonymous Reports:** Augusta University shall provide a mechanism by which individuals can report incidents of alleged sexual misconduct anonymously. Complainants should understand, however, that it will be more difficult for the institution to investigate and to take action upon anonymous reports.

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

**False Complaints:** Individuals are prohibited from intentionally giving false statements to a system or institution official. Any person found to have intentionally submitted false complaints, accusations, or statements, including during a hearing, in violation of this Policy shall be subject to appropriate disciplinary action (up to and including suspension or expulsion) and adjudicated under the student conduct policy.

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

**Support Services:**

Once a student or employee makes a complaint or receives notice that a complaint has been made against him or her, or the coordinator otherwise learns of a complaint of

sexual misconduct, the complainant, respondent and alleged victim (where applicable) should receive written information about support services, such as counseling, advocacy, housing assistance, academic support, disability services, health and mental services, and legal assistance, available at the student's institution.

Information on support services will be provided regardless as to whether an individual elects to go forward with filing a formal complaint of sexual misconduct or with notifying law enforcement. Information on support services will also be provided to students and employees, regardless of where the alleged misconduct occurs.

Available support services are also be listed on the institution's Title IX website at [augusta.edu/prevention](http://augusta.edu/prevention).

**Interim Measures:** Interim measures may be undertaken at any point after the institution becomes aware of an allegation of sexual misconduct and should be designed to protect the alleged victim and the community.

Before an interim suspension is issued, the institution must make all reasonable efforts to give the respondent the opportunity to be heard, consistent with the provisions in the *AU Student Code of Conduct*.

**Jurisdiction:** Augusta University shall take necessary and appropriate action to protect the safety and well-being of its community. Sexual misconduct allegedly committed by a student are addressed by this Policy when the misconduct occurs on institution property, or at institution-sponsored or affiliated events, or off-campus, as defined by the institution's student conduct policies.

**Advisors:** Both the alleged victim and respondent, as parties to the matter, shall have the opportunity to use an advisor (who may or may not be an attorney) of the party's choosing at the party's own expense for the express purpose of providing advice and counsel, pursuant to the provisions of *AU Student Code of Conduct*.

**Informal Resolutions:** Allegations of sexual misconduct may be resolved informally, without a determination of misconduct, if all of the following are met:

1. When complainant(s) and respondent agree to an informal resolution;
2. When the initial allegation could not result in expulsion;
3. When the complainant(s) and respondent(s) agree to the terms of the informal resolution; and
4. When the investigator concludes that informal resolution is in the best interest of the parties and the institution's community.

The alleged victim(s) and respondent(s) have the option to end informal resolution

discussions and request a formal process at any time before the terms of an informal resolution are reached. However, matters resolved informally shall not be appealable.

**Timeframe:** Efforts will be made to complete the investigation within a reasonable timeframe, which will be determined based upon the allegations, availability of witnesses and/or evidence, etc. in a particular case. When the timeframe will extend past the reasonable timeframe, the parties will be informed of the delay and the reason for the delay. The investigator shall keep the parties informed of the status of the investigation.

**Investigations:** All sexual misconduct investigations involving a student respondent, whether overseen by the institution's Coordinator or the System Director, shall follow the investigation process set forth in the *AU Student Code of Conduct*.

**Hearings, Possible Sanctions and Appeals:** All sexual misconduct hearings, sanctions, and appeals involving a student respondent, whether overseen by the institution's Coordinator or the System Director, shall follow the investigation process set forth in the *AU Student Code of Conduct*.

All sexual misconduct adjudication involving an employee respondent shall be addressed utilizing the institution's employment policies and procedures.

## **Section 5**

### **Academic Standards and Procedures**

This section outlines policies and procedures related to students' rights, responsibilities, and opportunities as it relates to the classroom, lab, clinic, and research functions of the University. As stated earlier in this publication, the Student Manual serves as a compliment to the University's policy library and to the undergraduate and graduate catalogs. If any portion is in direct conflict with the policies of the University, or those of the Board of Regents (BOR), the policies of the University and the BOR will be used.

#### ***Section 5.1***

##### ***Student Academic Appeals***

An academic appeal is a request for review of an administrative decision made with respect to an individual student which bears upon his/her student career. The appeals procedure does not apply to issues which have broad application to the university as a whole or to constituent groupings within the university. However, appeals can be made in matters such as admission, transfer of credit, probation, suspension, dismissal, and other similar matters. Appeals also may be made in cases related to the Augusta University Student Concerns Regarding Educational Expectations Policy. A supervisor's decision in an appeal can itself be appealed, but there is no appeal of the President's decisions

except in cases where it is reasonably alleged that a decision against the student was based on discrimination with respect to race, sex, age, handicap, religion, or national origin. [text] This policy provides a means to appeal in cases where administrative decisions have been made which may have a negative effect on a student's academic career. It addresses situations not covered by the Student Academic Grievance Policy.

For the full Student Academic Appeals policy, please visit the following web address: [augusta.edu/compliance/policyinfo/policy/student-academic-appeals-policy](http://augusta.edu/compliance/policyinfo/policy/student-academic-appeals-policy).

## ***Section 5.2*** ***Academic Honesty***

Augusta University ("AU") recognizes that academic honesty is essential to its academic function. The following regulations protect the equity and validity of the University's grades and degrees, and help students develop ethical standards and attitudes appropriate to academic and professional life. Violations of academic honesty include, but are not limited to, cheating of all kinds, plagiarism, research misconduct, collusion, and false statements made to avoid negative academic consequences.

**Cheating** is prohibited. Cheating includes but is not limited to the following:

- Possessing, using, or exchanging improperly acquired information, whether in written or oral form, in the preparation of any essay, laboratory report, or other assignment in an academic course, or in preparing for any examination in a course.
- Copying from another student's paper.
- Use of prepared materials, notes, or texts other than those specifically permitted by the instructor during the examination.
- Collaboration with another student during an examination, unless such collaboration is explicitly allowed by the course instructor for the examination in question.
- Unapproved use of any technological device to gain or provide advantage on an examination, lab practical, or other assignment to be submitted for academic credit.
- Substituting for another person during an examination or allowing someone else to substitute for you.
- Solicitation or bribery of any person to obtain examination information.

**Plagiarism** is prohibited. Themes, essays, term papers, tests, presentations, creative works, and similar work submitted to satisfy course and program requirements must be the personal work of the student submitting it. Plagiarism is the failure to acknowledge indebtedness to the authors/creators of works used to complete such assignments and/or other course requirements. It is always assumed that the work offered for evaluation and credit is the student's own unless otherwise acknowledged. Such acknowledgment should occur whenever one quotes another person's actual words; whenever one appropriates another person's ideas, opinions, or theories, even if they are paraphrased; and

whenever one borrows facts, statistics, or other illustrative materials, unless the information is common knowledge. Further, it is expected, in the production of creative work, that the student's work products are original, and that any images, sounds, or other intellectual properties that are not the original work of the student will be used fairly and with acknowledgement of the original source(s).

**Research misconduct** is prohibited. Misrepresentation of data collection and analysis, including falsification, fabrication or omission of data is prohibited. Augusta University Policy for Responding to Allegations of Research Misconduct applies to students.

**Collusion** is prohibited. Collusion is defined as unauthorized assistance from or collaboration with another person in the preparation or editing of notes, themes, reports, or other written work or in laboratory work offered for evaluation and credit, unless such assistance or collaboration is specifically approved in advance by the instructor. In cases of collusion, both the provider and recipient of such assistance are in violation of this academic conduct policy. However, students are authorized to use appropriate campus resources in the completion of written work (e.g., the campus Writing Center). Unless stated otherwise by the course instructor, use of such campus resources does not constitute academic misconduct under this policy. However, no student, except those working in a tutorial capacity in a university approved academic support center, will knowingly give or receive unauthorized assistance in the preparation of any assignment, essay, laboratory report or examination to be submitted for credit in an academic course.

**False statements** are prohibited. False statements are defined as declarations made to avoid negative academic consequences. They include oral and/or written statements designed to obfuscate, misrepresent, or otherwise distort the presentation of facts related to a student's academic conduct in a course or program of study. Examples of such false statements include, but are not limited to, oral or written documentation providing willfully inaccurate information related to attendance, course work, examinations, and/or other course requirements enumerated in the syllabus of the particular course for which such a statement is provided.

**Other acts** of academic dishonesty are prohibited. Other acts of academic dishonesty may be defined by the instructor in his/her course syllabus or other written instructions (e.g., exam directions).

**Faculty Responsibility:** It is the duty of the faculty to practice and preserve academic honesty and to encourage it among students. The instructor must clarify in writing (for example in the course syllabus) any situation peculiar to the course that may differ from the generally stated policy. He or she should, whenever possible, make explicit the intent and purpose of each assignment so that the student may complete the assignment without unintentionally compromising academic honesty. It is the responsibility of the faculty member to provide for appropriate oversight of assignments, examinations, internship components, and other course requirements. Finally, it is the responsibility of the faculty member to provide written notice to the student of any suspected violations

of the academic honesty policy as described in process and procedures below.

**Student Responsibility:** It is the duty of the student to practice and preserve academic honesty. Each student should be aware of the specific policies governing academic conduct for the program(s) and course(s) in which he or she is enrolled, as well as the grievance and appeals processes put in place for adjudicating such policies. If the student has any doubt about a course policy, s/he should consult with her/his instructor or the course director. It is also the student's responsibility to check daily her/his Augusta University email so that official notification to the student regarding academic dishonesty can be carried out in timely fashion.

The following colleges handle disciplinary actions according to policies and procedures set forth in their respective conduct or honor codes:

Dental College of Georgia (DMD Students) – Student Conduct Code.  
Available upon request of the Associate Dean for Students, Admissions, and Alumni.

Medical College of Georgia (MD Students) – Medical College of Georgia Honor System

If the student is alleged to have engaged in non-academic misconduct, he or she should refer to the Augusta University Student Code of Conduct and the procedures outlined therein.

For the full policy language, please visit the following web address:  
[augusta.edu/compliance/policyinfo/policy/academic-honesty](http://augusta.edu/compliance/policyinfo/policy/academic-honesty).

### ***Section 5.3*** ***Student Academic Grievance***

The student has a right to fair treatment under the academic policies and procedures of Augusta University, as enumerated through stated academic regulations, academic program and course requirements, instructors' course syllabi, or other affirmative statements of academic policy. This policy provides recourse for any student who feels that his or her academic rights have been violated by the instructor in a course the student is taking or has recently taken.

Please visit the following web address for the entire policy:  
[augusta.edu/compliance/policyinfo/policy/student-academic-grievance](http://augusta.edu/compliance/policyinfo/policy/student-academic-grievance).

### ***Section 5.4*** ***Student Attendance***

Regular, punctual attendance is expected of students in all courses at Augusta University ("AU") and is counted at the first class meeting each term. Faculty members are required

to monitor student attendance and ongoing participation in the course. Additional attendance requirements may be established by the individual schools or programs as well as by the individual faculty member in each course. Students who incur an excessive number of absences, as defined by the faculty member and/or college, may be subject to academic penalty.

At the beginning of each semester, all faculty members will provide a clear written statement in their syllabi for each of their courses regarding policies for handling absences. Students are obligated to adhere to the requirements of each course and each course faculty.

To assist AU in complying with federal regulations pertaining to financial aid, faculty members are also required to maintain a record of and report student non-attendance at the start of each academic term. The Office of the Registrar is responsible for informing faculty of the duration of the nonattendance verification period and appropriate reporting method at the beginning of each academic term. If a student does not attend a class or participate in an online course during the non-attendance verification period, the faculty member will mark the student as not attending and the University Registrar will drop the student from the course. In the event a student is dropped for non-attendance during this designated time period, the effect is the same as if the student never registered for the course and it will not appear on the student's transcript.

Faculty members will be flexible enough in their attendance and grading policies to allow students a reasonable number of absences without penalty for extraordinary personal reasons or for officially representing the university. Students are expected to adhere to the attendance guidelines within the syllabus. No student should assume that the faculty member has initiated a withdrawal form. A student not withdrawn from a course who stops attending class, or who never attends class, is subject to receiving a grade of "WF" or "F" for the course.

Students involved in required activities representing Augusta University are excused from class meetings that conflict with specified events. These include, but are not limited to, athletic events for student-athletes, required academic or artistic events or competitions, or required student government activities. Other potential events as defined by the Deans of the colleges could be considered excused absences from classes when traveling. These absences shall not count against the student's attendance record.

Students participating in university-sanctioned events must present to all their course instructors a schedule of events highlighting conflicting dates the first week of the semester or as soon as known. Students are responsible for all coursework missed because of the event and will be given the opportunity to complete those assignments without penalty, when feasible, in a timely manner as negotiated between the faculty member and student.

Some exceptions to this policy may exist (e.g. programs for which accreditation requirements limit the number of absences). A student who is withdrawn for excessive

absences may appeal the decision in accordance with the Student Academic Grievance Policy.

## **DEFINITIONS**

*Course:* Any educational offering, regardless of location and/or delivery method, listed on the Schedule of Classes for an academic term that has enrollment.

### ***Section 5.5***

#### ***Email as Official Means of Notification to Students***

All students at Augusta University Augusta are expected to check their email account on a daily basis for important University announcements and other pertinent information. Students are also expected to update their contact information in Banner when necessary.

The policy can be found at the following web address:

<https://www.augusta.edu/compliance/policyinfo/policy/use-email-official-means-notification-students.pdf>

### ***Section 5.6***

#### ***Intellectual Property***

Augusta University places a high value on the innovations created by all members of the University community. In furtherance of the public good, Augusta University endeavors to identify, protect, market, license, and manage promising new innovations. To this end, this policy [augusta.edu/compliance/policyinfo/policy/intellectual-property-policy](https://www.augusta.edu/compliance/policyinfo/policy/intellectual-property-policy) represents the core principles and practices regarding intellectual property and its commercialization at the University.

### ***Section 5.7:***

#### ***Criminal Conviction Disclosure***

All students are required to disclose in writing to the Office of the Dean of Students any criminal convictions that occur after their admission and enrollment. Criminal convictions include adjudication of guilt by a jury or judge for any crime. Minor traffic offenses, first-offender treatment and convictions that have been pardoned are not included, but "no contest" pleas and convictions under appeal are included. Disclosures should be made within 30 days of conviction.

Failure to comply with this policy may result in a student code of conduct violation.

Students who have been convicted of certain types of criminal activity may be ineligible for a professional license or for employment with a state agency. In addition, the institution is required to collect and publish an annual security report in accordance with the Student Right to Know and Campus Security Act of 1990.

## **Section 6**

## **Getting Involved: Student Engagement Opportunities**

### ***Section 6.1***

#### ***Department of Student Life and Engagement***

The Department of Student Life and Engagement (SLE) exists to give students an opportunity to become involved in activities that complement their academic endeavors. The mission of SLE is to engage students, provide purposeful opportunities that enhance the academic experience and foster personal growth in an environment that demonstrates the University's core values.

The Department of Student Life and Engagement is directly responsible for many of the areas funded by the Student Activities Fee. SLE provides advice and assistance to the Jaguar Production Crew, the fraternity and sorority community, and officially recognized clubs and organizations. SLE also coordinates leadership programming as well as opportunities to get involved in civic engagement and service projects. SLE coordinates the operations of the Jaguar Student Activity Center (JSAC).

**DEPARTMENT OF STUDENT LIFE & ENGAGEMENT • JAGUAR STUDENT  
ACTIVITIES CENTER (First Floor) • SUMMERVILLE CAMPUS CONTACT  
INFORMATION: (706) 729-2382 EMAIL [sle@augusta.edu](mailto:sle@augusta.edu)  
[augusta.edu/student-life](http://augusta.edu/student-life)**

### **Section 6.2**

#### **Student Organizations**

Augusta University offers a wide array of student organizations. All student organizations must be officially recognized by the University. Recognition of student organizations is managed by the Department of Student Life & Engagement. All student organizations must have a faculty/staff advisor who is a full-time employee of the University, and a written constitution that includes a clause of nondiscrimination. Information regarding recognized student organizations and guidelines can be found on the Department of Student Life & Engagement's [JagLife](http://augusta.edu/jaglife) website.

### **Section 6.3**

#### **Student Organization Rights and Responsibilities**

Students and organizations are not only members of the academic community, but also are members of the larger society. As part of the University community, members of student organizations have a responsibility to know and follow all University rules and regulations. Student Organizations may be held accountable under the Code of Conduct, including the University Alcohol and Other Drugs policy found at [augusta.edu/student-life/conduct](http://augusta.edu/student-life/conduct). A student organization and its officers may be held collectively and individually responsible when violations of the Code of Conduct by those associated with the organization have received the consent or encouragement of the organization, or of the organization's leaders or officers.

To determine whether a student organization is responsible for a violation of the Code of Conduct, all circumstances will be considered, including, but not limited to: whether the misconduct was committed by one or more members of the organization; whether officers of the organization had prior knowledge of the misconduct; whether organization funds were used; whether the misconduct occurred as a result of an organization-sponsored function; and whether members of the organization lied about the incident.

#### ***Section 6.4 Fraternity and Sorority Life***

Augusta University is home to twelve fraternities and sororities, three councils, and one honor society who collectively seek to excel academically, philanthropically, and socially while still continuing to remain true to their own organization's standards, rituals, and traditions. As a Greek community, organizations work together to fulfill Augusta University's Fraternity & Sorority Life core values: scholarship, leadership, service, and friendship.

In order to join a fraternity or sorority, a student must have at least a 2.5 grade point average, but students should also understand that individual organization's membership standards may be higher. For more information, please visit the [Fraternity and Sorority Life](#) website.

#### ***Section 6.5 Student Government Association***

Acting as the voice of all students enrolled at Augusta University, the Student Government Association (SGA) actively works to improve the quality of life for the Student Body, along with the University and surrounding community as a whole. Believing in the right of self-governance, all students enrolled at Augusta University are eligible to be a member of the SGA. The President of SGA serves as the university representative on the University System of Georgia Student Advisory Council.

The Student Government Association facilitates the exchange of information and ideas between the students at all colleges of AU. Serves as a liaison between students, faculty, staff, and the administration in order to represent student opinions, needs, and interests to the administration; and to disseminate and promote the exchange of information from the administration and faculty to students. The SGA takes action to increase the quality of student services, academic programs, and the AU environment to further enhance the education of AU students. Lastly, the SGA supports a variety of social, cultural, intellectual, and recreational events to promote fellowship, personal growth, and involvement of AU students. For questions or concerns please go to student concerns at [augusta.edu/student-life/sqa/concerns](http://augusta.edu/student-life/sqa/concerns).

#### ***Section 6.6 Jaguar Production Crew ("The CREW")***

The Jaguar Production CREW, better known as "The CREW", is here to entertain you! We are the programming board that delivers a multitude of exciting and cultivating

events that is sure to enlighten your campus experience. Throughout our programming, we encompass diverse, developmental, entertaining, and social components to better serve the needs of our diverse student body.

If you're looking for an opportunity to enhance student life on campus, as well as gain leadership and professional skills, our team could be the right fit for you! Be sure to speak to a CREW representative today and find out how to get involved.

**JAGUAR PRODUCTION CREW • JAGUAR STUDENT  
ACTIVITIES CENTER  
(2<sup>ND</sup> FLOOR) • SUMMERVILLE  
CAMPUS CONTACT INFORMATION:  
(706) 729-2382  
[augusta.edu/student-life/crew](http://augusta.edu/student-life/crew)**

### ***Section 6.7***

#### ***Jaguar Student Activities Center***

The Jaguar Student Activities Center (JSAC) opened in the fall of 2006, and houses the following: six event and meeting spaces; the Multicultural Center; a game room that includes billiards, table tennis, and video game consoles; and several seating areas for socializing and dining. The JSAC offers a food court with several dining options that include Starbucks, smoothies, deli options, sushi, pizza, and grille options. The JSAC includes an Information Desk which serves as a primary source of campus and JSAC event information for students and guests on the Summerville Campus.

The JSAC serves the campus and student body by providing several opportunities for student employment. Student Managers assist the Department of Student Life and Engagement (SLE) in managing the daily operations, providing audio-visual support for meetings and events, handling general maintenance, supervising additional JSAC student staff, and serving the needs of all guests who enter the facility. Game room attendant's welcome student guests, assist with the maintenance of the facility, manage the equipment, and oversee the equipment rental process. Event staff setup and breakdown rooms between events and assists SLE with additional events held outside the JSAC and staff the Information Desk.

Student organizations are given priority for JSAC reservation requests because the facility is funded by student fees. Reservation requests also are open to University departments with the understanding that student organizations are given priority. Confirmed reservations are not changed or cancelled to provide available space for an organization or department. Reservations are currently unavailable to groups, organizations, or individuals outside Augusta University. Reservation requests are completely handled online, and the policies and procedures are available on the University's website.

**JAGUAR STUDENT ACTIVITIES CENTER • SUMMERVILLE CAMPUS  
CONTACT INFORMATION: (706) 729-2382**

**Section 6.8**  
**Civic Engagement**

The Civic Engagement office helps involve students in learning experiences that serve community needs through direct service and engagement opportunities. Opportunities for community service both at a distance and in-person, voter registration drives, and additional events that promote civic engagement will be available for students to participate in.

**CIVIC ENGAGEMENT • JAGUAR STUDENT ACTIVITIES CENTER**  
**(2<sup>ND</sup> FLOOR SLE) • SUMMERVILLE CAMPUS**  
**CONTACT INFORMATION: (706) 729-2382**  
[augusta.edu/student-life/civic-engagement](http://augusta.edu/student-life/civic-engagement)

**Section 6.8**  
**Campus Recreation**

**Campus Recreation**, housed on the Health Sciences Campus, provides students with a modern exercise facility known as The Campus Recreation Center (CRC). The CRC is fully equipped with basketball courts, free weights, cardiovascular equipment, a group fitness room, a spinning studio, a yoga studio, a cushioned running track, and shower facilities. Additionally, Campus Recreation is home to Intramural Sports, Club Sports, and Outdoor Recreation. Campus Recreation provides numerous opportunities for students of all experience levels.

Students may also pursue **Outdoor Recreation** by utilizing equipment for self-directed activities, or by participating in one of the many guided activities. Examples of guided activities include backpacking, hiking, kayaking, camping, and mountain biking adventures. Available for check-out are single and tandem kayaks, paddle boards, mountain bikes, backpacks, tents, sleeping bags, disc golf sets, and passes to Georgia State Parks.

Campus Recreation also offers students an opportunity to participate in sporting events at both a competitive and recreational level through Intramural Sports and Club Sports. The purpose of **Competitive Sports** is to foster a fun, engaging environment for students to interact with one another on the field of play, complementing the overall student experience. Student teams compete against one another for the right to be called Campus Champion. There are currently 16 various leagues and events offered to all students, and each is accommodating to varying levels of interest and skill. Club Sports are student led organizations providing leadership and athletic opportunities for Augusta University students. Clubs represent the AU through competitive athletic opportunities against other colleges and universities. Some clubs are individually oriented, while others are team oriented. Club Sports are open to beginners and advanced performers alike.

**CAMPUS RECREATION • CAMPUS RECREATION CENTER •**

**HEALTH SCIENCES CAMPUS DA-1000**  
**CONTACT INFORMATION: (706) 737-6800 TEL • (706) 721-5063 FAX •**  
[wellnesscenter@augusta.edu](mailto:wellnesscenter@augusta.edu)  
[augusta.edu/campus-recreation](http://augusta.edu/campus-recreation)

***Section 6.9***  
***1828 Ambassadors***

The 1828 Ambassador Board, an organization under the leadership of the Office of Academic Admissions in the Division of Enrollment and Student Affairs, is a group of student leaders with a commitment to helping the Augusta University community grow. Serving the division of enrollment management, ambassadors draw on their personal experiences to highlight the opportunities and benefits of an Augusta education through social media, special events, and campus tours. On and off campus, ambassadors are the face of Augusta University to both current and prospective students and university guests.

**1828 AMBASSADORS • ACADEMIC ADMISSIONS • BENET HOUSE**  
**SUMMERVILLE CAMPUS • CONTACT INFORMATION: (706) 667-**  
**4095 TEL • (706) 667-4355 FAX •**  
[augusta.edu/admissions/ambassadors](http://augusta.edu/admissions/ambassadors)

***Section 6.10***  
***Lumin Society***

The Lumin Society is an exclusive student ambassador program at Augusta University that represents the student voice with alumni, donors, and friends of the university. Lumin, meaning light in Latin, serves as the name for this group because these ambassadors serve as lights on our campus. This diverse group of student leaders organizes and assists with numerous students, alumni, and presidential events, and helps instill Jaguar pride and tradition around campus and the community. Lumin Society members can also participate in multiple membership development opportunities and hear firsthand about the institution's activities and vision from University Leadership.

Lumin Society Members meet formally 7 times during the school year and assist with various Alumni and Advancement events throughout the year. Recruitment for the Lumin Society begins at the beginning of each semester. Interested students can apply for membership in The Lumin Society by first clicking the link below and submitting the application. Applicants must also submit a letter of recommendation for the Lumin Society to [alumni@augusta.edu](mailto:alumni@augusta.edu). After you apply, you will be contacted to schedule an interview. Membership requirements can be found at the following web address: [augusta.edu/alumni/studentprograms](http://augusta.edu/alumni/studentprograms).

**LUMIN SOCIETY • AUGUSTA ALUMNI SUMMERVILLE CAMPUS •**  
**1120 15<sup>th</sup> Street AD-1104 • CONTACT INFORMATION:**

## Section 7

### Things to Know

#### *Section 7.1*

##### ***Americans with Disabilities Act***

Augusta University is dedicated in its commitment to comply with all regulations contained within the Americans with Disabilities Act (ADA) of 1990. We believe academically qualified individuals with disabilities should have equal opportunity and access to a quality education. The university is actively involved in fostering an environment that encourages full participation by students with disabilities in every segment of campus life.

Augusta University, in accordance with Section 504 of the Rehabilitation Act of 1973 and the Americans with Disabilities Act – Amended Act, 2008, ensures that all students with disabilities are afforded equal opportunity and access to all programs and facilities at Augusta University. The University System of Georgia has adopted eligibility criteria to identify students who demonstrate specific disabilities. The appropriateness of accommodations for each case must be evaluated on its own facts and merits by the campus Disability Service Provider.

Augusta University shall use the definition of disability noted in the ADA and ADA-AA. The term “disability” with respect to a student means (A) a physical or mental impairment that substantially limits one or more of the major life activities (including learning) of an individual, (B) a record of such an impairment, or (C) being regarded as having such an impairment. The Director of Testing and Disability Services (Director) is the designated campus authority who determines whether or not a student has a disability.

### **PROCEDURE FOR RECEIVING ACADEMIC ACCOMMODATIONS**

#### *Disability Services Responsibilities*

1. Review the student’s documentation and meet with the student as necessary to determine eligibility for receiving academic accommodations. Confer with other professional staff members and approve accommodations as appropriate for each student.
2. Meet with assigned student to discuss the approved accommodations and the procedures necessary to obtain them.
3. Research and prepare paperwork (such as “Accommodation Letters”) as necessary to facilitate receipt of appropriate accommodations for which the student is approved.
4. Assist the student with academic accommodations process.
5. Assist the student in resolving problems that may occur in the testing accommodations process.

6. Interact with Augusta University faculty, staff, and non-Augusta University professionals on student's behalf as appropriate (such as DRS counselors, other colleges, or graduate programs). Maintain records of interactions with student related to the administration of academic accommodations.

### *Student Responsibilities*

1. Contact the Office of Testing and Disability Services located on the Summerville Campus in Galloway Hall, at 706-737-1469, to arrange an appointment to register with the Office of Disability Services.
2. Prior to or on the day of your appointment, complete a Disability Services Intake Packet.
3. Provide appropriate documentation (as specified by Georgia Board of Regents criteria) that includes a statement of diagnosis, how the diagnosed problem impacts your ability to learn, and suggested accommodations to validate your request for academic accommodations. Documentation must be current and by a qualified health professional, such as a physician, audiologist, psychologist, psychiatrist, or neuropsychologist. (You can receive information regarding documentation online and/or during your initial appointment.)
4. Follow up with Disability Services to confirm that your documentation has been received.
5. Meet with the disability service provider to request academic accommodations.
6. Follow all time deadlines and procedures necessary to receive your specific academic accommodations as established by the Office of Disability Services.
7. Contact Testing and Disability Services in order to make an appointment prior to the beginning of each semester in order to discuss any necessary changes in your accommodations and to establish accommodations for current classes.
8. Contact Testing and Disability Services immediately should you encounter any difficulty or other concern regarding your academic accommodations.
9. Abide by the University's standards and guidelines for behavior in the Student Code of Conduct.
10. Adhere to the Academic Honesty Policies as stated within the Augusta University Policy Library which can be found at the following web address:  
[augusta.edu/compliance/policyinfo/policies](http://augusta.edu/compliance/policyinfo/policies).

### *Faculty Responsibilities*

1. Include information regarding accommodation procedures in each course syllabus.
2. Discuss the accommodations with the student once the student delivers the Accommodation Letter.
3. Provide approved accommodations.
4. Contact disability services if there are any questions or concerns about approved accommodations.
5. Follow proper, designated procedures for implementation of accommodations. Please see the Accommodation Guide at [augusta.edu/tds/documents/facultyguide](http://augusta.edu/tds/documents/facultyguide).

For further information regarding the ADA-AA and the rights guaranteed by this act,

please visit: <http://www2.ed.gov/about/offices/list/ocr/index.html>.

**TESTING & DISABILITY SERVICES • GALLOWAY HALL • SUMMERVILLE  
CAMPUS • CONTACT INFORMATION: (706) 737-1469 TEL**

**• (706) 729-2298 FAX •**

[tds@augusta.edu](mailto:tds@augusta.edu)

[augusta.edu/tds](http://augusta.edu/tds)

***Section 7.2***

***Clery Act & Crime Statistics Report***

The Jeanne Clery Act, a consumer protection law passed in 1990, requires all colleges and universities who receive federal funding to share information about crime on campus and their efforts to improve campus safety as well as inform the public of crime in or around campus. This information is made publicly accessible through the university's annual security report. Augusta University's Annual Security Report can be found at [augusta.edu/police/cleryandcrime/clery](http://augusta.edu/police/cleryandcrime/clery).

Under the Act, institutions must provide survivors of sexual assault, domestic violence, dating violence, and stalking with options such as changes to academic, transportation, or living, or working situations, and assistance in notifying local law enforcement, if the student or employee chooses to do so. It also provides both parties in a campus disciplinary process certain rights.

Colleges and universities must outline specific policies and procedures within their annual security reports, including those related to disseminating timely warnings and emergency notifications, options for survivors of sexual assault, domestic violence, dating violence, and stalking, and campus crime reporting processes.

***Section 7.3***

***Student Health Services***

*"To Care, To Cure, To Educate": A healthy student is more likely to be academically successful.*

Student Health Services provides professional primary medical care services and health promotion programs in an on-campus outpatient setting exclusively for students at Augusta University (AU) who are currently registered for classes. The scope of services is specifically designed to meet the needs of AU students enrolled at all campuses. Student Health strives to help students reach their highest academic potential by optimizing their health and well-being through best practices of quality and cost-effective medical care, prevention, and health education. Medical services are provided by licensed certified physicians, nurse practitioners, and physician assistants who have experience and a specific interest in the care of young adults. For more

information, please visit [augusta.edu/shs](http://augusta.edu/shs).

**Clinic Services:** acute care for illnesses and injuries, women's health, psychiatry, physical exams, health screening and diagnostic lab testing, immunizations, basic office procedures (EKG, respiratory treatments, etc.), travel medicine consultations, dietitian consultations, and an in-house Rx formulary of 22 most prescribed medications.

- Clinicians also provide physical examinations, order blood tests and other diagnostic tests, and provide personalized educational consultations (diet, family planning, stress management, travel vaccinations, sexual health, etc.).
- Gynecologic services are provided by women's health nurse practitioners by appointment only.
- Psychiatrist is available on both campuses, in-person and by telehealth, by appointment only.
- Registered Dietitian is available for personalized nutrition consultations, by appointment only.
- Physical Therapy services, by appointment only.
- "Get Yourself Tested" STI Clinic – asymptomatic students may get tested for several STI's without a provider appointment. Call for appointment.

**Access to Care:** All currently registered students are eligible to receive clinic services for an unlimited number of appointments each semester.

- Appointments are strongly encouraged by calling **706-721-3448**. Based on your symptoms, a nurse will triage you to see a provider later that same day, if available.
- Clinic visits may be done in-person or using telehealth based on student preference and symptoms.
- You do not need health insurance to be seen.

**Location:** Health Sciences Campus, first floor of the Pavilion 2 building located on the corner of Laney Walker Blvd. and Hospital Access Road. There are six designated parking spaces adjacent to the building for clinic patients only. The psychiatrist also sees patients at the Summerville Student Counseling and Psychological Services Center, by appointment only (call 706-721-3448).

**Charges:** There is no charge for provider visits. There is a nominal charge for routine physical exams, immunizations, lab tests, medications, physical therapy, dietitian consultations, and office procedures (e.g., EKG, colposcopy, pap exams) which are typically lower than community outpatient clinics. Students who are covered by the University System of GA student health insurance plan, are not required to pay any out-of-pocket costs for services performed at Student Health Clinic since most services are covered by the plan. The Clinic does not accept other types of third-party insurance and students will receive an invoice listing their charges that can be used to file for insurance reimbursement. Payment by check or credit card is required at time of service.

**Appointment Hours:** Mondays- Fridays: 8:00AM-4:30PM; One day a week during

fall and Spring Semester, the Student Health Clinic opens at 7:00AM; on another day of the week, the Clinic remains open until 6:30PM, by appointment only. Call 706-721-3448 for more details and make an appointment.

- Telehealth is available 24/7 through “Healthiest You”: [telehelp4students.com](http://telehelp4students.com). There is no charge for visits with a primary care physician if covered by United Healthcare Student Resources and nominal charge for all others.
- The Student Health Services website has a list of local health care options to receive emergency and urgent medical care after hours, including a telemedicine option: [augusta.edu/shs/afterhourscares](http://augusta.edu/shs/afterhourscares).

**Mandatory Immunizations and TB screening:** For a list of required and recommended vaccines and the Augusta University Immunization Form specific for your academic college, please visit [augusta.edu/shs/immunizations](http://augusta.edu/shs/immunizations). Forms should be sent to Student Health using the online portal [augusta.medicatconnect.com](http://augusta.medicatconnect.com). You will use your username and password to log in. If you do not have an Augusta University email account, you can submit your documents via email to [immunizations@augusta.edu](mailto:immunizations@augusta.edu).

**Health Insurance:** Student Health Services administers the University System of Georgia student health insurance plan endorsed by the Board of Regents. This plan or equivalent health insurance coverage is required for all students enrolled in a clinical (e.g., MCG, DCG) or graduate program, as well as international students and student athletes. Students who have alternative, comparable insurance may opt out of the school-sponsored plan by completing an online student health insurance waiver form. The minimum insurance coverage requirements and waiver form are available at: [augusta.edu/shs/waiver](http://augusta.edu/shs/waiver). For more information about all student health insurance plans, including schedule of benefits, premiums, travel insurance, as well as optional dental and vision plans, please visit [augusta.edu/shs/availableplans](http://augusta.edu/shs/availableplans).

**STUDENT HEALTH SERVICES • HEALTH SCIENCES CAMPUS  
PAVILLION 2 BUILDING, 1471 LANEY WALKER BLVD.  
CONTACT INFORMATION: (706) 721-3448 TEL • (706) 721-7468 FAX •  
[studenthealth@augusta.edu](mailto:studenthealth@augusta.edu)  
[augusta.edu/shs](http://augusta.edu/shs)**

### ***Section 7.4***

#### ***Student Counseling and Psychological Services***

Student Counseling & Psychological Services (SCAPS) is the primary mental health resource for students. Our services are free and confidential. Our staff consists of licensed psychologists, licensed professional counselors, and graduate trainees (counseling interns) under supervision of a licensed mental health provider. SCAPS has two offices-on the Summerville Campus (CE-2A Second Floor of the Physical Plant Building) and on the Health Sciences Campus (DA-2014; second floor of the Student

Center).

The staff provide assistance to students with **common concerns** like depression, sadness and loneliness, anxiety and stress, panic attacks, relationship and family concerns, adjustment and homesickness, traumatic experiences, eating and body image concerns, alcohol and or drug use, as well as many others. SCAPS offer counseling services from a brief psychotherapy model. Students typically feel that 3-5 sessions adequately address their needs, with some receiving less, and some receiving more. We help to assist students with community referrals for long-term ongoing counseling.

**Brief Counseling** is available for students who wish to discuss a wide range of personal concerns. Your counselor will work with you to develop a unique approach to help address your concerns, and/or provide a referral, when necessary. **Triage Appointments** are typically the first point of contact for students. During a triage appointment, the counselor will determine what type of service best fits the student depending on their concern. A menu of services offered at SCAPS includes the following: an initial appointment and brief individual or group counseling at SCAPS, a single solution focused session, an emergency appointment, psychoeducational skill-based workshops, case management, referral to other campus offices, referral for off campus mental health services and resources. Some students may need and may receive more than one SCAPS service.

**Emergency Appointments** are available for students who are experiencing life-threatening concerns (e.g. harm towards self or others), traumatic events, psychotic symptoms, and those struggling to meet their basic needs. Call us at 706-737-1471 and you will be connected to a counselor on emergency duty. For after-hour mental health emergencies, students have the following resources: call 911, or go to the nearest emergency room, or call the 24-hour Georgia Crisis & Access Line at 1-800-715-4225, or call the 24/7 Support Line at 833-910-3364.

**Consultation Services** are available for any member of our community who is concerned about the welfare of another.

**Prevention Programs** are available each semester on issues relevant to the current needs of our students, such as suicide prevention and awareness training (QPR Training), and wellness and resilience workshops.

**STUDENT COUNSELING AND PSYCHOLOGICAL SERVICES • SUMMERVILLE CAMPUS– CENTRAL ENERGY BUILDING • HEALTH SCIENCES CAMPUS – STUDENT CENTER• CONTACT INFORMATION: (706) 737-1471 TELEPHONE [augusta.edu/counseling](http://augusta.edu/counseling)**

### ***Section 7.5***

#### ***Testing and Disability Services***

The Department of Testing and Disability Services (TDS) supervises the administration of both institutional and national standardized tests and serves to ensure that all students with disabilities receive an accessible and positive college experience.

Testing Services plays an integral part in the facilitation of Augusta University's commitment to the advancement of knowledge. Our testing facility was established to provide a variety of testing services in a reliable, convenient, and accessible location for students, faculty, staff, and members of the surrounding communities. The types of tests we provide include, but are not limited to the following:

- Administration of tests for career certifications;
- Administration of assessments necessary for admission into undergraduate and graduate education programs (e.g., TEAS, MAT);
- Test proctoring for students enrolled in online or distance education courses;
- CLEP and DSST exams for college credit.

### *Disability Services*

Augusta University is committed to the full inclusion of all individuals and to the principle of individual rights and responsibilities. To this end, policies and procedures ensure that persons with a disability are not, on the basis of disability, denied full and equal access to and enjoyment of academic and co-curricular programs or activities; nor are people with disabilities otherwise subjected to discrimination under programs or activities offered by the University. If a student meets the designated criteria for a disability, the University is required to make reasonable accommodations. Accommodations are made on an individual basis. What may be a reasonable accommodation for one individual may not be for another, due to such factors as severity and type of disability. The appropriateness of accommodations for each case must be evaluated on its own facts and merits (Americans with Disabilities Act – Amended Act, 2008).

Disability Services provides a variety of services and accommodations to meet the needs of disability related concerns in accordance with the Rehabilitation Act of 1973 as amended, the Americans with Disabilities Act – Amended Act of 2008, and Board of Regents' policies. The services provide assistance to students who have either a physical or mental impairment which substantially limits one or more life activities. To receive services, students must provide current documentation of their disability from a qualified professional. The Board of Regents' criteria for evaluation must be followed in the documentation of all types of disabilities. Services include, but are not limited to the following:

- Assistance in obtaining textbooks and course materials in alternate format (e.g., audio recordings, Braille, and large print).
- Adaptations for exams such as extended time, recorded and large print exams, and text recorders.
- Recording devices and/or note-takers.
- Print reading and enlarging machines.
- Zoom-text computer magnification systems which enlarge screen displays.
- Screen/computer reading software.
- Accommodations related to Student Housing

A student given accommodations by the institution must meet, either with or without accommodations, the technical standards of the program into which the student has been accepted or is enrolled.

**TESTING & DISABILITY SERVICES • GALLOWAY HALL • SUMMERVILLE  
CAMPUS • CONTACT INFORMATION: (706) 737-1469 TEL**

**• (706) 729-2298 FAX •**

[tds@augusta.edu](mailto:tds@augusta.edu)

[augusta.edu/tds](http://augusta.edu/tds)

***Section 7.6***

***Housing and Residence Life***

Housing and Residence Life at Augusta University strives to create a positive residential community that supports the central academic mission. The residential experience provides opportunities for students to extend their learning opportunities beyond the classroom, library, or laboratory. All levels of staff work diligently together to create a living environment where each student is offered the opportunity to develop as an individual in an atmosphere that encourages emotional and intellectual growth.

Visit us at 830 Spellman St. (Oak Hall) Monday-Friday, 8:00 AM-5:00 PM.

Important items on the housing website include:

- Maintenance Request Information
- Residence Life Guide to Community Living
- Residence Life Space Reservations
- Important Announcements, Dates, and Phone Numbers.... AND MORE!

**HOUSING AND RESIDENCE LIFE • OAK HALL • ELM HALL • UNIVERSITY  
VILLAGE • CONTACT INFORMATION: (706) 729-2300 TEL •**

[residencelife@augusta.edu](mailto:residencelife@augusta.edu)

[augusta.edu/housing](http://augusta.edu/housing)

***Section 7.7***

***Military and Veterans Services***

Augusta University maintains two offices to serve military affiliated students. The Office of Military and Veteran Services (MVS) is located on the Summerville campus to assist service members, veterans, and their affiliated family members to maximize their educational experience. The MVS is located on the second floor of Washington Hall, Suite 212 and coordinates Veterans and dependents benefit processing. Augusta University also maintains an office in the Command Support Center with Army Continuing Education Services (ACES) on Ft. Gordon. Military affiliated students receive assistance with the admissions application, Tuition Assistance benefit processing, and concierge services for

academic advising and financial aid.

Augusta University is a Yellow Ribbon School. Yellow Ribbon candidates must be fully accepted and 100% eligible for Post 911 G.I. educational benefits. Recently Separated, Active Duty Personnel, or other out of state waiver options will be explored before the use of Yellow Ribbon. Yellow Ribbon designations are limited in number and awarded on a first-come/first-served basis.

As students at Augusta University, veterans and certain other persons may qualify for VA benefits. Eligibility for such benefits must be established in accordance with policies and procedures of the VA. Interested persons are advised to investigate their eligibility early when planning to attend Augusta University. New or returning students should make adequate financial provisions for one full semester from other sources, since payments from the VA are sometimes delayed. Each person receiving VA educational benefits is responsible for ensuring that all information affecting his or her receipt of benefits is kept current, and each must confer with the School Certifying Official in the MVS at least once each semester to keep his or her status active to receive funds.

Active duty military members as well as some Reservists and National Guard members may be eligible for Tuition Assistance (TA). Augusta University is an LOI Institution with Army Ignited but support active duty service members from all military branches. Contact the Ft. Gordon Site Representative at [fortgordon@augusta.edu](mailto:fortgordon@augusta.edu) for more information.

In addition to Veteran's benefits and Tuition Assistance processing, we offer a mentoring program through American Corporate Partners and support a positive student experience with military specific programming and a chapter of Student Veterans of America (SVA). In addition, MVS provides a student lounge and private study rooms where military and veteran students can meet, study, and hold group study sessions.

MVS on the Summerville Campus office hours are: Monday through Friday 8:00 a.m. to 5:00 p.m. Currently-enrolled veterans and other military affiliated students can access the Military Resource Center in Washington Hall, Room, 233, 24 hours a day Monday through Sunday using their student identification card. Augusta University at Ft. Gordon is located at 271 Heritage Parkway, Bldg 35200 in the Command Support Center (inside ACES). Office hours are 8:00 a.m. to 5:00 p.m. Monday through Friday.

**MILITARY AND VETERAN SERVICES • CONTACT INFORMATION:**  
**WASHINGTON HALL SUITE 212 • (706) 729-2255**  
[augusta.edu/military](http://augusta.edu/military)

### **Section 7:8** **University Libraries**

Reese Library (Summerville Campus) and Greenblatt Library (Health Sciences Campus) provide research assistance and access to databases, books, ebooks, government publications, electronic and print journals, audiovisuals, and historical collections in

support of student learning and research.

The Libraries' website [augusta.edu/library](http://augusta.edu/library) provides 24/7/365 access to online resources. Remote access is available for most electronic resources via JagNet ID and password together with Duo multifactor authentication. Thousands of research journals with full text are available electronically through research databases accessed via the GALILEO portal and through key biomedical databases such as PubMed and CINAHL. The Libraries' online catalog allows searching for books, ebooks, media, government information, and print journals. Books not available here, but located at another University System of Georgia (USG) library, may be requested through GIL Express. Books not available from another USG library, as well as articles not available in full text, may be requested through Interlibrary Loan. Please allow additional time for these requests to process.

A valid JagCard must be presented to borrow materials, which will only be loaned to the JagCard holder. Checkout periods and borrowing policies are listed on the Libraries' website. It is the borrower's responsibility to return materials when they are due, and fines are imposed to ensure that items are returned promptly for the use of others. Students who have not cleared their library accounts cannot graduate or order transcripts.

Research assistance for students is available in person or remotely via email or chat from the libraries' homepage. Students can also request individual appointments with librarians for more in-depth research needs. Please see the listing of embedded/liaison librarians at [augusta.edu/library/help/liaisons](http://augusta.edu/library/help/liaisons).

University Libraries make available a variety of study and computer areas. Reese Library has computer workstations, individual study areas, group study rooms, and group practice presentation rooms. A multimedia lab and collaborative space featuring both MAC and Windows computers is located on the second floor. Large format printing and lamination services are available on the third floor. Information Technology (IT) assistance and loans of video and still cameras for class projects are available at the first-floor information desk.

Greenblatt Library provides a computer lab, individual study areas, group study rooms, lockers, and study carrels. The library also houses the Creative Technology Lab, a makerspace that provides 3D modeling and printing services, as well as a Cricut cutter, a laminating machine, and a large media screen for data visualization and other collaborative work. Laptops are available for student checkout, and IT assistance is available at the first floor information desk.

Additional libraries' services include payment of printing by JagCard, free scanning, and payment of fines and fees online through TouchNet.

**GREENBLATT LIBRARY • HEALTH SCIENCES CAMPUS • 1439 LANEY WALKER  
BLVD. • REESE LIBRARY • SUMMERVILLE CAMPUS • 2500 WALTON WAY  
CONTACT INFORMATION: GREENBLATT (706) 721-3441 •**

***Section 7.9***  
***University Police Department***

**Mission**

The mission of the Augusta University Police Department is to promote a safe atmosphere in which the University's educational and patient care mission can be successful. This is accomplished through traditional and progressive law enforcement practices and strong community partnerships.

**Vision**

The vision of the Augusta University Police Department is to be a nationally recognized leader in providing innovative and community based higher education law enforcement services.

**Core Values**

The Augusta University Police Department strives to adhere to the highest standards of service and to our community. The members of the Augusta University Police Department will ascribe to these core values:

- Integrity
- Professionalism
- Respect
- Excellence

The Augusta University Police Department operates a communications center 24 hours a day, 365 days a year, providing a direct link between the university community and the police. The Augusta University dispatch communications center receives routine and emergency calls on 706-721-2911. Augusta University Police Administration can be reached at 706-721-2914 during normal business hours. When someone calls into the communications center, the dispatcher will need to obtain enough information to determine which, and how many officers need to be dispatched. Augusta University Police maintain a close working relationships with all local law enforcement agencies and continuously share information regarding incidents that occur in each jurisdiction. Augusta University Police Department is comprised of sworn/certified police officers who have the authority to arrest and enforce law like any other police jurisdiction in the state of Georgia. These officers are responsible for life safety and property security on Augusta University property, and patrol the university on foot, police mountain bike and patrol car.

All officers are trained and certified in accordance with the Georgia Peace Officers Standards and

Training Council rules and regulations. They respond to calls for service, make

preliminary investigations of reported crimes, provide safety escorts, provide crime prevention classes and assist the campus community in any way possible. Uniform police officers receive a minimum of twenty (20) hours of continuing education training each year, which includes topics such as crisis management, legal updates, active shooter training, domestic violence, CPR, conflict resolution and other areas that enhance their ability to enforce the law and help our community.

In the pursuit of excellence, the Augusta University Police Department has been awarded State Certification, an accreditation granted to the top 15% of all law enforcement agencies in the State of Georgia. Through a statewide integrated computer network, the communications center has immediate access to both national and statewide law enforcement criminal databases. Augusta University Police have signed Memorandums of Understandings with local law enforcement agencies that will ensure any additional manpower and/or specialized support needed will be available upon request. Emergency telephones are strategically placed throughout the campuses and all campus elevators are equipped with emergency telephones for emergency contact with Augusta University Police.

Rave Guardian, a Smart Phone app is available to all students and employees of Augusta University. Any person with an "august.edu" e-mail domain can download this app for free at the App Store or Google Play. Rave Guardian gives our community new ways to connect with Augusta University Police Department. The app has several features, including an Emergency Call button that when activated, notifies Augusta University Police of your location and automatically connects with a Dispatcher. With this location, a Police Officer can be immediately dispatched to your location. Rave Guardian includes a two way text system that also allows users to send photos to Augusta University Police, or chat with a Dispatcher, a Safety Timer, and other useful tools.

### **Lost and Found**

Augusta University Police maintains a lost and found property repository for the University. These services are located at the Police Department, (HT) Annex II. Any found property should be turned in to the Augusta University Police, so efforts can be made to locate the legal owner. Lost property should be reported to the Augusta University Police Department by telephoning 706-721-2911. Any found property not claimed by the legal owner will be held for ninety days and then disposed of according to Georgia law.

Lost Augusta University ID cards will be returned to one of two places. On the Summerville Campus, they will be taken to the Jag Card Office on the second floor of the JSAC building. On the Health Sciences Campus they will be taken to the Badge/Key Control Office in (HT) Annex II.

### **After Hours Facilities Access**

In order to access university facilities after hours:

- Must have a valid Augusta University ID. It is university policy that all employees and

students visibly display the institutional picture ID while on the Health Sciences Campus, and all students and employees must have their institutional picture ID with them on the Summerville campus.

- Must have a "lab partner" in certain restricted areas designated by the university, for safety reasons. Certain other labs and research sites require special authorization to enter. An access list is maintained at the communications center for those sites and only persons on the approved lists will be granted access.
- Students are not allowed to bring non-students/unauthorized personnel into Augusta University facilities.
- Facilities are defined as buildings, labs, athletic fields, and or other real property owned or leased by Augusta University.
- Failure to present a valid ID card upon request will result in the person not being allowed to enter the area and being asked to leave campus.
- University Policy allows for students to enter campus facilities after-hours when they have received prior written authorization. This means your professor, supervisor, or building manager must submit the proper paperwork to the Augusta University Police Communications Center prior to being admitted to the locked building or area. In the event the University is closed for an emergency during the semester, there will be no access granted to any student, faculty, or staff without authorization from the Office of the President.

Access to Augusta University computer rooms are for currently enrolled students only. The Department of Information Technology is responsible for setting computer room hours.

### **Motorist Assistance**

Augusta University Police provide assistance to motorists who are experiencing vehicle problems. Augusta University Police personnel are available to assist with jump starts, and unlocking vehicles.

### **Safety Escorts**

Augusta University Police are available to provide personal safety escorts upon request, 24 hours a day, 365 days a year. Students and staff are encouraged to use this service, especially after normal business hours and late into the night.

### **First Aid Injuries/Safety Hazard Reporting**

For first aid assistance, please call Augusta University Police at 706-721-2911. All injuries, which occur on Augusta University property no matter how minor, should be reported to the Augusta University Police and a student/visitors/employee injury report will be filed.

Any unsafe working condition, unsafe acts, or safety hazards should also be reported to the Police Department immediately at the numbers listed above.

## Crime Prevention

The Augusta University Police Department strives to prevent crime before it occurs. For that reason, the department offers many crime prevention classes and tips throughout the year in an effort to share information that will assist in keeping the community members safe, not just on campus, but wherever they travel.

**POLICE DEPARTMENT • ANNEX II • HEALTH SCIENCES CAMPUS**  
**CONTACT INFORMATION: EMERGENCY (706) 721-2911 • (706) 721-2914 TEL**  
**• (706) 721-1254 FAX**

[police@augusta.edu](mailto:police@augusta.edu)

[augusta.edu/police](http://augusta.edu/police)

Follow us on Facebook, Twitter and Instagram: *@augpolice*

### ***Section 7.10***

#### ***JAG Alerts***

Augusta University strives to keep our community safe with the most up-to-date information that we can gather. Each student is entered into the automated alert system as part of the University's registration process. This allows each member of the AU family to receive alerts about situations that could affect your health and safety.

For the system to work effectively, your contact information must be accurate up-to-date and available. Please ensure your mobile number is entered to receive text alerts in an emergency.

Please visit the Jag Alerts webpage at [augusta.edu/cepar/alert](http://augusta.edu/cepar/alert).

### **Section 7:11: RAVE Guardian**



AU Police Dispatch monitors RAVE Guardian 24/7. We're here for you, any time, day or night.

Rave Guardian is the best way to improve your personal safety by leveraging those you trust to be your own private safety network. Rave Guardian provides rapid and proactive communication with Augusta University Police. Guardian is configured to make connecting in times of crisis or just plain confusion simple and easy.

Rave Guardian allows you to do the following:

- Text with Augusta University Police in real time

- Send in anonymous tips
- Share location information with safety officials during an emergency call
- Quick access to safety or important phone numbers
- A Safety Timer for an extra layer of safety wherever you are
- If you allow Guardian, you can receive JAG Alerts based on your location.

The app can be downloaded from Google Play [HERE](#) and from the App Store [HERE](#).

### ***Section 7.12***

#### ***Student Publications (The Bell Ringer and Phoenix Magazine)***

*The Bell Ringer* is Augusta University’s award-winning student newspaper. The newspaper’s content is published occasionally in print and online at [aubellringer.com](http://aubellringer.com). The Bell Ringer also does a podcast called “The Sports Squad.” The newsroom is on the second floor of the Jaguar Student Activities Center.

BELL RINGER AWARD: The editor-in-chief and the faculty adviser of the Bell Ringer choose the staff’s outstanding member to receive this award. *The Bell Ringer* competes in the Georgia Press Association, Southern Regional Press Institute, College Media Association Pinnacle, and Society of Professional Journalists’ Mark of Excellence Awards contests.

*The Phoenix Magazine* is Augusta University’s award-winning student magazine. The magazine’s content is published twice a year and appears online at [issuu.com/gruphoenix](http://issuu.com/gruphoenix). *The Phoenix* features long-form journalism, creative designs, and photography.

THE PHOENIX AWARD: The editor-in-chief and the faculty adviser of *The Phoenix* choose the staff’s outstanding member to receive this award.

#### **THE BELL RINGER • THE PHOENIX • JAGUAR STUDENT ACTIVITIES CENTER • SUMMERVILLE CAMPUS CONTACT INFORMATION: (706) 737-1600**

[aubellringer.wordpress.com](http://aubellringer.wordpress.com)

Twitter: *@BellRinger\_News*

### ***Section 7.13***

#### ***Campus Bookstore***

The JagStore at the Summerville campus is committed to providing textbooks, course materials, services, and other merchandise while enhancing and supporting the educational and social experiences of Augusta University students, faculty, and staff. The bookstores are the source for all educational needs including textbooks, lab supplies, course packets, school supplies, and study aids. Students may purchase or rent new or used textbooks. The bookstores accept cash, check, Visa, MasterCard, Discover, and Financial Aid/Loans for all payments. Financial Aid is accepted beginning two weeks prior to the start of the semester and continues thru the first week of each academic

session. Please check the bookstore website for dates. A primary goal of the bookstore is to provide educational materials to students at the lowest cost possible.

Money-saving tips for purchasing textbooks and other course materials:

- Compare prices for textbooks [here](#). This site will allow you to compare prices for Augusta University textbooks with several vendors, including the JagStore. Use caution when purchasing from sources other than the JagStore, be sure the books have all of the components required by your instructor.
- Consider renting textbooks. Many titles are available as a rental textbook.
- Purchase used books when possible; used textbooks are 25% cheaper than new and help preserve our environment.
- Purchase your books before class or as early as possible; more used books are available and the bookstore is not as busy. Books are organized by course, so you just need your schedule to find the correct books.
- Purchase only the required materials before class; if a textbook is listed as optional or recommended, wait until after classes begin. You may not need this book.
- Sell your unwanted textbooks at the end of the semester; the JagStore will pay up to 50% of the purchase price for books that have been re-adopted for the next semester, are in current edition, and are not overstocked at the bookstore. All other books may be purchased by a national used book dealer.

### ***Section 7.14***

#### ***Campus Dining & Meal Plans***

The Summerville campus features two locations for dining:

- The Summerville Food Court located in the Jaguar Student Activities Center (SAC) includes a Starbucks, Freshens Kitchen, WoW American Café and Wingery, Pizza Hut Express, and Hissho Sushi.
- SubConnection located in Allgood Hall (AH) features grab and go meals for breakfast and lunch.

The Health Sciences campus features a variety of dining venues:

- The Atrium Dining Hall, located in the Student Center offers a full breakfast, lunch and dinner program for students and employees.
- The Education Commons building is home to Einstein's Brothers Bagels
- There is a Subway franchise located on Harper Street.
- Students may dine at Terrace Dining Cafeteria on the second floor of the hospital.

All underlined locations accept swipes as part of the student meal plans. Please note that daily swipe limits apply at locations other than Atrium Dining - see dining website for full details. All campus dining locations listed accept meal plan funds – [dining dollars or flex dollars] in addition to cash or card.

For more information, please visit [augusta.edu/diningservices](http://augusta.edu/diningservices) or email [studentdining@augusta.edu](mailto:studentdining@augusta.edu).

### **Section 7.15** **Parking and Transportation**

Availability of parking can vary due to day, time and location. Students with classes one more than one campus location should plan to park at Summerville and use the AU Transit to move between campuses.

#### **JagExpress Transit**

The AU Transit system uses the **Passio-GO mobile app** for schedules and on-demand requests. The Blue Route is the primary student route. Hours and service times are available [online](#), with route updates and changes posted to the Passio-GO app. *Shuttles generally do not operate on university holidays, or when classes have been cancelled due to inclement weather.*

#### **Parking Permits**

All vehicles parked on university property require a permit. Basic student permits for non-reserved lots are \$50.00 per semester [DCG & MCG are \$75 per semester]. Please see the parking guides below for specific information about lot availability and access.

Semester permits are active August 2 to December 31, and January 1 to May 15. Permits must be renewed each semester. All parking fees are point-of-sale transactions and are not applied to a student's POUNCE account. All permits must be linked to the vehicle license plate.

#### **Parking Permit Registration**

Registration is easy. Before you get started, please make sure you have your vehicle information on hand (year, make/model, body type, color, **license plate/tag** number and state) and then do the following:

1. Visit the [Parking Management Portal](#) website.
2. Select Order Permits.
3. Log in using JagID.
4. Select Order Permits (again)
5. Select the appropriate permit.
6. Verify your information is correct.
7. Complete your transaction.

#### **Parking Guidelines**

[Students Living On-Campus](#) – Oak Hall, Elm Hall & University Village  
[Commuter Students](#) – undergraduate, graduate, and professional students  
Visiting Students – East Georgia, Augusta Tech & clinical rotations

### **ParkMobile Option for Daily Use**

Students who are taking most classes at a distance may choose to use the daily parking options. Daily users may register and pay via ParkMobile app. Daily rate option is limited to Health Science Lots 29, 55, 61, 69, 70; Summerville Lots 105, 108, 119, 122, 124; and Christenberry Fieldhouse.

### ***Section 7.16***

#### ***Copy and Print Center***

A full-service Copy & Print Center is located on the first floor of Annex II at 524 15th Street.

For more information, please visit [augusta.edu/auxiliary/copy](http://augusta.edu/auxiliary/copy) or call 706-721-3575.

### ***Section 7.17***

#### ***JagCard***

The JagCard is the official university identification card. Students must always have this card with them while on the Summerville campus and must display their JagCard while on the Health Sciences campus.

Your JagCard is issued to every enrolled student free of charge. The JagCard should be obtained before the first semester of enrollment and is considered permanent. You can electronically submit your photo and have your card pre-printed! Visit the JagCard website at [augusta.edu/jagcard](http://augusta.edu/jagcard) for detailed information and the sign on link to submit your photo. If your photo meets the requirements you will receive a verification of such, and it can be picked up by visiting the JagCard office or at selected Orientation/Move In events. If for some reason the photo is not acceptable for your JagCard ID, you will also receive an email detailing why it is not. If this happens, simply take note of the guidelines as listed on the website and submit another. If a JagCard is lost/stolen/damaged, a new card may be obtained by visiting the JagCard Office. Proof of identification with photo (driver's license, passport, or military identification) is required for all JagCards.

A JagCard is required for access to all student-fee related functions. This includes athletic events, Wellness Center, intramural sports, student programs and activities, and the Maxwell Theater. JagCards may also be used as a debit card by opening a JagCash account.

The JagCard and its accounts and all forms, records, and transcripts of its use are

the property of the University. Lending it to anyone is a violation of regulations and is subject to penalty. Loss must be reported to the JagCard Office immediately.

The JagCard Office is located inside Annex I, HS Building, near the University Police Department.

For your convenience and in support of effective social distancing, you can now use the QLESS app to virtually sign in for JagCard Services before you ever arrive. Once you do, you will get real time text updates to your status. Your initial wait time, your progress as you move toward the "front of the line" and remind you when it is time to head to the office, walking in as the next to be served. You can also request more time and not lose your place in line via a simple reply text or in the app. This program allows you to wait where YOU want to wait an alert you when it is time to arrive to be served accordingly. Simply download the QLESS app from your Apple or Google Play store and select Augusta University.

1499 Walton Way  
Augusta, GA 30901  
706-731-0323

For more information, visit [augusta.edu/jagcard](http://augusta.edu/jagcard).

The Wait Is Over - No More Lines!

- 1 JOIN A LINE**  
Join the line from anywhere
- 2 MOVE FREELY**  
Wait wherever you want
- 3 GET UPDATES**  
Receive wait time updates
- 4 BE SERVED**  
Get notified when it's your turn

**JAGCARD PICKUP**  
**ANNEX 1 (HS)**  
**1499 WALTON WAY/WEST ENTRANCE**  
(ACROSS FROM PIZZA HUT)

**\*NEW PERMANENT LOCATION!!\***  
***You MUST use the Qless system to sign in BEFORE you arrive. Details will be given to you in text and text updates as your time gets closer so there is no waiting in line for you.***  
***Ways to sign in and "get in line"***

- Download the Qless App- select Augusta University and select the que or ques that fit your need!
- Text the word Jagcard to 706-397-4552 and select your que(s)
- Go to [www.augusta.edu/jagcard](http://www.augusta.edu/jagcard) and use the sign in link there!
- Sign in at the office kiosk- this will make your wait longer as you enter the que in order-many are already in it from signing in on line.

***Once signed in, you can wait in your office, run errands, sit in your car, get a snack- or wait wherever you are comfortable at. You will receive text updates to your status "in line" and notification when it is time to head on in and be first in the line!***

**Section 7.18**  
**Athletics**

Augusta University is affiliated with the National Collegiate Athletic Association (NCAA Division II) and is a member of the Peach Belt Conference.

Augusta University Athletics sponsors 13 varsity sports. The Jaguars field women's teams in Volleyball, Cross Country, Basketball, Softball, Tennis and Track & Field in Division II while Women's Golf competes on the Division I level in Southland Conference. The Jaguars field men's teams in Cross Country, Basketball, Baseball, Tennis and Track & Field in Division II while Men's Golf competes at the Division I level as part of the Southland Conference. The Men's Golf program captured back-to-back Division I National Championships in 2010 and 2011 and became the first team in 26 years to repeat as national champions. In 2018, Jaguar golfer, Broc Everett, won the Division I National Championship as an individual in men's golf. The Men's Basketball program made three consecutive Elite Eight appearances from 2008-2010 and is the most successful men's basketball program in the state of Georgia among all divisions since the beginning of the 2006-07 season in terms of wins and winning percentage.

For the 2020-21 academic year, Women's Volleyball won the Peach Belt Conference Tournament Championship. The runners of the Jaguar Men's Cross Country successfully defended their title making them back-to-back Conference champions after their Conference Championship title in 2019. The Jaguar Volleyball Team successfully also defended their title making them three-peat Conference champions after their Conference Tournament titles in 2018 and 2019. The Student Athletes' overall GPA was once again above a 3.0 with for the 2020-2021 academic year.

**ATHLETICS • CHRISTENBERRY FIELDHOUSE**  
**CONTACT INFORMATION: (706) 737-1626 TEL (706)**

[augustajags.com](http://augustajags.com)

***Section 7.19***  
***Financial Aid***

Staff members in the Office of Student Financial Aid are available to assist students through the financial aid process by providing students with information about federal, state, and institutional loans, grants, scholarships, and work study programs. The Office encourages all current or prospective students to explore their financial aid options at Augusta University.

Begin the application process for financial aid after October 1st for the upcoming academic year by completing the Free Application for Federal Student Aid (FAFSA) at [studentaid.gov](http://studentaid.gov).

To apply for the HOPE or Zell Miller Scholarship ONLY, completing the FAFSA is not required but you must complete an online application at [gafutures.org](http://gafutures.org) available under GSFAPPS and some students are also required to complete a HOPE Scholarship Form (found at [augusta.edu/finaid/hope](http://augusta.edu/finaid/hope)). Please complete the application process by the published priority dates and/or deadlines.

To receive aid under any of the federal or state programs, you must:

1. Be a citizen of the United States or be in the United States for other than a temporary purpose, or otherwise be classified as an eligible non-citizen.
2. Demonstrate financial need (where applicable).
3. Make Satisfactory Academic Progress (SAP) as defined by the Augusta University Financial Aid Office. Learn more at [augusta.edu/finaid/documents/standardssapnewrevf](http://augusta.edu/finaid/documents/standardssapnewrevf).

You are expected to submit all required applications and supporting documents as soon as possible after October 1 before the following academic year. Failure to respond to requests from the Financial Aid Office may result in incurring your own educational expenses until your financial aid file is complete and aid can be processed.

The institutional scholarship application is available from December 1 through February 1, for each upcoming academic year. The Augusta University Academic Scholarship Application can be completed online.

Students receiving financial aid should check their POUNCE account to see their financial aid status. Students must ACCEPT OR DECLINE offered aid in POUNCE before aid will be disbursed. If a student has completed a FAFSA and does not see the FAFSA listed as "Satisfied," the student is encouraged to notify the Office of Student Financial Aid immediately.

**FINANCIAL AID • FANNING HALL •  
SUMMERSVILLE CAMPUS**

**CONTACT INFORMATION: (706) 737-1524 TEL • (706) 737-1777  
FAX •**

[osfa@augusta.edu](mailto:osfa@augusta.edu)  
[augusta.edu/finaid](http://augusta.edu/finaid)

***Section 7.20  
Business Office***

The Business Office assists students with understanding their bill, payments, and refund information. Registration is not complete until all institutional charges are paid in full. This includes not only matriculation charges, but also any fines or miscellaneous charges due to the University.

Students may pay any institutional balance online through POUNCE, which can be accessed from the portal web page. Visit [augusta.edu/finance/controller/businessoffice/documents/studentpaymentoptions](http://augusta.edu/finance/controller/businessoffice/documents/studentpaymentoptions).

Students may pay by electronic web check online for no additional charge. Credit cards

may be used online via a third party, PayPath, for a convenience fee of 2.85% of the balance, with a minimum of \$3. Visa, MasterCard, Discover, and American Express are accepted online. The institution does not accept credit cards in the Business Office for payment of student charges. In the Business Office, cash, check, and money orders are accepted for payment of student charges. Bank wire payments may be set up ahead of payment deadlines by contacting the Business Office for more information. Upon logging into POUNCE, students may access the link from the main menu to submit secure electronic payment.

Refunds are processed electronically to student's bank accounts based on the information that the student has entered through POUNCE. Students must log onto POUNCE and enter their banking information including the routing and account number in order to receive their refund electronically. This electronic refund is available after drop/add and attendance verification to ensure all class adjustments are captured. Students who are not able to open a bank account may opt to receive a paper check. Paper checks are mailed to the student's most current mailing address on file. Students are encouraged to keep their bank account, mailing address, and telephone number information updated in POUNCE so that their funds are received promptly.

For more information about how to complete the eRefund information on POUNCE, you can visit [augusta.edu/finance/controller/businessoffice/documents/erefundpouncehowto](http://augusta.edu/finance/controller/businessoffice/documents/erefundpouncehowto). In addition to this website, we offer text messaging regarding payment deadlines and refund generation if you sign up. Learn more at [augusta.edu/finance/controller/businessoffice/documents/receivetextsaddauthusers2019](http://augusta.edu/finance/controller/businessoffice/documents/receivetextsaddauthusers2019).

If you would like to add a person to take care of payments on your behalf, you can add an authorized user as well in POUNCE. Adding this person will ensure they can log in and review and pay your bill. This does not provide them access to any other part of the POUNCE system, only the bill and payment. The link above includes this authorized user information.

Other than matriculation charges with specific posted deadlines, balances on POUNCE are due immediately upon assessment. Accounts receivable holds are placed on accounts when they become delinquent. This hold prevents registration and official transcript generation. Holds are removed once the delinquent balance is paid in full. If payment is made by check, the hold will remain in place until the check has cleared, up to 10 business days. If a balance remains unpaid and all collection efforts by the institution have been exhausted, the account will be turned over to a collection agency for further action. Once an account is turned over to the collection agency, the collection agency must be paid in full.

An item that students ask about frequently are waivers. Please refer to the waiver policy and individual waiver information at [augusta.edu/registrar/tuitionclassification](http://augusta.edu/registrar/tuitionclassification), which includes the per-semester deadlines for filing your waiver application. New students must submit requests for waivers through Admissions during the Admissions Process.

Continuing students must apply for waivers through the Registrar's Office prior to the start of the term if they did not apply for the waiver upon admission in their first term. Many waivers require re-application through the Registrar's Office after the student is enrolled and in the first term if the student did not complete the waiver process in Admissions processing. Approved waivers may offset a portion of the cost of attendance.

Students must review POUNCE even if they expect to receive enough financial aid or other outside funding sources. Financial aid must be accepted on POUNCE by the student before it can be applied or disbursed. Payments from investment accounts including 529 plans should be requested to be mailed to the institution at a minimum six weeks ahead of the payment deadline to ensure the payment will be received prior to the start of classes. Most schools' payment deadlines fall within the same month, and these financial institutions have a backlog of requests that slows down processing.

**BUSINESS OFFICE • PAYNE HALL (1<sup>ST</sup> FLOOR) •  
SUMMERVILLE CAMPUS**

**CONTACT INFORMATION: (706) 737-1767 TEL • (706) 667-4643 FAX •**  
[business\\_office@augusta.edu](mailto:business_office@augusta.edu)  
[augusta.edu/finance/controller/businessoffice](http://augusta.edu/finance/controller/businessoffice)

***Section 7.21***

***Health Center Credit Union (HCCU)***

Health Center Credit Union is YOUR credit union! We are a not-for-profit, full-service financial institution, and department of Augusta University. We serve the students, faculty, staff, and volunteers of Augusta University as well as their immediate family members.

HCCU offers a variety of financial products and services including:

- Free Rewards Checking
- Great rates on auto / Visa / personal / mortgage loans
- Augusta University club/organization accounts
- Free financial counseling and resources
  - FiCep Certified Counselors on staff
  - GreenPath Financial Wellness (phone counseling & debt management plans)
  - Banzai! (real-world financial literacy education & simulations through our member portal)
- 24/7 account access and mobile deposit through Online & Mobile banking as well as Card Valet for our debit card holders
- Through our Affinity Program, a portion of our transaction income goes straight to the Children's Hospital of Georgia or [PacelineRide.org](http://PacelineRide.org) (GA Cancer Center) every time you use your select Affinity debit card.

Additional information and account details can be found at [hccu.coop](http://hccu.coop). We look forward

to serving you and partnering with you along your financial journey!

**AUGUSTA LOCATION - 1424 Walton Way • EVANS LOCATION - 4339 Washington Road • ATMs on both campuses • ONLINE & MOBILE BANKING • 706-434-1600 • Facebook, Instagram & Twitter: @HealthCenterCU**

[HCCU.coop](http://HCCU.coop)

[HCCUMbrSvc@augusta.edu](mailto:HCCUMbrSvc@augusta.edu)