



Student Manual

2015 Edition

GRU GEORGIA REGENTS
UNIVERSITY



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INTRODUCTION

About the Student Manual

The Student Manual at Georgia Regents University (GRU) is published by the Division of Enrollment and Student Affairs for the benefit of all students. Every student enrolled at GRU 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. If any portion of this handbook is in direct conflict with the policies of the Board of Regents (BOR), the policies of the BOR will be used.

GRU 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 Compliance and Enterprise Risk Management. Approved policies listed on the policy library should be followed and supersede all previous policies. The policy library can be found at the following address: <http://policy.gru.edu/>

Undergraduate and Graduate Catalogs

The academic catalogs include information regarding GRU's nine colleges 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 undergraduate catalog can be found at <http://catalog.gru.edu/index.php?catoid=17>

The graduate catalog can be found at <http://catalog.gru.edu/index.php?catoid=18>

SECTION I

STUDENTS' RIGHTS

1.1: Privacy of Student Information and FERPA

Students at Georgia Regents 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, addresses, campus email address, telephone listing, photograph, academic class standing, dates of attendance, degrees received, and weight and height of a member of an athletic team. Students may request that the University not release directory information by completing a "Request for Confidential Status" form in the University's Registrar Office.

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 age 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 final results of the University conduct proceeding regarding such an alleged offense.

1.2: Speech and Assembly

Peaceful assembly at Georgia Regents University is an acknowledged right. This information has been produced to help educate university and community members about specific university guidelines on the procedures for peaceful assembly, rallies, demonstrations, and gatherings.

The University acknowledges the right of students and others to assemble in groups for peaceful purposes anywhere on campus. At such gatherings, the University expects the rights and privileges of all persons to be respected and that there will be no endangerments to health or safety. Such gatherings must in no way disrupt the normal conduct of University affairs or endanger University property.

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

The University may, consistent with Board of Regents policy, establish reasonable regulations regarding the time, place and manner in which persons exercise their peaceful assembly rights to the extent necessary to prevent disruption of the normal conduct of University affairs or endangerment of health and safety of persons or damage to property. Students and others have a right to spontaneous peaceful assemblies, rallies, demonstrations, and gatherings at any time on campus but should coordinate an amplified sound request as soon as possible.

Any act by demonstrators or groups which interferes with the rights of others, disrupts the normal functioning of the University, damages property, or endangers health or safety is grounds for suspension or dismissal from the University and / or removal from the university property. Finally, such actions may also be the basis for criminal charges by law enforcement authorities.

Demonstrations are prohibited in any special use facility, classrooms, or in any instance which interferes with educational functions or violates BOR policy. Demonstrators refusing to vacate university property upon request are subject to immediate temporary suspension and arrest under applicable state and local laws.

Signs of paper or cardboard are encouraged. Chalking (sidewalk chalk) is allowed on concrete ground surfaces (not on paving stones, walls or benches) and must be at least 10 feet away from any entrance. For public safety concerns, the following objects are not allowed: wire, rope, sticks, chains, and / or any object that might injure oneself or others.

Guidelines for Public Speakers at GRU

The University recognizes the rights of freedom of assembly and speech. At the same time, it recognizes its responsibility for operating and maintaining an orderly educational environment. As a speaker, you have the responsibility not to disrupt the educational process and to refrain from slander and the use of inflammatory remarks or “fighting words.” Individuals who fail to notify University officials of their presence, disrupt the educational process, or slander others will be escorted off the campus.

These excerpts from the Official Code of Georgia, Annotated (O.C.G.A), define certain forms of expression which have been ruled NOT protected under First Amendment guarantees:

§16-11-40 (GCA 26-2804) CRIMINAL DEFAMATION

A person commits the offense of Criminal Defamation when, without privilege to do so and with the intent to defame another, living or dead, or which exposes one who is alive to hatred, contempt, or ridicule, and which tends to provoke a breach of the peace.

Specifically, if abusive language of a defamatory nature is directed at an INDIVIDUAL, it is prohibited. “Blanket” statements such as “Yankees are bad people,” would be permitted, whereas, “John Smith is evil because he is a Yankee,” would not be allowed. Speakers exercising their First Amendment rights are reminded that singling out persons for ridicule or condemning individuals for their personal traits does not constitute abusive language and is proscribed.

Guidelines for Distribution of Written Material

Non-commercial pamphlets, handbills, circulars, newspapers, magazines and other written materials may be distributed on a person-to-person basis in open areas outside of buildings. No stand, table or booth shall be used in distribution except for events at the Student Center. The

University maintains a position of neutrality as to the content of any written material distributed on the campus under this policy. Distribution which obstructs vehicular or pedestrian traffic is prohibited.

The distribution of commercial materials and publications is covered by the Campus Solicitation Policy.

Provisions

In order that persons exercising freedom of expression not interfere with the operation of the University or the rights of others, the following will apply without exception to any form of expression and will be used to evaluate any plans requiring approval. Reasonable limitations may be placed on the time, place and manner of speeches, demonstrations, distribution of written material, and marches in order to serve the interest of health and safety, prevent disruption of the educational process, and protect against the invasion of the rights of others.

1. There must be no obstruction of entrances or exits to buildings.
2. There must be no interference with educational activities inside or outside of buildings.
3. There must be no impediment of passersby or other disruptions of normal activities.
4. There must be no interference with scheduled University ceremonies, events or activities.
5. Use of sound amplification on campus is regulated and must be approved at least 48 hours in advance by the Vice President for Student Affairs.
6. Malicious or unwarranted damage or destruction of property owned or operated by the University, or property belonging to students, faculty, staff or guests of the University, is prohibited. Persons or organizations causing such damage may be held financially responsible.
7. Persons or organizations responsible for a demonstration or other expressive event must remove all resulting structures, signs and litter from the area at the end of the event. If this is not accomplished, persons or organizations responsible for the event may be held financially responsible.
8. There must be compliance with all applicable state and federal laws and University policies, rules and regulations.

1.3: Student Complaints

Students at Georgia Regents 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 complaint. Defamatory or baseless charges may cause a student to be held responsible for violations of University 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 as quickly as practicable. Because no single process can serve the wide range of 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.

Examples of established procedures for specific types of student complaints include but are not limited to:

- University Conduct Process
- Academic Discipline
- Financial Aid
- Georgia Residency (Registrar)
- Housing Contract

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 Dean of Student Life at the following web address:

https://co1.qualtrics.com/SE/?SID=SV_54mm0hoBmmaN3zm&Q_JFE=0. The Dean of Student Life or his/her designee will work with the student to determine the most appropriate University unit to discuss 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 University decision-maker concerned to discuss the complaint and to attempt to arrive at a solution. This meeting should occur no later than 30 calendar 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 14 calendar days of the Step One meeting, submit a 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 must be signed and dated by the student. The name and title of the person to whom the request 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 by telephone call or email correspondence, he or she shall make a reasonable effort to arrange for a meeting with the student and the employee within 14 calendar days from the date that the request is received. If this timeframe cannot be met, the Step Two administrator should notify all parties in writing and determine a mutually agreeable time. The meeting should be informal, with a candid discussion of the problem in an attempt to find a solution. The Step Two administrator may give an oral decision at the close of the meeting, or he or she may choose to take the matter under advisement. Typically, the Step Two administrator will render a final decision within 14 calendar days, informing all parties of the decision in writing.

Step Three

If the student wishes to appeal the Step Two decision, he or she may appeal to the dean or vice president at the next level in the administrative structure of the University within 14 calendar days from the date of the Step Two decision. The student may obtain from the employee in Step One or Step Two the name and title of the person to whom the request should be addressed.

The appeal must be in writing, signed and dated. Upon receiving this written appeal, the Step Three administrator will review all information concerning the complaint and appeal and render a written decision within 14 days from the date of receipt of the appeal. The Step Three administrator's decision is final.

In all cases, if the final decision requires any change to an official record of the University (i.e. student's transcript), the University employee must comply with all University regulations and procedures necessary to accomplish the change.

SECTION II

STUDENT CODE OF CONDUCT

Student Responsibilities

2.1: Presentation of Identification

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

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 Jag Card, at the time of registration. This card is to be used to identify the recipient as a student of Georgia Regents 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).

2.2: Alcohol, Other Drugs and Drug Paraphernalia

The Drug-Free Post-Secondary Education Act of 1990 provides for mandatory suspension of individual students committing certain felony offenses involving marijuana, controlled substances, or dangerous drugs. It applies to students enrolled in courses for academic credit.

The purpose of the Alcohol and Drug Policy is to uphold local, state and federal laws and to help create a safer campus. Georgia Regents University prohibits the unlawful possession, use, or

distribution of illicit drugs and alcohol and distributes this document as a part of the University's compliance with the Drug Free Schools and Communities Act Amendments of 1989. The serving or consumption of alcoholic beverages by all students, employees, alumni, and guests on all GRU campuses is prohibited at all events/functions that are university affiliated, and any activity sponsored by organizations associated with GRU except by prior approval of the President. Individuals and groups are accountable for their choices and behavior. Campus advertising of products and services related to alcohol is prohibited. GRU is considered a Drug Free Campus and Workplace

Violations and offenses of the laws regarding drugs and alcohol will be adjudicated on campus through the non-academic student conduct process. Additionally, students may face criminal prosecution through the Georgia Regents University Public Safety Department and local law enforcement authorities. This prosecution will proceed under Georgia and/or federal law according to the appropriate statutes and sanctions. Students and employees may also be held accountable for allowing or soliciting violations of the standards of conduct by their guests. University sanctions imposed on those found guilty may include probation, loss of privileges, restitution, suspension, dismissal or expulsion. Disciplinary sanctions for students convicted of a felony or misdemeanor offense involving the manufacture, distribution, sale, possession or use of marijuana, controlled substances, or other illegal or dangerous drugs, may include the forfeiture of academic credit and possible temporary or permanent suspension or expulsion from the institution. In addition, a student who has been convicted of any offense under any federal or state law involving the possession or sale of a controlled substance may not be eligible to receive any grant, loan or work study assistance. For more information, contact the Financial Aid Office. Student organizations which knowingly permit illegal drug activity will be excluded from campus for a minimum of one year, and leases or agreements for use of University property will automatically terminate pursuant to Board of Regents' Policy and Georgia law.

2.3: Tobacco-Free Campus

Georgia Regents University (GRU) prohibits the use of tobacco products on any property owned, leased or controlled by Georgia Regents University, GRU Medical Center, or the Georgia Regents 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, Georgia Regents University, Georgia Regents Medical Center, and the Georgia Regents 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:

These definitions apply to these terms as they are used in this policy:

- GRU 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 GRU, Georgia Regents Medical Center, or the Georgia Regents Medical Associates.
- Green space –Green space includes the landscaped and grassy areas of the campus.
- Tobacco-related product – 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 GRU Cancer Center 706-721-6744

2.4: Fraud, Including False Identification, and Other Acts of Dishonesty

Georgia Regents University strictly prohibits the alteration, falsification, or other misuse of a student's documents or of Georgia Regents University documents, records, or forms of identification. Additionally, the University prohibits the misuse of any state-issued or federally issued identification (i.e., 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, 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 or 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.

2.5: Disregard for University Authority

Georgia Regents 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;
5. attempting to discourage an individual's proper participation in, or use of, the conduct, complaint or grievance processes;
6. 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;
7. 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;
8. failing to comply with or violating the terms of the disciplinary sanction(s) imposed in accordance with University regulations;
9. influencing or attempting to influence another person to commit an abuse of the conduct, complaint or grievance processes;
10. intentionally or recklessly submitting false accusations or charges through any University conduct, complaint, or grievance process; and
11. 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.

2.6: Disorderly Conduct

Georgia Regents 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.

2.7: Gambling

Georgia Regents 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.

2.8: Endangering the Safety of Others

Students at Georgia Regents 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.

In addition to the University 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, sex, 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 harassment should be reported to the Office of the Dean of Students and/or the Office of Employment Equity.

2.9: Harassment

Students and other members of the Georgia Regents University community have the right to an environment free of conduct that unreasonably interferes, hinders, or otherwise denies another a suitable working, living, or learning environment. Therefore, members of the University community should refrain from harassing others or creating an environment that denies others a suitable working, living, or educational environment.

For conduct to violate this policy, the conduct must be more than merely offensive; it must be so objectively offensive, pervasive, and/or severe that if repeated 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.

Examples of conduct prohibited by this policy include, but are not limited to, the following: intentionally inflicting severe emotional distress or harm; fighting words (words that actually tend to provoke immediate violent reaction); obscene, lewd, or lascivious conduct; defaming another (a false statement that harms the reputation of another); and speech or conduct based upon race, color, gender, national origin, religion, age, disability, veteran status, or sexual orientation that is so objectively offensive and repeated, pervasive, or severe as to deny the victim access to the resources and opportunities of the University.

This policy shall not be construed to impair any constitutionally protected activity, including speech, protest, or assembly.

In addition to the University conduct process, Georgia Regents 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, sex, 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 harassment should be reported to the Office of the Dean of Student Life and/or the Office of Employment Equity.

2.10: 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 objectively offensive, pervasive, and/or severe that if repeated 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.

In addition to Georgia Regents 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, sex, 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 harassment should be reported to the Office of the Dean of Student Life and/or the Office of Employment Equity.

2.11: Hazing

Georgia Regents University prohibits hazing in any form. According to hazingprevention.org, hazing is any action taken or situation created, regardless of the person's willingness to participate, that causes embarrassment, harassment, ridicule, or risks emotional and/or physical harm to members of a group or team

Examples include but are not limited to the following:

- Requiring new members/rookies to perform duties not assigned to other members
- Socially isolating new members/rookies
- Line-ups and drills/tests on meaningless information
- Expecting certain items to always be in one's possession
- Asking new members to wear embarrassing or humiliating attire
- Expecting new members/rookies to perform personal service to other members such as carrying books, errands, cooking, cleaning etc.
- Sleep deprivation
- Forced or coerced alcohol or other drug consumption
- Forced or coerced ingestion of vile substances or concoctions
- Expecting illegal activity

In addition to sanctions from the University conduct system, students and organizations who participate in or condone hazing may subject themselves to criminal prosecution and/or civil liability.

2.12: Respect for Property and the Property Rights of Others (Theft)

Georgia Regents 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.

2.13: Arson, Explosive Devices, and Emergency Equipment

The unauthorized setting of fires, use of explosive devices, and misuse of emergency equipment are prohibited at Georgia Regents 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.
2. Any student found willfully to have tampered with, damaged, or misused any fire protection equipment, initiated a false alarm, negligently discharged a fire extinguisher, or set fire in a residence hall or any other facility on the University campus 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.
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.

2.14: Possession of Weapons

Consistent with Georgia state law (§16-11-127), Georgia Regents University prohibits the unlawful possession, use, and attempted or threatened use of firearms and other weapons on campus and at any University-sponsored event. For purposes of this policy, a weapon is any dangerous instrument, if it is used or threatened to be used, could cause death or serious physical injury. The possession of weapons in violation of this policy may subject one to criminal liability, removal from campus events or facilities, employment discipline, and/or sanctions under the University conduct system.

2.15: Unauthorized Entry

Georgia Regents 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.

2.16: Responsibility for Guests

Students at Georgia Regents 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) violate University policy.

2.17: Amplified Sound and Other Noise Level Violations

Georgia Regents 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 Georgia Regents 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.

2.18: Information Technology Appropriate Use

It is considered a violation of the GRU Code of Conduct for any student to violate the University's Acceptable Use of Information Technology policy. The policy can be found at the following web address: <http://policy.gru.edu/archives/630>.

2.19: Sexual Misconduct

Introduction

Georgia Regents 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. This policy is intended to address instances of sexual misconduct in a comprehensive and timely manner. Investigations will proceed with all reasonable measures taken to limit the number of people with whom the complainant and the accused must share the details of the complaint. Efforts will be made during the entirety of the student conduct process to minimize interaction between the complainant and the accused.

The University's Title IX Coordinator, or his/her designee, oversees procedures that apply to complaints alleging sex discrimination including sexual harassment, sexual assault, and sexual violence by students and employees. This policy describes prohibited conduct and establishes procedures for responding to incidents of sexual misconduct when the accused is a student. Sexual misconduct is a term used broadly to indicate instances of a sexual nature that were committed without effective consent. Title IX of the Education Amendments of 1972 prohibits discrimination based on sex in educational programs and activities. Any student who believes he/she has been a victim of sexual misconduct is encouraged to submit a complaint to the Title IX Coordinator. Additional resources for victims, including where to report instances of sexual misconduct, can be found at the end of this policy.

Students are encouraged to contact Public Safety immediately if they have been sexually assaulted and seek immediate medical attention. Students should seek medical attention even if they do not wish to pursue criminal charges or otherwise pursue a complaint against their attacker.

Any University employee, except individuals providing counseling or health care services on behalf of the University, who is notified by a student of an alleged incident of sexual misconduct by another student is to report the incident immediately to the Title IX Coordinator or a Deputy

Title IX Coordinator. Contact information for these individuals can be found at the end of this policy.

When incidents of sexual misconduct are reported, regardless of where the incident took place, the University has an obligation to investigate and take the necessary measures to stop future incidents from occurring.

Policy Statement

Georgia Regents University prohibits sexual misconduct in any form, and retaliation against those who report such incidents. Charges of sexual misconduct or sexual harassment under this policy do not preclude civil and/or criminal liability under Georgia State or other law.

Disciplinary proceedings prescribed by the Student Code of Conduct may be carried out prior to, simultaneously with, or following civil or criminal proceedings. The University is committed to prompt, effective and fair procedures to investigate and adjudicate reports of sexual misconduct and to the education of the University community about the importance of responding to all forms of sexual misconduct. Special emphasis is placed on the rights, needs, and privacy of both the student(s) with the complaint and those of the accused student(s). At the same time, the University adheres to all federal, state, and local requirements for intervention and crime reporting related to sexual misconduct.

Effective Consent Is:

Effective consent is the basis of this policy because effective consent maintains the value that all persons have the right to feel respected, acknowledged, and safe during sexual activity.

Sexual intimacy requires that all participants consent to the activity. Consent between two or more people is defined as an affirmative agreement – through clear actions or words – to engage in sexual activity. The person giving the consent must act freely, voluntarily, and with an understanding of his or her actions when giving the consent.

Lack of protest or resistance does not constitute consent, nor does silence mean consent has been given. Relying solely on non-verbal communication can lead to misunderstanding. Persons who want to engage in sexual activity are responsible for obtaining effective consent – it should never be assumed.

A prior relationship or prior sexual activity is not sufficient to demonstrate effective consent. Consent must be present throughout the sexual activity – at any time, a participant can communicate that he or she no longer consents to continuing the activity. If there is confusion as to whether anyone has consented or continues to consent to sexual activity, it is essential that the participants stop the activity until the confusion can be clearly resolved.

Effective Consent is Not:

Effective consent cannot result from force, or threat of force, coercion, fraud or intimidation. In addition, an incapacitated person is not able to give consent. The use of force to obtain sexual access or to induce consent violates this policy -- whether the force is physical in nature, violent, or involves threats, intimidation or coercion.

- Physical force includes, but is not limited to: hitting, kicking, and restraining. Physical force means someone is physically exerting control of another person through violence.
- Threatening someone to obtain consent for a sexual act is a violation of this policy. Threats exist where a reasonable person would have been compelled by the words or actions of another to give permission to sexual activity to which he or she otherwise would not have consented.
- Intimidation is an implied threat. Intimidation exists when a reasonable person would feel threatened or coerced even though there may not be any threat made explicitly. Intimidation is evaluated based on the intensity, frequency, or duration of the comments or actions.
- Incapacitation: It is a violation of this policy if the initiator has sex with someone the initiator knows, or reasonably should know, to be incapacitated by alcohol, drugs, sleep or illness. A person who is unconscious, unaware, or otherwise physically helpless cannot give effective consent to sexual activity. Someone is incapacitated when he or she cannot understand who, what, when, where, why, and how, with respect to the sexual interaction.
- Age of Consent: According to Georgia Code §16-6-3, effective consent cannot be given for “sexual intercourse with any person under the age of 16 years and not his or her spouse.”

Prohibited Conduct

Sexual misconduct is a broad term encompassing any sexual behavior that was committed without effective consent. Sexual misconduct may vary in its severity and consists of a range of behaviors. The requirements of this policy apply regardless of the sexual orientation, sexual identity, or preference of individuals engaging in sexual activity.

The use of alcohol or other drugs never excuses behavior that violates this policy.

The following descriptions represent sexual behaviors that violate Georgia Regents University’s community standards and values of respect, civility, and personal integrity. These behaviors are serious violations and represent a threat to the safety of the University community and may create a hostile environment.

1. Sexual Penetration:

Sexual intercourse, or sexual penetration, however slight, with any object or body part without effective consent. This includes penetration by a person of any gender upon another person of any gender.

2. Sexual Touching:

Any intentional touching of intimate body parts without effective consent. Sexual touching includes bodily contact or contact made with an object.

3. Sexual Harassment:

Harassment of a sexual nature that is so objectively offensive, pervasive, or severe that it effectively denies the victim access to the University's resources and opportunities, unreasonably interferes with the victim's work or living environment, or deprives the victim of some other protected right.

4. Sexual Exploitation:

Sexual exploitation occurs when a student takes non-consensual, unfair, or abusive advantage of another sexually for his or her own advantage or benefit, even though that behavior does not constitute one of the other sexual misconduct offenses. Examples include, but are not limited to:

- Non-consensual video audio taping, or photographing of sexual activity even if the sexual act is consensual.
- Non-consensual posting, publishing, sharing, or displaying photo, audio, or video of sexual activity even if the activity was originally recorded with effective consent.
- Voyeurism is a form of sexual exploitation in which one individual engages in secretive observation or non-consensual video or audio taping of another for personal sexual pleasure.
- Any disrobing of another or exposure to another without effective consent.

5. Stalking:

Stalking is a pattern of repeated and unwanted attention, contact, or any other course of conduct directed at a specific person that would cause a reasonable person to be fearful. Stalking is sexual misconduct when the content of the messages or the nature of the stalking is of a sexual nature.

6. Relationship, Dating, and Domestic Violence:

An intimate relationship is defined as an emotional and/or physical connection with another person. The connection may be with friends, roommates, and includes persons who are dating, cohabiting, married, family members, and/or share a residence. This definition includes current and past relationships and may be different or same-gender relationships.

The University prohibits any physical, sexual, or psychologically abusive behaviors used by an individual against a partner or former partner in an intimate relationship.

Forms of relationship violence may include, but are not limited to:

- Actions that are intended to cause bodily injury.
- Threats or actions that cause reasonable fear of harm on the part of the victim, or threaten children or pets.
- Assault with or without a weapon.
- Psychological and/or economic abuse that rises to the level of cruel and inhuman treatment.

7. Attempted Act/Accomplice to Sexual Misconduct:

Attempts to commit sexual misconduct also are prohibited under this policy, as is aiding in the commission of sexual misconduct as an accomplice.

8. Use of Drugs and/or Alcohol to Induce Incapacity:

This policy also prohibits sexual activity or attempted sexual activity with someone whose incapacity results from the taking of a drug or alcohol. Possession, use, and/or distribution of any **“date-rape” drugs or substances**, including but not limited to Rohypnol, Ketamine, and GHB, are prohibited, and administering or attempting to administer any of these drugs or substances, including alcohol, to someone else for the purpose of inducing incapacity is a violation of this policy. A student may be charged with a violation of this policy even if no sexual activity took place.

9. Retaliation:

Pursuant to Title IX, retaliation, or encouraging others to retaliate, against an individual who initiates a sexual misconduct complaint, participates in an investigation, or pursues legal action, is prohibited. Independent action may be taken against anyone engaging in retaliation including individuals who are acting on behalf of the accused, with or without the knowledge of the accused. Retaliation may occur in person or electronically.

In an effort to avoid retaliation, prevent recurrence of any discrimination or discriminatory effects, and provide for the safety of the victim(s) and others, the University will implement all necessary remedies during an investigation period and/or at the conclusion of an investigation. These remedies may include, but are not limited to: mutual “no contact” letters, changes in course schedules, and changes in housing assignments.

Jurisdiction, Reporting, and Appropriate University Response

Jurisdiction

This policy applies to the conduct of all Georgia Regents University students. Other University policies may govern the conduct of faculty, staff, and administrators. When cases of sexual misconduct are reported, the University will take necessary and appropriate action to protect the safety and well-being of the community.

Reporting Procedures

Students who believe they have been a victim of sexual misconduct may submit a complaint against the accused in writing or in person to the Title IX Coordinator or his/her designee (contact information listed at the bottom of this policy). Any University faculty or staff member, except individuals providing counseling or health care services through the University Counseling Center, Student Health Services, and/or Psychological Services Center, who is notified of an incident of sexual misconduct by a student is to report the incident immediately to the Title IX Coordinator.

The University encourages students to report all incidents of sexual misconduct immediately to a law enforcement agency. If the incident occurred on Georgia Regents University property a report should be made to GRU Public Safety (706-721-2914). Incidents of sexual misconduct involving students that are reported to GRU Public Safety also will be referred to the Title IX Coordinator or his/her designee for follow-up and administrative investigation.

Any individual who witnesses or becomes aware of an incident of sexual misconduct is encouraged to report the incident immediately to GRU Public Safety and/or the Title IX Coordinator. A report can be made by telephone, in person, or by email, either as an identified reporter or as an anonymous reporter.

Students who are victims of sexual misconduct have the option to pursue a criminal complaint with the appropriate law enforcement agency, pursue a complaint through the University's conduct process, or pursue both processes consecutively or concurrently. Additionally, a student reporting a complaint, or who is the victim of sexual discrimination such as sexual harassment including sexual assault, will be given the opportunity to speak with the Title IX Coordinator or his/her designee.

University's Obligation to Report Under the Clery Act

Georgia Regents University will issue timely warnings to the campus community about crimes that have already occurred but may continue to pose a serious or ongoing threat to students and employees. Crimes that occur on campus also will be reported in the annual crime statistics report.

Investigation and Victim Confidentiality

When a student is the victim of sexual misconduct, the Title IX Coordinator or his/her designee will investigate the complaint and first will request that the victim give consent for an investigation to begin. If a victim requests confidentiality or asks that the complaint not be pursued, the investigator will take all reasonable steps to investigate and respond to the complaint consistent with the victim's request; however, the investigator may determine that the circumstances of the sexual misconduct incident are so severe or that the circumstances otherwise indicate there is an on-going danger to the victim and/or members of the University community such that action must be taken on the part of the University beyond the action requested by the victim.

The investigator will make every attempt to gather as much information as possible regarding the incident. At the conclusion of the investigation, the investigator may refer the case to be resolved through the University's non-academic student conduct process. The information gathered will be used to determine the appropriate formal University conduct charges assigned, make decisions regarding a student's responsibility, and the appropriate University sanctions if necessary.

The investigation into an incident of sexual misconduct is only one part of the University's prompt and effective response on behalf of the victim. The Title IX Coordinator or his/her designee may recommend the immediate implementation of additional steps to provide for the safety of the victim or others, to avoid possible retaliation, or to prevent further occurrence of any discrimination or discriminatory effects. These steps may include, but are not limited to, mutual "no contact" letters, changes in course schedules and changes in housing assignments. Any of the interim steps taken to provide for the safety of the victim and/or the University community are not appealable, but may be modified by the Title IX Coordinator or his/her designee upon final resolution of a complaint of sexual misconduct.

Both the complainant and the respondent will receive equitable rights during the investigation and adjudication process.

Time Frames for a Prompt Response

All time frames indicated below are maximums and all days are "business" days unless otherwise noted.

1. The Title IX Coordinator or his/her designee will investigate a complaint of sexual misconduct and make a recommendation to the Dean of Student Life or his/her designee within 40 days of receiving the complaint.
2. In the Student Conduct process, cases of sexual misconduct will be adjudicated within 60 days of the date that the Title IX Coordinator is notified of the complaint, unless there are

extenuating circumstances (i.e. uncooperative witnesses, break periods and periods when the University is closed). The Title IX Coordinator will comply with law enforcement requests for cooperation and such cooperation may require the Title IX Coordinator to temporarily suspend the fact-finding aspect of the investigation while law enforcement is in the process of gathering evidence. The University promptly will resume its investigation as soon as notified by the law enforcement agency that it has completed the evidence gathering process, which typically takes three to ten calendar days, although the delay in the University's investigation will be longer in certain instances.

3. Pre-hearings will be scheduled with both the victim and accused within 45 days of a complaint being received by the Title IX Coordinator or his/her designee.
4. A student conduct hearing decision will be rendered within 60 days that includes findings of responsibility and appropriate sanctions, if any. The University will attempt to notify, simultaneously, both the victim and accused, in writing, within 24 hours of this decision.
5. The victim and/or the accused may appeal the findings and/or sanctions of the hearing body. The victim and accused will be notified of the appellate decision within 15 days of receiving the appeal. `

Student Conduct Process for Incidents of Sexual Misconduct

The process for adjudicating incidents of sexual misconduct will follow the same procedures outlined in the Student Code of Conduct. In compliance with Title IX, both the accused and victim have the right to equitable treatment. Both the victim and accused will have an opportunity for a pre-hearing, an advisor to accompany him/her at the hearing, and the opportunity to appeal the findings and sanctions of a hearing body.

Sanctions

A wide range of sexual misconduct is prohibited by this policy. As such, dependent upon the facts unique to each case, sanctions may range from a verbal reprimand to expulsion from the University. For a non-exhaustive list of sanctions and their definitions, please reference Georgia Regents University Student Code of Conduct.

Victim Amnesty

The use of alcohol or drugs by either party in conjunction with a sexual assault does not alleviate responsibility on the part of the accused or diminish the serious nature of the offense. When alcohol or drugs are involved, a victim will not be found responsible for an alcohol or drug violation and should not let his or her use of alcohol or drugs be a deterrent to reporting the incident. Additionally, witnesses are encouraged to report incidents of sexual misconduct. To encourage witnesses to report instances of sexual misconduct, any witness that reports an instance of sexual misconduct will not be found responsible for a University alcohol or drug violation that may have taken place during the time the student witnessed the alleged sexual misconduct.

Resources

Confidential services are available for students at any time after an incident occurs through the Counseling Center and Student Health. Additional campus resources include departments in the Office of the Vice President for Student Affairs and University Public Safety. Off campus resources also are available to students. One resource is Rape Crisis and Sexual Assault Services (RCSAS), a local non-profit that provides free medical, therapeutic, and legal services to sexual assault survivors and their loved ones. A non-exhaustive listing of resources are as follows:

GRU Public Safety

Emergency 706-721-2911

Nonemergency 706-721-2914

GRU Compliance Hotline 800-576-6623**Title IX Coordinator**

Jim Rush

Chief Integrity Officer

1120 15th St.

Augusta, GA 30912

compliance@gru.edu

706-721-0900

Deputy Title IX Coordinators

Gina Thurman

Assistant Dean of Students

Bellevue Hall

706-737-1411

gthurman@gru.edu

Kay Allen

Assistant Athletic Director

3109 Wrightsboro Rd

706-729-2450

kayallen@gru.edu

Glenn Powell*

Director, Employment Equity

Kelly Adm. Building, Rm 137

706-721- 7285

gpowell@gru.edu

**For reporting cases of sexual misconduct when at least one of the parties is a GRU employee.*

GRU Counseling Center

706-737-1471

counseling@gru.edu

Summerville Campus

Central Utilities Plant Building

GRU Student Health Services706-721-3448

studenthealth@gru.edu

Health Sciences Campus

1465 Laney-Walker Blvd. AF-1040

Office of the Dean of Students

706-737-1411

Summerville Campus

Bellevue Hall

Office of the Vice President for Student Affairs

706-737-1411

Summerville Campus

Bellevue Hall

2.20: Observance of Local, State, and Federal Criminal Laws

Students at Georgia Regents 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.

2.21: Violation of Other Applicable University Policies

Students at Georgia Regents 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.

Non-Academic Student Conduct Process

2.50: Structure of the University Conduct System

The University conduct system, under the direction of the Office of the Dean of Student Life is composed of administrative hearing officers who are generally University employees, the University Student Conduct Board, and the Campus Appeal Board. These bodies and officials are charged with hearing and/or reviewing cases of nonacademic misconduct. Cases involving academic misconduct or academic dishonesty should follow the separate honor code, or disciplinary processes set forth by the colleges in conjunction with University requirements as coordinated by the Vice President for Academic and Faculty Affairs.

Georgia Regents 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 consists of students, faculty and staff. Board members, including the chair are appointed by the Vice President for Student Affairs or his/her designee.

The University Student Conduct Board, acting through a panel of at least three members (two members plus the chair presiding), hears and decides cases involving alleged individual or organizational violations of University policy and any other case assigned to it through the nonacademic conduct process. 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 SCB member.

Campus Appeal Board

Decisions involving violations of University policy heard through the University Conduct System may be appealed to the Campus Appeal Board. A panel consisting of at least three members of the Campus Appeal Board will consider each case appealed to it. According to Board of Regents Policy Manual 2.5.1, 'The president of each USG institution shall be the executive head of the institution and of all its departments, and shall exercise such supervision and direction as will 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 Campus Appeal Board with making fair and unbiased decisions that will be considered as final institutional decisions within the student conduct process.

For all non-academic decisions where the sanction includes suspension or expulsion, the Office of the President may review the decision of the Campus Appeal Board. The purpose of the review is to confirm that all University procedures were followed and the student or organization was afforded due process.

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 violations.

2.51: Initiation of University Conduct Process

The University's conduct process is initiated by a formal written complaint. Formal complaints may be in the form of a police report, Housing and Residence Life incident report, or a written complaint. Formal written complaints should provide information about the date, time, and place of the incident, individuals involved, and the essential facts that the charging party alleges constitute the violation of University policy. Complaints should be submitted as soon as possible after the event takes place. Upon receipt of a complaint, a determination will be made as to whether a University policy was potentially violated. 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 JagMail, the official form of email communication for GRU. 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.

2.52: University Conduct Process

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

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 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. Prehearing

At the prehearing, a hearing officer will discuss the charges and the nonacademic conduct process with the affected student(s). During the prehearing, or at some time before a formal hearing, the hearing officer may determine that the case could be heard immediately and a resolution determined. An immediate administrative hearing requires that both the hearing officer and student(s) involved agree with the suggested resolution. If all parties do not agree, the case will be forwarded to the University Student Conduct Board for a formal hearing.

3. 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 this policy. An attempt will be made to notify the student via Jag Mail and the student's current contact information that is on file with the University. If the student has not furnished the University with current contact information, Georgia Regents University will make a reasonable attempt to notify the student using the most recent contact information provided.

4. 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 University policy 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 University policy, the University conduct system may consider information which 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 victim is involved, he/she will have the same rights and opportunities as the accused student, including but not limited to the following: opportunity for a

prehearing or meeting with a hearing officer; opportunity for an advisor of his/her 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 his/her designee.

- i. The parties have the right for an adviser or counselor of their choosing to attend the hearing, but any advisor or counselor accompanying a party will not be permitted to speak or participate directly in the hearing and will be limited to speaking only to the party for which they are advising. The student or organization, and victim may request to have one additional advisor or counselor sit with them at the hearing. The request should be made in writing to the Dean of Student Life or his/her designee.
- j. 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.
- k. Refusal to respond to questions posed during a hearing may lead to an adverse inference by the hearing panel concerning the subject matter of the question posed, and this adverse inference, if applicable, may be one factor considered by the hearing panel in making its decision.
- l. 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.
- m. 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 that the student or organization being charged violated University policy, and if so, will determine an appropriate sanction.
- n. In cases involving harm to another member of the University community, the victim will have the opportunity to provide a written, victim impact statement. This statement will be considered in determining sanctions, and only revealed after a determination of responsibility is made by the hearing panel.
- o. The deliberations of the University Student Conduct Board will be closed to the public.
- p. Hearings involving several students or organizations may be consolidated if, in the opinion of the Dean of Student Life or his/her designee, the issues involved arise from a common nucleus of facts and circumstances.

- q. The hearing will be recorded in some fashion. The accused student has the right to have access to this recording for the purposes of preparing for an appeal.

5. 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 victim when applicable) may request a postponement of a conduct hearing only for extenuating circumstances. A request for postponement must be made prior to the hearing and approved by the Dean of Student Life or his/her designee.

6. 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 Student Life within twenty-four (24) hours of the decision being appealed unless a longer period of time is specified in writing.

a. Basis for Appeal

The Campus Appeal Board will review the decision solely based upon the written request for appellate consideration and the information presented to the University hearing body. The role of the Campus Appeal Board is not to substitute its judgment for the decision of the University conduct body. Rather, appellate review only considers the following:

- i. whether prescribed University disciplinary procedures were followed, including whether the alleged misconduct falls within the jurisdiction of the University conduct system;
- ii. whether the decision reached by the hearing body was arbitrary and capricious (that is, the decision was not based on substantial evidence);
- iii. whether the sanction(s) imposed by the hearing body were appropriate for the violation that the student or organization was found to have committed; and
- iv. whether new evidence exists sufficient to alter the original decision that was not considered at the original hearing and was not known by the accused student or organization at the time of the hearing.

b. Campus Appeal Board

Cases involving violations of University policy heard by any University hearing body may be appealed to the Campus Appeal Board. A panel consisting of at least three members of the Appeal Board will consider each case appealed to it based on the aforementioned criteria. Once a decision has been made, the student or organization will be notified in writing of the appellate ruling. Decisions by the Campus Appeal Board are considered as final institutional decisions within the Student Conduct Process. However, according to Article XIII of the Bylaws of the Board of Regents, "any student in the University System aggrieved by a final decision of the president of an institution may apply to the Board of Regents for a review of the decision. The Board's review shall be limited to the record from the institutional appeal process. Each application for review shall be submitted in writing to the Board's Office of Legal Affairs within a period of twenty days following the decision of the president." The decision of the Board of Regents shall be final and binding for all purposes.

c. Appellate Decisions

After reviewing a request for appellate consideration and documents pertaining to a particular case, the appellate body may:

- i. request additional information from the appealing party or the charging party;
- ii. remand the case back to the original hearing panel or hearing officer for reconsideration;
- iii. uphold the decision(s) of the hearing panel or hearing officer in part or in total;
- iv. modify by changing the imposed sanctions; or
- v. reverse decision(s) of the panel or hearing officer in part or by dismissing the entire case.

7. Victim Notification

The University will disclose to the victim 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.

8. 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 a University policy 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.

2.53: 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 President and the Board of Regents of the University System of Georgia. According to Board of Regents Policy Manual section 2.5.1, The President is "the executive head of the institution and of all its departments, and shall exercise such supervision and direction as will promote the efficient operation of the institution." The President exercises this delegated authority through the University's 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 University policy also subjects a student or organization to criminal or civil liability, the determination of whether University policy was violated 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.

2.54: 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.

2.55: Disciplinary Sanctions

Below is a nonexclusive list of sanctions available to a nonacademic conduct decision makers.

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 Student Life or his/her 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 be found in violation of "Disregard for University Authority" and may be 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 Student Life 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.

Loss of recognition – a student organization may lose its recognition on campus as a chartered student organization. The Dean of Student Life 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.

2.56: Interim Suspension While Charges Pending

Under ordinary circumstances, a student charged with a violation of University policy 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 Vice President for Student Affairs on an interim basis pending the outcome of the University conduct process. The Vice President for Student Affairs may limit or suspend student privileges when the Vice President determines that it is necessary to do so. 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.

2.57: Simultaneous University, Local, State, or Federal Actions

Georgia Regents 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 University policy also subjects a student or organization to criminal or civil liability, the University conduct system will determine whether University policy has been violated 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 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 policy.

The University conduct process does not affect the jurisdiction of the courts and other civil authorities over any Georgia Regents 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.

2.58: 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 Student Life. 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 Student Life or other appropriate conduct body or officer for three years following a student's graduation from the University or date of last attendance. If a case involves suspension or expulsion from the University or involves ongoing or pending litigation, the records may be kept longer.

SECTION III

ACADEMIC STANDARDS AND PROCEDURES

3.1: 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 GRU 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.

3.2: Academic Conduct

Academic Conduct

The University recognizes that honesty and integrity are necessary 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 cheating of all kinds, plagiarism, fraudulent research activity and/or scholarship, collusion, and false statements made to avoid negative academic consequences.

Cheating on course examinations or assignments is prohibited; including but 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).

Fraudulent research activity is prohibited. Misrepresentation of data collection and analysis, including falsification, fabrication or omission of data is prohibited.

Collusion is 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 made to avoid negative academic consequences 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.

While these acts constitute assured instances of academic misconduct, other acts of academic misconduct may be defined by the professor in his/her course syllabus.

Responsibilities

Faculty Responsibility: It is the duty of the faculty to practice and preserve academic honesty and to encourage it among students. The instructor should clarify 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 conduct policy.

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 situation, he or she should consult with his or her instructor. It is also the student's responsibility to maintain his/her correct address of record with Georgia Regents University so that official notification of the student regarding academic misconduct 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:

College of Dental Medicine – Student Code of Conduct, available upon request of the Associate Dean for Student Admissions and Alumni, College of Dental Medicine, room 1106, (706) 721-2813.

Medical College of Georgia – Medical College of Georgia Honor System, available upon request: (706) 721-2231.

If the student is alleged to have engaged in nonacademic misconduct, he or she should refer to the GRU Student Code of Conduct and the procedures outlined therein.

For matters involving student grievances in an academic context, refer to GRU Student Academic Grievance Policy. For matters involving student appeals of administrative decisions affecting the student's academic career, refer to GRU Academic Appeals Policy.

3.3: Academic Grievances and Appeals

The student has a right to fair treatment under the academic policies and procedures of GRU, 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.

3.4: Attendance Policy

Regular, punctual attendance is expected of students in all classes at Georgia Regents University and is counted from the first class meeting each term. Professors are required to monitor student attendance or ongoing participation in courses. Students who incur an excessive number of absences are subject to academic penalty. Additional attendance requirements may be established by the individual schools or programs at Georgia Regents University as well as by the faculty for distance learning courses.

At the beginning of each semester, all professors will provide a clear written statement to all their classes regarding their policies in handling absences. Professors will also be responsible for counseling with their students regarding the academic consequences of absences from their classes or laboratories. Students are obligated to adhere to the requirements of each course and each course professor.

To assist the University 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 Vice Provost is responsible for informing faculty of the duration of the nonattendance verification period and appropriate reporting method at the beginning of each academic term. In accordance with this policy, a student who does not attend a class or begin participation in an online course during the non-attendance verification period will be dropped from the course by the professor unless they have contacted their professor and notified them of their reason for non-attendance. 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 class and the course will not appear on the student's transcript.

Professors 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. However, if the student has been absent for more than the equivalent of 10 percent of class time, regardless of cause, then the professor may withdraw the student from the class for excessive absences.

It is important to note that the instructor may—or may not—withdraw a student from class based upon attendance. No student should assume that the instructor has initiated the 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.

3.5: Conduct of Research

Violation of Georgia Regents University Policy on the Conduct of Research includes the failure to obtain proper review and approval by the responsible university committees before the research activity can begin and failure to follow the rules and guidelines established by these committees. This includes the following committees: for research involving human subjects (i.e. Institutional Review Board), animal subjects (i.e. Committee on Animal Use in Research and Education) radioactive materials (i.e. Radiation Safety Committee), chemical hazards (i.e. Institutional Chemical Committee), or biohazards (i.e. Institutional Biosafety Committee);

3.6: Criminal Conviction Disclosure

Students, who are enrolled in programs which require licensure, are required to disclose in writing to the Dean of their respective College or the Office of the Dean of Students any criminal convictions that occur since the disclosure they completed with their application for admission. Criminal convictions include adjudication of guilt by a jury or judge for any crime. Minor traffic offenses are not included, but “no contest” pleas, first-offender treatment, convictions under appeal, and convictions that have been pardoned are included. Disclosures should be made within 30 days of conviction.

3.7: HIV Policy

This policy only applies to Georgia Regents University Health Sciences Students during their enrollment in Health Science Programs (e.g. Allied Health, Dentistry, Biomedical Graduate Studies, Medicine or Nursing). It provides a method to manage students who are, or become infected with a blood borne pathogen including Human Immunodeficiency Virus (HIV), Hepatitis B (HBV), and Hepatitis C (HCV). It describes evidence-based procedures for managing infected students in a way that protects their privacy while providing reasonable precautions to create a safe environment in the academic healthcare setting.

3.8: Intellectual Property

Georgia Regents University (“GRU”) places a high value on the innovations created by all members of the GRU community. In furtherance of the public good, GRU endeavors to identify, protect, market, license, and manage promising new innovations. To this end, this policy represents the core principles and practices regarding intellectual property and its commercialization at GRU.

3.9: Official University Communications (Email Policies and Procedures)

All students at Georgia Regents 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.

3.10: Student Concerns Regarding Educational Experiences

The components of each course of instruction and of each educational program at Georgia Regents University are carefully selected for content and suitability. Students at Georgia Regents University who anticipate problems in carrying out any part of their curriculum because of moral, religious, or other personal reasons must consult with the appropriate course instructor prior to enrolling or at the first opportunity following knowledge or awareness of such personal conflicts. Each problem will be carefully considered in an attempt to resolve the difficulty in a manner consistent with the educational standards of Georgia Regents University. However, the institution is not obligated to provide alternative educational experiences or to waive required parts of its courses or programs. Students with disability-related concerns should contact the Director of Testing and Disability Services.

SECTION IV

STUDENT LIFE & ENGAGEMENT OPPORTUNITIES

4.1: Office of Student Life and Engagement

The Office of Student Life and Engagement (OSLE) exists to give students an opportunity to become involved in activities that complement their academic endeavors. The mission of the OSLE 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 Office of Student Life and Engagement is directly responsible for many of the areas funded by the Student Activities Fee. The Office provides advice and assistance to the Student Government Association (SGA), the Jaguar Production Crew, the Fraternity and Sorority Community, and officially recognized clubs and organizations. The OSLE also coordinates Jaguar Nation Welcome and the undergraduate new student orientation program. Operations of the office are financed by the assistance of Student Activities fees, which also help finance the operation of the Jaguar Student Activity Center (JSAC) and other clubs and initiatives that are available to assist students' needs.

The office is located on the first floor of the Jaguar Student Activities Center and is open Monday through Friday from 8:00 a.m. to 5:00 p.m. Contact information for the OSLE is 706-737-1610 (phone) and 706-667-4156 (fax). Website: <http://www.gru.edu/students/SLE/>

4.2: Student Organizations

Georgia Regents University offers a wide array of student organizations. All student organizations must be recognized by the Office of Student Life & Engagement to utilize the rights and privileges afforded to such organizations. All student organizations must have a faculty/staff advisor who is a full-time employee of the university. Information regarding recognized student organizations and guidelines can be found on the Office of Student Life & Engagement website (<http://www.gru.edu/students/SLE/>).

4.3: 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. 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.

4.4: Fraternity and Sorority Life

Georgia Regents University has nine social Greek-letter organizations. In order to join a fraternity or sorority, a student must have at least a 2.0 grade point average and may not have any Student Code of Conduct violations. Students seeking membership in a National Pan-Hellenic Conference organization must attend Hazing 101 prior to applying for membership. Individual organization's membership standards may be higher. Information regarding fraternities and sororities may be found on the Office of Student Life & Engagement website.

4.5: Student Government Association

Acting as the voice of all students enrolled at Georgia Regents 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 Georgia Regents University are eligible to be a member of the SGA.

The Student Government Association facilitates the exchange of information and ideas between the students of all colleges of GRU. 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 GRU environment to further enhance the education of GRU students. Lastly, the SGA supports a variety of social, cultural, intellectual and recreational events to promote fellowship, personal growth, and involvement of GRU students.

The structure of the SGA is comprised of an executive and a legislative branch. The Executive Cabinet serves as the executive branch for both undergraduate and graduate students, while the Senate and House of Representatives shall constitute the legislative branch. The Senate

represents the undergraduate students, while the House of Representatives serves the graduate students of GRU.

4.6: Jaguar Production Crew (“The Crew”)

The Jaguar Production Crew is the main programming body of Georgia Regents University. The Crew coordinates activities that enhance and enrich the quality of student life by addressing the needs and interests of its diverse student body.

The goal of The Crew is to uphold and maintain four pillars of student programming:

- ***Cultural:*** To encourage students to look outside of themselves, become aware of and respectful toward the values, customs, and differences in the world around them.
- ***Developmental:*** To encourage students to improve awareness and identity, develop talents and potential, and contribute to the realization of dreams and aspirations.
- ***Entertainment:*** To offer programs and events which are fun for students and will enhance their college experience.
- ***Social:*** To provide opportunities for students to connect and nurture relationships with each other while allowing them to build networks within the University.

All students are eligible to become members of The Crew at various levels of involvement from Associate Membership to the Executive Board.

For more information visit www.gru.edu/students/crew.

4.7: Student Leader Academic Policy

All undergraduate student leaders must meet and maintain a 2.25 grade point average. All graduate student leaders must meet and maintain a 2.5 grade point average.

4.8: Jaguar Student Activities Center

The Jaguar Student Activities Center (JSAC) opened in the fall of 2006. It is completely funded by the Student Activities Fee. The JSAC houses the following: six event and meeting spaces; two TV lounges; a cyber-café; a game room that includes billiards, table tennis, and video game consoles; a fitness center that includes cardiovascular equipment, weight machines, a dumbbell set, and locker rooms; massage chairs; and several seating areas for socializing and eating. The JSAC offers a food court with several dining options that include Starbucks, smoothies, deli options, 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 Information Desk is where students may purchase discounted

movie tickets and programming events sponsored by the Office of Student Life and Engagement (OSLE).

The JSAC serves the campus and student body by providing several opportunities for student employment. Student Managers assist the Office of Student Life and Engagement in managing the daily operations, providing audio-visual support for events, handling general maintenance, supervising additional JSAC student staff, and serving the needs of all guests who enter the facility. Fitness center and game room attendants welcome 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 assist the OSLE with additional events held outside the JSAC. The Information Desk attendants assist guests with questions about the JSAC or campus events, sell tickets, and confirm reservations scheduled inside the JSAC.

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 Georgia Regents University. Reservation requests are completely handled online and the policies and procedures are available on the University's website. Questions may be directed to the Office of Student Life and Engagement at 706-737-1610.

4.9: Intramural Sports

Intramural Sports offer students an opportunity to compete in sporting events at both a competitive and recreational level. The purpose of Intramural Sports is to foster a fun, engaging environment for students to interact with one another on the field of play, complementing the overall student life 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 all interest and skill levels. If you would like more information concerning Intramural Sports, please contact the Program Coordinator Zack Wright at zawright@gru.edu.

4.10: Campus Recreation

Georgia Regents University has two indoor recreation and fitness facilities. Both are available for use by students who have paid their Wellness Center student fee.

The Health Sciences Wellness Center provides a modern fitness facility for students to pursue healthy lifestyles and recreational activities. Fully equipped with basketball courts, free weights, cardiovascular equipment and group exercise classes, this facility provides opportunity for every

student. Students can obtain additional information by visiting www.gru.edu/wellness or calling 706-721-6800.

A satellite fitness facility is located on the second floor of the Jaguar Student Activities Center on the Summerville campus. The Fitness Center houses 30 workout stations, treadmills, and cycles. Hours vary by semester. Please call 706-737-1609 for current information.

4.11: Wellness Center

Georgia Regents University offers two wellness and fitness facilities, one on the Summerville campus in the Jaguar Student Activities Center, and one on the Health Sciences Campus in the Student Center.

The Summerville Fitness Center is located on the second floor of the Jaguar Student Activities Center. The Fitness Center houses 30 workout stations, treadmills, and bicycles. Hours vary by semester. Please call 706-737-1609 for current information.

The Health Sciences Wellness Center provides a modern fitness facility for students to pursue healthy lifestyles and recreational activities. Fully equipped with basketball courts, free weights, cardiovascular equipment and group exercise classes, this facility provides opportunity for every student. Students can obtain additional information by visiting www.gru.edu/wellness or calling 706-721-6800.

SECTION V

THINGS TO KNOW

5.1: Americans with Disability Act

Georgia Regents University, in accordance with Section 504 of the Rehabilitation Act of 1973 and the Americans with Disabilities Act, ensures that all students with disabilities are afforded equal opportunity and access to all programs and facilities at Georgia Regents 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 (Americans with Disabilities Act, 1990).

Grievance Procedures

Georgia Regents University has adopted an internal grievance procedure providing for prompt and equitable resolution of student complaints alleging any action prohibited by the U.S. Department of Justice regulations implementing Title II of the Americans with Disabilities Act (ADA). Title II states, in part, that “no otherwise qualified disabled individual shall, solely by reason of such disability, be excluded from the participation in, be denied the benefits of, or be subjected to discrimination” under any programs or activities sponsored by a public entity.

The student should make every good faith effort to address his or her specific complaint directly with the faculty member who is involved with the initial problem before filing a formal grievance. If this is unsuccessful, the student may issue a written complaint to the faculty/staff member and his or her immediate supervisor. The complaint should contain a specifically alleged ADA violation and should, in detail, explain how the student feels that his ADA rights have been violated.

The faculty/staff members and the corresponding department heads who receive an ADA complaint should make every attempt to resolve the matter, if possible, and issue a written response to the student complainant within ten (10) working days. This written response should be undersigned by the head of the department under which the faculty/staff member is employed. ADA complaints should be filed with the appropriate parties in the following manner:

The Office of Testing and Disability Services

Complaints relating to direct services received through the Office of Testing and Disability Services should be submitted to the Director of Testing and Disability Services in the Office of Testing and Disability Services within ten (10) days of the alleged violation. Students must be formally registered with the Office of Testing and Disability Services before a complaint can be

filed with this office. All students with a documented disability may register for services by completing the initial intake session.

Admissions

Student ADA complaints relating to the Office of Admissions should be submitted to the Director of Admissions within ten (10) days of the alleged act. If a prospective student believes that a requirement for admission has a disproportionately adverse effect upon him, based on his or her disability, the prospective student may submit a written request for reconsideration to the Director of Admissions.

Faculty/Staff

ADA complaints directly related to teaching faculty members should be submitted to the faculty member within ten (10) days of the alleged violation. Each department has a department head who supervises faculty members. The name of the current department head can be discovered by simply contacting the department.

Physical Campus Accessibility

If a student has a complaint relating to the physical accessibility of the campus, this complaint needs to be directed to the Director of Campus Facilities Planning within ten (10) days after the accessibility issue is noticed. The Director of the Physical Plant supervises the Facilities Planning Director.

Student Employment

Employment related student ADA complaints need to be filed with the Assistant Director of Financial Aid (Federal Work-Study and Student Assistant Coordinator) immediately after the occurrence of the alleged violation. The Director of Financial Aid supervises the Assistant Director of Financial Aid.

General Complaint Appeals Procedures

If the student is still dissatisfied with the previous attempts to mediate his/her complaint, he/she has a right to submit a formal appeal to the Associate Vice President of Access. The formal letter of appeal must be filed within five (5) working days of the student's receipt of the response letter from the appropriate department. The complaint should be filed in writing and must contain the name, address, and telephone number (if available) of the person filing it. A brief description of the specific alleged ADA violation must be contained in the complaint. An investigation shall be conducted by the Associate Vice President of Access upon receipt of a complaint. The Associate Vice President of Access will submit a written determination to the complainant within five (5) working days of receiving the complaint. (Note: In the event that the original complaint is against the Associate Vice President of Access, the investigation shall

be conducted by the ADA Grievance Committee. Please reference information regarding the ADA Grievance Committee in the paragraph below.)

If the student does not agree with the determination made by the Associate Vice President of Access, a second appeal may be made within five (5) working days with the Vice President of Academic and Faculty Affairs. Once the Vice President receives the appeal, it will be submitted to the ADA Grievance Committee. The ADA Grievance Committee shall consist of two faculty members who are not involved with the recent complaint and two students. Whenever possible at least one member of the ADA Grievance Committee will be an individual with a disability. The ADA Grievance Committee will be formed by the Vice President for Academic and Faculty Affairs. The Vice President will have five (5) working days to form the ADA Grievance Committee and to submit the complaint to the Committee. Once a determination has been made by the ADA Grievance Committee, it will be submitted to the Vice President of Academic and Faculty Affairs and forwarded to the complainant within ten (10) working days after receipt of the complaint by the ADA Grievance Committee (unless both the complainant and the Vice President agree to extend the deadline for an additional time which is not to exceed five (5) additional working days).

Upon receipt of the decision made by the ADA Grievance Committee, if the complainant is still dissatisfied, a final appeal may be filed within five (5) working days with the Provost. The appeal to the Provost must include (a) the specific alleged ADA violation (b) a specific statement of how the complainant's rights have been violated by the actions of the university in dealing with the grievance and (c) a specific statement of what the complainant is seeking that they did not receive. Should the Provost agree to hear the appeal, his or her decision will be final. If the Provost concurs with the previous decision or does not choose to hear the matter, then the decision of the ADA Grievance Committee will be final. The complainant will be sent a written decision from the Provost or his/her appointed representative within ten (10) working days.

This process consists of informal but thorough investigations, affording all interested persons an opportunity to submit evidence relevant to a complaint. The Associate Vice President of Access shall maintain the files and records of Georgia Regents University relating to the complaints filed.

A written determination as to the validity of the complaint and a description of the resolution, if any, should be issued by Office of the Dean of Students or their designee and a copy forwarded to the complainant within ten (10) working days after its filing (unless both the complainant and the Dean agree to extend the deadline for an additional time which is not to exceed five (5) additional working days). The Office of the Dean of Students shall maintain the files and records of Georgia Regents University relating to the complaints filed.

A written appeal of the decision of the ADA Grievance Committee may be made to the President of the University within five (5) days. The appeal to the President must include (a) the specific alleged ADA violation (b) a specific statement of how the complainant's rights have been violated by the actions of the university in dealing with the grievance and (c) a specific statement of what the complainant is seeking that they did not receive. Should the President agree to hear the appeal, his decision will be final. If the President concurs with the previous decision or does not choose to hear the matter, then the decision of the ADA Grievance Committee will be final. The complainant will be sent a written decision from the president or their appointed representative within ten (10) working days.

Specific Appeals Procedures Related to Course, Academic, or Degree Requirement Waivers

Decisions related to general academic or degree requirement waivers or substitutions are made in accordance to standards established by the Board of Regents of the University System of Georgia. Academic and degree requirement waivers are initially reviewed by the Director of Testing and Disability Services. In order to request a waiver, the student should submit a written request for a course, academic, or degree requirement to the Testing and Disability Services Director. The Director of Testing and Disability Services should submit a written response within ten (10) working days after receiving a written request for review from the student.

If the student is dissatisfied a more formal appeal can be made to the Associate Vice President of Access within five (5) working days of the denial from the Director of Testing and Disability Services. Appeals related to degree or academic substitutions should be made in writing and directed to the Associate Vice President of Access. A formal written opinion from the Associate Vice President of Access should be submitted within ten (10) working days after receiving a written complaint from a student. In these cases a final appeal can be made to the Vice President for Academic and Faculty Affairs. The Vice President may concur with the decision of the Associate Vice President of Access, or make an independent decision relating to the complaint. Remedies for resolution may be included in the Vice President's decision. The Vice President for Academic and Faculty Affairs should issue a final written decision of this appeal within ten (10) working days. The Vice President's decision on ADA matters relating to waivers of academic degree requirements shall be final.

Commitment to Student Access

Georgia Regents University is dedicated in its commitment to comply with all regulations contained within the ADA and believes 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.

For further information regarding the Americans with Disabilities Act and the rights guaranteed by this act, please visit: <http://www2.ed.gov/about/offices/list/ocr/index.html>.

5.2: Student Health Policies

Immunizations

The minimum immunization requirements for all University System of Georgia colleges and universities are established by the Georgia Board of Regents. Specific institutions, with the concurrence of their presidents and the Chancellor, may require some immunizations not required for all new students by this policy. Institutions are also authorized to impose additional immunization requirements for students when, in the opinion of the president of the institution and with concurrence of the Chancellor and appropriate public health authorities, there is a substantial risk of exposure to other communicable diseases preventable by vaccination (BoR Minutes, 1990-91, p.114).

All entering Georgia Regents University students that are NOT enrolled in a Health Sciences College or program (e.g. Arts, Business, Education, or Sciences on the Summerville Campus) are required to provide the GRU Academic Admissions Office (Admissions) with sufficient evidence that they are fully immunized or have proof of immunity with serological titer against Mumps, Rubella (German Measles), Rubeola (Red Measles), Varicella (Chicken Pox), Tetanus, Diphtheria, Pertussis, and Hepatitis B. Recommended vaccinations include: Human Papillomavirus, Hepatitis A, Meningococcal virus and Influenza.

All entering Georgia Regents University students that ARE enrolled in a Health Sciences College or program (e.g. Allied Health, Dentistry, Biomedical Graduate Studies, Medicine, or Nursing) are required to provide the GRU Student Health Service (Student Health) with sufficient evidence that they are fully immunized and/or have proof of immunity with serological titer against Mumps, Rubella (German Measles), Rubeola (Red Measles), Polio, Tetanus, Diphtheria, Pertussis, Varicella (Chicken Pox), and Hepatitis B. Results from a Hepatitis C antibody titer and an HIV 1/2 Screen is also required. Students are also required to have had a PPD (tuberculin test) within three months prior to the first day of class at the Health Sciences campus and annually thereafter. Recommended vaccinations include: Hepatitis A and Influenza.

All students living in any GRU Residence Hall (University Village or Health Sciences Housing units) MUST provide proof of immunization for the Meningococcal virus that causes Meningitis.

Protected Health Information

The Health Insurance Portability and Accountability Act (HIPAA) classifies students, volunteers, contracted workforce members, faculty and staff as “workforce.” Pursuant to HIPAA, all

workforce members must complete HIPAA training and are accountable for complying with federal health information privacy regulations. In accordance with federal law, Georgia Regents University will sanction any inappropriate access or use of protected health information, including social media disclosures.

Georgia Regents University is a covered entity as defined by 45CFR 160-164 and confidentially secures student health records in accordance with HIPAA regulations.

Student Health Insurance

The following students are required to have health insurance:

- Health Science Students
- Graduate students receiving qualified graduate assistantship
- Graduate students enrolled in programs that require proof of insurance
- Graduate students receiving fellowships that fully fund their tuition
- J-1 Scholars
- International students holding F or J visas

United Health Care (UHC) is the insurance company selected by the Board of Regents (BOR). These students are charged a student health insurance premium for each semester. If a student already has health insurance that meets the BOR requirements, the student must complete a waiver application. UHC will confirm the student's coverage and notify the university if a waiver is approved. A credit for the premium is then posted on the student's POUNCE account. For any questions please call 706-721-3448. Voluntary enrollment in the plan is available.

5.3: Counseling Center

Locations: Summerville, Central Utilities Plant and Health Sciences Campus, Student Health Center

Phone: (706-737-1471)

Website: www.gru.edu/admin/counseling/

The Counseling Center strives to promote services for personal growth and development. Free and confidential counseling services are available for currently enrolled students of GRU. The Center is located on the Summerville campus with a satellite office on the Health Sciences campus located in the Student Health Clinic. Office hours are 8 a.m. to 5 p.m. After hours appointments may be scheduled by calling 706-737-1471.

Counseling Services: The Center provides individual personal, academic, and career counseling using a brief counseling model. Examples of counseling issues may include helping clients choose an appropriate major, improving study skills or test taking, or addressing personal

problems related to stress, relationships, anxiety or depression. Those seeking career exploration have access to career and interest inventory assessments. Clients pursuing personal counseling for issues that may require long term counseling or specialized treatments not appropriate for the Center will receive assistance with an appropriate community referral.

Self Help Seminars: Each semester, the Center offers a variety of free seminars on academic, career, and mental health topics. Visit our website for the seminar schedule.

Outreach Activities: The Center participates in a variety of outreach programs such as National Depression Screening Day, Domestic Violence Awareness Month activities, and Sexual Assault Awareness Month activities. In addition, the Center promotes mental health wellness by presenting to classes, sororities, fraternities, and various groups on campus.

Graduate Internship Opportunities: Internships are available to GRU students enrolled in the psychology and counselor education graduate programs. Interested students should visit or call the Center to learn more details and to obtain an internship application. Internships are granted on a space-available basis following a careful screening and interview process. Interns are supervised by licensed counselors and complete an orientation and training period prior to providing individual career, academic, and personal counseling. Interns also participate in facilitating outreach programs such as classroom presentations and self-help seminars.

Graduate Assistantship Opportunities: An assistantship is available to GRU students enrolled in the psychology and counselor education graduate programs. Interested students should visit or call the Center to learn more details and to obtain an assistantship application. Assistantships are granted on a space-available basis following a careful screening and interview process. The graduate assistant coordinates and facilitates outreach programs such as classroom presentations and self-help seminars.

5.4: Housing and Residence Life

Housing & Residence Life manages on-campus housing for over 800 residents. Living in a residence hall is a unique experience that provides opportunities to meet new people and to explore new ideas and ways of relating to others. Residence hall living is a vital part of the educational experience in which residents are encouraged to assume individual and group responsibility.

Housing and Residence Life Contact Information

Phone: 706-729-2300

Email: residencelife@gru.edu

Visit us:

- Health Sciences Campus Student Center (DA-2004) 2nd Floor
Monday-Friday, 8AM-5PM
- Bellevue Annex, Summerville Campus
Monday-Friday, 8AM-5PM
- University Village, Forest Hills Campus
Monday-Friday, 9AM-6PM, Saturday 10AM-5PM, Sunday 1PM-5PM
- Online: www.gru.edu/housing
- Important Items like:
 - Maintenance Request Forms
 - Roommate Contracts
 - Residents Contracts
 - Residence Life Handbook
 - Monthly Newsletters and Events
 - Residence Life Space Reservations
 - Important Announcements, Dates, and Phone Numbers.... AND MORE!
- After Hours: Resident Advisor on Duty Phone Numbers
 - Health Sciences Campus Resident Advisor: 706-829-4165
 - University Village Forest Hills Campus Resident Advisor: 706-533-7162

5.5 Public Safety

Communications

Public Safety maintains 24-hour communications for Police Services. The single, unified GRU Police Department has achieved the level of State Certification, a recognized certification granted to the top 15% of the law enforcement agencies in the State of Georgia. Communications personnel have access to both national and statewide law enforcement databases. University Police have Memorandums of Agreement with Local Law Enforcement agencies that will provide additional manpower and specialized support when required.

Code Blue Emergency Telephones have been placed in strategic locations throughout campus. All campus elevators are equipped with emergency telephones for emergency contact with Public Safety.

Rave Guardian, an app for Smart Phones has been purchased for all students and employees of GRU. Any person with a gru.edu email domain can download this app for free. The app is an emergency notification system for individuals. When activated the system notifies GRU Police of your location within a few meters of resolution so that a Police Officer can be dispatched to your location. It is like having a Code Blue Emergency Phone with you wherever you go without having to search for one.

The GRU Police Department Communications Center operates 24 hours a day, 365 days a year providing a direct link from the university community to the on-duty police units. Communication officers at the Summerville Campus receive calls on the business line 706-737-1401 and the emergency line 706-729-2911. Communication officers at the Medical Campus receive emergency calls on 706-721-2911 and business calls at 706-721-2914. After obtaining the necessary information from the caller, police units are then directed to accomplish their assigned duties and related tasks. Communication is maintained with other local law enforcement agencies. Assistance is provided and received by request from these agencies including the dissemination of pertinent information in the location of a particular subject and/or vehicle.

The communication officers use the Computer Aided Dispatch (CAD) System for centralized record keeping and the dispatching of officers to assigned calls. The communication officers are certified to operate and monitor the National Crime Information Center/Georgia Crime Information Center (NCIC/GCIC) for regional broadcasts that are received by their terminal. Any information that may be relevant for the surrounding area is disseminated to the officers by radio. The dispatcher is responsible for entering information from crime reports such as stolen vehicles, license plates, weapons and different types of articles that have a serial number. Also information pertaining to driver's license, vehicle tags, stolen vehicles, stolen property, etc. can also be obtained through this system.

Patrol

Georgia Regents University Police Department is comprised of three shifts, each consisting of a Supervisor, and supporting officers. A total of 45 sworn/certified officers cover both campuses on an interchangeable basis. All sworn Police Officers report to a single shift commander, who is responsible for personnel on both campuses. The department is responsible for life safety issues and the protection of assets on Georgia Regents University property. The department also provides accident reports, incident reports, and all other normal police department functions. The

division does this by responding to requests for service 24 hours a day, 7 days a week, 365 days a year.

All officers are 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 escorts, provide in-service trainings and assist the campus community in any way possible. Uniform police officers receive a minimum of twenty (20) hours in service training each year that includes topics such as crisis management, legal updates, active shooter training, domestic violence, CPR, conflict resolution and assorted other areas that enhance their ability to enforce the law and help our community.

Lost and Found

GRU Police maintains lost and found property repository for the University. These services are located at the Public Safety Building. Found property should be turned in to the GRU Police. We will make every effort to locate the legal owner. Lost property should be reported to the Georgia Regents University Police Department by telephoning 706-737-1401 for the Summerville Campus site and 706-721-2911 for the Medical Campus.

Georgia Regents University ID cards at the Summerville Campus are delivered to the Student Activities Office. ID cards at the Medical Campus are delivered to the Badge/Key Control Office in the Public Safety Building. All other real property is held for ninety days and then disposed of according to Georgia law.

After Hours Building Access

- Must have a valid Georgia Regents University ID. It is institutional policy at both the all employees and students 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 site require special authorization to enter. An access list is maintained for those sites and only persons on the approved lists will be granted access.
- Students are not allowed to bring non-students/unauthorized person(s) into Georgia Regents University facilities.
- Facilities are defined as buildings, labs, athletic fields, and or other real property owned or leased by Georgia Regents University.
- Failure to present a valid ID card 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 University Police Dispatch prior to you 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 Georgia Regents University computer rooms is for current enrolled students only. The Department of Information Technology sets computer room hours.

Motorist Assistance

University Police can provide assistance in jumping off dead car batteries, unlocking vehicles, and providing air for low tires. Due to insurance restrictions, officers are not allowed to change flat tires.

Officer Escorts

University Police are available to provide personal Safety escorts upon request. 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 in the dark hours.

Crime Prevention

Crime prevention and personal safety information is available from the GRU Police. Officers provide class lecture, handout materials and or instruction for interested groups both on and off campus.

Locate Persons

GRU Police will attempt to locate students, faculty or staff for life safety emergency situations only.

Special Duty

GRU Police provide police coverage at most University events, such as sporting events and social gatherings on campus.

First Aid Injuries/Safety Hazard Reporting

For first aid assistance, you should call the Department of Public Safety at the Summerville Campus at 706-737-1401 (non-life threatening) or 706-729-2911 for serious injuries. For the Medical Campus the notification should be made to 706-721-2911. All injuries, which occur on Georgia Regents University property no matter how minor, should be reported to the Department of Public Safety and a student/visitors/employee injury report filed.

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

CPR, First Aid and AED Training

Cardio Pulmonary Resuscitation (CPR) and First Aid training is available through the Public Safety Office. Officers are certified by The American Heart Association to deliver this life-saving training. Instruction is also available for the use of an Automatic External Defibrillator (AED).

Community Involvement

Public Safety personnel are active in many professional organizations such as: International Association of Campus Law Enforcement Administrators, Georgia Association of Chiefs of Police, Georgia Association of Campus Law Enforcement Administrators Georgia Council on Child Abuse, East Central Georgia Traffic Enforcement Network, Safe Communities Coalition, Augusta Judicial District Domestic Violence Task Force, Prevent Child Abuse Augusta, Rape Crisis & Sexual Assault Services of Augusta, and others.

Fire Safety

As part of our Fire Safety Program here at Georgia Regents University, monthly inspections on all campus fire extinguishers. These inspections are conducted by personnel assigned to the Fire Safety Office. Annual fire extinguisher training is provided in conjunction with the Augusta-Richmond County Fire Department.

Crime Prevention

The Crime Prevention Officer's primary function is the reduction or elimination of criminal opportunities before a crime can occur. Additionally, other Officers are assigned to conduct seminars in the residence hall such as Sexual Assault/Rape Prevention, Personal Safety.

5.6: Campus Stores

Two campus stores serve Georgia Regents University. The JagStore - Summerville campus and the JagStore - Health Sciences campus. The stores are committed to excellence in providing a trusted resource for course materials, services, and other merchandise while enhancing and supporting the educational and social experiences of Georgia Regents University students, faculty, and staff. The bookstores are the source for all course materials 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/Loans are accepted for several days prior to the start of each academic session. Please check the bookstore website for exact dates. A primary goal of the bookstore is to provide educational materials to students at the lowest cost possible.

Money Saving tips for purchasing course materials:

- Purchase used books when possible; used textbooks are 25% cheaper than new and help preserve our environment.
- Purchase your books as early as possible; more used books are available and the bookstore is not as busy.
- Consider renting textbooks. Many titles are available as a rental textbook.
- 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 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.

Refund Policy:

The JagStore is happy to offer refunds and exchanges:

- An original sales receipt is required for all refunds and exchanges.
- Return the merchandise in the same condition as when purchased.
- Return all components with book; for example, bring back any CD's, study guides or online access codes that were packaged with the book(s).
- Make your returns within the proper time-frame: The final day for refunds will be posted in the bookstore, printed on your receipt, and listed in campus publications each semester.
- Software, multimedia products, and graduation and regalia items are non-returnable.
- We will exchange most defective merchandise within 10 days of purchase, with the original register receipt.
- The staff of the JagStore are happy to answer any questions you may have about our refund policy.

Please check:

www.gru.edu/jagstore for store information

www.jagstore.net for information on course materials

www.georgiaregentsgear.com for information on GRU and Jaguar gear and gifts

5.7: Campus Dining/Food Services

The Summerville campus features two locations for dining: The Summerville Food Court located in the Jaguar Student Activities Center (SAC) includes a Starbucks, Freshens Smoothies, Stacks Deli, WoW - American Café and Wingery, Slice of Life Pizza & Sandwiches and Simply To Go.

The Allgood Cafe is located in Allgood Hall (AH) and features grab and go sandwiches, hot dogs, and beverages.

The Health Sciences campus features a variety of dining venues: The Atrium Food Court in the Student Center (DA) includes a Starbucks, Mein Bowl Asian Cuisine, Hissho Sushi, Simply To Go, and Chic-Fil-A. The Harrison Education Commons building includes a Starbucks and Simply – To – Go. There is a Subway located on Harper Street. And students may dine in Terrace Dining on the 2nd floor of the hospital.

For more information please visit: www.grudining.com

5.8: Parking and Transportation

Augusta Public Transit

Students may ride Augusta Public Transit (APT) busses at no charge simply by showing the driver your current JagCard (Student ID). This service is funded through the transportation fee that is paid each semester. Please visit the City of Augusta web site for more information:

<http://www.augustaga.gov/262/Routes>

Jaguar Express Shuttles

Four Transit Routes are offered at GRU:

Blue Route - Summerville/Forest Hills Loop: Operates when undergraduate classes are in session. Fall & Spring Academic Session Service Hours are: Monday - Thursday 7:00am - 11:00pm and Friday, 7:00am - 6:00pm. Summer Session Service Hours are: Monday - Thursday 7:00am - 10:00pm and Friday, 7:00am - 6:00pm. There are four stops: At the Summerville Location main entrance near University Hall, Between Allgood and Science Hall in parking lot 25, Near the main entrance of Christenberry Fieldhouse, and at the Bus Stop on Jaguar Way near University Village. During Fall and Spring, the shuttle visits each stop approximately every 15 minutes between 7:00am and 6:00pm M- Fri, and every 30 minutes between 6:00pm and 11:00pm M- Th. Summer Service Hours are: Monday - Thursday 7:00am - 10:00pm and Friday 7:00am - 6:00pm. During Summer sessions, the shuttle visits each stop approximately every 30 minutes.

Red Route - Summerville/Health Sciences Inter-Campus: Operates when undergraduate classes are in session. Fall, Spring, and Summer Semester/Session Service Hours are: Monday - Thursday 7:00am – 10:00pm and Friday, 7:00am – 6:00pm. There are two stops: At the Summerville Location main entrance near University Hall and at the Health Sciences Location on Goss Lane near the Wellness Center. The shuttle visits each stop approximately every 30

minutes and departs the Health Sciences campus on the hour and on the half hour and departs the Summerville campus on 15 and 45.

Green Route – Service for the northern areas of the Health Sciences campus. Operates weekdays except on official GRU holidays, 5:30am - 6:00pm. There are five stops: Annex, Kroger, Alumni Center, GRMC (Harper Street) and Lot 65. The shuttle visits each stop approximately every 10 minutes.

Gold Route– Service for the southern areas of the Health Sciences campus. Operates weekdays except on official GRU holidays, 5:30am - 6:00pm. There are seven stops: Moore Ave (Lot 69), Parnell St., GRMC (Harper St.), Health Sciences Bldg., Laney Stadium, Goss Lane, and the College of Dental Medicine. The shuttle visits each stop approximately every 7 minutes between 5:30am and 8:00am and every 11 minutes 8:00am - 6:00pm.

Shuttles generally do not operate when classes are cancelled due to inclement weather.

Parking

All vehicles parked on University property require a permit.

Parking Registration Instructions

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

Students should visit **POUNCE** at pounce.gru.edu

Log in using your NetID and password

- Select Parking Registration
- Enter your vehicle information
- Select type of parking desired
- Enter your payment method

Hints for Students

- Student rates are \$35.00 per academic session for the Summerville, Forest Hills, and Health Sciences campuses.
- You should process payment for your parking at the time of registration on Pounce.
- Health Sciences Campus students should visit the parking office on the Health Sciences Campus (Annex II, HT-1147) to pick up hangtags.
- Summerville Campus students should visit the Parking Office in the Public Safety building on the Summerville Campus.
- Please bring your complete temporary permit that your printed form from Pounce (it must include your license plate information).

For more information, please visit: www.gru.edu/parking

5.9: Copy and Print Center

A full service Copy & Print Center is located at 524 15th Street in Annex II (HT-1220). The Copy & Print Services Center accepts the JagCard as a form of payment.

Hours of Operation: Monday - Friday 8:00am - 5:00pm. 706-721-3575

5.10: JagCard

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

Your first JagCard is issued to every enrolled student free of charge. The JagCard should be obtained during the first semester of enrollment and is considered permanent. If a student has not been enrolled for a period of one year, a new photo will be made at no charge. If a student loses the JagCard, he or she may obtain a new card by paying a fee. Proof of identification with photo (driver's license, etc.) is required for all student identification cards.

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.

There are two JagCard Office locations:

Summerville Campus

Jaguar Student Activities Center

SAC Room 236

706-731-7080

jagcard@gru.edu

Health Sciences Campus

Student Center

706-721-9939

jagcard@gru.edu

For more information, to purchase meal plan or deposit funds to your JagCard, please visit:
www.gru.edu/jagcard

5.11: GRU Child Care Center

Georgia Regents University operates a child care center for children of GRU and GR Health faculty, staff and students. The Child Care Center, established in 1986, has planned programs for each child's level of development and a variety of learning and play activities are scheduled for children, based upon age level. Nutritionally balanced lunches are served daily, in addition to morning and afternoon snacks. The Center is fully licensed by the State of Georgia. During special times such as summer vacation and holidays, space may be available for children up to twelve years of age.

The Child Care Center is located adjacent to the campus at 601 Old Bailie Street and is open five days a week, Monday through Friday, twelve months a year, for children six weeks to four years of age.

The hours of operation are Monday - Friday, 6:00 a.m. to 6:30 p.m. Call the Child Care Center at 721-4171 for more information. *Should GRU classes be cancelled due to inclement weather, the Child Care Center will also close.*

The GRU Child Care Center is a Three Star Quality Rated facility and accredited with NAEYC!

For more information, please visit: www.gru.edu/auxiliary/child

5.12: Athletics

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

The GRU Department of Intercollegiate 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 as an independent. The Jaguars field men's teams in Cross Country, Basketball, Baseball, Tennis and Track & Field in Division II while Men's Golf competes on the Division I level as part of the Mid-Eastern Athletic Conference (MEAC).

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. 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.

The GRU Athletics main office is located on the upper level of Christenberry Fieldhouse on Wrightsboro Road. (706-737-1626) www.jaguarsroar.com

5.13: Financial Aid

Begin the application process for financial aid after January 1st by completing the Free Application for Federal Student Aid (FAFSA) online at www.fafsa.ed.gov. To apply for the HOPE Scholarship ONLY, completing the FAFSA is not required but you must complete an online application at www.GAcollege411.org available under GSFAPPS and a HOPE Scholarship Request Form available at <http://www.gru.edu/finaid/applyhope.php>. 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 as defined by the Georgia Regents University Augusta Financial Aid Office. The policy can be found at <http://www.gru.edu/finaid/policies.php#sap>.

The annual financial aid application priority deadlines for each term are as follows: Fall Semester - March 1; Spring Semester - October 1; and Summer Semester - March 1. You are expected to submit all required applications and supporting documents on or before the published financial aid application priority dates and/or deadlines for the chosen enrollment term. Failure to do so may result in incurring your own educational expenses until your financial aid file is complete and aid can be processed.

All scholarships are awarded by the Georgia Regents University Scholarship and Financial Assistance Committee and require an institutional scholarship application, available from December 1 through February 1, for each upcoming academic year. The Georgia Regents University Academic Scholarship Application can be completed online through Academic Works at <https://gru.academicworks.com/>

5.14: Business Office

The Business Office is located in Payne Hall on the Summerville Campus. Hours of operation are 8:00 a.m. to 5:00 p.m. Monday through Friday. Email address is business_office@gru.edu

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 GRU.

Matriculation charges are posted each term automatically in response to student registration which occurs on POUNCE. In addition to tuition and fees, other charges for housing, parking, meal plans, or other activities may be assessed as part of registration as students engage these offices for services. The Business Office conforms to Board of Regents of the University System of Georgia's regulations. This includes requiring payment for all outstanding institutional balances prior to the first day of classes. Under Board Policy, attendance is not allowed without payment in full.

Students may pay any institutional balance online through POUNCE, which can be accessed from the portal web page. 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 2.75% 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. There are two student kiosks where credit card payments may be made if a student requires assistance with their payment. 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.

The Department of Education requires that institutions offer student loan amounts prior to the start of class, and students have the opportunity to accept some or all of this financial aid through POUNCE. This is called "accepting your award". Students who have accepted their financial aid through POUNCE will see their financial aid disbursements online. Before financial aid is disbursed against the bill, it appears as a "memo" amount. This amount counts against the term balance until the financial aid is released or "disbursed" and pays the bill. Even memo financial aid can be viewed in POUNCE. Students will be responsible for covering any portion of their outstanding balance that is not paid by financial aid prior to the start of the term. If the entire outstanding balance is not paid in full prior to the start of the term, students face additional penalties including late payment fines and disenrollment. If the student is allowed to re-register for classes, a \$50 late registration fee will be applied. Drops of unpaid accounts allow other waitlisted students and late enrollments to occur during add/drop. If a student is dropped for

nonpayment of classes, it often becomes more difficult to secure the class at the preferred times. Therefore, it is important to budget appropriately and to view your account before the start of classes even if a student believes their account will be fully funded by an outside source.

Information on making payments can be found at this link:

<http://www.gru.edu/finance/controller/businessoffice/documents/howtopayonpounce.pdf>

Student accounts are sometimes funded by a third party, such as the military, or other resource. This type of payment requires pre-term action by the student. If a student believes a portion or all of their charges should be paid by a third party, they should contact the Business Office four to six weeks prior to the start of classes to file a Third Party Contract Form to ensure their account will reflect this payment before the due date. The form can be found at this link:

<http://www.gru.edu/finance/controller/businessoffice/thirdpartyauth.pdf>

GRU has a contract with Nelnet to provide a payment plan solution in the case none of the above methods are chosen for payment, or to be used in combination with other methods of payment. Nelnet will contract with the student to defer the cost of a portion of tuition and fees up to \$5,500 per term for a fee. To find out more information about Nelnet Payment Plan options, visit the Business Office web site, or go directly to this link: <http://www.mycollegepaymentplan.com/gru> An FAQ on the payment plans can be accessed from the Business Office web page, or by going directly to this link:

<http://www.gru.edu/finance/controller/businessoffice/documents/201502nelnetfaq.pdf> Please note, this link is updated by term.

Refunds will be 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 will be made available as soon as drop/add has ended 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 will be mailed to the student's most current mailing address on file. Students are encouraged to keep their bank account and mailing address information updated in POUNCE so that their funds are received promptly. More information about how to complete the eRefund information on POUNCE can be found at this link:

<http://www.gru.edu/finance/controller/businessoffice/documents/gruhowtosignupforerefunds.pdf>

The Business Office web page and POUNCE will always have the scheduled refund dates for students. Students are encouraged to visit POUNCE daily, as well as closely monitor their Institutional email accounts. Email is the preferred communication resource for all student information. The Business Office will communicate with students frequently about due dates and balances to ensure everyone is aware of their obligations and upcoming deadlines.

Returned payment items will be charged back to the student account on POUNCE. There is a \$30.00 minimum returned item fine or 5% of the returned item balance charged for any returned items. This includes paper checks and electronic check payments made through POUNCE. Electronic returns due to invalid account information are also subject to the fine. The maximum amount of returned items is three before a student is placed on a cash-only hold and may only submit cash payments to GRU.

Balances incurred outside of the registration process are due immediately once the balance is assessed on POUNCE. This can include any institutional charge. Students are notified by email as a courtesy, but are responsible for checking their POUNCE accounts for activity and for making timely payment for any institutional charges. Typically this is due to parking fines, student health service charges, library fees, or housing fines.

Accounts receivable holds are placed on accounts when they become delinquent. This hold will prevent students from registering, obtaining transcripts, and graduating. Holds are promptly removed once the delinquent balance is paid in full. If a balance remains unpaid and all collection efforts by GRU 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.

Each year, GRU files the 1098-T supplemental tax form by January 31 for the prior year charges. The 1098-T is available through POUNCE, and the printed form from POUNCE is ready to take to your tax preparer. For more information about 1098-Ts, please visit this link:

<http://www.gru.edu/finance/controller/businessoffice/documents/2014taxyear1098t.pdf>

The Business Office does not advise students on filing their taxes, but may assist with retrieving the form.

An item that students ask about frequently are waivers. Students must apply for all 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. To find out about waivers, refer to section 7.3.4 of the policy manual of the University System of Georgia at this link:

<http://www.usg.edu/policymanual/section7/C453/> or contact the Registrar's Office. Approved waivers may offset a portion of the cost of attendance.

Students who are also USG Employees who have applied for TAP Waivers by the published deadline, and have also applied for the Pell Grant should be aware that the Pell Grant must pay their student bill before the TAP waiver will be applied to the balance. Out of state student employees receiving TAP should also make sure they apply for the Full Time USG Employees

out of state tuition waiver. TAP waivers that exceed \$5,250 annually are subject to taxes. Student employees receiving TAP should be aware of the total they receive per year in these benefits by reviewing POUNCE, or the student system for all institutions they may have attended for the year.

5.15: The Bell Ringer

The Bell Ringer is Georgia Regents University's award-winning student newspaper. The newspaper is published bi-weekly in print and has an online presence. The office is located on the second floor of the Jaguar Student Activities Center. For more information, contact the office at **(706-737-1600)**.

AUGUSTA CHRONICLE AWARD: The recipient of this award is chosen by The Bell Ringer's faculty adviser for making the most outstanding journalistic effort for the academic year.

BELL RINGER AWARD: The editor-in-chief and the faculty adviser of the student newspaper, The Bell Ringer, choose the newspaper's most outstanding member to be the recipient of this award.