Georgia Gwinnett
COLLEGE

Faculty Manual of Policies and Procedures

September 2016

Georgia Gwinnett COLLEGE

Vision

Georgia Gwinnett College will be a premier 21st Century Liberal Arts college where learning will take place continuously in and beyond the confines of the traditional classroom. Its cornerstones will be innovative use of educational technology and a commitment to an integrated educational experience that develops the whole person. GGC will be a wellspring of educational innovation. It will be a dynamic learning community where faculty engagement in teaching and mentoring students will be the hallmark. It will be a driving force for change in student success. As such, it will be a model for innovative approaches to education, faculty engagement with students, and highly efficient student, facility, and administrative services.

Mission

Georgia Gwinnett College provides access to targeted baccalaureate level degrees that meet the economic development needs of the growing and diverse population of the northeast Atlanta metropolitan region. It emphasizes the innovative use of technology and active-learning environments to provide students enhanced learning experiences, practical opportunities to apply knowledge, increased scheduling flexibility, and a variety of course delivery options. Georgia Gwinnett's outstanding faculty and staff actively engage students in various learning environments, serve as mentors and advisors, and assist students through programs designed to enhance their academic, social, and personal development. GGC produces contributing citizens and future leaders for Georgia and the nation. Its graduates are inspired to contribute to the local, state, national, and international communities and are prepared to anticipate and respond effectively to an uncertain and changing world.

Operating Principles

Georgia Gwinnett College is committed to:

- Continuous review, assessment, change, and experimentation
- Holistic development of students
- Building partnerships with its business and community constituents
- Developing a workforce of highly competent teachers and staff who are also action oriented and innovative
- Innovatively integrating technology into educational experiences
- Diversity and building a multicultural environment to prepare students to succeed in a global society
- Being the community of choice to work for faculty, administrators, and staff
- Providing a supportive work environment that encompasses involvement, open communications, a spirit of collegiality and an appropriate reward system

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I. GENERAL

While this Faculty Manual of Policies and Procedures (hereafter “Faculty Manual”) conveys information about policies and procedures under which we operate at Georgia Gwinnett College, the Faculty Manual should not be construed as an official publication of the Board of Regents of the University System of Georgia, nor should it be construed as a replacement for the written employment contract of each faculty member. The authoritative source of information concerning Board approved policies and procedures governing academic and administrative matters is the Policy Manual of the Board of Regents. In cases of inconsistency, Board of Regents policy takes precedence.

The Administrative Policy Manual is Georgia Gwinnett College's primary policy manual. In the event of a conflict between the Faculty Manual and the Administrative Policy Manual, the Administrative Policy Manual prevails.

3.50 ACADEMIC FREEDOM POLICY

Reviewed May 26, 2016

Academic Freedom Policy

It is Georgia Gwinnett College’s policy to publish academic freedom statement in all major policy documents that are used by the faculty, staff, and students. GGC is committed to the protection of Academic Freedom by providing grievance procedures that can be used in causes of violation of Academic Freedom. Grievance procedures can be found in section V of the Faculty Manual of Policies and Procedures.

Academic Freedom statement

As a liberal arts college dedicated to the holistic development of students and to the production of graduates who can anticipate and respond effectively to the changing world, Georgia Gwinnett College affirms the vital role of diverse perspectives in helping students to develop their own knowledge and their ability to evaluate knowledge claims critically. The administration, faculty, staff and students share responsibility for fostering a climate that is favorable to the free exchange of ideas and to the examination of conflicting ideas and interpretations using generally accepted disciplinary standards of inquiry. Freedom of speech and expression extends to all members of the academic community, subject to commonly accepted constitutional limits on speech that is libelous or slanderous, incites violence, or discriminates against or harasses others. Academic freedom is essential to the integrity of intellectual inquiry and scholarly criticism, to the dissemination of knowledge, and to the search for truth and wisdom. It is the foundation upon which the all of the intellectual activity of the college rests. Faculty are free to pursue scholarly interests without fear of

censure, discipline, or reprisal. This freedom extends to the display, publication, and performance of creative work. Faculty may speak freely on all matters of college governance, and may speak, work, or act as an individual in the public arena without fear of institutional discipline or restraint.
A fundamental goal of liberal arts education is the development of students' skills of analysis and critical inquiry. To this end, faculty are free to teach and discuss any aspect of a given topic pertinent to the course being taught as a means of teaching students to explore and evaluate competing perspectives and interpretations as they learn to assemble their own informed judgments. Faculty have a concomitant responsibility to teach students to evaluate knowledge claims using standards of evidence accepted in their respective disciplines, and to promote respect for competing views offered by others. Students have the right to a safe classroom environment in which they can explore controversial ideas in an atmosphere characterized by openness, tolerance and civility, and where they will be graded only on the intellectual merits of their work. The College has established formal grievance procedures for addressing claims of unfair academic treatment by any member of the campus community.
Our view of academic freedom incorporates the principles of academic freedom stated by the American Association of University Professors (AAUP, 1940) as follows:

1. The teacher is entitled to full freedom in research and in the publication of the results, subject to the adequate performance of [his/her] other academic duties; but research for pecuniary return should be based upon an understanding with the authorities of the institution.

2. The teacher is entitled to freedom in the classroom in discussing [his/her] subject, but [he/she] should be careful not to introduce into his/her teaching controversial matter which has no relation to his/her subject. Limitations of academic freedom because of religious or other aims of the institution should be clearly stated in writing at the time of the appointment.

3. The college or university teacher is a citizen, a member of a learned profession, and an officer of an educational institution. When [he/she] speaks or writes as a citizen, [he/she] should be free from institutional censorship or discipline, but [his/her] special position in the community imposes obligations. As a person of learning and an educational officer, [he/she] should remember that the public may judge [his/her] profession and [his/her] institution by [his/her] utterances. Hence [he/she] should at all times be accurate, should exercise appropriate restraint, should show respect for the opinions of others, and should make every effort to indicate that [he/she] is not an institutional spokesperson.

The faculty also endorses the Statement on Academic Rights and Responsibilities published by the American Council on Education (2005).

APM 4.1.2 GGC EQUAL OPPORTUNITY, AFFIRMATIVE ACTION, NON-DISCRIMINATION AND HARASSMENT POLICIES AND COMPLAINT PROCEDURES

Reviewed June 30, 2016

Policies Outline
Oversight Responsibilities
Equal Opportunity and Affirmative Action Policy Statement
Non-Discrimination and Harassment
Federal and State Laws and Definitions
Filing a Complaint
Alternative Dispute Resolution
Formal Investigation
Investigative Determination Notice
Appeals
Retaliation
False Claims and Statements
Duty to Cooperate
Campus Discrimination, Sex Discrimination, and Harassment Policy Statements
Sexual Misconduct Policy
Title IX Prohibited Sex Discrimination in Education Policy
Amorous Relationships Policy
Discriminatory Harassment Policy
ADA and Requests for Reasonable Accommodations Policy/Procedure

Oversight Responsibilities
All units within the Georgia Gwinnett College campus community are responsible for compliance with these policies and procedures. The Office of Diversity, Institutional Equity, and Title IX Program Administration will

oversee the College's equal opportunity, affirmative action, non-discrimination, harassment and related policies, and investigate complaints of alleged discrimination, harassment, prohibited amorous relationships, and violations against persons in the protected classes. This policy fosters the College's interest in promoting a diverse campus and ensuring compliance with applicable federal and state statutes. Questions concerning these policies and procedures should be directed to:

Georgia Gwinnett College
Office of Diversity, Institutional Equity, and Title IX Program Administration
Telephone: 678-407- 5010; or TitleIX@ggc.edu

Equal Opportunity and Affirmative Action Policy Statement

It continues to be the policy of Georgia Gwinnett College to implement affirmative action and equal opportunity for all employees, students and applicants for employment or admission without regard to race, color, creed, religion, national origin, sex, age, sexual orientation, gender identity, pregnancy/parental status, veteran status or disability.

The College's affirmative action program and related policies are developed in compliance with Executive Orders 11246 and 11375, as amended; Title VI and VII of the Civil Rights Act of 1964; Title IX of the Education Amendments of 1972; the Age Discrimination in Employment Act of 1967;the Vietnam Era Veterans Readjustment Assistance Act of 1974, as it amends 38 U.S.C. 4212; the Rehabilitation Act of 1973 (Sections 503 & 504); the Pregnancy Discrimination Act of 1978; the Americans with Disabilities Act of 1990 (Title II) and their implementing regulations.

In conformance with the federal regulations listed above, Georgia Gwinnett College does not discriminate against any employee or applicant for employment or against any student or applicant for admission with regard to any opportunity for which the employee or student is qualified.

Georgia Gwinnett College will provide reasonable accommodation to employees, applicants for employment, students, and patrons who have physical and/or mental disabilities, in accordance with applicable statutes. Georgia Gwinnett College will take affirmative action to employ and advance in employment persons who are qualified disabled veterans, veterans of the Vietnam Era, or other covered veterans.

Every member of this college community is expected to uphold this policy as a matter of mutual respect and fundamental fairness in human relations. The policy has the unequivocal support of the Office of the President. All members of the staff, faculty, and student body are expected to ensure that nondiscriminatory practices are followed at Georgia Gwinnett College.

Non-Discrimination and Harassment

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

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

Consistent with the College's commitment to equal opportunity, affirmative action, and academic freedom; unlawful discrimination, harassment, and threatening conduct based on race, color, sex, age, sexual orientation, religion, creed, national origin, disability, veteran status or other protected rights under federal and state laws are prohibited; questions regarding these matters, Title IX, and other related regulations may be referred to Georgia Gwinnett College's Office of Diversity, Institutional Equity, and Title IX Program Administration at 678-407-5010 or TitleIX@ggc.edu.

Equal Opportunity/Affirmative Action Federal & State Laws

EXECUTIVE ORDER 11246 (AS AMENDED BY 11375) - requires affirmative action programs for women and minorities and prohibits job discrimination on the basis of race, color, religion, sex, or national origin.

SECTION 402, VETERANS READJUSTMENT ACT OF 1974- requires affirmative action to employ and advance in employment qualified special disabled veterans and veterans of the Vietnam era and prohibits

discrimination based on Vietnam-era veteran status or special disabled veteran status in federally assisted programs.

SECTION 503, REHABILITATION ACT OF 1973 - requires affirmative action to employ and advance in employment, qualified individuals with disabilities and prohibits discrimination based on disability in federally assisted programs.

TITLE VII OF THE CIVIL RIGHTS ACT OF 1964 (TITLE VII), which prohibits employment discrimination based on race, color, religion, sex, or national origin.

THE EQUAL PAY ACT OF 1963 (EPA), which protects men and women who perform substantially equal work in the same establishment from sex-based wage discrimination.

THE AGE DISCRIMINATION IN EMPLOYMENT ACT OF 1967 (ADEA), which protects individuals who are 40 years of age or older.

TITLE I OF THE AMERICANS WITH DISABILITIES ACT OF 1990 (ADA), which prohibits employment discrimination against qualified individuals with disabilities in the private sector, and in state and local governments.

SECTION 501 OF THE REHABILITATION ACT OF 1973, which prohibits discrimination against qualified individuals with disabilities who work in the federal governments.

THE CIVIL RIGHTS ACT OF 1991, which provides monetary damages in cases of intentional employment discrimination.

Under Title VII, ADA, and the ADEA, it is illegal to discriminate in any aspect of employment including: hiring and firing; compensation, assignment, or classification of employees; transfer, promotion, layoff, or recall; job advertisements; recruitment; testing; use of company facilities; training and apprenticeship programs; fringe benefits; pay, retirement plans, and disability leave; or other terms and conditions of employment.

The Pregnancy Discrimination Act of 1978, amends Title VII to include discrimination on the basis of pregnancy, childbirth, or related medical conditions as unlawful sex discrimination under Title VII.

Title IX of the Education Amendments of 1972, which prohibits sex discrimination against students, employees, and affiliates of *educational institutions*.

Filing a Complaint

Persons who complain, (hereafter "complainant") that they are victims of discrimination or harassment are encouraged to use the College's internal procedures described in this document and/or the Student Misconduct Policy to resolve complaints. A complainant may also file discrimination or harassment complaints with appropriate state and federal agencies under Title VII and Title IX, in accordance with those agency procedures.

The subject matter of complaints, investigations, and/or hearings under this Policy shall not be subject to additional campus investigations or hearings. Determinations made under this Policy shall govern the outcome of the applicable campus complaints. If a complaint has already been filed, and a determination has already been rendered through other campus investigation or hearing process, a complainant may not file an additional complaint under this Policy concerning the same matter.

Confidentiality

College employees who receive a report of a violation of this policy are required to report all details of an incident, including but not limited to the identities of the parties involved, to the Office of Diversity, Institutional Equity, and Title IX Program Administration. To the best of the College's ability, the College will take every effort to protect the confidentiality of the party.

Where applicable, complaints may be investigated in a manner that protects the confidentiality of the parties and the facts of the case to the extent allowed by applicable law, including the Georgia Open Records Act and the Family Educational Rights and Privacy Act (FERPA). A record of each complaint and subsequent related actions will be maintained by the College.

Complainants who wish to maintain confidentiality must understand that the College cannot guarantee complete confidentiality will be maintained. For example, the College may not always honor requests for confidentiality as the College must consider its obligation to provide a safe, non-discriminatory environment. It is the sole responsibility of the Office of Diversity, Institutional Equity, and Title IX Program Administration to make this determination. If the College does honor a request for confidentiality, the complainant must understand that the College's ability to investigate the incident and pursue disciplinary action against the accused may be greatly limited. Complainants who wish to maintain confidentiality at first but later decide to file a complaint with the school and/or local law enforcement may do so but must understand that the College's ability to investigate complaints is adversely impacted as time passes between the incident and the filing of a complaint thereof.

Under the Clery Act, certain incidents of sexual misconduct must be included in the Annual Security Report; however, the Clery reporting requirement does not require the inclusion of personally identifiable information.

Internal Complaint Procedures

Any employee, student, affiliate, patron or visitor who believes he or she has experienced or witnessed discriminatory, harassing, or threatening behavior should report the incident(s) promptly by notifying the Office of Diversity, Institutional Equity, and Title IX Program Administration (678-407-5010) or his/her supervisor, or any member of the College's administration such as a Vice President, academic dean, director, or other College administrator. Regardless of the rank or level of the employee receiving notice of a potential complaint, the employee shall respond in a timely manner to complaints of discrimination or harassment by forwarding such information to the Office of Diversity, Institutional Equity, and Title IX Program Administration, when they receive or otherwise become aware of such complaints. Prompt reporting of complaints is vital to the College's ability to resolve the matter. Members of the campus community should note that when a complaint relates to APM 4.1.7 Sexual Misconduct Policy, "responsible employee" is further defined in APM 4.1.7.1 Definitions and Prohibited Conduct section of the Sexual Misconduct Policy, found below.

Failure of a Vice President, dean, director, faculty, other College administrator or staff member to report a complaint which has been brought to their attention is a violation under this policy, which is subject to sanctions, including but not limited to employment termination.

In addition to using any of the above options, students who wish to file a complaint may also notify the Dean of Students, who shall forward the matter to the Office of Diversity, Institutional Equity, and Title IX Program Administration on their behalf.

In the case of violence or the threat of violence, Public Safety (678-407-5333) and/or other appropriate local law enforcement agency should be notified immediately. Complainants have the right to file an external criminal complaint, if applicable, with external local law enforcement agencies even if the complainant intends to file, or has already filed an internal complaint with the College. Complainants also have the right to decline notifying authorities of alleged criminal offenses.

Protected Rights Issues-Who Can File a Complaint?

Georgia Gwinnett College employees and students, applicants for employment or admission, and participants in any of the College's programs may file a complaint on the basis of allegations of unlawfully discriminatory, retaliatory, threatening or harassing behavior, or noncompliance with state or federal antidiscrimination laws, or Board of Regents and University antidiscrimination policies. Such complaints may be filed by either a person who alleges that he or she has been subjected to such behavior, or any person who has knowledge that an individual or any specific class of individuals has been subjected to such behavior.

The complaint should be initiated as soon as possible from the date when the alleged behavior/action occurred or when the complainant first obtained knowledge of the facts of the allegation.

How Will the Complaint Be Handled?

The Office of Diversity, Institutional Equity, and Title IX Program Administration is responsible for ensuring compliance with the College's Equal Opportunity, Affirmative Action, Title IX , and related policies, and will, as appropriate, receive and investigate complaints alleging unlawful discrimination, retaliation or harassment, or failure to comply with state or federal antidiscrimination laws, or Board of Regents and University antidiscrimination policies. All complaints alleging discrimination and harassment, including sexual harassment shall be handled by the Office of Diversity, Institutional Equity, and Title IX Program Administration. The Office of Diversity, Institutional Equity, and Title IX Program Administration will handle complaints related to discrimination and harassment under the Student Misconduct Policy by following the procedure described in

the Student Misconduct Policy. Complaints related to the Sexual Misconduct Policy will be handled following the procedure described in the Sexual Misconduct Policy below.

The designated College official will initiate a fact-finding process. The first step in the initial processing may include a determination as to whether Alternative Dispute Resolution (ADR) is appropriate based on the nature of the complaint.

Alternative Dispute Resolution (ADR)

For complaints that do not fall under the Georgia Gwinnett College Student Misconduct Policy or the Georgia Gwinnett College Sexual Misconduct Policy, Georgia Gwinnett College can offer mediation, a form of ADR, as a means of resolving conflicts that are within the power of the parties to resolve, when deemed appropriate by campus officials. In mediation, the two parties may be asked discuss their differences in the presence of a third party who may act as a facilitator.

If Alternative Dispute Resolution is appropriate, attempts may be made to resolve the complaint at the lowest level possible and to engage in ADR before initiating formal investigative procedures. A College official shall oversee the ADR process or request that the President appoint a mediator for the matter. If a resolution is reached through ADR, the matter will be deemed resolved, the complaint will be closed, and no further action shall be required. At the determination of the designated College official, ADR may also be introduced at other stages in an investigation if agreed to by both parties to the complaint. If ADR is unavailable based on the nature of the compliant or circumstances, the designated College official shall commence formal investigative procedures. The determination of whether ADR is appropriate shall be made by the designated College official, such ADR is an option, not a requirement.

Formal Investigation

For complaints that are not filed against students under the Georgia Gwinnett College Student Misconduct Policy or the Georgia Gwinnett College Sexual Misconduct Policy, where the respondent to a complaint under the Georgia Gwinnett College Sexual Misconduct Policy is not a student and no informal resolution was reached, in cases where ADR is not appropriate, as determined by the designated College official, or in cases where ADR does not generate a satisfactory resolution, the designated College official will notify the President that a formal investigation is necessary; and said formal investigation shall begin no later than 15 business days from the notification of an unsuccessful ADR attempt, absent sufficient justification for delay. The designated College official may choose one of the following courses of actions, at their discretion, based on the circumstances of the particular allegation:

a. Assign a one person lead investigator to handle the formal process; or

b. Convene an Investigative Panel to investigate the complaint (comprising no less than two (2) and no more than three (3) team members). Once convened, the Investigative Panel will review the preliminary information and determine the investigative hearing schedule for each matter, on a case by case basis. The designated College official or his/her designee will serve as the chair of all Investigative Panels. As the investigation and hearing processes are equitable and impartial, any real or perceived conflicts of interest between the Panel members, decision-makers, and the parties will be disclosed to the Panel Chair to make the appropriate determination.

The Lead Investigator or Investigative Panel Chair will notify all parties and arrange interview schedules for the hearing process. The complainant and the respondent(s) may be interviewed separately by the Investigative Panel, or his /her designee, during which time the complainant and respondent(s) should present any information that supports their respective positions. Each party must speak on their own behalf. If any other individuals are present during the investigative process, the Panel reserves the right to ask any other individuals to leave the panel investigation room while a complainant, respondent, or witness speaks on his or her own behalf. Under no circumstances shall other individuals speak for a respective complainant, respondent, or witness. The Investigative Panel may interview other individuals to provide additional information. Witnesses named by either the respondent or the complainant, and others deemed to have information relevant to the charges, may be interviewed in an attempt to discover the facts related to the complaint. The Panel will make a determination as to whether a witness is to be called. Witnesses who are not associated with the College by employment status, student status, or other applicable College status may be excluded from the investigative process. Any other proposed witnesses may be excluded at the discretion of the Investigative Panel where justification is present. Investigative Panel Members are the only parties who can interview or address complainant, respondent, and other witnesses, during the investigative process.

All parties are reminded that the investigative panel process serves as the only hearing mechanism for complaints under the jurisdiction of this Policy. The Investigative Panel hearing is an internal administrative process and shall not represent a legal proceeding, thus rules of evidence shall not apply. Investigations

provide a prompt, equitable, and impartial investigation of complaints and use the preponderance standard. In instances where, a complainant or respondent is accompanied during the investigative hearing by another party, the other accompanying party is limited to one individual. In the event that the individual accompanying the party is an attorney, he/she may not address the Panel at any time during the investigative process, as each party is required to speak on his or her own behalf. The investigative process commences at the time a complaint is received by the Office of Diversity, Institutional Equity, and Title IX Program Administration and shall not take more than 30 business days, absent sufficient justification for delay. At any point in time the Panel reserves the right to limit the number of persons who may enter the investigative panel room and the Panel reserves the right at any point of the process to ask a party, complainant, respondent, witness, or representative to depart the investigative panel room.
During the course of the investigation, the Panel Chair may recommend interim measures to protect the student or employee in the institutional setting as necessary. Such interim measures might include a change in living, working, and/or academic arrangements; academic or other accommodations; access to wellness and health services; access to psychological and counseling services; issuance of no contact orders, and any other interim measures as deemed appropriate by the Panel Chair.
If at any point during the formal investigation, the Investigative Panel feels resolution is possible, the investigation may be interrupted. If the matter is resolved before the investigation is complete, the investigation may be discontinued and the complaint may be closed with no further action.

Further, if at any time during the Complaint review, investigation process, or mediation process, the Investigative Panel determines a Complaint is invalid, untrue, or filed for reasons not covered under these policies, the Panel may discontinue the Complaint review and make a recommendation to the President based on the record. Sanctions may also be recommended in accordance with this Policy. In unresolved matters, the investigation shall proceed until full completion and investigative recommendations shall be prepared by the Investigative Panel and forwarded to the President for review within 30 business days, absent sufficient justification for delay. The Panel Chair or his/her designee will communicate with the President within 10 business days of completion of the recommendations.

Investigative Determination Notice

In discrimination and harassment cases that do not fall under the Student Misconduct Policy or the Sexual Misconduct Policy, the Investigative Panel will serve as a fact finder and will have authority to make recommendations, but only the President or his/her designee shall have authority to initiate or implement final disciplinary action. The President or his/her designee shall make the determination, and within a reasonable time (no later than 20 business days) of the discussion with the Investigative Panel Chair about the recommendations, the President or his/her designee will provide written notification to the complainant and respondent of the investigative determination and the right to appeal. Where applicable, the victim may also be advised of sanctions and /or other actions which have been authorized, approved, taken concerning the respondent. If future compliance measures are implemented as a result of the complaint, the President shall designate the appropriate officer to oversee the necessary actions.

The President reserves the right to charge the Investigative Panel with conducting an investigation of a complaint even when no formal complaint has been filed or when a filed complaint is subsequently withdrawn by the complainant. The complaint procedure timelines may also be modified by the President or the Investigative Panel Chair, at his/her discretion, based on the investigative needs of the institution in determining the merits of a claim; such modifications will be made on a case by case basis.

Appeals

If a student wishes to request reconsideration of a decision in a discrimination or harassment complaint matter under the Student Misconduct Policy or the Sexual Misconduct Policy, the student must follow the appeals process of the applicable policy. If a non-student wishes to request reconsideration of a decision rendered by the President or his designee in a discrimination or harassment complaint matter, he/she must file an appeal (including documentation justifying the reasons for the appeal) with the President's Office within 10 business days from the date of the decision notice letter. The President will respond to the appeal within 10 business days from the date of receipt with a written notification. The appeal decision of the President will be the final institutional decision. Further appeals, within the University System of Georgia, where applicable, are governed under the policies and bylaws of the Board of Regents of the University System of Georgia and must be submitted within established timelines in accordance with Board of Regents policy, as published on the Board of Regents website (www.usg.edu). If a complainant is dissatisfied with the final institutional decision and wishes to appeal to an outside state or federal agency, he/she must do so within the applicable agency's established time limits.

Retaliation and Protection for Participants

Retaliation against a person who expresses a complaint or participates in the complaint review process in good faith is a violation of state and federal laws and may lead to disciplinary action(s), including but not limited to employment dismissal or enrollment suspension/dismissal from the College. Retaliation is *prohibited* under these policies and procedures. An allegation of retaliation shall not serve as a stay for otherwise appropriate personnel actions. Allegations of retaliation may be filed in a manner similar to filing a complaint of discrimination or harassment under this policy and shall be forwarded to the Office of Diversity, Institutional Equity, and Title IX Program Administration for review.

In accordance with federal regulations, it is unlawful to retaliate against individuals within the Office of Diversity, Institutional Equity, and Title IX Program Administration in any occasion, including but not limited to, when individuals within the Office of Diversity, Institutional Equity, and Title IX Program Administration file a complaint alleging a violation of Title VII, Title IX, or other related regulations, participate in an investigation, hearing, or proceeding, or advocate for others' rights. Federal regulations also protect individuals within the Office of Diversity, Institutional Equity, and Title IX Program Administration from discrimination, intimidation, threats, and coercion for the purpose of interfering with the performance of their job responsibilities. It is prohibited to interfere with the Office of Diversity, Institutional Equity, and Title IX Program Administration participation in complaint investigations and monitoring of the institution's efforts to comply with and carry out its responsibilities under federal laws, such interference or attempted retaliation can result in employment dismissal, enrollment suspension/dismissal from the College, or other actions deemed appropriate by the Institution.

False Claims and Statements

Falsification of claims, false statements, and false allegations, *in furtherance of these policies or other GGC or USG policies* is *prohibited,* and may lead to disciplinary actions, including but not limited to employment dismissal or enrollment suspension/dismissal from the College.

Duty to Cooperate During Investigations

This policy statement is hereby incorporated to ensure that the employees and students of Georgia Gwinnett College are informed of their responsibility to participate in investigative activities. An employee/student of Georgia Gwinnett College shall cooperate to the fullest extent possible in any internal investigation conducted by the College or the Board of Regents thereof when directed to do so by persons who have been given investigative authority by the President of the institution, or his/her designee. Failure to cooperate fully shall be grounds for adverse personnel or enrollment actions, including but not limited to job termination, suspension, or dismissal from the College. Further a student may be subject to adverse enrollment actions under this Policy without the need of further Office of Student Integrity/Student Conduct action.

Disciplinary Actions and Remedies

Investigative findings concerning students under these policies may be forwarded to: the President, the Chief Academic Officer, Chief Public Safety Officer, and/or to Student Affairs for implementation of disciplinary actions. Investigative findings concerning faculty and staff under the College's discrimination and harassment policies may be forwarded to the President and to the applicable Vice President, where appropriate. If disciplinary actions are recommended under this Policy, concerning an employee or student, the President's decision shall govern. In accordance with Board of Regents policy, the standard Employee Grievance Policy is not available for appeal of investigative findings and disciplinary decisions resulting from actions taken in accordance with the College's harassment/discrimination policies. For further guidance, refer to the Appeals section of this Policy.

Georgia Gwinnett College shall take the necessary steps to prevent recurrence of prohibited conduct. Employee and student sanctions for violations of this policy may range from verbal reprimand, suspension, termination/dismissal/expulsion from the College, or other actions.

The College may also remedy the effects of discrimination and harassment on the victims, such as issuance of no contact orders, academic and employment accommodations, referrals to on- and off-campus resources, etc. Remedial measures for the campus community as a whole include, but are not limited to, the provision of increased monitoring or supervision in locations where misconduct occurs, the provision of training for students and employees, and/or increased publication and dispensation of educational materials to the campus community.

Sexual Misconduct Policy

Georgia Gwinnett College follows the University System of Georgia Sexual Misconduct Policy 4.1.7. The University System of Georgia is committed to ensuring a safe learning environment that supports the dignity of all members of the University System of Georgia community. The University System of Georgia does not discriminate on the basis of sex or gender in any of its education or employment programs and activities. To that end, this policy prohibits specific forms of behavior that violate Title IX of the Education Amendments of 1972. The University System of Georgia will not tolerate sexual misconduct, which is prohibited, and which

includes, but is not limited to, domestic violence, dating violence, sexual assault, sexual exploitation, sexual harassment, and stalking. The University System further strongly encourages members of the University System community to report instances of sexual misconduct promptly. These policies and procedures are intended to ensure that all parties involved receive appropriate support and fair treatment, and that allegations of sexual misconduct are handled in a prompt, thorough and equitable manner.

Prevention is one of the primary mechanisms used to reduce incidents of sexual violence on campuses. USG institutions are required to provide prevention tools and to conduct ongoing awareness and prevention programming and training for the campus community including students, faculty, and staff. Such programs are designed to stop sexual violence through the promotion of positive and healthy behaviors. Programming will educate the campus community on consent, sexual assault, alcohol use, dating violence, domestic violence, stalking, bystander intervention, and reporting.

The effective date for the University System of Georgia, governing all institutions' policies and procedures is July 1, 2016.

Definitions and Prohibited Conduct:

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

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

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

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

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

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

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

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

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

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

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

Sexual Exploitation: "Sexual Exploitation" occurs when an individual takes nonconsensual or abusive sexual advantage of another for his or her own advantage or benefit, or to the benefit or advantage of anyone other than the one being exploited. Examples of sexual exploitation may include, but are not limited to, the following:

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

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

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

Reporting Sexual Misconduct

A complainant of sexual misconduct can choose among several reporting options at Georgia Gwinnett College: filing a criminal complaint with law enforcement officials; filing an administrative report with the institution; or filing an anonymous report at the institution. These processes are detailed below. An individual who believes he/she is a victim of sexual misconduct is encouraged to report allegations of sexual misconduct promptly.

Institutional Reports

Complainants of sexual misconduct who wish to file a report with Georgia Gwinnett College should notify a Responsible Employee or the Office of the Diversity, Institutional Equity, and Title IX Program Administration. Responsible Employees informed about sexual misconduct allegations involving any student must notify the Office of the Diversity, Institutional Equity, and Title IX Program Administration as soon as practicable. Responsible Employees should not attempt to resolve the situation, but must notify and report all relevant information to the Title IX Coordinator. Privileged Employees are not bound by this requirement but may, consistent with their ethical and legal obligations, be required to report limited information about incidents without revealing the identities of the individuals involved to the Office of the Diversity, Institutional Equity, and Title IX Program Administration. All members of the University System of Georgia institutions' communities are encouraged to report incidents of sexual misconduct promptly.

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

Complaints should include as much information as possible – that is: (1) the type of sexual misconduct experienced; (2) the name of the respondent; (3) the date(s), time(s), and place(s) of the sexual misconduct;

(4) the name(s) of any individual(s) with knowledge of the incident; (5) whether any tangible evidence has been preserved; and (6) whether a criminal complaint has been made.

Information from complaints will be shared only as necessary to investigate and to resolve the alleged sexual misconduct. Complaints will be investigated and resolved as outlined below. Georgia Gwinnett College, through the Title IX Coordinator, will assess the need for and institute interim measures as described below as appropriate and where reasonable, as well as work with the appropriate institutional department to determine the need to issue a broader warning to the community in compliance with the Clery Act or to report activity to the authorities.

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

1. *Confidentiality*: Where a complainant or alleged victim requests that his or her identity be withheld or the allegation(s) not be investigated, the institutions should consider, through the Title IX Coordinator, whether this request can be honored while still providing a safe and nondiscriminatory environment for the institution. Honoring the request may limit the institution's ability to respond fully to the incident and may limit the institution's ability to discipline the respondent.
2. *Retaliation*: Anyone who, in good faith, reports what she or he believes to be misconduct under this Policy , or who participates or cooperates in, or is otherwise associated with any investigation, shall not be subjected to retaliation. Anyone who believes he or she has been the target of retaliation for reporting, participating or cooperating in, or otherwise being associated with an investigation should immediately contact the Title IX Coordinator for the institution. Any person found to have engaged in retaliation in violation of this Policy shall be subject to disciplinary action.
3. *False Complaints*: Individuals are prohibited from intentionally giving false statements to an institution official. Any person found to have intentionally submitted false complaints, accusations, or statements, including during a hearing, in violation of this policy shall be subject to disciplinary action.
4. *Amnesty*: Individuals should be encouraged to come forward and to report sexual misconduct notwithstanding their choice to consume alcohol or to use drugs. Information reported by an individual during an investigation concerning use of drugs or alcohol will not be used against the particular individual in a disciplinary proceeding or voluntarily reported to law enforcement; however, individuals may be provided with resources on drug and alcohol counseling and/or education, as appropriate.

Law Enforcement Reports

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

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

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

Anonymous Reports

Georgia Gwinnett College provides a mechanism by which individuals can report incidents of alleged sexual misconduct anonymously. Please contact the Office of Diversity, Institutional Equity, and Title IX Program Administration.

Interim Protective Measures

The Title IX Coordinator or his/her designee may impose interim protective measures before the final outcome of an investigation and until final resolution of the allegations if failure to take the interim measures would constitute an immediate threat to the safety and well-being of the alleged victim or other members of the institution, or to ensure equal access to the institution's education programs and activities. Before any such measures are instituted, however, the Title IX Coordinator should, where practicable, provide the respondent with an initial opportunity to respond to the allegations and to the imposition of any interim protective measures specifically.

Imposing interim protective measures does not indicate that a violation of this Policy has occurred, and is designed to protect the alleged victim and community, and not to harm the respondent. To the extent interim measures are imposed, they should minimize the burden on both the alleged victim and the respondent, where feasible. Interim measures may include, but are not limited to:

1. Change of housing assignment;
2. Issuance of a "no contact" directive;
3. Restrictions or bars to entering certain institution property;
4. Changes to academic or employment arrangements, schedules, or supervision;
5. Interim suspension; and
6. Other measures designed to promote the safety and well-being of the parties and the institution's community.

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

Before an interim suspension is issued, the institution must make all reasonable efforts to give the respondent the opportunity to be heard on whether his or her presence on campus poses a danger. If an interim suspension is issued, the terms of the suspension take effect immediately. When requested by the respondent, a hearing to determine whether the intermediate suspension should continue will be held within three (3) business days of the request.

Support Services
Once an individual makes a complaint, or receives notice that a complaint has been made against him or her, that individual will receive information about support services, such as counseling, advocacy, housing assistance, academic support, disability services, health and mental services, and legal assistance, as is available at Georgia Gwinnett College.

Available support services are listed on the Office of Diversity, Institutional Equity, and Title IX Program Administration's website.

Process for Investigating and Resolving Institutional Reports

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

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

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

Investigations

1. The Office of Diversity, Institutional Equity, and Title IX Program Administration is primarily responsible for directly overseeing the investigation and resolution of complaints, and coordinating possible remedial actions or other responses reasonably designed to minimize the recurrence of the alleged conduct as well as mitigate the effects of any misconduct. The Title IX Coordinator will ensure prompt, fair, and impartial investigations and resolutions of complaints alleging violations of the sexual misconduct policy. The Title IX Coordinator shall be responsible for ensuring any individual

participating in the investigation, resolution, or appeal of any sexual misconduct case has received regular training on issues pertaining to sexual misconduct.

2. The Title IX Coordinator shall designate an investigator to conduct a prompt, thorough, and impartial investigation into each complaint received. The investigation shall consist of interviews of the complainant, alleged victim, respondent, and witnesses, and the collection and review of documents or other physical or electronic information, as well as other steps, as appropriate.
3. Unrelated charges and cases shall be investigated separately, unless the respondent consents to having them aggregated.
4. The respondent shall be provided with written notice of the complaint, pending investigation, possible charges, possible sanctions, and available support services. The notice should also include the identity of the Title IX Coordinator and any investigator(s) involved. Notice shall be provided via institution email. If confirmation of receipt is not received by the Title IX Coordinator or the investigator, the Title IX Coordinator or the investigator shall engage in other measures to ensure notice is received by the respondent. A copy shall also be provided to the alleged victim via the same means.
5. The investigator will timely begin the investigation and will schedule an initial interview with the complainant, alleged victim, respondent and any known relevant witnesses. The investigator should retain written notes and/or obtain written or recorded statements from each interview. The investigator shall also keep a record of any proffered witnesses not interviewed, along with a brief, written explanation.
6. Each party shall have three (3) business days to submit a written statement to supplement the notice of complaint and the verbal interview. In that response, the respondent shall have the right to admit or to deny the allegations, and to set forth a defense with facts, witnesses, and documents – whether written or electronic – in support. If respondent has not otherwise responded, a non-written response will be considered a general denial of the alleged misconduct.
7. Based on this response and other relevant information, the investigator shall continue to interview witnesses for both sides, to re-interview parties where necessary, and to collect and review documents or other physical or electronic information, as well as other steps, as appropriate.
8. Where the respondent is a student, the respondent has the right to remain silent during the investigation and resolution process, without an automatic adverse inference resulting. If the respondent chooses to remain silent, the investigation may ultimately still proceed and policy violation charges may still result, which may be resolved against the respondent.
9. The respondent and/or alleged victim may challenge the participation of the investigator on the grounds of personal bias by submitting a written statement to the Title IX Coordinator setting forth the basis for the challenge no later than three (3) business days after the party reasonably should have known of the bias. The Title IX Coordinator will determine whether to sustain or deny the challenge, and if sustained, to appoint a replacement.
10. At the conclusion of the investigation, the investigator will issue to the parties a written report setting forth charges and possible sanctions, as well as an explanation of the evidence against the respondent.
11. The parties shall have at least three (3) business days to respond to the report in writing. The respondent's written response should outline his or her plea in response to the charge(s), and where applicable, his or her defense(s), and the facts, witnesses, and documents – whether written or electronic – in support.
12. The investigator shall, as necessary, conduct further investigation and update the report as warranted by the response(s), and will update the report as necessary.
13. Upon completion of the investigation, the investigator will review the evidence with the Title IX Coordinator. The Title IX Coordinator will ensure policies have been followed.
14. The Title IX Coordinator will contact the alleged victim(s) and the respondent(s) and schedule an opportunity to meet with each party individually. During these meetings, the Title IX Coordinator shall review the report with the parties (individually). Should the report be acceptable to all parties, an informal resolution may be made, which would not require the parties to move to the hearing phase of these procedures. If, however, the parties agree on the conduct, but not on the sanctions, then the sanctions shall be addressed by the hearing panel.
15. Allegations of sexual misconduct involving a student that are brought against an institution's faculty or staff will be investigated as outlined above, but will be further addressed and/or resolved through the institution's applicable employment policies, and in accordance with the procedures for dismissal outlined in the Board of Regents Policy including procedures for appealing such decisions.
16. Where the respondent(s) is a student, a hearing, as well as corresponding procedures/rights to appeal, shall be set and administered as set forth below, and a final report shall be provided to all parties, which will also provide a date, time, and location for a hearing on the matter.
17. The final report should also be provided to the panel for their consideration in adjudicating the charges brought against the respondent. The investigator may testify as a witness before the panel

regarding the investigation and findings, but shall otherwise have no part in the hearing process and shall not attempt to otherwise influence the panel outside of providing testimony during the hearing.

Hearings

1. The hearing will be conducted by the Title IX Coordinator and/or his/her designee(s). The Panel must be composed of at least three (3) members.
2. The investigator shall not serve on the Panel.
3. No student shall serve on the Panel.
4. Both the alleged victim and respondent shall have the opportunity to present witnesses and evidence to the Panel. Both parties shall have the right to confront any witnesses, including the other party, by submitting written questions to the Title IX Coordinator and/or his or her designee for consideration. Witness testimony, if provided, shall pertain to knowledge and facts directly associated with the case being heard. Advisors may actively assist in drafting questions. The Panel shall ask the questions as written, and will limit questions only if they are unrelated to determining the veracity of the charge leveled against the respondent(s). In any event, the Panel shall err on the side of asking all submitted questions, and must document the reason for not asking any particular questions.
5. The Title IX Coordinator reserves the right to allow a party to testify in a separate room, when determined to be necessary. Where such a determination is made, special measures must be put in place to ensure no party is unfairly disadvantaged by this procedure. A party must still give testimony in the presence of the Panel, and the opposing party must have the opportunity to view the testimony remotely and to submit follow-up questions.
6. Similarly, where the Title IX Coordinator determines that a witness or party necessary to the proceedings is unavailable and unable to be present due to exigent circumstances (e.g., on a study abroad program, medical restrictions on travel, etc.), he or she may establish special procedures for providing testimony from a separate location. In doing so, the Title IX Coordinator must determine there is a valid basis for the unavailability, ensure proper sequestration in a manner that ensures the testimony has not been tainted, and make a determination that such an arrangement will not unfairly disadvantage any parties. Should it be reasonably believed that a party or witness who is not physically present has presented tainted testimony to the Panel, the Panel will disregard the testimony of that witness.
7. The standard of review shall be a preponderance of the evidence; however, any decision to suspend or to expel a student must also be supported by substantial evidence at the hearing.
8. The civil rules of evidence do not apply to the investigatory or resolution process.
9. Both the respondent and alleged victim shall be provided a written report via institution email of the outcome and any resulting sanctions. The written report must summarize the evidence in support of the sanction. The report should include details on how to appeal, as outlined below.

Possible Sanctions

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

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

Appeals

Parties shall have the right to appeal the outcome on any of the following grounds: (1) to consider new information, sufficient to alter the decision, or other relevant facts not brought out in the original hearing, because such information was not known or knowable to the person appealing during the time of the hearing; (2) to allege a procedural error within the hearing process that may have substantially impacted the fairness of the hearing, including but not limited to whether any hearing questions were improperly excluded or whether the decision was tainted by bias; or (3) to allege that the finding was inconsistent with the weight of the information. Appeals may be made by the alleged offender for the above reasons in any case where sanctions are issued – even those in which such sanctions are held "in abeyance," such as probationary suspension or expulsion.

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

Where the respondent or alleged victim appealing the outcome is not a student, the appeal should be made to the President, as described in the Appeals section of APM 4.1.2 GGC Equal Opportunity, Affirmative Action, Non-Discrimination, and Harassment Policies and Complaint Procedures. Where the respondent or alleged victim appealing the outcome is a student, the appeal should be made to the Vice President for Student Affairs or his/her designee. The appeal shall be a review of the record only, and no new meeting with the respondent or alleged victim will be held. The non-appealing party shall be given the opportunity to respond to the appellant's submission. The applicable Vice President, or his/her designee, may affirm the original finding and sanction; affirm the original finding but issue a new sanction of greater or lesser severity; remand the case back to the Title IX Coordinator to correct a procedural or factual defect; or reverse or dismiss the case if there was a procedural or factual defect that cannot be remedied by remand. The Vice President or his/her designee shall then issue a decision in writing to both the respondent and alleged victim simultaneously within a reasonable time period.

The decision of the Vice President or his/her designee may be appealed in writing within five (5) business days (as determined by the date of the decision letter) to the President of the institution solely on the three grounds set forth above.

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

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

Recusal /Challenge for Bias

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

Sexual misconduct is just one topic under Title IX of the Educational Amendments of 1972. The upcoming statements provide further information on federal requirements under Title IX.

Title IX Prohibited Sex Discrimination in Education Policy Statement

What is Title IX of the Education Amendments of 1972?

Title IX of the Education Amendments of 1972 was the first comprehensive federal law to prohibit sex discrimination against students and employees of educational institutions. Title IX states, in part:
No person…shall, on the basis of sex, be excluded from participation in, be denied benefits of, or be subjected to discrimination under any education program or activity receiving federal financial assistance...

The policy of Georgia Gwinnett College is to implement affirmative action and equal opportunity for all employees, students and applicants for employment or admission without regard to sex, sexual orientation, or marriage status.

How do co-curricular, student affairs, athletics or other College programs comply with Title IX?

Educational institutions that receive federal funding are required under Title IX to provide equal opportunities for members of both sexes in all areas of the College. Georgia Gwinnett College is also required under Title IX to prohibit sex discrimination in all College programs and activities receiving federal funding.

Under Title IX who is protected from sex discrimination?

In accordance with federal regulations, Title IX prohibits sex discrimination in education. Sexual harassment is a form of prohibited sex discrimination. This policy protects students, participants in the College's programs, faculty, staff, and affiliates, visitors, and patrons to the College from discrimination on the basis of sex. This policy applies regardless of the status of the accused with respect to the College. Parties to a complaint under this policy may be of the same or opposite sex, may be acquaintances or strangers to each other, and may identify as any gender. Incidents which occur off-campus may fall under the purview of this policy and shall be considered on a case-by-case basis.

Who is responsible for enforcing Title IX?

The Office of Diversity, Institutional Equity, and Title IX Program Administration is responsible for enforcing Title IX, and related regulations issued by the Department of Education. Faculty, staff, and students can file complaints of Title IX sex discrimination with the Office of Diversity, Institutional Equity, and Title IX Program Administration. Retaliation against complainants is prohibited. As required by federal law, inquiries concerning the application of Title IX may be referred to the Office of Diversity, Institutional Equity, and Title IX Program Administration or OCR. In accordance with federal regulations, the official designee of the Office of Diversity, Institutional Equity, and Title IX Program Administration has the full support of the institution. The designee shall have the appropriate authority, resources, and support necessary to carry out their duties and use their expertise to help the College comply with Title IX and the related regulations. For purposes of Title IX, the head of the Office of Diversity, Institutional Equity, and Title IX Program Administration shall coordinate Title IX efforts and responses to complaints involving possible sex discrimination for the campus. In accordance with federal regulations, the head of the Office of Diversity, Institutional Equity, and Title IX Program Administration shall report directly to the President. Furthermore, the Office of Diversity, Institutional Equity, and Title IX Program Administration shall have access to information regarding employment including employee file information, enrollment in particular subject areas, participation in athletics, administration of school discipline, and incidents of sex-based harassment.

Where can I find the Title IX Coordinator for Georgia Gwinnett College?

The Office of Diversity, Institutional Equity, and Title IX Program Administration coordinates the campus Title IX efforts. Please Contact the Title IX Program Administrator:
Building B, Room 3075,
1000 University Center Lane
Lawrenceville, GA 30043
Office: (678) 407-5010
Email: TitleIX@ggc.edu

Options for Assistance Following Incidents of Sexual Misconduct

For immediate emergency assistance, complainants are advised to contact the Georgia Gwinnett College Office of Public Safety at (678) 407-5333 or 911.
Victims of sexual assault and/or sexual violence are strongly encouraged to seek medical treatment for injuries, preventative treatment for sexually transmitted diseases, and other health services as needed, for their own safety and well-being as well as for the preservation of evidence, which is crucial if and when a victim decides to file a complaint and/or criminal charges. See below for off-campus medical resources available to assist with such matters.
Victims of sexual assault and/or sexual violence are also encouraged to consult with Georgia Gwinnett College Wellness and Health Services at (678) 407-5675, as well as Georgia Gwinnett College Counseling and Psychological Services at (678) 407-5592, regardless of whether or not the individual chooses to file an institutional report or criminal charges.
Individuals may also contact the Title IX Program Administrator to file an internal campus Title IX Sexual Assault and/or Sexual Violence Complaint at (678) 407-5010.

Are there any off-campus resources which are available to complainants?

Yes, there are non-campus affiliated organizations which are available to assist complainants alleging sexual harassment, discrimination, and/or assault. Certain organizations may offer confidential services. Individuals are encouraged to utilize any and all resources below:

- Lawrenceville Police Department: 300 Jackson Street Lawrenceville, GA 30046
    - Lawrenceville Police Department Dispatch Phone Number: 770-963-2443
    - Lawrenceville Police Department Emergency Phone Number: 911
- Gwinnett County Police Headquarters: 770 Hi Hope Rd Lawrenceville, GA 30044
- Gwinnett Sexual Assault Center (Duluth, GA): Hotline/Phone: 770-476-7407
- Day League DeKalb Rape Crisis Center (Decatur, GA): Hotline/Phone: 404-377-1428
- Hall County Rape Response, Inc. (Gainesville, GA): 770- 503-7273

- Rape Response, Inc. Hotline Outside of Hall County: 1-800-721-1999
- Grady Rape Crisis Center (Atlanta, GA): Hotline/Phone: 404-616-4861
- Gwinnett Medical Center (Lawrenceville): Medical Center: 678-312-1000
- Gwinnett Medical Center Women's Pavilion: 678-312-3600
- Region IV Office of Civil Rights (OCR) – Atlanta Phone: 404-331-2779

Amorous Relationships Policy Statement

This Policy is intended to provide direction to the College community about the potential professional risks associated with even consensual amorous relationships between members of the campus community. This policy is not intended to preclude couples from working together ***as long as there are no supervisory or evaluative oversight duties***. Georgia Gwinnett College is committed to providing a harassment free environment for all faculty, staff and students. A sense of fairness by supervisors and teaching faculty is a fundamental prerequisite for fulfilling the College mission. When one party has a professional relationship towards the other, or stands in a position of authority over the other, even an apparently consensual amorous relationship may lead to allegations of sexual harassment or other breaches of professional obligations. Even the appearance of impropriety should be avoided under the Georgia Gwinnett College Amorous Relationship Policy.

Georgia Gwinnett College ***prohibits*** all faculty, staff and administrators, including teaching assistants, interns, externs, tutors, volunteers, contractors, etc., from pursuing or accepting advancements for amorous relationships with students whom they currently supervise, teach, evaluate, or with whom a professional power/status advantage could potentially exist. This prohibition also includes, but is not limited to, students whom they are mentoring, advising, tutoring, or working with through student clubs, student publications, student affairs projects and initiatives, enrollment management and/or other campus-related functions, programs, and activities.

An employee ***is prohibited*** from having an amorous relationship with any other employee if either employee supervises, evaluates, or in any other way directly affects the terms or conditions of the other's employment. This includes but is not limited to faculty or administrators, interns/externs, other professional/graduate students from other areas who may be completing service requirements on our campus, student employees who supervise other students, or student employees engaged in the ordinary course of campus business.

Requirement to Disclose Amorous Relationship

Anyone with a current or past involvement in an amorous relationship with someone over whom he or she has supervisory/instructional power or influence over their work or scheduling of their assignments must immediately recuse himself or herself and are required to disclose the relationship to the appropriate individual. All staff and administrators must report the relationship to their supervisor. All faculty members must report the relationship to their dean. The supervisor/dean will take the appropriate steps to ensure compliance under this policy.

If a situation arise in which parties who are or have been involved in any amorous relationship comes into a position in which they would be called upon to supervise, review, recommend, or evaluate one another, the individual in authority must immediately recuse himself or herself and promptly report this fact to his or her supervisor. The supervisor will then make arrangements to see that those who are or have been involved in any amorous relationship do not evaluate each other. In particular, if a faculty member has had or comes to have an amorous relationship with a student over whom the faculty member has authority as described above, the faculty member must immediately recuse himself or herself and promptly report this to the dean who will make arrangements for an alternate evaluation mechanism.

Disciplinary Actions for Violation of Amorous Relationship Policy

All available sanctions shall be considered for violations under this policy, including, but not limited to, dismissal from the College and cancellation of contractual obligations.

Any faculty member, staff, and administrator including student employees, teaching assistants, interns, externs, tutors, volunteers, contractors, etc., who fail to promptly report an otherwise prohibited amorous relationship to the appropriate individual is in violation of College policy and is subject to disciplinary action, up to and including termination.

Any faculty member found in violation of this policy may be subject to dismissal before the end of his/her contract term. Faculty violations under this section shall be deemed as a criteria invoking Removal For Cause. See Georgia Gwinnett College Administrative Policy Manual 8.3.9.1 Grounds for Removal and BOR Policy 8.3.9.1 Grounds for Removal

Complainants who feel they are victims under this policy should follow the complaint filing procedures outlined above except that students may also contact the Dean of Students, who will notify the Office of Diversity, Institutional Equity, and Title IX Program Administration.

For more information about the procedures for reporting potential violations, contact Office of Human Resources at (678) 407-5070.

Discriminatory Harassment Policy Statement

Harassing behavior can seriously interfere with the work or study performance of the person(s) to whom it is addressed. It is indefensible when it makes the work, study, or service environment hostile, intimidating, or demeaning. In determining whether an act constitutes harassment, the College must carefully review the

totality of the circumstances that pertain to a given incident. In addition, protection of individual rights, freedom of speech, and academic freedom is of utmost importance.

An educational institution must allow the free inquiry into ideas and the free expression of opinions by those within it as part of the basic process of education. Yet, in the presence of harassing behavior, a person's learning or working ability may be impaired. The right to free speech, although fundamental to our democratic system of government and essential to the exchange of ideas in a college, is not absolute. The Supreme Court of the United States has held that certain categories of speech are not protected by the First Amendment. Some of these categories include obscenity and "fighting words" (words that tend to threaten violence, incite an immediate breach of the peace or provoke a violent response based on a reasonable person standard). Discriminatory expressions of this nature based on race, gender, sexual orientation, gender identity, pregnancy/parental status, age, handicap, national origin, religion, veteran status or other protections under the law will not be tolerated on Georgia Gwinnett College campus.
This discriminatory harassment policy acknowledges protection of free speech, while at the same time requiring that the dignity and worth of the individual be protected.

Among the factors that will be considered in reviewing discriminatory harassment in words or actions: repetition or pattern of objectionable behavior; and intent of the behavior.

Speech or other expression (words, pictures or symbols) constitutes discriminatory harassment if it constitutes "fighting words" and is also sufficiently severe, pervasive, or persistent so as to interfere, limit or deny one's ability to participate in or benefit from an educational program or service. "Fighting words" may include, but are not limited to, words, pictures or symbols. In the context of discriminatory harassment, "fighting words" are those which are commonly understood to convey direct hatred or contempt for a human being(s).

Conduct will be evaluated on a case by case basis from the perspective of a reasonable person in the victim's position, considering all the circumstances involved. Under this policy, when determining whether speech is such that it could provoke a violent response or incite an immediate breach of the peace, it is not necessary to show that the person(s) addressed by the speech was actually incited to hostile action or violence.

Complainants who feel they are victims under this policy should follow the complaint filing procedures outlined above <u>except that students may also contact</u> the Dean of Students, who will notify the Office of Diversity, Institutional Equity, and Title IX Program Administration.

For more information about the procedures for reporting sexual harassment, contact the Office of Diversity, Institutional Equity, and Title IX Program Administration at (678) 407-5010.

<u>Americans With Disabilities Act (ADA) and Request for Reasonable Accommodations Policy and Procedures</u>

Georgia Gwinnett College as an Equal Opportunity and Affirmative Action institution is committed to providing reasonable accommodations for any person with a disability who meets the definition of disabled as described in the *Americans with Disabilities Act*. Georgia Gwinnett College reserves the right to require documentation for accommodation requests from: 1) current and prospective students; 2) student participants in co-curricular activities; 3) patrons and visitors to College-sponsored events; 4) registered participants in College-sponsored training sessions, programs, conferences, and workshops; 5) persons using the services of the Testing Center; 6) classified, faculty or other job applicants and employees; 7) authorized users of campus facilities and 8) other persons requesting accommodations under ADA.

<u>To Request Accommodation</u>:
Contact the appropriate personnel below for guidance. Further documentation may be requested.

- **Visitor Accommodations**- Visitors to College-sponsored events or registered participants in College-sponsored, fee-related events (e.g., training sessions, programs, conferences, and workshops) should contact the sponsor of the event for assistance in arranging accommodation.

- **Testing Accommodations**- Persons wishing to take examinations administered by the Georgia Gwinnett College Testing Center should request specific accommodation through the testing agent; the Student Disability Services at (678) 407-5883; or the Testing Office at (678) 407-5322.

- **Employment Applicant Accommodations**- Upon request made to the Office of Human Resources at (678) 407-5216, persons applying for positions as employees at Georgia Gwinnett College will be provided reasonable accommodations in completing the application and/or interview process.

- **Current Employee Accommodations** – Contact the Office of Benefits at (678) 407-5054.

- **Student Accommodations**-Students requiring accommodation due to a disability should contact the Office of Student Disability Services for assistance at (678) 407-5883.

Georgia Gwinnett College Current Employee Requests for Reasonable Accommodation:

- An employee must submit the appropriate forms for Reasonable Accommodation Request to the Office of Benefits. A copy of the forms may be obtained by contacting the Office of Benefits at the number posted in this policy document. The completed campus Reasonable Accommodation forms, including medical release and physician certification forms, must be submitted before a Reasonable Accommodation Request can be processed for review.

- Completed Reasonable Accommodation Forms and supporting documentation for reasonable accommodations will then be reviewed by the Office of Benefits for final determination. Any medical documentation from the employee's physician should be submitted directly to the Office of Benefits by the treating physician.

- Once the request has been submitted, it is the responsibility of the employee to then verbally discuss the request with their supervisor, where appropriate.

- In addition to the documentation submitted by the employee requesting reasonable accommodation, the supervisor may forward a written departmental provision as to whether the accommodation itself appears reasonable within the scope of the employee's job responsibilities and requirements. However, a final determination can only be made by the Office of Benefits.

- The Office of Benefits will review all documentation, including medical data submitted in support of the request. Every attempt will be made by the College to coordinate a reasonable accommodation, where warranted.

- If the accommodation request is deemed reasonable, an approval notice detailing the accommodation approval guidelines will be given to the employee.

- If the accommodation request is denied, a written notice of denial will be given to the employee. If an employee wishes to request reconsideration of denial, an appeal may be filed with the Office of Benefits. Any appeal must be received within 10 calendar days from the date of the denial notice.

- Reasonable Accommodation appeals may be presented to the President by the Office of Benefits or Office of Diversity, Institutional Equity, and Title IX Program Administration for final determination, in accordance with campus Equal Opportunity, Affirmative Action, Non-Discrimination, and Harassment Policies and Complaint Procedures standards. A decision from the President shall represent the final institutional decision on the matter.

- Any further appeals to the Board of Regents, if applicable, shall be made in accordance with Board of Regents Policy and applicable timelines. Appeals to outside agencies shall be governed by their procedural timelines.

Questions concerning Georgia Gwinnett College's ADA disability accommodations should be directed to the individuals noted herein.

ADA Reasonable Accommodations Direct Contacts:

Director, Student Disability Services, 678-407-5883
Director of Payroll and Benefits, 678- 407-5054
Executive Director of Diversity, Institutional Equity Officer, and Title IX Program Administrator, 678-407-5010
Executive Director of Legal Affairs, 678-407-5919
Associate Vice President for Human Resources, 678-407-5216
Director, Testing Services, 678-407-5240

APM 4.1.9 GGC FREEDOM OF EXPRESSION POLICY

Reviewed May 26, 2016

Georgia Gwinnett College (GGC) is committed to providing a forum for free and open expression of divergent points of view by students, student organizations, faculty, staff and visitors. GGC also recognizes its responsibility to provide a secure learning environment which allows members of the community to express their views in ways which do not disrupt the operation of the College. Georgia Gwinnett College, in establishment of this policy, in no way supports, fails to support, neither agrees nor disagrees with ideas that may be voiced, but allows for a diversity of viewpoints to be expressed in an academic setting.
This policy is applicable to students, student organizations, faculty, staff and visitors. Free speech area request forms are available on the GGC website and also from the Division of Student Affairs. The following procedures apply to all activities authorized to use the designated free speech expression areas. Reasonable limitations may be placed on time, place and manner of speeches, gatherings, distribution of written materials, and marches in order to serve the interests of health and safety, prevent disruption of the educational process, and protect against the invasion of the rights of others as deemed necessary by Georgia Gwinnett College.

Designated Speech and Demonstration Areas

GGC has identified the concrete area/walkway between Student Housing and the Student Center or the concrete in front of the Food Court area, Building A as "free speech expression areas." These areas are generally available from 11:00 a.m. to 1:00 p.m. and 5:30 p.m. to 7:30 p.m., Monday through Thursday, and 11:00 a.m. to 1:00 p.m. on Friday. On occasion upon written request, other areas and other times may be authorized, and the College reserves the right to modify the free speech areas based on the operational needs of the institution. A designated Student Affairs official is responsible for reservation scheduling and authorization of the free speech expression areas in order to accommodate all interested users. Authorization will be granted in accordance with the principle of content neutrality. Appeals related to the decision of the Student Affairs official should be made to the Dean of Students. The decision of the Dean is final.

Reservation Procedures for Use of Free Expression Areas

All requests must follow the appropriate facility reservation process. The designated free speech forms must be completed and any publicity materials must be attached and submitted to the Student Affairs official at least three (3) business days prior to the free expression speech, program, event or gathering in accordance with this policy. Organizers are encouraged to submit their requests as early in the planning stages of the event as possible.

Provisions

In order that persons exercising freedom of expression not interfere with the operation of the College or the rights of others, all engagements for speakers (internal and external) must meet the following criteria:

- All publicity materials must be submitted with the application form. Admission charges, if any, or suggested donations which are used as a condition of admission, must be included in all publicity for the event. No publicity for a speaker or program may be released prior to authorization of the registration form. Unauthorized use of the College's name, other than to indicate the location of the event, is strictly prohibited. Upon authorization, copies of the application form and any publicity material shall be distributed to the campus Senior Associate Provost for Student Affairs, the Director of Public Services/Campus Police, the Office of Public Relations the Dean of Students and the applicant.
- If a speaker is being sponsored by a student organization, an Advisor (or designee, who must be a full-time faculty or designated staff member) if applicable, must be present at the event.
- No interference with the free flow of traffic nor the ingress and egress to buildings on campus is permitted and no use of microphones, bullhorns or any sound amplification device is allowed.
- No interruption of the orderly conduct of college classes or other college activities is permitted.
- No impediment of passersby or other disruption of normal activities is permitted.
- No intimidation or harassment, verbal or otherwise, of passersby is permitted.
- No interference with scheduled college ceremonies, events or activities is permitted.
- Marches, either independent or related to an event or speech, must be authorized at least 3 business days prior to the program or event in accordance with this policy and appropriate local ordinances, and may only take place on the streets or sidewalks of the campus.
- No commercial solicitations, campus sales or fundraising activities shall be undertaken which are not authorized by GGC.
- Non-commercial pamphlets, handbills, circulars, newspapers, magazines and other written materials may be distributed on a person-to-person basis in the free speech expression areas designated above, as long as the reservation procedures for use of the free expression areas have been completed. Such distribution shall not violate any campus solicitation policies or government ordinances.

- The individual who makes the reservation shall be responsible for seeing that the area is left clean and in good repair. If not accomplished, persons or organizations responsible for the event may be held financially responsible for cleanup costs.
- The individual/organization using the area must supply their own tables, chairs, etc. (unless already part of the facility). No sound amplification devices may be used at any time (unless already part of the facility). No camping is allowed and temporary structures (tents, etc.) are prohibited.
- Malicious or unwarranted damage or destruction of property owned or operated by the College, or property belonging to students, faculty, staff or guests of the College is prohibited. Persons or organizations causing such damage may be held financially and/or criminally responsible.
- Disorderly conduct is prohibited. Examples of disorderly conduct can be found in the Georgia Gwinnett College Student Handbook.
- Individuals and programs using the free speech expression area must comply with all applicable state and federal laws and institutional policies, rules and regulations.

Authorization of a speech, event or demonstration is contingent upon compliance with the criteria listed above. Speakers and/or organizations failing to comply with the above policy may be asked to leave, a trespass warning may be issued and/or judicial action may be pursued. Additional internal disciplinary actions may be enforced against students and staff members who fail to comply with the outlined policy.

Freedom of Expression Policy Questions

Questions about this policy may be addressed to the Division of Student Affairs at 678.407.5882 and should be handled in advance of any speech, event or demonstration.

APM 8.2.20 GEORGIA GWINNETT COLLEGE ETHICS POLICY

Reviewed May 26, 2016

See Board of Regents Policy Manual Section 8.2.20. Additionally, GGC has its own Ethics Policy as follows:

8.2.20.1 INTRODUCTION

Reviewed May 26, 2016

Georgia Gwinnett College (GGC) is committed to the highest ethical and professional standards of conduct in pursuit of the mission to create a more educated Georgia. Accomplishing this mission demands integrity, good judgment and dedication to public service from all members of the GGC community. As a University System of Georgia (USG) member institution, Georgia Gwinnett College affirms each person's accountability for individual actions while recognizing that the shared GGC/USG mission and the shared enterprises require a shared set of core values and ethical conduct to which each member of the GGC community must be held accountable. Furthermore, GGC acknowledges that an organizational culture grounded in trust is essential to supporting these core values and ethical conduct. The following Statement of Core Values and Code of Conduct are intended to build, maintain and protect that trust, recognizing that each member of the GGC community is responsible for doing his/her part by upholding the highest standards of competence and character.

8.2.20.2 APPLICABILITY

Reviewed May 26, 2016

The Statement of Core Values and the Code of Conduct comprise the GGC Ethics Policy. The GGC Ethics Policy applies to all members of the GGC community. The GGC community includes all members of the College, all individuals employed by or acting on behalf of GGC including volunteers, vendors, contractors, members of the governing boards and employees of all cooperative organizations affiliated with GGC. Violations of the GGC Ethics Policy may result in disciplinary action including dismissal or termination. All individuals employed by GGC in any capacity shall participate in GGC Ethics Policy training and shall certify compliance with the GGC Ethics Policy on a periodic basis, when requested by the institution. Cooperative organizations, vendors and contractors shall certify compliance with the GGC Ethics Policy by written agreement. The GGC Ethics Policy governs only official conduct performed by or on behalf of GGC.

8.2.20.3 STATEMENT OF CORE VALUES

Reviewed May 26, 2016

1. **Integrity** - We will be honest, fair, impartial and unbiased in our dealings both with and on behalf of the GGC.
2. **Excellence** - We will perform our duties to foster a culture of excellence and high quality in everything we do.
3. **Accountability** - We firmly believe that education in the form of scholarship, research, teaching, service and developing others is a public trust. We will live up to this trust through safeguarding our resources and being good stewards of the human, intellectual, physical and fiscal resources given to our care.
4. **Respect** - We recognize the inherent dignity and rights of every person, and we will do our utmost to fulfill our resulting responsibility to treat each person with fairness, compassion and decency.

8.2.20.4
PURPOSE OF THE CODE OF CONDUCT

Reviewed May 26, 2016

Every member of the GGC community is required to adhere to the GGC Statement of Core Values – Integrity-Excellence · Accountability · Respect - that form and guide the daily work of the organization. GGC recognizes that each member of the GGC community attempts to live by his or her own values, beliefs and ethical decision-making processes. The purpose of the Code of Conduct is to guide members of the GGC community in applying the underlying GGC Statement of Core Values to the decisions and choices that are made in the course of everyday endeavors.

8.2.20.5 CODE OF CONDUCT

Reviewed May 26, 2016

We will:

1. Uphold the highest standards of intellectual honesty and integrity in the conduct of teaching, research, service and grants administration.
2. Act as good stewards of the resources and information entrusted to our care.
3. Perform assigned duties and professional responsibilities in such a manner so as to further the GGC mission.
4. Treat fellow employees, students and the public with dignity and respect.
5. Refrain from discriminating against, harassing or threatening others.
6. Comply with all applicable laws, rules, regulations and professional standards.
7. Respect the intellectual property rights of others.
8. Avoid improper political activities as defined in law and Board of Regents Policy.
9. Protect human health and safety and the environment in all GGC operations and activities.
10. Report wrongdoing to the proper authorities; refrain from retaliating against those who do report violations; and cooperate fully with authorized investigations.
11. Disclose and avoid improper conflicts of interest.
12. Refrain from accepting any gift or thing of value in those instances prohibited by law or Board of Regents and institutional policy.
13. Not use our position or authority improperly to advance the interests of a friend or relative.

8.2.20.6 INTERPRETATION AND SOURCES

Reviewed May 26, 2016

The Statement of Core Values and Code of Conduct do not address every conceivable situation or ethical dilemma that may be faced by members of the GGC community. Members of the GGC community are expected to exercise good judgment absent specific guidance from this policy or other applicable laws, rules and regulations. Specific questions pertaining to the Statement of Core Values of Code of Conduct should be directed to a supervisor or other competent authority at Georgia Gwinnett College, or to the institution's Office of Legal Affairs.

Further, in accordance with Board of Regents Ethics Policy, GGC employees and affiliates should refer to specific explanatory notes and references (noted below) which can also be found on the University System of Georgia website.

USG Explanatory Notes and References

1. **Uphold the highest standards of intellectual honesty and integrity in the conduct of teaching, research, service and grants administration.**

   Members of the USG community engaged in research are expected to do so in accordance with institutional, governmental and professional standards while upholding the highest standards of integrity, intellectual honesty and scholarship. Unacceptable violations of research integrity include, but are not limited to: (a) plagiarism defined as using another's ideas, writings, research, or intellectual property and representing it as your own original work, (b) falsification of data, which includes direct alteration of findings or failing to disclose data that would substantively change the research findings and (c) fabrication of research data. Research integrity requires that principal investigators and others with a fiduciary obligation for grant funds use those funds in a manner consistent with the grantor's terms and conditions and applicable laws, rules and regulations. Finally, research involving human subjects shall be conducted only after appropriate review and approval by institutional review boards (IRBs) and should be conducted in accordance with IRB principles.

2. **Act as good stewards of the resources and information entrusted to our care.**

   USG property is intended for use in support of the USG mission and legitimate public purposes.

   USG property shall not be used for personal gain or purposes except for incidental personal use of email, a telephone to make a local telephone call or incidental Internet use that is not inconsistent with applicable laws and policies. However, members of the USG community should note that such use must not interfere with the performance of official functions or that individual's own job performance. Additionally, members of the USG community should understand that there is no expectation of privacy once any personal material is placed on a government system.

   Members of the USG community are required to maintain the integrity and accuracy of the documents and records for which they are responsible. No employee may alter, falsify or destroy any original record or document absent valid authority to do so. Members of the USG community must also comply with the USG Records Retention Schedule and the requirements found in the APM 10.4 Records Retention policy. The USG is the custodian of many types of information, including that which is confidential, proprietary and private. Individuals who have access to such information are expected to be familiar and to comply with applicable laws, policies, directives and agreements pertaining to access, use, protection and disclosure of such information. Computer security and privacy are also subject to law and USG policy.

   USG employees are required to maintain the integrity and accuracy of all documents and records relative to sick leave, vacation/annual leave and all other forms of leave.

   The following policies should be read in concert with this section of the code of conduct:

   BOR Policies 8.2.7 - 8.2.8 regarding leave, See Board of Regents Policy Manual Section:

   BOR Policy 7.11.9 for information on removing laptops and similar items off site, BOR Policy 9.10.6.4for information on removing other institutional property from campus for personal use,

   BOR Policy 7.7.2 for information on prohibited personal use of institutional purchasing channels,

   BOR Policy 7.11.2 for information on the operation of private business enterprises on a USG campus and

   BOR Policy 9.10 for information pertaining to use of a campus facility by an outside party

3. **Perform assigned duties and professional responsibilities in such a manner so as to further the USG mission.**

   All members of the USG community are expected to conduct themselves in accordance with the highest standards of scholarship, public service and integrity. This requirement encompasses both a responsibility to understand and to further organizational missions and goals. Individuals in positions of greater authority bear a greater responsibility for achieving organizational missions and goals in an effective and efficient manner. However, all members of the USG community should contribute to the success of the USG in a manner consistent with their duties and responsibilities.

Effective internal controls are one method that can be employed to assist the USG in achieving its mission. Internal controls are the processes employed at all levels to help ensure that USG business is carried out in accordance with BOR policies and procedures, institutional policies and procedures, applicable laws and regulations and sound business practices. Good internal controls promote efficient operations, accurate financial reporting, safeguarding of assets and responsible fiscal management.

4. **Treat fellow employees, students and the public with dignity and respect.**

Members of the USG community are required to maintain a professional work environment. Therefore, unprofessional conduct may result in disciplinary action. See BOR Policy 12.2 for additional information pertaining specifically to disruptive activities.

A romantic or sexual relationship between a member of the USG community and a student or patient is prohibited in those instances where the individual has the responsibility for directly supervising, evaluating, instructing, treating or otherwise overseeing the student or patient. Romantic or sexual relationships between employees and people in positions of authority are strongly discouraged.

5. **Refrain from discriminating against, harassing or threatening others.**

The USG Statement of Core Values emphasizes the "inherent dignity and rights of every person and ... our resulting responsibility to treat each person with fairness, compassion and decency." As such, any form of discrimination or harassment is inconsistent with USG core values. Additionally, discrimination on the grounds of race, color, gender, religion, creed, national origin, age, disability and status as a veteran is specifically prohibited by state law and BOR policy. See BOR Policy 8.2.1 for additional information on Equal Employment Opportunity within the USG.

Sexual harassment of members of the USG community or students in the USG is prohibited and shall subject the offender to dismissal or other sanctions after compliance with procedural due process requirements. Unwelcome sexual advancements, requests for sexual favors and other verbal or physical conduct of a sexual nature constitute sexual harassment when: (A) Submission to such conduct is made explicitly or implicitly a term or condition of an individual's employment or academic standing; or (B) Submission to or rejection of such conduct by an individual is used as a basis for employment or academic decisions affecting an individual; or (C) Such conduct unreasonably interferes with an individual's work or academic performance or creates an intimidating, hostile or offensive working or academic environment. See BOR Policy 8.2.16 for additional information on Sexual Harassment.

The University System of Georgia is committed to the prevention of workplace violence and the maintenance of a respectful working environment. A safe and secure environment is a fundamental prerequisite for fulfilling an institution's mission of teaching, research and public service. The University System of Georgia will not tolerate any type of workplace violence committed by or against students or members of the USG community. Workplace violence is defined as any threats, threatening conduct or any other acts of aggression or violence in the workplace. Violations of the workplace violence policy will be met with appropriate disciplinary action, up to and including dismissal. USG employees bear a special responsibility to remain aware of potential acts of violence on campus as evidenced by, but not limited to, unusual statements, writings or any other unusual behavior. Members of the USG community who, in good faith, report what they believe to be workplace violence or who cooperate in any investigation will not be subjected to retaliation.

6. **Comply with all applicable laws, rules, regulations and professional standards.**

Compliance with laws, rules and regulations governing USG institutions is both a legal and an ethical mandate. The risks associated with non-compliance can be significant. Significant risks include loss of reputation, loss of external funding, financial penalties, loss of accreditation and potential criminal prosecutions. Members of the USG community shall seek the advice of USG legal counsel to clarify the laws, rules and regulations impacting official duties.

Failure to comply with applicable laws, rules and regulations by a member of the USG community may result in disciplinary action.

Members of the USG community may be governed by ethical codes or standards of their professions or disciplines. It is expected that those USG community members will comply with applicable professional standards in addition to laws, rules and regulations.

It is the policy of the USG to conduct its business in an open and transparent manner consistent with the privacy rights of members of the USG community and Open Government laws. USG employees have a responsibility to ensure that any requests made pursuant to the Open Records Act are immediately routed to the office charged with that responsibility.

USG institutions that accept grants from public or private organizations to perform as outlined in the grant have a fiduciary responsibility to ensure that the grant funds are expended in a manner consistent with the grantor's guidelines and applicable laws, rules and regulations. The submission of false or misleading documentation in connection with a federal grant may result in both employment action and criminal prosecution. Members of the USG community must exercise due care and avoid any personal use of grant funds.

Compliance with the rules and regulations governing athletics is a multi-faceted and challenging demand for the USG institutions that maintain athletic programs. Members of the USG community are expected to comply with athletic conference and association rules.

Requests for reimbursement for expenses incurred on behalf of the USG must be accurate and in accordance with applicable laws and regulations. Submission of false or misleading expense reimbursement documents subjects the member of the USG community submitting the documents to the risk of both termination of employment or contractual relationship and criminal prosecution.

7. **Respect the intellectual property rights of others.**

USG employees associated with the production of intellectual property have the responsibility to comply with the BOR and institutional policies governing intellectual property. Extensive BOR and institutional policies have been developed governing intellectual property. See BOR Policy 6.3 for a detailed description of the BOR policies governing intellectual property.

Employees who use software licensed to the USG or a USG institution must abide by applicable software license agreements and may copy licensed software only as permitted by the license.

It is also the practice of the USG to comply with copyright laws. USG employees or any individual using USG resources should not violate copyright laws to include publications, recordings and other electronic media. It should be noted that the © copyright notice is no longer required by law. This means that individuals copying material must take extra steps to ensure that the material is in the public domain or may be copied under the "Fair Use" doctrine. USG employees are encouraged to consult with institutional legal counsel for additional guidance on this topic.

8. **Avoid improper political activities as defined in law and Board of Regents Policy.**

USG employees are encouraged to participate as responsible and interested citizens in our democratic society. However, there are "political" activities that are inconsistent with the roles and responsibilities of USG employees. Employees may not participate in a political campaign which interferes with performance of official duties. Employees are restricted from holding state or federal elective office and may not seek state or federal elective office while actively employed by the USG. Appointive offices and locally elected offices may be held by a USG employee if there is no conflict or interference with the employee's USG duties and responsibilities.

See BOR Policy 8.2.15.3 for additional information on employee participation in the political process. See BOR Policy 9.10.6.1 for information on use of campus facilities for political purposes.

9. **Protect human health and safety and the environment in all USG operations and activities.**

The Board of Regents of the University System of Georgia is strongly committed to protecting the environment and human health and safety in all of its operations. In working to meet this commitment, the

Board of Regents recognizes that pro-active efforts must be made to ensure that sound environmental, health, and safety planning is integrated into every level of University System decision making. Additionally, all members of the USG community bear a responsibility for protecting human health and safety and the environment in those areas for which they are responsible. See BOR Policy 9.12.4 for detailed guidance pertaining to environmental compliance.

10. **Report wrongdoing to the proper authorities; refrain from retaliating against those who do report violations; and cooperate fully with authorized investigations.**

    All members of the USG community have a responsibility to follow university policies and procedures, adhere to applicable laws and regulations and speak up when they see or suspect misconduct. Members of the USG community with concerns about possible unethical behavior or noncompliance with Board of Regents policy are encouraged to speak to their supervisor or to use the Ethics and Compliance Hotline. Retaliation against a member of the USG community for reporting wrongdoing is strictly prohibited by federal law, state law and BOR policy.

    Members of the USG community are required to cooperate fully with authorized internal investigations. Failure to cooperate may subject the individual to disciplinary action to include termination of employment or contractual relationship. Members of the USG community who are unsure as to the legitimacy of an investigation should consult a supervisor or institutional counsel.

11. **Disclose and avoid improper conflicts of interest.**

    USG employees are expected to devote their primary efforts to the USG's mission. Outside employment or activities must not interfere with performance of official duties. Additionally, outside activities may create conflicts of interest or of commitment that must be properly disclosed and managed. See BOR Policy 8.2.16 for additional information. Other members of the USG community who are not USG employees are subject to other conflict of interest provisions as contained in various laws, rules and regulations.

12. **Refrain from accepting any gift or thing of value in those instances prohibited by law or Board of Regents policy.**

    No member of the USG community shall directly or indirectly solicit, receive, accept or agree to receive a thing of value by inducing the reasonable belief that the giving of the thing will influence his/her performance or failure to perform any official action. The acceptance of a benefit, reward or consideration where the purpose of the gift is to influence a member of the USG community in the performance of his/her official functions is a felony under state law. See BOR Policy 8.2.13.1 for a detailed description of the prohibition on receiving gifts.

13. **Not use your position or authority improperly to advance the interests of a friend or relative.**

    No member of the USG community will use his or her position or authority improperly to advance the interests of a friend or relative. Any benefit granted to an individual will be based on merit and/or written procedure. No individual shall be employed in a department or unit which will result in the existence of a subordinate-superior relationship between such individual and any relative of such individual through any line of authority. See BOR Policy 8.2.13.2 and O.C.G.A. § 45-10-20 et seq. for detailed information on this topic.

APM 8.2.50 EMPLOYEE GRIEVANCE POLICY

Reviewed May 26, 2016

The following policies and procedures relative to appeals of suspension, dismissal, demotion decisions and/or related disciplinary review shall apply to all regular classified employees as defined in the Classified Employee Handbook of Georgia Gwinnett College. A Dean, Director, Vice President, college administrator, or faculty member may also choose to use these procedures for resolving appeals of suspension, demotion or disciplinary actions impacting faculty members performing duties within the area over which the Dean, Director, Vice President or college administrator has authority. However, such use must be consistent with

Georgia Gwinnett College Statutes and Board of Regent's Policies. Staff and faculty may not use two different campus grievance processes concerning the same matter.

Grievance Policy

The policy is intended to provide an avenue for resolution of conflicts at the lowest possible level. Attempted resolution may be addressed through the informal or formal grievance procedures under this policy. A grievance or disciplinary review will be available to handle claims that a person has been harmed by an action that violates the policies of either the institution or the Board of Regents of the University System of Georgia ("the Board of Regents").

Circumstances under Which Grievances May Not Be Filed

In accordance with Board of Regents Policy, a grievance will not be available to dispute:

- promotion decisions,
- performance evaluations,
- hiring decisions,
- classification appeals,
- challenges to grades or assessments,
- challenges to salary decisions,
- challenges to transfers or reassignments,
- termination or layoff because of lack of work or elimination of position,
- investigations or decisions reached under the Institution's Harassment Policy,
- normal supervisory counseling and
- matters excluded from grievance under other BOR policy and/or excluded under campus policy or campus communications.

In addition, these formal procedures will not be available to a student or employee who has chosen to seek relief through a department, school or unit's internal grievance procedure unless such procedure failed to provide due process and/or an adequate mechanism for appeal or review. A student may not utilize two grievance procedures concerning the same matter.

Circumstances under Which Grievances May Be Filed

An employee may file a grievance only if:

- The employee has been suspended; or
- The employee has been discharged; or
- The employee has been demoted, or their salary has been reduced.

An employee may not file a grievance, even in the above circumstances, if:

- The discharge occurred during the six (6)-month provisional period;
- They have been adversely affected by a reorganization, program modification or financial exigency (such employees may apply to the Board of Regents for review);
- **The issue underlying the grievance is a charge of discrimination on the basis of race, sex, age, disability, religion, or Title IX. Such charges should be directed to the Office of Diversity, Institutional Equity, and Title IX Program Administration. A determination will be made by the Office of Diversity, Institutional Equity, and Title IX Program Administration;**
- The issues being grieved have previously been heard by an administrative team/panel at the institution. An employee shall not be entitled to duplicative hearings or investigative panel reviews. For the purposes of this Policy, an administrative panel review shall serve the purpose of a hearing;

Grievant Must Exhaust Internal Remedies

Any individual wishing to file a grievance must exhaust these internal procedures prior to appealing to an external organization or agency. In the event an individual elects to pursue a complaint or appeal with an external organization or agency, in lieu of filing an internal complaint or before all internal procedures are exhausted, then compelling circumstances must be presented to and accepted by the Grievance Officer prior to filing an internal complaint or prior to resuming the internal grievance process. The Grievance Officer has the sole discretion in the determination of whether to accept an internal complaint or resume investigation of an internal complaint in instances where an external entity is investigating and/or reviewing the matter.

Grievance Process/Procedures

The steps in the grievance procedures have specific time limits that shall be observed. For the purpose of this policy, a business day is defined as any day the college is open and the staff is required to report.

An employee may file a grievance by contacting the Chief Human Resource Officer. Unless there is good cause for delay (as determined by the institution), a grievance must be filed within ten (10) working days of the notice of suspension, discharge or related disciplinary action. The timeline will begin on the next business day following the effective date of the adverse personnel action. The failure of the grievant to adhere to the filing

deadline in this procedure may result in the loss of the right to continue a grievance. If filed after that time, the grievance must be accompanied by a written explanation for the delay and a brief written request for late filing. The Office of Human Resources in coordination with the Office of Diversity, Institutional Equity, and Title IX Program Administration or the appropriate designee will rule on whether a late filing of a grievance will be accepted or denied the employee had good cause for filing the grievance late. The grievance should be in writing and signed. Appropriate methods of delivery include delivery by mail, facsimile, hand delivery or courier service. Delivery of grievances via e-mail communications will not be accepted. Grievance documents which have not been signed by the grievant may be returned as incomplete.
The signed grievance documentation should set forth a full statement of the following:

- The nature of the grievance.
- The employee's version of the facts.
- Names of campus employees/students/affiliates who may have direct knowledge of the circumstances of the grievance and information indicating where and how these persons may be contacted during normal business hours.
- The redress desired.

Upon submission of the grievance statement, Human Resources or the appropriate designee will acknowledge receipt and provide the grievant with a copy of this grievance policy, which includes guidance pertaining to formal grievance hearing procedures and the steps for informal resolution, if applicable, prior to consideration of a formal hearing on the matter. Once a determination is made that a grievance has been timely filed, the Office of Human Resources or the appropriate designee assumes the role of Grievance Officer.
If the grievance is against Human Resources personnel or if the actions of the Human Resources Team or their supervisor may become subject to review at any point during the grievance process or if it is determined at any time that the grievance involves a matter of discrimination or harassment under the institution's prohibited discrimination and harassment policies, then the grievance shall be handled in accordance with the procedures designated by the President as presented in the campus discrimination policy. In this instance, the designated officer will assume all the duties and responsibilities herein assigned to the Human Resources Department under this grievance policy and an appropriate Grievance Officer will be assigned to handle the matter in question.

Informal Resolution

Where applicable, the Grievance Officer shall make every effort to resolve the grievance through informal resolution prior to assigning the matter for a formal Review Hearing. Within 5 business days of a timely filing determination by the College, the designated Grievance Officer(s) shall take the following steps:

- Notify the operating unit that a grievance has been filed;
- Make a determination as to whether informal resolution is possible.
- If informal resolution is possible, the Grievance Officer shall facilitate the full process and document the agreed upon outcome, acquiring signatures from both parties and the matter will be deemed resolved, without further action

Formal Resolution Board of Review Hearing

If after reviewing the documentation, informal resolution appears to be unavailable, the Grievance Officer shall provide the employee with a written Notice of Intent to Schedule a Hearing concerning the matter. A Hearing Officer will be designated. The remaining steps in the process will be handled by the designated officer who will identify the remaining members of the hearing panel or the investigative review panel. (For the purposes of this policy, the terms "hearing panel" and "investigative review panel" will be used interchangeably. Both will provide the due process necessary for review of grievance claims). The Hearing Panel shall be comprised of at least two (2) members, but no more than three (3) members for matters under consideration. If one or more members are unable to preside over the matter, the President, or the authorized representative shall appoint appropriate alternates.
The Review hearing may take place either before or after the effective date of the personnel decision in question. The grievant/employee shall be given at least 5 days notice prior to the scheduled hearing date. The notice date is based on the date listed in the written letter to grievant. In addition to the grievant/employee, hearing notices shall be prepared for the following:

- The grievant's immediate supervisor, where applicable;
- The dean, director, or vice president over the operating area, where applicable; and
- Any other parties GGC considers appropriate as determined by the Hearing Officer.

The grieving party has the burden of proving allegations stated in the grievance.
Once a grievance is filed, campus officials will be unable to have exparte communications and/or related discussions outside of the hearing process. For purposes of this Policy, the hearing process begins on the date the grievance is submitted to campus officials via the Office of Human Resources.
An employee is not allowed to use college time to prepare for a Review Hearing; however, vacation time may be granted, if available. If vacation time is not available, time off without pay may be granted.

Documentation and/or witnesses not submitted prior to the hearing may not be considered unless the party presents compelling evidence as to why the material or witnesses were not made available to the Panel prior to the hearing. The Panel will decide whether such evidence or witnesses shall be allowed.

- The Panel Chairperson will conduct a briefing of the committee to share the evidence prior to the hearing; and
- The grievant may be permitted to have up to one person present at the hearing (i.e., a personal advisor.) However, the accompanying party may not address the Panel, question witnesses, the committee, or any other party. The accompanying party may not address the committee at any time. This section is also applicable even if the accompanying party is an attorney. In instances where the presence of another party will be counterproductive to the grievance process, the Hearing Officer may exclude the interfering party.
- The Panel Chair may limit the number of parties in attendance.

Review Hearing: (Proceedings may be recorded by the Panel; recording is not required.)

a. Both parties have the right to submit changes of proposed evidence for hearing. Panel Chair shall determine if a witness will be called or evidence accepted for presentation, where untimely. Witnesses not associated with GGC, may not be requested to appear and may not be included in the hearing, absent extraordinary circumstances. When a witness cannot or will not appear, the Review Panel may consider the written statement of the witness or make a determination as to whether the statement is appropriate for consideration.
b. Actual hearing proceedings will be informal and strict rules of legal procedure will not be followed. The Panel Chairperson will determine how the hearing is conducted and the relevancy of the evidence. The proceedings, except for the deliberations of the Hearing Panel may be tape recorded by the Panel Chair; no other recordings or electronic devices will be allowed. The Panel Chair has sole discretion in determining whether to tape a proceeding.

The order of presentations will be as follows:

a. Grievant
b. Management Representative, if applicable
c. Witnesses, if applicable
d. Summary

Time: The Hearing is limited to a total time of one and one-half hours for the presentations. Included in this time are questions to witnesses and their responses. The committee may grant additional time if it is deemed necessary by the Panel Chair.

Attendance at the Hearing:

a. The hearing may be closed to anyone but the parties, panel members
b. All potential witnesses, with the exception of the grievant and the management/administrators, must leave the hearing room until they are called to testify; absent other instructions from the Panel Chair.

Procedural Modification:
The Panel Chair shall have the authority to modify the Hearing procedures, where appropriate.
Request for additional information:
If at the conclusion of the hearing, the Review Panel believes it needs to obtain additional information, a second meeting may be scheduled for final deliberations; otherwise deliberations will take place following the hearing. The determination of whether or not a second meeting will be held is at the sole discretion of the review panel.
Deliberations:
At the close of all evidence, the members of the panel will meet in closed session. A determination of findings will be made and if applicable, conclusions and recommendations will be determined.
Committee Determination and Recommendation: A Panel recommendation will be prepared by the committee within ten working days. The Panel Chair may extend this deadline at his/her discretion, based on appropriate justification.
Panel recommendations shall be forwarded to the President for final institutional decision. In instances where the President is unavailable, the President authorizes the Panel Chair or President's designee to issue the final institutional decision on his behalf. If the Panel issues an advisory report, the report is advisory in nature and is not binding. If there are any advisory reports or special recommendations regarding the matter, they may be provided separately and confidentially to the President. The grievant will not have access to advisory reports or special recommendations as part of the grievance process.
Timeframe for Completion:

The final institutional decision should be conferred by the President or his designee within 20 working days of completion of the Hearing Panel determination. A party may appeal a final institutional decision by submitting a written appeal request to the Office of the President within ten working days from the date noted on the final institutional decision. Absent sufficient justification, the grievant may not be allowed to file a campus appeal of a final institutional decision, where notice was given and the grievant failed to appear for his/her scheduled hearing or scheduled investigative panel review.

Further Appeal

If the grievant wishes to appeal a final institutional decision, a review by the Board of Regents may be requested, in writing, within 20 calendar days of the date noted on the written notification of final institutional decision, in accordance with appeal guidelines listed on the Board of Regents website (www.usg.edu) for the University System of Georgia. This request must state the decision appealed and the redress desired, and will be acted upon in accordance with the policies and provisions of the Board of Regents of the University System of Georgia. The Board of Regents may accept or decline the request for appeal.

APM .11 **POLICY ON POLICIES**

Reviewed May 26, 2016

Purpose

The Policy on Policies governs the policy structure of Georgia Gwinnett College. This structure includes all stages of policy management, to include:

- Designation of official College policy publications and their administrative proponents;
- Accessibility of policy publications to those affected by the policies;
- Ensuring consistency with Board of Regents policies;
- Ensuring consistency among GGC policies;
- Assignment of responsibility for policy development, revision, and approval through appropriate institutional processes;
- Dissemination of policies and changes to affected parties;
- Implementation and enforcement; and
- Review, revision, and notification of changes.

The Policy on Policies will be published in the Administrative Policy Manual and the Faculty Manual of Policies and Procedures.

GGC values and nurtures creativity and innovation in order to achieve its vision and mission. It is the intent of the college to have only the policies that are necessary for governance and not to create a restrictive environment. Federal, state and local laws, University System of Georgia policy, accrediting agency requirements, and good educational and administrative practices require policies that guide action and decision-making. The intent of any GGC policy is to ensure that students, prospective students, faculty, staff, and other constituents are treated fairly and consistently, and that the college's educational and administrative practices are implemented in ways to maximize their positive effect.

Official policy publications and their administrative proponents

Any GGC policy must be published in one or more official policy publications to be considered an official college policy. The four official policy publications and their respective administrative proponents are the:

- Administrative Policy Manual (APM): President
- Faculty Manual of Policies and Procedures (Faculty Manual): President, Faculty Senate
- Georgia Gwinnett College Catalog (Catalog): Executive Director for Enrollment Management
- Student Handbook: Rights, Responsibilities, and General Information (Student Handbook): Senior Associate Provost for Student Affairs

Neither the Classified Employee Handbook, which largely summarizes employment policies, nor the Georgia Gwinnett College website, nor any other college publication is an official policy publication. The Policy on Policies will govern the content of any policies that are published on the website or in any other college publication.

Accessibility of policy publications to those affected by the policies

The four official policy publications are available to the appropriate stakeholders on the GGC website.

Ensuring consistency with Board of Regents policies

All GGC policies will be consistent with Board of Regents policies. All policy manuals will carry a disclaimer that reiterates the primacy of Board of Regents policies as follows:

> "The authoritative source of information concerning Board approved policies and procedures governing academic and administrative matters is the Policy Manual of the Board of Regents. In cases of inconsistency, Board of Regents policy takes precedence."

GGC policies will also be consistent with the various handbooks that the Board of Regents provides to guide policy implementation. These include the Academic Affairs Handbook, Business Procedures Manual, and Human Resources Administrative Practice Manual (HRAP).

Policies published in GGC's Administrative Policy Manual will be based largely upon the Board of Regents Policy Manual and the subsidiary handbooks it has developed to aid in implementation. They will carry the same policy numbers as the Board of Regents Policy Manual when they derive from that publication. In cases where the College follows a policy exactly, the policy number, name, and an electronic link to the Board of Regents Policy Manual will be published. In cases where the Board of Regents Policy Manual requires an institution to develop its own policy, the College's policy will be published in the APM. Academic and administrative policies that the College has developed to clarify or add to Board of Regents policy, or has developed to meet special needs of the College, may be published in the APM as well as in other official policy publications, as appropriate.

Similarly, all policies that are published in the Faculty Manual, Catalog, or Student Handbook that derive from the Board of Regents Policy Manual or Academic Affairs Handbook will be consistent with them.

Ensuring consistency among GGC policies

The APM is GGC's primary policy publication. The Faculty Manual, Catalog, and Student Handbook must carry the following disclaimer:

> "The Administrative Policy Manual is Georgia Gwinnett College's primary policy manual. In the event of conflict between this (manual or handbook name) and the Administrative Policy Manual, the Administrative Policy Manual prevails."

When policies from the APM are published in the Faculty Manual, Catalog, Student Handbook, or on the GGC website, they will be published verbatim. Additionally, when any policy is published in one or more official policy publications, or other publication, the entire policy must appear verbatim wherever it is published. Exceptions apply to publication of entire policies verbatim for reasons of confidentiality (e.g. APM 21.0 The Financial Aid Office Policies and Procedures Manual), security, length in cases in which a policy has limited applicability to some constituents (e.g. APM 6.3 Intellectual Properties), or length for very long policies (e.g. APM 9.12.5.1 Emergency Operations Plan.) In these cases, the name of the policy and an electronic link to the policy where it is published in its entirety must be provided. Additionally, verbatim excerpts may be published as long as they are accompanied by a link to the entire policy in the APM or Policy Manual of the Board of Regents.

Assignment of responsibility for policy development, revision, and approval through appropriate institutional processes

Faculty committees and academic administrators at the program and school level will develop academic policies and amendments to academic policies and submit them in writing to the Senior Vice President for Academic and Student Affairs/Provost, who will then make a recommendation to the President's Cabinet for decision.

Changes to the Faculty Manual, with the exception of the appendices, will be generated either by the faculty or administration and presented to the Faculty Senate for consideration. The Governance and Evaluation Committee of the Senate will investigate the request and present its findings to the Senate. Once the policy or amendment has passed the Faculty Senate, it will be presented to the full faculty. A simple majority will be needed for the policy or amendment to pass. The Faculty Senate, in turn, will pass the policy or amendment through the Senior Vice President for Academic and Student Affairs/Provost and on to the President for acceptance.

For non-academic policies, faculty, administrators, or staff will develop administrative policies and amendments to administrative policies and submit them to the appropriate Vice President for initial review and recommendation. The Vice President will then submit the policy or amendment to the Cabinet for decision. If approval is obtained, the Office of the President will publish and disseminate the policy. The official versions of all official policy publications will be maintained by the Office of the President.

New policies will be developed and current policies will be revised as the need arises. In addition, all policies will be reviewed and revised annually to ensure that they accurately represent the College's programs, services, and needs. A committee of the Faculty Senate will review the Faculty Manual and the Catalog. Administrative offices including the Senior Vice President for Academic and Student Affairs/Provost and the Executive Director for Enrollment Management will review the Catalog. The Office of the Senior Associate Provost for Student Affairs will review the Student Handbook. The Office of the President in conjunction with all vice presidents will review the Administrative Policy Manual.

As Board of Regents policies are changed, the Office of the President will provide the change to the person identified as the policy proponent, who will be responsible for reviewing and revising current policies.

Dissemination of policy and changes to affected parties

Dissemination responsibility lies within the Office of the President. All newly approved policies and approved changes will be widely distributed to the appropriate affected parties, e.g., faculty, staff, students and/or the public, using electronic means (e.g., email, posting to the website), in forums (e.g., faculty development meetings, Student Government Association meetings), and/or in print materials (e.g., weekly student affairs publications and alumni publications.)

Implementation and enforcement; policy responsibilities

Policies will go into effect immediately upon acceptance by the President or approval by the Cabinet, as appropriate. It is the responsibility of all faculty, administrators, staff, and students to be knowledgeable of policies and to follow them. If, due to changes in the environment or needs, a policy becomes outdated, the proponent should be notified so that the policy can be modified as needed.

The Office of the President is responsible for the administrative activities (e.g., record keeping, dissemination, and procedural enforcement) associated with institutional policy development, approval, and management. Coordination, enforcement, annual review, and identification of necessary change of an individual policy are the responsibility of the specific policy's proponent, as indicated on the policy matrix, below. The annual review will occur not later than April 1st and will be documented, in writing, by the proponent with a copy sent to the Office of the President.

The four administrative proponents for the four official policy publications are responsible for incorporating new or revised policies into their respective publications and for ensuring consistency across publications and the web site.

The Office of the President is responsible for updating the Policy Matrix annually**.**

POLICY MATRIX

The policy matrix below will govern in which official policy publications each GGC policy will be published. It also will govern the policies that will be published on the GGC website. It will also designate the proponent for each policy.

Policy Matrix	[Date August 15, 2016]					
Policies	**Administrative Policy Manual**	**Faculty Manual**	**Student Handbook**	**GGC Catalog**	**Website**	**Proponent**
Administrative Proponent	President	President Faculty Senate	SAPSA	Exec Dir. Enrollment Management		
The following policies are published in the APM, and in other policy publications, as denoted by "X."						
Georgia Gwinnett College Vision Statement, Mission Statement, and Operating Principles	.10	X	X	X	X	President
Disclaimer: “The authoritative source of information concerning Board approved policies and procedures governing academic and administrative matters is the Policy Manual of the Board of Regents. In cases of inconsistency, Board of Regents policy takes precedence.”	X	X	X	X	X	President
Disclaimer: "The Administrative Policy Manual is Georgia Gwinnett College's primary policy manual. In the event of a conflict between (insert manual or handbook name) and the Administrative Policy Manual, the Administrative Policy Manual prevails."		X	X	X	X	President
Policy on Policies	.11	X				President
OFFICERS OF THE BOARD OF REGENTS	1.0					President
Officers of the Board	1.1					President
Chancellor	1.2					President
System and Board Responsibilities	1.2.1					President
Membership and Committee Responsibilities	1.2.2					President
Report and Document Responsibilities	1.2.3					President
Fiscal Responsibilities	1.2.4					President
Institution Responsibilities: Part-Time Faculty	1.2.5					President
Secretary to the Board of Regents	1.3					President
Treasurer	1.4					President
Other Officers	1.5					President
INSTITUTIONAL GOVERNANCE	2.0					
Election Of Presidents By The Board	2.1					President
Procedure For Selection Of A President For USG Institutions	2.2					President
Performance Assessment of Presidents	2.3					President
Presidential Transitions	2.4					President

Policy Matrix	[Date August 15, 2016]					
Policies	**Administrative Policy Manual**	**Faculty Manual**	**Student Handbook**	**GGC Catalog**	**Website**	**Proponent**
Resignation or Retirement	2.4.1					President
Re-Appointment Declined	2.4.2					President
Removal for Cause	2.4.3					President
Educational Leave and Continued Employment	2.4.4					President
Presidential Authority And Responsibilities	2.5					President
Executive Head of Institution	2.5.1					President
Ex-Officio Faculty Chair	2.5.2					President
Personnel Policies	2.5.3					President
Agreements	2.5.4					President
Presidents' Meetings	2.6					President
Organization Structure and Changes (only the Organization Chart is required in policy publications other than APM)	2.7		X		X	President
Delegation of Authority	2.7.5					President
Compensation of Presidents	2.8					President
Institutional Effectiveness: Planning and Assessment	2.9					Exec. Dir., Plans, Policy, and Analysis
Institution Mission	2.10					President
ACADEMIC AFFAIRS	3.0					
General Policy (note: XX indicates to publish only the SACS statement)	3.1		XX	XX	XX	Dir., Research, Sponsored Programs, Accreditation and Certification Activities
Substantive Change Policy	3.1.1					Dir., Research, Sponsored Programs, Accreditation and Certification Activities
Representation of Accreditation and Certification Status	3.1.2					Dir., Research, Sponsored Programs, Accreditation and Certification Activities
Faculties	3.2					Provost
Faculty Membership	3.2.1					Provost
Corps of Instruction	3.2.1.1					Provost
Administrative Officers	3.2.1.2					Provost
Other Faculty Members	3.2.1.3					Provost
Election of Faculties	3.2.2					Provost
Faculty Meetings	3.2.3					Provost

Policy Matrix	[Date August 15, 2016]					
Policies	**Administrative Policy Manual**	**Faculty Manual**	**Student Handbook**	**GGC Catalog**	**Website**	**Proponent**
Faculty Rules and Regulations	3.2.4					Provost
Termination of Faculty Employment	3.2.5					Provost
Regents Teaching and Service to Students Awards Program	3.2.6					Provost
Annual Awards Policies and Procedures	3.2.6.1		X			Provost
Curriculum	3.3					Provost
Core Curriculum	3.3.1			X	X	Provost
Student Success Courses	3.3.2			X		Dean, School of Transitional Studies
Student Success Courses in English, Reading and Math	3.3.2.1			X		Dean, School of Transitional Studies
Student Placement Test Scores Relative to Course Placement	3.3.2.1.1			X		Dean, School of Transitional Studies
English Language Proficiency Requirements	3.3.2.1.1.1			X		Dean, School of Transitional Studies
Policies For Students Placed Into Student Success Courses	3.3.2.1.2			X		Dean, School of Transitional Studies
Advising	3.3.2.1.2.1			X		Dean, School of Transitional Studies
Student Success Courses Take Priority	3.3.2.1.2.2			X		Dean, School of Transitional Studies
Prerequisites For College-Level Classes	3.3.2.1.2.3			X		Dean, School of Transitional Studies
30-Hour Rule	3.3.2.1.2.4			X		Dean, School of Transitional Studies
Withdrawal From Student Success Courses	3.3.2.1.2.5			X		Dean, School of Transitional Studies
Maximum Number of Attempts and Suspension	3.3.2.1.2.6			X		Dean, School of Transitional Studies
Transfer Students and Student Success Courses	3.3.2.1.2.7			X		Dean, School of Transitional Studies
Resuming College Work and Student Success Requirements	3.3.2.1.2.8			X		Dean, School of Transitional Studies
Reporting and Recording Learning Support Status On Transcript	3.3.2.1.2.9			X		Dean, School of Transitional Studies

Policy Matrix	[Date August 15, 2016]					
Policies	**Administrative Policy Manual**	**Faculty Manual**	**Student Handbook**	**GGC Catalog**	**Website**	**Proponent**
Exit Policies For Student Success Courses	3.3.2.1.3			X		Dean, School of Transitional Studies
Voluntarily Enrolling In Student Success Courses	3.3.2.1.4			X		Dean, School of Transitional Studies
Student Success Suspension in English (Writing), Reading, and Mathematics	3.3.2.1.5			X		Dean, School of Transitional Studies
Readmission From Student Success Suspension	3.3.2.1.6			X		Dean, School of Transitional Studies
Students With Special Needs Required To Enroll In Student Success Classes	3.3.2.1.7			X		Dean, School of Transitional Studies
Student Success Courses in English For Academic Purposes/English AS A Second Language	3.3.2.2			X		Dean, School of Transitional Studies
Criteria For Determining EAP/ESL Placement	3.3.2.2.1			X		Dean, School of Transitional Studies
English For Academic Purposes/English AS A Second Language (EAP/ESL) Program	3.3.2.2.2			X		Dean, School of Transitional Studies
Prerequisites For College-Level Classes	3.3.2.2.3			X		Dean, School of Transitional Studies
EAP/ESL Registration	3.3.2.2.4			X		Dean, School of Transitional Studies
EAP/ESL Withdrawal Policy	3.3.2.2.5			X		Dean, School of Transitional Studies
EAP/ESL Exit Policy	3.3.2.2.6			X		Dean, School of Transitional Studies
Student Success Courses in English for Academic Purposes	3.3.2.2			X		Dean, School of Transitional Studies
Instruction Offered Externally	3.3.3					Provost
United States and Georgia History and Constitutions	3.3.4			X		Dean, School of Liberal Arts
University System and Technical College System of Georgia Articulation Agreement	3.3.5			X	X	Provost
Associate Degrees, Diplomas & Certificates	3.3.5.1			X		Provost
General Education Course Transfer	3.3.5.2			X	X	Provost
Associate Degrees	3.3.6					Provost
Transfer Degrees	3.3.6.1					Provost

Policy Matrix	[Date August 15, 2016]					
Policies	**Administrative Policy Manual**	**Faculty Manual**	**Student Handbook**	**GGC Catalog**	**Website**	**Proponent**
Career Degrees	3.3.6.2					Provost
Calendar of Academic Activities	3.4		X	X	X	Provost
Semester System	3.4.1					Provost
Georgia Gwinnett College Credit Granting Policy	3.4.1.1			X		Provost
Uniform Academic Calendar	3.4.2					Provost
Observance of Religious Holiday By Students	3.4.3	X	X	X		Provost
Exceptions	3.4.4					Provost
Grading System	3.5	X		X		Provost
Grade Point Average	3.5.1	X		X		Provost
Grades Approved in Determining the Grade Point Average	3.5.1.1	X		X	X	Provost
Cumulative Grade Point Average	3.5.1.2	X		X	X	Provost
Symbols Not Included in Determining the Grade Point Average	3.5.2	X		X		Provost
Grade Point Average Upon Academic Renewal	3.5.3	X		X		Provost
Creation and Elimination of Academic Programs	3.6					Provost
Creation of Academic Programs	3.6.1	X				Provost
Termination of Academic Programs	3.6.2					Provost
Comprehensive Academic Program Review	3.6.3	X				Dir., Academic Assessment
Regents' Writing and Reading Skills Requirement	3.7					Provost
Degrees	3.8					Provost
General	3.8.1					Provost
Graduate Degrees	3.8.2					Provost
Residence Requirement for Degree	3.8.3			X		Provost
Honorary Degrees	3.8.4	X				Provost
Diplomas Earned at Institutions Under Previous Name	3.8.5					Provost
Posthumous Degrees	3.8.50			X		Provost
Academic Advisement and Mentoring	3.9	X	X	X		Provost
Minority Advising Program	3.9.1					Provost
Academic Textbooks	3.10	X				Provost
Classroom Visitors Policy	3.15	X				Provost
Academic Freedom	3.50	X		X	X	Provost
Centers and Institutes	3.52					Provost
Student Study Abroad and Service Abroad Policies	3.53	X		X	X	Dir., Internationalization
Types of GGC Study Abroad Programs	3.53.1	X		X	X	Dir., Internationalization
Study Abroad Program Selection and Approval	3.53.2	X		X	X	Dir., Internationalization

Policy Matrix	[Date August 15, 2016]					
Policies	**Administrative Policy Manual**	**Faculty Manual**	**Student Handbook**	**GGC Catalog**	**Website**	**Proponent**
Service Learning Programs	3.53.3	X		X	X	Dir., Internationalization
Eligibility and Requirements	3.53.4	X		X	X	Dir., Internationalization
Transfer Credit For Study Abroad	3.53.5	X		X	X	Exec. Dir., Enrollment Management/Dir., Internationalization
Financial Aid and Scholarships	3.53.6	X		X	X	Exec. Dir., Enrollment Management/Dir., Internationalization
Education Abroad Student Pre-Departure Checklist	3.53.7	X		X	X	Dir., Internationalization
Summary of Student Obligations (mandatory) For Study Abroad and Service Learning	3.53.8	X			X	Dir., Internationalization
Study Abroad Policies and Procedures For Program Directors	3.54	X				Dir., Internationalization
Introduction	3.54.1	X				Dir., Internationalization
Terminology	3.54.2	X				Dir., Internationalization
Policies For Faculty-Led Study Abroad and Service-Learning Programs	3.54.3	X				Dir., Internationalization
Academic Integrity For Credit-Bearing Programs	3.54.3.1	X				Dir., Internationalization
Logistical Considerations	3.54.3.2	X				Dir., Internationalization
Faculty Compensation For Study Abroad	3.54.4	X				Provost
Student Recruitment For USG Programs	3.54.5	X				Dir., Internationalization
Program Proposal Development and Approval	3.54.6	X				Dir., Internationalization
Preliminary Proposal	3.54.6.1	X				Dir., Internationalization
Format And Checklist For Faculty-Led Study Abroad and Service Learning Preliminary Proposals	3.54.6.2	X				Dir., Internationalization
Detailed Proposal	3.54.6.3	X				Dir., Internationalization
Format And Checklist For Faculty-Led Study Abroad and Service Learning Detailed Proposals	3.54.6.4	X				Dir., Internationalization
Fiscal Procedures	3.54.7	X				Dir., Internationalization
Budgeting	3.54.7.1	X				Dir., Internationalization
Budget Items	3.54.7.2	X				Dir., Internationalization
Application Fees And Payment Schedules	3.54.7.3	X				Dir., Internationalization
Account Management and Record Keeping	3.54.7.4	X				Dir., Internationalization
Financial Aid	3.54.7.5	X				Dir., Internationalization
Pre-Departure Orientation	3.54.8	X				Dir., Internationalization

Policy Matrix	[Date August 15, 2016]					
Policies	**Administrative Policy Manual**	**Faculty Manual**	**Student Handbook**	**GGC Catalog**	**Website**	**Proponent**
Risk And Crisis Management	3.54.9	X				Dir., Internationalization
How To Create A Reasonably Safe Program	3.54.9.1	X				Dir., Internationalization
Crisis Management	3.54.9.2	X				Dir., Internationalization
Summary of Participant Obligations and Responsibilities	3.54.10	X				Dir., Internationalization
Policies And Procedures Pertaining To International Exchange Agreements	3.54.11	X				Dir., Internationalization
Purpose	3.54.11.1	X				Dir., Internationalization
Procedures And Considerations	3.54.11.2	X				Dir., Internationalization
Procedures And Applicability	3.54.11.3	X				Dir., Internationalization
Types of International Exchange Agreements	3.54.11.4	X				Dir., Internationalization
Role Of Internationalization in Formalizing An Exchange Agreement	3.54.11.5	X				Dir., Internationalization
Guidelines For Drafting Exchange Agreements	3.54.11.6	X				Dir., Internationalization
Authorization And Approval Process	3.54.11.7	X				Dir., Internationalization
Exchange Agreement Worksheet For School-Initiated Agreements	3.54.11.8	X				Dir., Internationalization
Appendices	3.54.12	X				Dir., Internationalization
I-Courses	3.55	X		X		AVP QEPs and Institutional Policy
Definition of i-Courses	3.55.1	X				AVP QEPs and Institutional Policy
Verification of Courses As *i*-Courses	3.55.2	X				AVP QEPs and Institutional Policy
Global Studies Certification	3.56				X	AVP QEPs and Institutional Policy
Global Studies Certification Admission Policy	3.56.1			X	X	AVP QEPs and Institutional Policy
Global Studies Certification Program Completion Requirements	3.56.2			X		AVP QEPs and Institutional Policy
Global Studies Certification Language Proficiency	3.56.3			X	X	AVP QEPs and Institutional Policy
Demonstration of English/Reading Competency and Regent Writing Competency	3.57					
Georgia Gwinnett College Library Collection Development Policy	3.60					Dean, Library Services
Policy Overview	3.60.1					Dean, Library Services
Responsibility for Collection Development	3.60.2					Dean, Library Services

Policy Matrix	[Date August 15, 2016]					
Policies	**Administrative Policy Manual**	**Faculty Manual**	**Student Handbook**	**GGC Catalog**	**Website**	**Proponent**
Selection Criteria	3.60.3					Dean, Library Services
Scope	3.60.3.1					Dean, Library Services
Relevance and Appropriateness	3.60.3.2					Dean, Library Services
Format	3.60.3.3					Dean, Library Services
Language	3.60.3.4					Dean, Library Services
Categories of Materials Not Acquired or Selectively Acquired	3.60.3.5					Dean, Library Services
General Selection Guidelines To Consider	3.60.3.6					Dean, Library Services
Levels of Collection Development For Specific Programs	3.60.3.7					Dean, Library Services
Gifts	3.60.3.8					Dean, Library Services
Collection Maintenance	3.60.4					Dean, Library Services
De-Selection	3.60.4.1					Dean, Library Services
Replacements	3.60.4.2					Dean, Library Services
Binding	3.60.4.3					Dean, Library Services
Duplication	3.60.4.4					Dean, Library Services
Academic Programs	3.60.5					Dean, Library Services
Biology Program	3.60.5.1					Dean, Library Services
Business Program	3.60.5.2					Dean, Library Services
Criminal Justice/Criminology Program	3.60.5.3					Dean, Library Services
Education Program	3.60.5.4					Dean, Library Services
English Program	3.60.5.5					Dean, Library Services
Exercise Science Program	3.60.5.6					Dean, Library Services
History Program	3.60.5.7					Dean, Library Services
Information Technology Program	3.60.5.8					Dean, Library Services
Math Program	3.60.5.9					Dean, Library Services
Political Science Program	3.60.5.10					Dean, Library Services
Psychology Program	3.60.5.11					Dean, Library Services
STUDENT AFFAIRS	4.0					
General Policy	4.1					SAPSA
Institutional Responsibility	4.1.1					SAPSA
Student Rights and Responsibilities	4.1.1.1	X	X			SAPSA
Student Complaints Policy	4.1.1.1.1	X	X			SAPSA
Academic Integrity Policy For Academic Dishonesty Matters	4.1.1.1.2	X	X			SAPSA
GGC Equal Opportunity, Affirmative Action, Prohibited Discrimination and Harassment Policies and Complaint Procedures	4.1.2	X	X		X	VP Business and Finance,

Policy Matrix	[Date August 15, 2016]					
Policies	**Administrative Policy Manual**	**Faculty Manual**	**Student Handbook**	**GGC Catalog**	**Website**	**Proponent**
						Exec. Dir. Diversity/Equity/Title IX
Student Voting Privileges	4.1.3	X	X			SAPSA
Fraternities and Sororities	4.1.4		X			SAPSA
Students with Disabilities	4.1.5		X			SAPSA
Disability Services	4.1.5.1		X	X		SAPSA
Emotional Support Animals	4.1.5.2		X		X	SAPSA
Admission of Persons Not Lawfully Present in the United States	4.1.6					Provost, VP B& F
Sexual Misconduct Policy	4.1.7		X			Exec. Dir. Diversity/Equity/Title IX
Definitions and Prohibited Conduct	4.1.7.1		X			Exec. Dir. Diversity/Equity/Title IX
Reporting Sexual Misconduct	4.1.7.2		X			Exec. Dir. Diversity/Equity/Title IX
Interim Protective Measures	4.1.7.3		X			Exec. Dir. Diversity/Equity/Title IX
Support Services	4.1.7.4		X			Exec. Dir. Diversity/Equity/Title IX
Process For Investigating and Resolving Institutional Reports	4.1.7.5		X			Exec. Dir. Diversity/Equity/Title IX
Appeals	4.1.7.6		X			Exec. Dir. Diversity/Equity/Title IX
Recusal/Challenge For Bias	4.1.7.7		X			Exec. Dir. Diversity/Equity/Title IX
GGC Freedom of Expression Policy	4.1.9	X	X		X	SAPSA
Undergraduate Admissions: Admission Policy	4.2			X	X	Exec. Dir. Recruit. and Admissions
Admission Requirements for Programs Leading to the Baccalaureate Degree	4.2.1			X		Exec. Dir. Recruit. and Admissions
Freshman Requirements	4.2.1.1			X	X	Exec. Dir. Recruit. and Admissions
Exceptions to Freshman Admission Requirements for Special Groups of Students	4.2.1.2			X		Exec. Dir. Recruit. and Admissions
Undergraduate Admission Requirements for Transfer Students	4.2.1.3			X	X	Exec. Dir. Recruit. and Admissions

Policy Matrix	[Date August 15, 2016]					
Policies	**Administrative Policy Manual**	**Faculty Manual**	**Student Handbook**	**GGC Catalog**	**Website**	**Proponent**
Undergraduate Admission Requirements for Students Under the Transfer Admission Guarantee policy with Georgia Perimeter College	4.2.1.3.1			X	X	Exec. Dir. Recruit. and Admissions
Non-traditional Students	4.2.1.4			X		Exec. Dir. Recruit. and Admissions
Persons Aged 62 or Over	4.2.1.5			X		Exec. Dir. Recruit. and Admissions
Course Credits for International Baccalaureate Diploma Completion	4.2.1.6			X		Exec. Dir. Enrollment Management
Advanced Placement, College Level Entrance Program, International Baccalaureate, Military Experience	4.2.1.6.1			X		Exec. Dir. Enrollment Management
International Students	4.2.1.7			X	X	Director, Internationalization
Definition	4.2.1.7.1			X	X	Director, Internationalization
Degree Seeking Students	4.2.1.7.2			X	X	Director, Internationalization
Freshman Students	4.2.1.7.2.1			X	X	Director, Internationalization
Transfer Students	4.2.1.7.2.2			X	X	Director, Internationalization
Financial Requirements	4.2.1.7.2.3			X	X	Director, Internationalization
Non-Degree Seeking Students	4.2.1.7.3			X	X	Director, Internationalization
J-1 Visa Students	4.2.1.7.3.1			X	X	Director, Internationalization
Visa Classifications Other Than F-1 or J-1	4.2.1.7.3.2			X	X	Director, Internationalization
Presidential Exceptions	4.2.1.7.4			X	X	Director, Internationalization
Health Insurance	4.2.1.7.5			X	X	Director, Internationalization
Housing for International Students	4.2.1.7.6			X	X	Director, Internationalization
Admission Requirements for Undergraduate Programs Not Leading to the Baccalaureate Degree	4.2.2					Exec. Dir. Recruit. and Admissions
Admission to Career Programs	4.2.2.1					Exec. Dir. Recruit. and Admissions
Admission of Non-Degree Students	4.2.2.3			X		Exec. Dir. Recruit. and Admissions
Admission of Transient Students	4.2.2.4			X		Exec. Dir. Enrollment Management
Admission of Auditors	4.2.2.5			X		Exec. Dir. Recruit. and Admissions

Policy Matrix	[Date August 15, 2016]					
Policies	**Administrative Policy Manual**	**Faculty Manual**	**Student Handbook**	**GGC Catalog**	**Website**	**Proponent**
Additional Admission Policies	4.2.3					Exec. Dir. Recruit. and Admissions
General	4.2.3.1					Exec. Dir. Recruit. and Admissions
Application Procedures	4.2.3.1.1			X	X	Exec. Dir. Recruit. and Admissions
Background Review Process: Admissions and Housing Applications	4.2.3.1.2					Exec. Dir. Enrollment Management
APM 4.2.3.1.2.1 Admissions	4.2.3.1.2.1					Exec. Dir. Enrollment Management
APM 4.2.3.1.2.2 Housing	4.2.3.1.2.2					Exec. Dir. Enrollment Management
Application Deadlines	4.2.3.1.3			X	X	Exec. Dir. Recruit. and Admissions
Admission Appeals	4.2.3.1.4			X		Exec. Dir. Recruit. and Admissions
Referral of Students to Other Institutions	4.2.3.2			X		Exec. Dir. Recruit. and Admissions
Right to Refuse Admission	4.2.3.3			X		Exec. Dir. Recruit. and Admissions
Right to Limit Admission	4.2.3.4			X		Exec. Dir. Recruit. and Admissions
Social Security Numbers	4.2.3.5			X		Provost, VP ET, VP B&F
Good Standing	4.2.4		X	X		Exec. Dir., Enrollment Management
Academic Standing	4.2.5			X		Exec. Dir. Enrollment Management
Classification of Students	4.2.5.1			X		Exec. Dir. Enrollment Management
Good Academic Standing	4.2.5.2			X		Exec. Dir. Enrollment Management
Academic Warning	4.2.5.3			X		Exec. Dir. Enrollment Management

Policy Matrix	[Date August 15, 2016]					
Policies	**Administrative Policy Manual**	**Faculty Manual**	**Student Handbook**	**GGC Catalog**	**Website**	**Proponent**
Academic Probation	4.2.5.4			X		Exec. Dir. Enrollment Management
Academic Suspension	4.2.5.5			X		Exec. Dir. Enrollment Management
Academic Dismissal	4.2.5.6			X		Exec. Dir. Enrollment Management
Readmission	4.2.5.7			X		Exec. Dir. Recruit. and Admissions
Georgia Gwinnett College's Residence Policy	4.2.50				X	VP Business and Finance
Student Residency	4.3			X		Exec. Dir. Enrollment Management
Out-of-State Enrollment	4.3.1			X		Exec. Dir. Enrollment Management
Classification of Students for Tuition Purposes	4.3.2			X		Exec. Dir. Enrollment Management
Description of Terms Used in the Policy	4.3.2.1			X		Exec. Dir. Recruit. and Admissions
United States Citizens	4.3.2.2			X		Exec. Dir. Recruit. and Admissions
Non-Citizens	4.3.2.3			X		Exec. Dir. Recruit. and Admissions
Tuition Differential Waivers	4.3.3			X		Exec. Dir. Recruit. and Admissions
Verification of Lawful Presence	4.3.4			X		Exec. Dir. Recruit. and Admissions
Regents' Financial Assistance	4.4					Exec Dir. Enrollment Management
Regents' Opportunity Grants Program	4.4.1					Exec Dir. Enrollment Management
Financial Needs Analysis	4.4.2					Exec Dir. Enrollment Management
Athletics	4.5		X			Director, Athletics
Management of Athletics Affairs	4.5.1					Director, Athletics
Intercollegiate Athletics	4.5.1.1		X			Director, Athletics
Recreation, Intramural Sports and Club Sports	4.5.1.2		X			SAPSA

Policy Matrix	[Date August 15, 2016]					
Policies	**Administrative Policy Manual**	**Faculty Manual**	**Student Handbook**	**GGC Catalog**	**Website**	**Proponent**
Discipline of Students	4.6					SAPSA
Withdrawal of Recognition of Student Organizations	4.6.1		X			SAPSA
Violations of State or Federal Law	4.6.2		X			SAPSA
Disruptive Behavior	4.6.3		X			SAPSA
Alcohol and Drugs on Campus	4.6.4		X			SAPSA
Standards for Institutional Student conduct Investigation and Disciplinary Hearings	4.6.5		X			SAPSA
Reports of Student Misconduct	4.6.5.1		X			SAPSA
Process for Investigating and Resolving Disputed Reports	4.6.5.2		X			SAPSA
Appeals	4.6.5.3		X			SAPSA
Recusal/Challenge for Bias	4.6.5.4		X			SAPSA
Administrative Actions Based on Health, Safety and Welfare of the College Community	4.6.9		X			SAPSA
Appeals	4.7		X			SAPSA
Grade, Housing, Parking, Disability Services and ADA, Residency, Student Account, and Tuition Appeal	4.7.1		X		Grade only	SAPSA
Appeals on Other Matters	4.7.2		X			SAPSA
Immunizations	4.8			X		SAPSA
Immunizations Against Disease During an Outbreak/ Epidemic	4.8.1		X			SAPSA
Immunization Requirements for Students	4.8.2		X			SAPSA
University System Student Advisory Council	4.9					SAPSA
GGC Student Off Campus Events and Field Trip Policy	4.50	X	X	X		AP Academic Affairs SAPSA
PUBLIC SERVICE	5.0					
General Policy	5.1					President
Service Agreements with Local and State Agencies	5.1.1					President
Lifelong Education	5.2					President
Economic Development	5.3					President
Special Public Service Organizations	5.4					President
Cooperative Extension Service	5.4.1					President
The Rural Development Center	5.4.2					President
Georgia Tech Research Institute	5.4.3					President
The Georgia Public Library Service	5.4.4					President
RESEARCH	6.0					

Policy Matrix	[Date August 15, 2016]					
Policies	**Administrative Policy Manual**	**Faculty Manual**	**Student Handbook**	**GGC Catalog**	**Website**	**Proponent**
General Policy	6.1	X		X		President
Ethics in Research	6.1.1	X		X		President
Research Institutions	6.2					President
Intellectual Properties	6.3	X		X		President
Preamble	6.3.1	X		X		President
Definitions	6.3.2	X		X		President
Intellectual Properties	6.3.2.1	X		X		President
Patentable Materials	6.3.2.2	X		X		President
Copyrighted Materials	6.3.2.3	X		X		President
Software	6.3.2.4	X		X		President
Trademarks	6.3.2.5	X		X		President
Trade Secrets	6.3.2.6	X		X		President
Patentable Plant	6.3.2.7	X		X		President
Mask Work	6.3.2.8	X		X		President
Novel Plant Variety	6.3.2.9	X		X		President
Creator and Originator	6.3.2.10	X		X		President
Faculty Member, Staff Member, and Student	6.3.2.11	X		X		President
Determination of Rights and Equities in Intellectual Properties	6.3.3	X		X		President
Sponsor-Supported Efforts	6.3.3.1	X		X		President
College- Assigned Efforts	6.3.3.2	X		X		President
College-Assisted Individual Effort	6.3.3.3	X		X		President
Individual Effort	6.3.3.4	X		X		President
Other Efforts	6.3.3.5	X		X		President
Institutional Procedures	6.3.4	X		X		President
Intellectual Property Committee	6.3.4.1	X		X		President
Disclosure of Intellectual Property	6.3.4.2	X		X		President
Obligations of Principal Investigators/Project Directors	6.3.4.3	X		X		President
Confidentiality	6.3.4.4	X		X		President
Collaboration	6.3.4.5	X		X		President
Administration of “Sponsor-Supported Efforts” and “College-Assigned Efforts”	6.3.4.6	X		X		President
Administration of “College-Assisted Individual Effort”	6.3.4.7	X		X		President
Administration of “Individual Effort”	6.3.4.8	X		X		President
Declined Intellectual Property	6.3.4.9	X		X		President

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Policies	**Administrative Policy Manual**	**Faculty Manual**	**Student Handbook**	**GGC Catalog**	**Website**	**Proponent**
Revenue Sharing with Originators	6.3.4.10	X		X		President
Interpretation, Decision, and Appeal	6.3.4.11	X		X		President
Heirs and Assigns	6.3.4.12	X		X		President
Trademarks	6.3.5	X		X		President
Filing of Institutional Policies	6.3.6	X		X		President
Research and Sponsored Programs Policies and Procedures	6.50					Dir., Research, Sponsored Programs, Accreditation and Certification Activities
Introduction	6.51					Dir., Research, Sponsored Programs, Accreditation and Certification Activities
Definitions	6.52					Dir., Research, Sponsored Programs, Accreditation and Certification Activities
Policies	6.53					Dir., Research, Sponsored Programs, Accreditation and Certification Activities
Procedures	6.54					Dir., Research, Sponsored Programs, Accreditation and Certification Activities
Assurances and Certifications	6.55					Dir., Research, Sponsored Programs, Accreditation and Certification Activities
Appendices	6.56					Dir., Research, Sponsored Programs, Accreditation and Certification Activities
FINANCE AND BUSINESS	7.0					
General Policy	7.1					VP Business and Finance
Allocation of Funds	7.1.1					VP Business and Finance
Accounting and Reporting	7.1.2					VP Business and Finance
Procedures	7.1.2.1					VP Business and Finance
Deficits	7.1.2.2					VP Business and Finance
Financial Report	7.1.2.3					VP Business and Finance
USG Budget	7.2					VP Business and Finance
Educational and General Revenues and Expenditures	7.2.1					VP Business and Finance

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Instruction	7.2.1.1					VP Business and Finance
Research	7.2.1.2					VP Business and Finance
Public Service	7.2.1.3					VP Business and Finance
Academic Support	7.2.1.4					VP Business and Finance
Student Services	7.2.1.5					VP Business and Finance
Institutional Support	7.2.1.6					VP Business and Finance
Plant Operations and Management	7.2.1.7					VP Business and Finance
Scholarships and Fellowships	7.2.1.8					VP Business and Finance
Auxiliary Enterprises Revenues and Expenditures	7.2.2					VP Business and Finance
Operating Budgets	7.2.3					VP Business and Finance
Budget Amendments	7.2.4					VP Business and Finance
Liability for Expenditure of Budgets	7.2.5					VP Business and Finance
Tuition and Fees	7.3			X	X	VP Business and Finance
Tuition	7.3.1					VP Business and Finance
Definitions	7.3.1.1					VP Business and Finance
Graduate Tuition	7.3.1.2					VP Business and Finance
Professional Program Tuition	7.3.1.3					VP Business and Finance
Tuition for Distance Learning Courses and Programs	7.3.1.4					VP Business and Finance
Tuition Agreements with Corporations, Organizations, and Other Legal Entities	7.3.1.5					VP Business and Finance
Tuition for Move On When Ready	7.3.1.6					VP Business and Finance
Student Fees and Special Charges	7.3.2		X	X	X	VP Business and Finance
Mandatory Student Fees	7.3.2.1		X	X	X	VP Business and Finance
Elective Fees and Special Charges	7.3.2.2			X		VP Business and Finance
Tuition and Fee Payment and Deferral	7.3.3			X		VP Business and Finance
Out-of-State Tuition Waivers and Waiver of Mandatory Fees	7.3.4			X		VP Business and Finance
Out-of-State Tuition Waivers	7.3.4.1			X		VP Business and Finance
Waiver of Mandatory Fees	7.3.4.2			X		VP Business and Finance
Waiver of Mandatory Fees for U.S. Military Reserve and Georgia National Guard Combat Veterans	7.3.4.3			X		VP Business and Finance
Partial Waiver of Mandatory Fees	7.3.4.4			X		VP Business and Finance
Refunds	7.3.5			X	X	VP Business and Finance
Students Withdrawing From an Institution	7.3.5.1			X	X	VP Business and Finance

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Policies	**Administrative Policy Manual**	**Faculty Manual**	**Student Handbook**	**GGC Catalog**	**Website**	**Proponent**
Death of a Student	7.3.5.2			X	X	VP Business and Finance
Military Service Refunds	7.3.5.3			X	X	VP Business and Finance
Private Donations to the USG and Its Institutions	7.4					VP Advancement
Naming of Places, Colleges or School	7.4.1					VP Advancement
Fund Management	7.5					VP Business and Finance
Banking	7.5.1					VP Business and Finance
Required Electronic Transfer of Funds	7.5.1.1					VP Business and Finance
Investments	7.5.2					VP Business and Finance
General	7.5.2.1					VP Business and Finance
Investment Objectives	7.5.2.2					VP Business and Finance
Investment Type	7.5.2.3					VP Business and Finance
Asset Allocation	7.5.2.4					VP Business and Finance
Diversification	7.5.2.5					VP Business and Finance
Spending Policy	7.5.2.6					VP Business and Finance
Collateralization	7.5.2.7					VP Business and Finance
Management, Reporting, and Monitoring	7.5.2.8					VP Business and Finance
Use of Investment Managers	7.5.2.9					VP Business and Finance
Loan Funds for Matching Purposes	7.5.3					VP Business and Finance
Sale of Securities	7.5.4					VP Business and Finance
Georgia Eminent Scholars Endowment Trust Fund	7.5.5					VP Business and Finance
Travel	7.6					VP Business and Finance
Purchasing	7.7					VP Business and Finance
General Policy	7.7.1					VP Business and Finance
Employee Purchasing	7.7.2					VP Business and Finance
Purchasing Policy	7.7.2.1					VP Business and Finance
Purchasing Card Program Policy	7.7.2.2					VP Business and Finance
Insurance	7.8					VP Business and Finance
Property Insurance	7.8.1					VP Business and Finance
Liability Insurance	7.8.2					VP Business and Finance
Automotive	7.8.2.1					VP Business and Finance
Professional Liability	7.8.2.2					VP Business and Finance
Fidelity Bond	7.8.3					VP Business and Finance
Contracts	7.9					VP Business and Finance
Contracting Authority	7.9.1					VP Business and Finance

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Policies	**Administrative Policy Manual**	**Faculty Manual**	**Student Handbook**	**GGC Catalog**	**Website**	**Proponent**
Construction Contracts	7.9.2					VP Business and Finance
Contracts with Veterans Administration	7.9.3					VP Business and Finance
Auditing	7.10					Auditor
State Audits	7.10.1					Auditor
Internal Audits	7.10.2					Auditor
Miscellaneous	7.11					VP Business and Finance
Sales of Institutional Products	7.11.1					VP Business and Finance
Business Enterprises	7.11.2					VP Business and Finance
Use of Institution Names	7.11.3					VP Business and Finance
Motor Vehicles	7.11.4					VP Business and Finance/VP Operations
Passenger Automobiles	7.11.4.1					VP Business and Finance/VP Operations
Institution-Owned Buses	7.11.4.2					VP Business and Finance/VP Operations
Farming Operations	7.11.5					VP Business and Finance
Faculty Housing	7.11.6					VP Business and Finance
Student Housing	7.11.7					VP Business and Finance
Comprehensive Plans	7.11.7.1					VP Business and Finance
Financial Statements	7.11.7.2					VP Business and Finance
Trademarks	7.11.8					VP Business and Finance
Home or Off-Campus Use of USG Equipment for Business Purposes	7.11.9					VP Educational Technology
Reserved By Board of Regents	7.12					VP Business and Finance
Board of Regents' Retiree Health Benefit Fund Investment Policy	7.13					VP Business and Finance
Purpose	7.13.1					VP Business and Finance
General Objectives	7.13.2					VP Business and Finance
Responsibilities	7.13.3					VP Business and Finance
Monitoring of Objectives	7.13.4					VP Business and Finance
Short-Term Investment Portfolio	7.13.5					VP Business and Finance
Long-Term Investment Portfolio	7.13.6					VP Business and Finance
Identity Theft Program	7.14					VP Business and Finance
Risk Management Policy	7.15					President

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Policies	**Administrative Policy Manual**	**Faculty Manual**	**Student Handbook**	**GGC Catalog**	**Website**	**Proponent**
Risk	7.15.1					President
Purpose	7.15.2					President
General Objectives	7.15.3					President
Applicability	7.15.4					President
Implementation	7.15.5					President
Frameworks and Procedures	7.15.5.1					President
Risk Management Methodology	7.15.5.2					President
Oversight	7.15.5.3					President
Accountability	7.15.5.4					President
Compliance Policy	7.16					President
FINANCIAL MANAGEMENT	7.50					VP Business and Finance
Fiscal Misconduct	7.51					VP Business and Finance
Petty Cash	7.53					VP Business and Finance
Research and Grants Policies and Procedures	7.54	X				Dir., Research, Sponsored Programs, Accreditation and Certification Activities
DEVELOPMENT	7.60					VP Advancement
The Georgia Gwinnett College Fundraising	7.61					VP Advancement
GGC Scholarship Policy	7.62					VP Advancement
GGC Alumni Contact Policy	7.63					VP Advancement
Corporate Relations and Sponsorship Policy	7.64					VP Advancement
New Fund Creation and Administration	7.65					VP Advancement
Memorial Tributes Policy	7.66					VP Advancement
GGC Student Grants Policy	7.67					VP Advancement
FOUNDATION POLICIES	7.70					VP Advancement
Foundation Spending	7.71					VP Advancement
Gift Acceptance Policy	7.72					VP Advancement
Privacy Policy	7.73					VP Advancement
Donor Recognition Policy	7.74					VP Advancement
Charitable Gift Annuity Agreement	7.75					VP Advancement
GGC Foundation Endowment Investment Policy	7.76					VP Advancement
Foundation Document Retention Policy	7.77					VP Advancement
Gift In Kind Policy	7.78					VP Advancement
Foundation Reinvestment and Management Fee Policy	7.79					VP Advancement

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Foundation Tax Exempt Debt Policy	7.80					VP Advancement
Foundation Credit Card Policy	7.81					VP Advancement
Foundation Cash Management Policy	7.82					VP Advancement
Foundation Code of Conduct Policy	7.83					VP Advancement
Foundation Whistleblower Policy	7.84					VP Advancement
Foundation Conflict of Interest Policy	7.85					VP Advancement
Foundation Fund Disbursement Policy	7.86					VP Advancement
Foundation Courtesy Automobile Policy	7.87					VP Advancement
PERSONNEL	8.0					Development
Personnel Categories	8.1					VP Business and Finance
Faculty Members	8.1.1					VP Business and Finance
Corps of Instruction	8.1.1.1					VP Business and Finance
Classified Personnel	8.1.2					VP Business and Finance
General Policies for all Personnel	8.2					VP Business and Finance
Equal Employment Opportunity (See APM 4.1.2)	8.2.1					VP Business and Finance, Exec. Dir. Diversity/Equity/Title IX
Age Criteria	8.2.2					VP Business and Finance
Employment of Relatives	8.2.3					VP Business and Finance
Employment of Foreign Nationals	8.2.4					VP Business and Finance
Employee Orientation	8.2.5					VP Business and Finance
Holidays	8.2.6			X		VP Business and Finance
Leave	8.2.7					VP Business and Finance
Vacation/Annual Leave	8.2.7.1					VP Business and Finance
Sick Leave With Pay	8.2.7.2					VP Business and Finance
Shared Sick Leave	8.2.7.2.1					VP Business and Finance
Shared Sick Leave Donation of Leave	8.2.7.2.1.1					VP Business and Finance
Shared Sick Leave Eligibility for Benefits	8.2.7.2.1.2					VP Business and Finance
Shared Sick Leave Application for Benefits	8.2.7.2.1.3					VP Business and Finance
Shared Sick Leave Termination of Membership	8.2.7.2.1.4					VP Business and Finance
Shared Sick Leave Confidentiality	8.2.7.2.1.5					VP Business and Finance
Shared Sick Leave Approval Process	8.2.7.2.1.6					VP Business and Finance
Shared Sick Leave Appeal	8.2.7.2.1.7					VP Business and Finance
Sick Leave Without Pay	8.2.7.3					VP Business and Finance

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Educational and Professional Leave	8.2.7.4					VP Business and Finance
Educational and Professional Leave for Faculty	8.2.7.4.1	X				Provost
Military Leave with Pay	8.2.7.5					VP Business and Finance
Family Medical Leave	8.2.7.6					VP Business and Finance
Miscellaneous Leave	8.2.7.7					VP Business and Finance
Acceptance of Leave From a State of Georgia Agency by the University System of Georgia	8.2.7.8					VP Business and Finance
Retirement	8.2.8					VP Business and Finance
Retirement Systems	8.2.8.1					VP Business and Finance
Definition of a USG Retiree/ Eligibility for Retirement	8.2.8.2					VP Business and Finance
Employment Beyond Retirement	8.2.8.3					VP Business and Finance
Retirement of a Career Employee	8.2.8.4					VP Business and Finance
Retired Faculty Office Space	8.2.8.50					Provost
Insurance	8.2.9					VP Business and Finance
Group Health Insurance	8.2.9.1					VP Business and Finance
Group Life Insurance	8.2.9.2					VP Business and Finance
Other Insurance	8.2.9.3					VP Business and Finance
Benefits Continuation into Retirement	8.2.9.4					VP Business and Finance
Disabled Employees Insurance	8.2.9.5					VP Business and Finance
Dependents of Deceased Employees, Disabled Employees, or Retirees	8.2.9.6					VP Business and Finance
Worker's Compensation Benefits	8.2.10					VP Business and Finance
Social Security	8.2.11					VP Business and Finance
Annuity Programs/ Deferred Compensation Programs	8.2.12					VP Business and Finance
Gratuities	8.2.13					VP Business and Finance
Prohibited Receipt of Gifts by USG Employees	8.2.13.1					VP Business and Finance
Appearance of Conflicts of Interest	8.2.13.2					VP Business and Finance
Other Rules of Conduct	8.2.13.3					VP Business and Finance
Violations	8.2.13.4					VP Business and Finance
Garnishment of Pay	8.2.14					VP Business and Finance
Outside Activities	8.2.15					VP Business and Finance
Occupational	8.2.15.1	X				VP Business and Finance
Consulting	8.2.15.2	X				VP Business and Finance
Political	8.2.15.3	X				VP Business and Finance

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Policies	**Administrative Policy Manual**	**Faculty Manual**	**Student Handbook**	**GGC Catalog**	**Website**	**Proponent**
Georgia Gwinnett College Structured Volunteer Program	8.2.15.51	X	X			VP Business and Finance
GGC Equal Opportunity, Affirmative Action, Prohibited Discrimination and Harassment Policies and Complaint Procedures (See APM 4.1.2)	8.2.16					VP Business and Finance, Exec. Dir. Diversity/Equity/Title IX
Career Development	8.2.17					VP Business and Finance
Voluntary Disclosure of Drug Use	8.2.18					VP Business and Finance
Tuition Assistance Program	8.2.19					VP Business and Finance
Employee Auditing of Courses	8.2.19.1					VP Business and Finance
Special Tuition Assistance Program for Nursing Faculty	8.2.19.2					VP Business and Finance
Georgia Gwinnett College Ethics	8.2.20	X	X		X	VP Business and Finance
Introduction	8.2.20.1	X	X		X	VP Business and Finance
Applicability	8.2.20.2	X	X		X	VP Business and Finance
Statement of Core Values	8.2.20.3	X	X		X	VP Business and Finance
Purpose of the Code of Conduct	8.2.20.4	X	X		X	VP Business and Finance
Code of Conduct	8.2.20.5	X	X		X	VP Business and Finance
Interpretation of Sources	8.2.20.6	X	X		X	VP Business and Finance
Employment Appeals	8.2.21	X				VP Business and Finance
Amorous Relationships	8.2.23	X				VP Business and Finance, Exec. Dir. Diversity/Equity/Title IX
Employee Grievance Policy	8.2.50	X				VP Business and Finance
Benefits Continuation Policy for Employees in Suspension or Leave Status	8.2.51					VP Business and Finance
Employee Transfer Policy	8.2.52					VP Business and Finance
Copyright and Fair Use Policy	8.2.53	X				VP Business and Finance
Procedures For Handling Copyright Infringement Complaints	8.2.53.1		X			VP Educational Technology
Prohibition Against Sales, Solicitation, Invitation and Operation of Private Enterprise	8.2.54					VP Business and Finance
Dress and Personal Appearance	8.2.55					VP Business and Finance
Teleworking Policy	8.2.56					VP Business and Finance
GGC Reduction in Force Policy	8.2.84					VP Business and Finance
Space Heaters	8.2.85					VP Business and Finance
Cellular Mobile and Smart Devices Policy	8.2.86					VP Educational Technology

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Policies	**Administrative Policy Manual**	**Faculty Manual**	**Student Handbook**	**GGC Catalog**	**Website**	**Proponent**
Mandatory Participation in Alert Notification System	8.2.87		X			VP Educational Technology, VP Operations
Workplace Violence on Campus	8.2.88		X			VP Business and Finance
Tobacco and Smoke-Free Campus "Breathe Easy Policy"	8.2.89		X		X	VP Operations
Employment in Multiple Types of Employment	8.2.90					VP Business and Finance
Standard Calendar Year Hours	8.2.91					VP Business and Finance
Drug Testing	8.2.92					VP Business and Finance
Faculty/Staff Professional Travel	8.2.93					VP Business and Finance
Right to Know	8.2.94					VP Business and Finance Provost
Classified Personnel Performance Evaluation	8.2.95					VP Business and Finance
Visitors While at Work	8.2.96					VP Business and Finance
Personnel Files	8.2.97					VP Business and Finance
Drug Free Workplace Policy	8.2.98		X			VP Business and Finance
Background Investigation Policy	8.2.99					VP Business and Finance
Additional Policies for Faculty	8.3					Provost
Faculty Employment	8.3.1					Provost
Recruitment and Appointment	8.3.1.1	X				Provost
Minimum Qualifications for Employment	8.3.1.2					Provost
Regents' Professorships	8.3.2					Provost
Regents' Researchers	8.3.2.1					Provost
Establishment of Named Faculty Positions	8.3.2.2					Provost
Intrasystem Recruitment and Inter-Institutional Faculty Appointments	8.3.3					Provost
Intrasystem Recruitment	8.3.3.1					Provost
Inter-Institutional Faculty Appointments	8.3.3.2					Provost
Notice of Employment and Resignation	8.3.4					Provost
Tenured Faculty	8.3.4.1					Provost
Non-Tenured Faculty with Academic Ranks of Instructor, Assistant Professor, Associate Professor, and Professor	8.3.4.2					Provost
Lecturers and Senior Lecturers	8.3.4.3					Provost
Georgia Gwinnett College Faculty	8.3.4.4	X				Provost
Evaluation of Personnel	8.3.5					VP Business and Finance

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Policies	**Administrative Policy Manual**	**Faculty Manual**	**Student Handbook**	**GGC Catalog**	**Website**	**Proponent**
Faculty	8.3.5.1					Provost
Graduate Teaching/Laboratory Assistants	8.3.5.2					Provost
Senior Administrators	8.3.5.3					VP Business and Finance
Post-Tenure Review for Tenured Faculty and Administrators	8.3.5.4					Provost
Criteria for Promotion	8.3.6					Provost
Minimum for All Institutions in All Professorial Ranks	8.3.6.1					Provost
State and Two-Year Colleges	8.3.6.4					Provost
Tenure and Criteria for Tenure	8.3.7					Provost
Tenure Requirements	8.3.7.2					Provost
Program Modification	8.3.7.10					Provost
Non-Tenure Track Personnel	8.3.8					Provost
Employment of Full-Time Lecturers	8.3.8.1					Provost
Senior Lecturers	8.3.8.2					Provost
Academic Professionals	8.3.8.3					Provost
Discipline and Removal of Faculty Members	8.3.9	X				Provost
Grounds for Removal	8.3.9.1	X				Provost
Procedures for Dismissal	8.3.9.2.	X				Provost
Dismissal of Temporary, Limited Term, or Part-time Instructional Personnel	8.3.9.3	X				Provost
Suspension for Violation of State or Federal Laws	8.3.9.4	X				Provost
Faculty Employment Application Forms	8.3.10	X				Provost
Faculty Contract Forms	8.3.11	X				Provost
Compensation	8.3.12	X				Provost
Salaries	8.3.12.1	X				Provost
Criteria for Determining Salaries	8.3.12.2	X				Provost
Summer School Salaries	8.3.12.3	X				Provost
Research, Saturday Classes, and Off-Campus Continuing Education	8.3.12.4	X				Provost
Instructional Overloads	8.3.12.4.1	X				Provost
Salary Supplements from Cooperative Organizations	8.3.12.5					Provost
Employment for Faculty Members with Agency Funds	8.3.12.6					Provost
Pay For Class Coverage	8.3.12.50	X				Provost
Emeritus/a Title	8.3.13	X				Provost
Faculty Development	8.3.14	X				Provost

Policy Matrix	[Date August 15, 2016]					
Policies	**Administrative Policy Manual**	**Faculty Manual**	**Student Handbook**	**GGC Catalog**	**Website**	**Proponent**
Enhancing Teaching and Learning in K-12 Schools and USG Institutions	8.3.15					Provost
Work in K-12 Schools	8.3.15.1					Provost
Work in USG Institutions	8.3.15.2					Provost
Additional Personnel Policies and Procedures	8.4					VP Business and Finance
Disciplinary Procedures for Classified Employees	8.4.5					VP Business and Finance
Financial Exigency	8.5					VP Business and Finance Provost
Definition of Financial Exigency	8.5.1					VP Business and Finance Provost
Layoffs or Terminations	8.5.2					VP Business and Finance Provost
Program Modification or Discontinuance in the Event of Financial Exigency	8.5.3					VP Business and Finance Provost
Application for Discretionary Review	8.6					Exec. Dir. Legal Affairs
Relocation Expense Policy	8.50	X				VP Business and Finance
FACILITIES	9.0					VP Business and Finance
General Policy on Real Estate and Facilities	9.1					VP Business and Finance
Definitions	9.1.1					VP Business and Finance
Portfolio Management and Utilization	9.1.2					VP Business and Finance
Compliance and Risk Management	9.1.3					VP Business and Finance
Board of Regents Procedures and Guidelines	9.1.4					VP Business and Finance
Training and Staff Development	9.1.5					VP Business and Finance
Delegation Of Authority	9.1.6					VP Business and Finance
Strategic Capital Planning	9.2					VP Business and Finance
System-wide Multi-Year Planning and Funding Model	9.2.1					VP Business and Finance
Campus Master Planning	9.2.2					VP Business and Finance
Off-Campus Instructional Sites	9.3					VP Business and Finance
Project Authorization	9.4					VP Business and Finance
Authorization By Board of Regents	9.4.1					VP Business and Finance
Annual Plan for Capital Implementation	9.4.2					VP Business and Finance
Emergency and Other Projects Outside the Annual Plan	9.4.3					VP Business and Finance
Capital Program Procurement	9.5					VP Business and Finance
Project Delivery	9.5.1					VP Business and Finance

Policy Matrix	[Date August 15, 2016]					
Policies	**Administrative Policy Manual**	**Faculty Manual**	**Student Handbook**	**GGC Catalog**	**Website**	**Proponent**
Professional Services	9.5.2					VP Business and Finance
Construction Services	9.5.3					VP Business and Finance
Furniture, Fixtures, And Equipment	9.5.4					VP Business and Finance
Contracting	9.6					VP Business and Finance
Contracting Authority	9.6.1					VP Business and Finance
Required Reporting	9.6.2					VP Business and Finance
Debarment	9.6.3					VP Business and Finance
Facilities and Campus Grounds Development	9.7					VP Business and Finance
Sustainable Design and Life Cycle Costing	9.7.1					VP Business and Finance
Building Design Standards	9.7.2					VP Business and Finance
Modular/Temporary Buildings	9.7.3					VP Business and Finance
Campus Grounds and Landscape Standards	9.7.4					VP Business and Finance
Plaques	9.7.5					VP Business and Finance
Public Private Ventures	9.8					VP Business and Finance
Housing Facilities	9.8.1					VP Business and Finance
Private Housing	9.8.2					VP Business and Finance
Capital Liability Capacity and Affordability	9.8.3					VP Business and Finance
Capital Liability Reserve Fund	9.8.4					VP Business and Finance
PPV Rental Agreements	9.8.5					VP Business and Finance
Lease Rental Agreement Revisions	9.8.5.1					VP Business and Finance
Repair and Replacement Reserves	9.8.5.2					VP Business and Finance
Real Property Ownership and Asset Management	9.9					VP Business and Finance
Procurement of Professional Expertise	9.9.1					VP Business and Finance
Acquisition	9.9.2					VP Business and Finance
Disposition	9.9.3					VP Business and Finance
Sale of Property	9.9.3.1					VP Business and Finance
Conveyances for Road Improvements	9.9.3.2					VP Business and Finance
Demolition	9.9.3.3					VP Business and Finance
Easements	9.9.4					VP Business and Finance
Timber Sales	9.9.5					VP Business and Finance
Use of Board of Regents Property	9.10					VP Business and Finance
Leasing Authority as Landlord	9.10.1					VP Business and Finance
When to Lease as Landlord	9.10.2					VP Business and Finance

Policy Matrix	[Date August 15, 2016]					
Policies	**Administrative Policy Manual**	**Faculty Manual**	**Student Handbook**	**GGC Catalog**	**Website**	**Proponent**
Lease of Residential Facilities	9.10.3					VP Business and Finance
Lease of Research Facilities	9.10.4					VP Business and Finance
Presidents' Homes	9.10.5					VP Business and Finance
Use of Institutional Facilities/Property	9.10.6					VP Business and Finance
In Political Campaigns	9.10.6.1					VP Business and Finance
By Affiliated Organizations	9.10.6.2					VP Business and Finance
By Unaffiliated Outside Parties	9.10.6.3					VP Business and Finance
Facilities Use by Non-College Groups	9.10.6.3.50					VP Operations
For Personal Use	9.10.6.4					VP Business and Finance
Use of Property not Owned by the Board of Regents	9.11					VP Business and Finance
Leasing Authority As Tenant	9.11.1					VP Business and Finance
Leasing As Tenant	9.11.2					VP Business and Finance
Reporting Of Leases As Tenant	9.11.3					VP Business and Finance
Management and Operations	9.12					VP Business and Finance
Sustainability, Efficiency, and Effectiveness	9.12.1					VP Business and Finance
Maintenance and Upkeep	9.12.2					VP Business and Finance
Major Repairs and Rehabilitation	9.12.3					VP Business and Finance
Environmental and Occupational Safety	9.12.4					VP Operations
Emergency Planning and Preparedness	9.12.5					VP Operations
Emergency Operations Plan	9.12.5.1					VP Operations
Emergency Operations Plan (EOP) Emergency Notification Plan	9.12.5.1.1					VP Operations
Campus Police Alarm Policy	9.12.5.2					VP Operations
Security Alarm Services	9.12.5.2.1					VP Operations
Acquiring An Alarm System – Procedure	9.12.5.2.2					VP Operations
Alarm System Installation Standards	9.12.5.2.3					VP Operations
System Maintenance	9.12.5.2.4					VP Operations
Changes To Alarm System Status	9.12.5.2.5					VP Operations
Automated External Defibrillator (AED)	9.12.5.3					VP Operations
Security	9.12.6					VP Operations
Georgia Gwinnett College Campus Security Act Compliance Policy	9.12.65		X		X	VP Operations SAPSA
Campus Security and Police	9.12.8		X			VP Operations
Skateboard and Bicycle Policy	9.12.8		X			VP Operations

Policy Matrix	[Date August 15, 2016]					
Policies	**Administrative Policy Manual**	**Faculty Manual**	**Student Handbook**	**GGC Catalog**	**Website**	**Proponent**
Posting Policy	9.50		X			VP Business and Finance, VP Strategic Communications and Positioning
Georgia Gwinnett College Library Facilities Use Policy	9.51		X			Dean, Library Services
Space Management Policy	9.52					VP Operations
Parking Regulations	9.53		X		X	VP Operations
GGC Fleet Management	9.55					VP Operations
Operating College Vehicles	9.55.1					VP Operations
Authorized Vehicle Use	9.55.1.1					VP Operations
Unauthorized Vehicle Use	9.55.1.2					VP Operations
Driver Qualifications	9.55.1.3					VP Operations
Motor Vehicle Pool	9.55.1.4					VP Operations
Assigned Vehicles and Driven Home Overnight	9.55.1.5					VP Operations
Record Keeping Requirements	9.55.1.6					VP Operations
Traffic Violations	9.55.1.7					VP Operations
Accidents	9.55.1.8					VP Operations
Fuel Card Usage	9.55.1.9					VP Operations
Commercial Rentals	9.55.2					VP Operations
Low Speed Vehicles	9.55.3					VP Operations
INFORMATION, RECORDS, AND PUBLICATIONS	10.0					
Publicity	10.1					VP Strategic Communications and Positioning
Publications	10.2					VP Strategic Communications and Positioning
The System Supplement	10.2.1					VP Strategic Communications and Positioning
Institutional Publications	10.2.2					VP Strategic Communications and Positioning

Policy Matrix	[Date August 15, 2016]					
Policies	**Administrative Policy Manual**	**Faculty Manual**	**Student Handbook**	**GGC Catalog**	**Website**	**Proponent**
Publishing Notices of Charges	10.2.3					VP Strategic Communications and Provost; VP Business and Finance
Digital Communications Policy	10.2.4					VP Strategic Communications and Positioning
GGC Website	10.2.4.1					VP Strategic Communications and Positioning
Design	10.2.4.1.1					VP Strategic Communications and Positioning
Graphics	10.2.4.1.2					VP Strategic Communications and Positioning
Content	10.2.4.1.3					VP Strategic Communications and Positioning
Questionable Content	10.2.4.1.3.1					VP Strategic Communications and Positioning
Images	10.2.4.1.3.2					VP Strategic Communications and Positioning
Accessibility	10.2.4.1.3.3					VP Strategic Communications and Positioning
Continuous Improvement	10.2.4.1.4					VP Strategic Communications and Positioning
Public GGC Website	10.2.4.1.5					VP Strategic Communications and Positioning

Policy Matrix	[Date August 15, 2016]					
Policies	**Administrative Policy Manual**	**Faculty Manual**	**Student Handbook**	**GGC Catalog**	**Website**	**Proponent**
Content Managers	10.2.4.1.5.1					VP Strategic Communications and Positioning
Content Management Procedures	10.2.4.1.5.2					VP Strategic Communications and Positioning
Requesting a Sub-Site	10.2.4.1.5.3					VP Strategic Communications and Positioning
Content Review	10.2.4.1.5.4					VP Strategic Communications and Positioning
Requesting Edits	10.2.4.1.5.5					VP Strategic Communications and Positioning
Other Website Requests	10.2.4.1.5.6					VP Strategic Communications and Positioning
Official Social Media Accounts	10.2.4.2					VP Strategic Communications and Positioning
Official Tools and Accounts	10.2.4.2.1					VP Strategic Communications and Positioning
Social Media Content Managers	10.2.4.2.2					VP Strategic Communications and Positioning
Content	10.2.4.2.3					VP Strategic Communications and Positioning
Social Media Account Requests	10.2.4.2.4					VP Strategic Communications and Positioning

Policy Matrix	[Date August 15, 2016]					
Policies	**Administrative Policy Manual**	**Faculty Manual**	**Student Handbook**	**GGC Catalog**	**Website**	**Proponent**
Photography	10.2.5					VP Strategic Communications and Positioning
Identification of Institutions of the University System	10.3					VP Strategic Communications and Positioning
Records Retention	10.4					Chief of Staff
Healthcare Information	10.5					President
Data Management and Classification	10.8					VP Educational Technology
Purpose	10.8.1					VP Educational Technology
Scope	10.8.2					VP Educational Technology
Institutional Data Definition	10.8.2.1					VP Educational Technology
User Responsibilities and Compliance	10.8.3					VP Educational Technology
Data Management Structure	10.8.4					VP Educational Technology
Data Users	10.8.4.1					VP Educational Technology
Data Managers	10.8.4.2					VP Educational Technology
Data Stewards	10.8.4.3					VP Educational Technology
Data Trustees	10.8.4.4					VP Educational Technology
Data Classification	10.8.5					VP Educational Technology
Unrestricted Data	10.8.5.1					VP Educational Technology
Internal Data	10.8.5.2					VP Educational Technology
Sensitive Data	10.8.5.3					VP Educational Technology
Confidential Data	10.8.5.4					VP Educational Technology
Definitions For The Purpose Of This Document Section	10.8.6					VP Educational Technology
Records Management and Security	10.9	X	X	X		Provost VP Educational Technology
Scope	10.9.1	X	X	X		Provost VP Educational Technology
Records Management Policies	10.9.2	X	X	X		Provost VP Educational Technology
Protecting the Right to Privacy	10.9.2.1	X	X	X		Provost VP Educational Technology
Restricting Access to Records	10.9.2.1.1	X	X	X		Provost VP Educational Technology

Policy Matrix	[Date August 15, 2016]					
Policies	**Administrative Policy Manual**	**Faculty Manual**	**Student Handbook**	**GGC Catalog**	**Website**	**Proponent**
Releasing Information Only In Accordance With Strict Guidelines	10.9.2.1.2	X	X	X		Provost VP Educational Technology
Providing Student and Their Parents With Information Concerning Students' Rights For the Protection of Their Confidential Records	10.9.2.1.3	X	X	X		Provost VP Educational Technology
Student Electronic Records Storage and Recovery	10.9.2.2	X	X	X		Provost VP Educational Technology
Training of New Employees(Faculty, Staff and Student Workers) As Well As Current Employees	10.9.2.3	X	X	X		Provost VP Educational Technology
Annual Review of Procedures As Well As Immediate Review of Procedures Any Time A Breach Of Procedures Is Identified	10.9.2.4	X	X	X		Provost VP Educational Technology
Records Retention and Dispositions	10.9.2.5	X	X	X		Provost VP Educational Technology
Release of Records	10.9.2.6	X	X	X		Provost VP Educational Technology
Correction Of Records	10.9.2.7	X	X	X		Provost VP Educational Technology
Student Records Procedures	10.9.3	X	X	X		Provost VP Educational Technology
Procedures Related to Privacy	10.9.3.1	X	X	X		Provost VP Educational Technology
Procedures Related To Restricting Access To Records	10.9.3.1.1	X	X	X		Provost VP Educational Technology
Procedures Related To Releasing Information	10.9.3.1.2	X	X	X		Provost VP Educational Technology
Procedures Related To Informing Students And Parents of Students' Rights For The Protection Of Their Confidential Records	10.9.3.1.3	X	X	X		Provost VP Educational Technology
Procedures Related To Electronic Records Storage And Recovery	10.9.3.2	X	X	X		Provost VP Educational Technology
Procedures Related To Training	10.9.3.3	X	X	X		Provost VP Educational Technology
Procedures Related To Review Of Procedures	10.9.3.4	X	X	X		Provost VP Educational Technology
Procedures Related To Records Retention And Disposition	10.9.3.5	X	X	X		Provost VP Educational Technology
Procedures Related To Release of Records	10.9.3.6	X	X	X		Provost

Policy Matrix	[Date August 15, 2016]					
Policies	**Administrative Policy Manual**	**Faculty Manual**	**Student Handbook**	**GGC Catalog**	**Website**	**Proponent**
						VP Educational Technology
Procedures Related To Correction OF Records	10.9.3.7	X	X	X		Provost VP Educational Technology
Media Relations Policy	10.50		X			VP Strategic Communications and Positioning
The GGC Brand Policy	10.50.1		X			VP Strategic Communications and Positioning
Open Records Policy and Procedures	10.60					Exec. Dir. Legal
Applicability to Georgia Gwinnett College	10.61					Exec. Dir. Legal
INFORMATION TECHNOLOGY	11.0					VP Educational Technology
General Policy	11.1					VP Educational Technology
Board of Regents Procedures and Guidelines	11.1.1					VP Educational Technology
Delegation of Authority	11.1.2					VP Educational Technology
Project Authorization	11.2					VP Educational Technology
Delegation of Authority	11.2.1					VP Educational Technology
Information Security Policy	11.3					VP Educational Technology
General Policy	11.3.1					VP Educational Technology
System-Level Activities	11.3.2					VP Educational Technology
Institutional Responsibilities	11.3.3					VP Educational Technology
Specific Policies and Standards	11.50					VP Educational Technology
Appropriate Use	11.50.1					VP Educational Technology
Acceptable Use of Information Technology	11.50.1.1		X			VP Educational Technology
Internet Acceptable Use Policy	11.50.1.2					VP Educational Technology
GGC Information Security	11.50.2					VP Educational Technology
Data Usage	11.50.2.1					VP Educational Technology
Password Policy	11.50.2.2					VP Educational Technology
Electronic Mail Privacy Statement	11.50.2.3					VP Educational Technology
Firewall Policy	11.50.2.4					~~VP Educational Technology~~
Continuity of Operations Plan	11.50.3					VP Educational Technology
Payment Card Industry Policy	11.50.4					VP Educational Technology
Electronic and Information Technology Accessibility Policy	11.60					VP Strategic Communications and

Policy Matrix	[Date August 15, 2016]					
Policies	**Administrative Policy Manual**	**Faculty Manual**	**Student Handbook**	**GGC Catalog**	**Website**	**Proponent**
						Positioning, VP Educational Technology
Web Accessibility	11.60.1					VP Strategic Communications and Positioning, VP Educational Technology
Procurement of Electronic and Information Technology	11.60.2					VP Educational Technology
GGC Library Computer Use Policies	11.90		X			Dean, Library Services
Lost, Stolen, Or Damaged Equipment	11.91					VP Educational Technology
Lost Or Stolen Equipment	11.91.1					VP Educational Technology
Damage	11.92.2					VP Educational Technology
Funding For Lost, Stolen, Or Damaged Equipment	11.93.3					VP Educational Technology
MISCELLANEOUS	12.0					President
Political Interference	12.1					President
Disruptive Behavior	12.2					President
Seals	12.3					President
Interment of Persons on Campus	12.4					VP Business and Finance
Cooperative Organizations	12.5					President
Definition	12.5.1					President
Relationship Between Cooperative Organizations and USG Institutions	12.5.2					President
Service of Process	12.6					President
Campus Security and Police	12.8					VP Operations
Institution Police Departments	12.8.1					VP Operations
USG Chief of Police	12.8.2					VP Operations
Chief of Police Certification Requirements	12.8.3					VP Operations
Chief of Police Reporting Requirements	12.8.4					VP Operations
Personnel Actions: Chief of Police	12.8.5					VP Operations
Notification Requirements	12.8.6					VP Operations
Police Department Assessment Program	12.8.7					VP Operations
Protecting Non-Student Minors On Campus	12.9					
Scope	12.9.1					
Definitions	12.9.2					
Guidelines and Responsibilities	12.9.3					

Policy Matrix	[Date August 15, 2016]					
Policies	**Administrative Policy Manual**	**Faculty Manual**	**Student Handbook**	**GGC Catalog**	**Website**	**Proponent**
Institutional Policies	12.9.4					
Filing of Institutional Policies	12.9.5					
Testing Services	12.90				X	Dean, School of Transitional Services
Elected/Appointed Officials on Campus	12.91		X			Dir., Gov't. Affairs
CHANGES	13.0					President
EDUCATIONAL TECHNOLOGY	20					VP Educational Technology
Use, Selection, and Support of Educational Technology	20.1	X				VP Educational Technology
Learning Management System Usage Policy	20.2	X				VP Educational Technology
FINANCIAL AID OFFICE POLICIES AND PROCEDURES	21.0			X		Exec Dir. Enrollment Management
Faculty Manual: The following policies are published in the Faculty Manual, but not in the Administrative Policy Manual.						
Absence		X				Provost
Academic Freedom Grievance Procedures		X				Provost
Amendments		X				Provost
Appeals		X				Provost
Club Advising		X				Provost
Contracts		X				Provost
Conflict of Interest- Research		X				Provost
Course Evaluations		X				Provost
Curriculum Committee		X				Provost
Faculty Credentialing		X				Provost
Faculty Orientation		X				Provost
Faculty Quality and Performance		X				Provost
Faculty Rank		X				Provost
Faculty Responsibilities		X				Provost
Faculty Rights, Privileges, Benefits		X				Provost
Faculty Senate Bylaws		X				Provost
Final Exam Policy		X				Provost
Governance Policy		X				Provost
Grade Books		X				Provost
Graduation		X				Provost
Office Hours		X				Provost
Other Standing Committees		X				Provost

Policy Matrix	[Date August 15, 2016]					
Policies	**Administrative Policy Manual**	**Faculty Manual**	**Student Handbook**	**GGC Catalog**	**Website**	**Proponent**
Professor in Residence		X				Provost
Prohibition Against Selling Products and Services to Students		X				Provost
Promotion and Credentialing Committee		X				Provost
Scholarly Activities		X				Provost
Service		X				Provost
Student Research in the Classroom		X				Provost
Statement on Professional Ethics		X				Provost
Student Attendance Policy		X		X		Exec Dir. Enrollment Management
Student Engagement		X				Provost
Supplementary Compensation		X				Provost
Syllabi		X				Provost
Teaching		X				Provost
Appendix 1: Faculty Evaluation		X				Provost
Appendix 2: Promotion and Credentialing		X				Provost
Appendix 3: Library Faculty Handbook		X				Dean, Library Services
Appendix 4: Seed Funds Policies and Procedures Manual: VPASA/Provost Seed Grants Program		X				Provost
Appendix 5: Curriculum Committee Policies and Procedures		X				Provost
Appendix 6: Institutional Animal Care and Use Committee Policies and Procedures		X				Provost
Appendix 7: Guidelines for Promotion for Administrative Faculty		X				Provost
The following policies are published in the Catalog, but not in the Administrative Policy Manual or Faculty Manual.						
Withdrawal from				X		Exec Dir. Enrollment Management
Course Load				X		Exec Dir. Enrollment Management
Degrees				X	X	Exec Dir. Enrollment Management
Grade Changes				X		Exec Dir. Enrollment Management
Mid-Term Grades				X		Exec Dir. Enrollment Management

Policy Matrix	[Date August 15, 2016]					
Policies	**Administrative Policy Manual**	**Faculty Manual**	**Student Handbook**	**GGC Catalog**	**Website**	**Proponent**
Registration				X		Exec Dir. Enrollment Management
Course Drops and Additions				X		Exec Dir. Enrollment Management
Undergraduate Degree Requirements				X	X	Exec Dir. Enrollment Management
Upper Division Major/Minor Requirements				X	X	Exec Dir. Enrollment Management
Transcript Requests				X		Exec Dir. Enrollment Management
Course Load (to be full time student)				X		Exec Dir. Enrollment Management
Repeated Courses				X		Exec Dir. Enrollment Management
Academic standing				X		Exec Dir. Enrollment Management
Recognition of Scholarship				X		Exec Dir. Enrollment Management
ARCHE Cross Registration				X	X	Exec Dir. Enrollment Management
Honors Program				X	X	Director, Honors Program
Graduation with Honors				X		Exec Dir. Enrollment Management
Programs of Study				X	X	Provost
Academic Minors				X	X	Provost
Multiple Majors				X	X	Provost
Multiple Concentrations with an Academic Degree Program				X	X	Provost
Program Completion				X	X	Provost
Nursing Program Admission Requirements & Procedures				X	X	Dean, School of Nursing
Georgia Gwinnett College Nursing Student Handbook 2016-17				X	X	Dean, School of Nursing
Appendix: Teacher Education Handbook				X	X	Dean, School of Education
The following policies are published in the Student Handbook, but not in Administrative Policy Manual, Faculty Manual, or Catalog.						
Student Insurance			X			Provost
Parental Notification			X			SAPSA

Policy Matrix	[Date August 15, 2016]					
Policies	**Administrative Policy Manual**	**Faculty Manual**	**Student Handbook**	**GGC Catalog**	**Website**	**Proponent**
Adoption and Amendment to Policies, Procedures, and the Student Handbook			X			SAPSA
Student Behavioral Concerns Team Policy			X			SAPSA
Appendix 1: 2015-2016 GGC Community Guide: Housing and Residence Life Policies and Procedures			X			VP Business and Finance Provost
Appendix 2: Documentation and Plagiarism Policy			X		X	SAPSA
Appendix 3: 2015-16 GGC Grizzlies Student- Athlete Handbook			X			Director, Athletics
Appendix 4: Disability Services Policy and Procedures Manual			X			SAPSA
Appendix 5: Registered Student Organization Policies and Procedures			X			SAPSA
Appendix 6: Student Center Manual and Policy Guide			X			SAPSA
Appendix 7: Wellness Recreation Center Membership Policies and Procedures			X			SAPSA
Appendix 8: Club Sports Policies & Procedures			X			SAPSA
Appendix 9: Outdoor Adventures Policies and Procedures			X			SAPSA

APM 2.7 ORGANIZATION STRUCTURE AND CHANGES

Reviewed July 1, 2014

Job Descriptions

President, Georgia Gwinnett College

The President of Georgia Gwinnett College (GGC) shall be the executive head of the institution and of all its schools and agencies and shall exercise such supervision and direction as will promote the efficient operation of the institution. The President shall be responsible to the Chancellor of the University System of Georgia for the operation and management of the institution and for the execution of all directives of the Board of Regents and the Chancellor. Those responsibilities include, but are not limited to the following:

Institutional Accreditation:

- Develop programs and policies that support the initial and subsequent requests for institutional accreditation from Southern Association of Colleges and Schools Commission on Colleges (SACSCOC).
- Develop programs and policies that support the requests for professional certification of teaching and nursing programs and other certifications/accreditations as needed.

Academic Program:

- Continuously refine the general education curriculum at GGC.
- Continue the development of the academic programs at GGC.
- Continuously refine required learning development programs.
- Develop accredited programs of instruction in all subject areas approved by the Board of Regents.

Strategic Planning**:**

- Review and update the institutional master and strategic plans as required.
- Develop and update a comprehensive plan for facilities, infrastructure, and land use.

Institutional Audit and Risk Management Functions

Resources:

- Maintain a comprehensive resource plan that will support the needs of GGC using both public and private money as well as tuition, fees, and auxiliary revenues.
- Develop and submit to the Chancellor operational budgets for each fiscal year.
- Engage the Georgia Gwinnett College Foundation as a means to acquire private and corporate resources to support the students, faculty, and programs at GGC.
- Monitor and work to achieve initial fund raising goals for the GGC Foundation.
- Provide oversight for all institutional fund-raising activities
- Serve as the Vice Chair of the Georgia Gwinnett College Foundation.

Facilities:

- Determine and articulate to the Chancellor the immediate and ongoing facilities needs of the institution.
- Prepare and submit to the Chancellor comprehensive facilities plans addressing anticipated needs.
- Explore opportunities for public-private ventures in order to construct facilities for which appropriated dollars will not be available.

Intercollegiate Athletics:

- Maintain administrative and financial control over intercollegiate athletics policies and procedures, operating budgets, recruiting standards, and academic standards for athletes.

The President shall be the ex-officio chair of the faculty and may preside at meetings of the faculty. The President or the President's designee shall chair the faculty senate and preside at its meetings. The President shall be the official medium of communication between the faculty and the Chancellor and between the faculty senate and the Chancellor.

The President shall appoint faculty members and administrative employees of the college, approve the salary of each, approve all promotions and shall authorize all reappointments of faculty members and administrative employees, except as otherwise specified by the Board of Regents. The President has the right and authority to grant leaves of absence to members of the faculty for study at other institutions or for such reasons as the President may deem proper.

The President is authorized to accept on behalf of the Board the resignation of any employee of Georgia Gwinnett College.

The President has the authority to execute, accept, or deliver, on behalf of the Board, the following types of research agreements, settlement agreements, service agreements, and reciprocal emergency law enforcement agreements:

- Research or service agreements whereby the institution, for monetary compensation or other good and valuable consideration, agrees to perform certain institution-oriented research or other personal services within a time period of one year or less;
- Agreements between Georgia Gwinnett College and hospitals or other organized medical facilities, both public and private, located within the State of Georgia, whereby the hospital or medical facility concerned agrees to provide clinical services to nursing and other students enrolled in nursing and allied health programs at GGC. Said agreements shall be effective for one year with the option of annual renewal as specified therein and shall be subject to cancellation by either party;
- Reciprocal emergency law enforcement agreements between Georgia Gwinnett College and county and municipal authorities, as authorized by the Georgia Mutual Aid Act, as amended;
- Settlements of grievances and complaints (including those filed by state and federal agencies) that do not include a monetary commitment of more than $100,000. Agreements shall be subject to review and approval by the Georgia Department of Law Notice of settlements shall be filed with the University System Office of Legal Affairs.
- Any agreements necessary for the day-to-day operation of the college as provided by the policies of the Board of Regents; and

The President of GGC is authorized by the Board of Regents to take or cause to be taken any and all such other and further action as in the judgment of the President may be necessary, proper, or convenient in order to carry out the intent of established Board of Regents policies. Additionally, the Vice President for Advancement is responsible for administering, implementing, enforcing, and evaluating policies relevant to the duties described.

Senior Vice President for Academic & Student Affairs and Provost

The Senior Vice President for Academic and Student Affairs (SVPA&SA)/Provost reports directly to the President, serves on the President's Cabinet, and is responsible for:

a. The initial development, design, implementation, and assessment of various bachelors-level degree programs in the broad fields of business, allied health services, science & technology, liberal arts, education, Student Success, as well as the General Education/Core Curriculum;
b. Student Success Programs across the spectrum from admission to graduation, including programs such as the first year experience, new student orientation, academic mentoring, advising, learning assistance, testing, learning communities, and honors.
c. The hiring of administrators, faculty and staff to teach and administer those and other related academic programs and activities;
d. The preparation of materials to support the college's certifications/accreditations;
e. The enrollment management function (Admissions, Financial Aid, Registrar);
f. Institutional research;
g. Institutional effectiveness;
h. Library operations;
i. International Affairs programs;
j. Accreditation Activities;
k. Leadership/Leader Development Center;
l. Office of Research and Grants; and
m. Academic budgeting/forecasting. As the chief academic officer of the college, the SVPA&SA/Provost articulates and directs the academic vision of the college and provides academic and administrative leadership to establish and enhance Georgia Gwinnett College's commitment to academic excellence that serves the needs of the community. The SVPA&SA/Provost advises the President on strategic planning and institutional policy and operations, and acts on the President's behalf in his absence.
n. The Center for Teaching Excellence, faculty professional development.

The SVPA&SA/Provost is also responsible for providing leadership, management and administrative direction to the student affairs/services area. The SVPA&SA/Provost is responsible for all areas of student development, student life, and student involvement, as well as career services and the counseling of students. Additionally, the SVPA&SA/Provost is responsible for administering, implementing, enforcing, and evaluating policies relevant to the duties described.

The SVPA&SA/Provost serves as the president in his absence.

Vice President for Business and Finance/CFO and Facilities

The Vice President for Business and Finance/CFO and Facilities reports directly to the President, serves on the President's Cabinet, and is the chief business officer for Georgia Gwinnett College. The Vice President plays a key role in shaping the strategic direction of GGC through efficient and innovative resource management, planning, and problem-solving. The Vice President provides leadership for and oversight of budget, accounting and financial operations, student accounts, human resources, facilities management and maintenance, construction, auxiliary services, and logistical services.

Vice President for Operations

The Vice President for Operations reports directly to the President and serves on the President's Cabinet. The Vice President plays a key role in shaping the strategic direction of GGC through efficient and innovative space utilization, scheduling, environmental health and safety, public safety, fleet operations, and special events.

Vice President for Educational Technology/CIO

The Vice President for Educational Technology/CIO reports to the President and serves on the President’s cabinet. This position directs the operations of centralized computing services and support, networking, telecommunications and cable TV infrastructure, desktop computing, academic/classroom/online technology, printing, and campus digital communications and collaboration services. The Vice President also provides management and leadership for the technology and communications enterprises of the College in collaboration with College stakeholders. The Vice President plays a major role in the formulation and implementation of programs essential to the innovative mission of the institution.

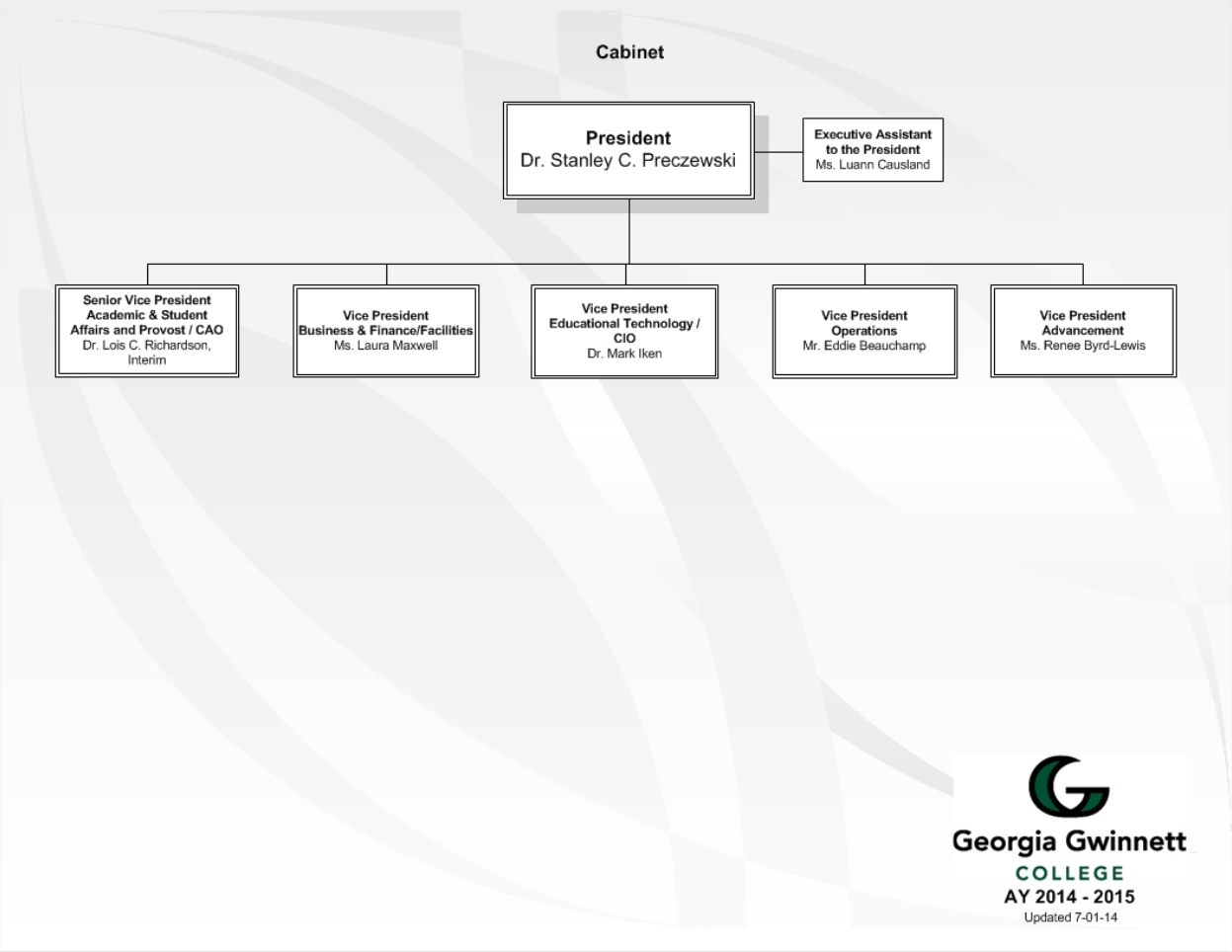
Other responsibilities include providing institutional leadership in strategic planning, oversight, budgeting, and policy direction for the Office of Educational Technology, representing the institution to the University System of Georgia, committees and task forces on information technology, and integrating innovative solutions in all facets of the College concerning infrastructure support of teaching methodology. Additionally, the Vice President for Educational Technology is responsible for administering, implementing, enforcing, and evaluating policies relevant to the duties described.

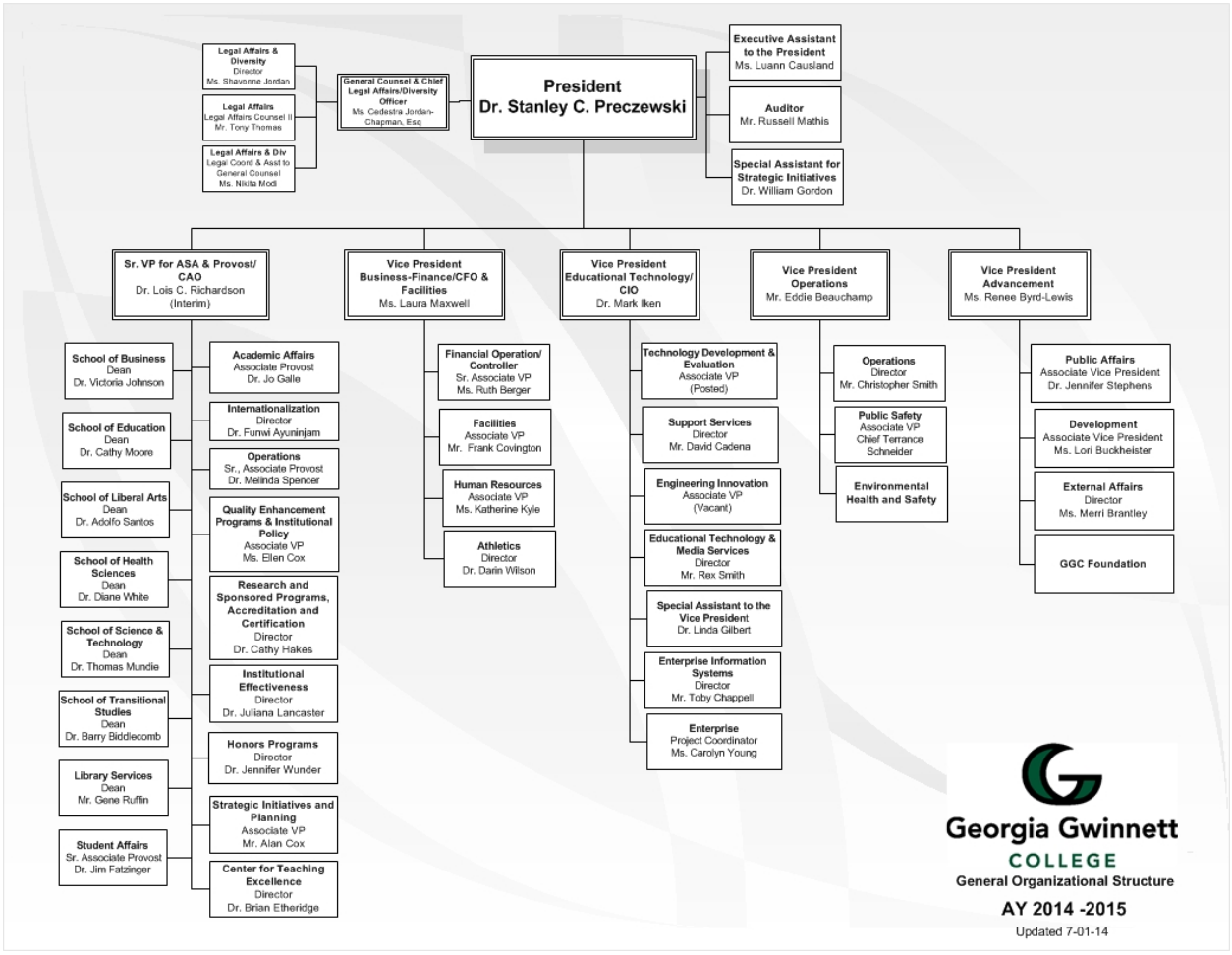
Vice President for Advancement

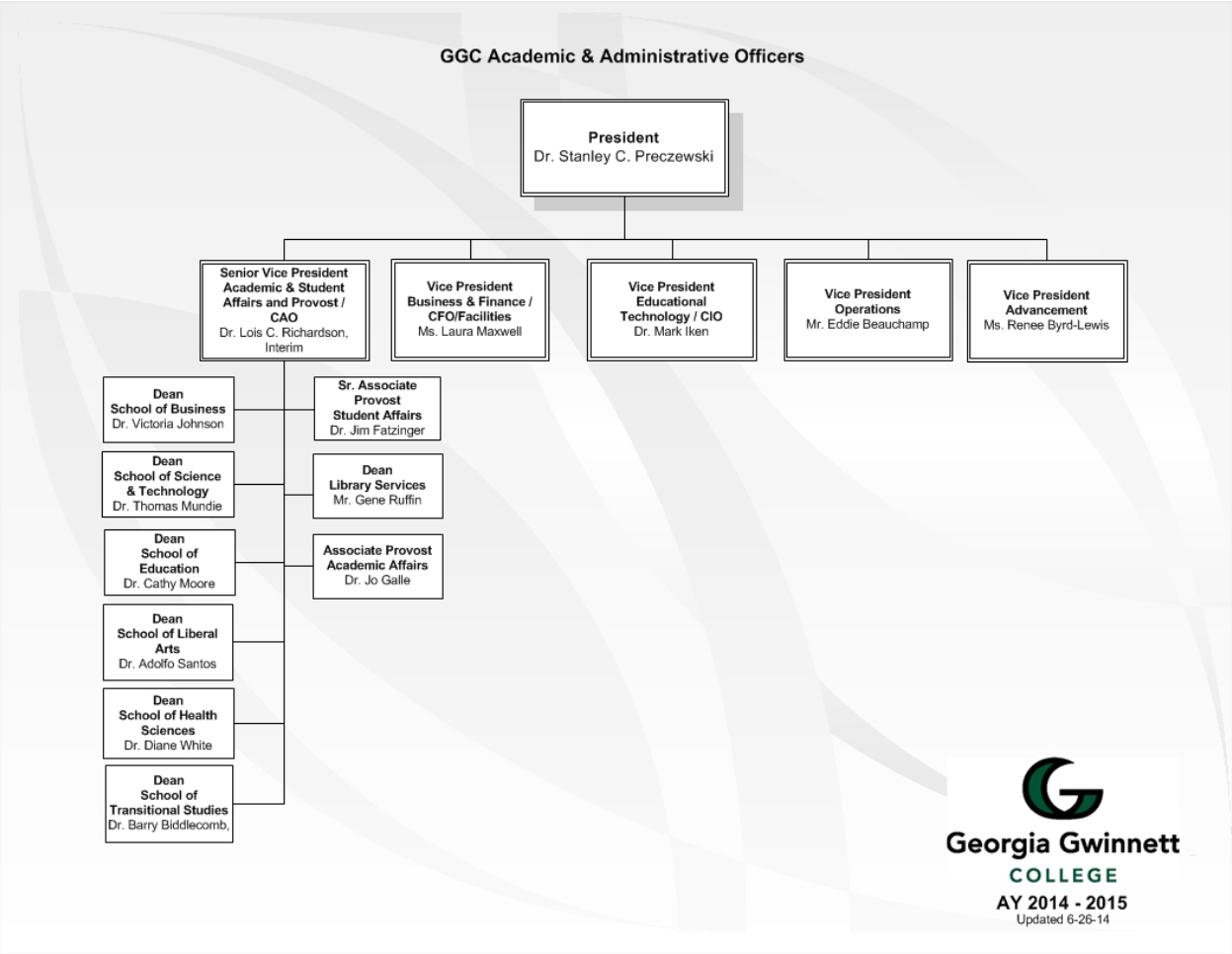
The Vice President for Advancement (VPA) reports directly to the President in a key leadership position that is consistent with the mission and goals of the college. A member of the President's Cabinet, the VPA works closely with senior academic leaders and administrators to provide guidance and strong judgment on the full range of issues, challenges and opportunities facing the college. From an operational perspective, the VPA provides leadership and oversight of the Offices of External Affairs, Public Affairs and Development. Key external affairs responsibilities include building a solid network of relationships with elected and appointed officials at local, state and national levels, the Board of Regents of the University System of Georgia as well as business and civic leaders and citizens. From a Public Affairs perspective, the VPA is responsible for ensuring a comprehensive strategic

public relations program including marketing, brand identity, media and public relations and communications efforts. Finally, the Office of Development is tasked with building a solid network of financial support through strengthening relationships between Georgia Gwinnett College and its key constituencies. Key program components include major and planned gifts, corporate and foundation grants and fundraising events. The Vice President of Advancement also serves as the President of GGC Foundation, an independent 501(c)(3) non-profit corporation, whose purpose is to support the College's mission for student success and innovation in teaching through scholarships, research grants, training and campus improvements.

Organization Charts


Cabinet
President
Dr. Stanley C. Preczewski
Executive Assistant to the President
Ms. Luann Causland
Senior Vice President Academic & Student Affairs and Provost / CAO
Dr. Lois C. Richardson, Interim
Vice President Business & Finance/Facilities
Ms. Laura Maxwell
Vice President Educational Technology / CIO
Dr. Mark Iken
Vice President Operations
Mr. Eddie Beauchamp
Vice President Advancement
Ms. Renee Byrd-Lewis
Georgia Gwinnett
COLLEGE
AY 2014 - 2015
Updated 7-01-14


Legal Affairs & Diversity
Director
Ms. Shavonne Jordan
Legal Affairs
Legal Affairs Counsel II
Mr. Tony Thomas
Legal Affairs & Div
Legal Coord & Asst to General Counsel
Ms. Nikita Modi
General Counsel & Chief Legal Affairs/Diversity Officer
Ms. Cedeshra Jordan-Chapman, Esq
President
Dr. Stanley C. Preczewski
Executive Assistant to the President
Ms. Luann Causland
Auditor
Mr. Russell Mathis
Special Assistant for Strategic Initiatives
Dr. William Gordon
Sr. VP for ASA & Provost/ CAO
Dr. Lois C. Richardson (Interim)
Vice President Business-Finance/CFO & Facilities
Ms. Laura Maxwell
Vice President Educational Technology/ CIO
Dr. Mark Iken
Vice President Operations
Mr. Eddie Beauchamp
Vice President Advancement
Ms. Renee Byrd-Lewis
School of Business
Dean
Dr. Victoria Johnson
School of Education
Dean
Dr. Cathy Moore
School of Liberal Arts
Dean
Dr. Adolfo Santos
School of Health Sciences
Dean
Dr. Diane White
School of Science & Technology
Dean
Dr. Thomas Mundie
School of Transitional Studies
Dean
Dr. Barry Biddlecomb
Library Services
Dean
Mr. Gene Ruffin
Student Affairs
Sr. Associate Provost
Dr. Jim Fatzinger
Academic Affairs
Associate Provost
Dr. Jo Galle
Internationalization
Director
Dr. Funwi Ayuninjam
Operations
Sr., Associate Provost
Dr. Melinda Spencer
Quality Enhancement Programs & Institutional Policy
Associate VP
Ms. Ellen Cox
Research and Sponsored Programs, Accreditation and Certification
Director
Dr. Cathy Hakes
Institutional Effectiveness
Director
Dr. Juliana Lancaster
Honors Programs
Director
Dr. Jennifer Wunder
Strategic Initiatives and Planning
Associate VP
Mr. Alan Cox
Center for Teaching Excellence
Director
Dr. Brian Etheridge
Financial Operation/ Controller
Sr. Associate VP
Ms. Ruth Berger
Facilities
Associate VP
Mr. Frank Covington
Human Resources
Associate VP
Ms. Katherine Kyle
Athletics
Director
Dr. Darin Wilson
Technology Development & Evaluation
Associate VP
(Posted)
Support Services
Director
Mr. David Cadena
Engineering Innovation
Associate VP
(Vacant)
Educational Technology & Media Services
Director
Mr. Rex Smith
Special Assistant to the Vice President
Dr. Linda Gilbert
Enterprise Information Systems
Director
Mr. Toby Chappell
Enterprise
Project Coordinator
Ms. Carolyn Young
Operations
Director
Mr. Christopher Smith
Public Safety
Associate VP
Chief Terrance Schneider
Environmental Health and Safety
Public Affairs
Associate Vice President
Dr. Jennifer Stephens
Development
Associate Vice President
Ms. Lori Buckheister
External Affairs
Director
Ms. Merri Brantley
GGC Foundation
Georgia Gwinnett
COLLEGE
General Organizational Structure
AY 2014 -2015
Updated 7-01-14


GGC Academic & Administrative Officers
President
Dr. Stanley C. Preczewski
Senior Vice President Academic & Student Affairs and Provost / CAO
Dr. Lois C. Richardson, Interim
Vice President Business & Finance / CFO/Facilities
Ms. Laura Maxwell
Vice President Educational Technology / CIO
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Dean School of Business
Dr. Victoria Johnson
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Dr. Cathy Moore
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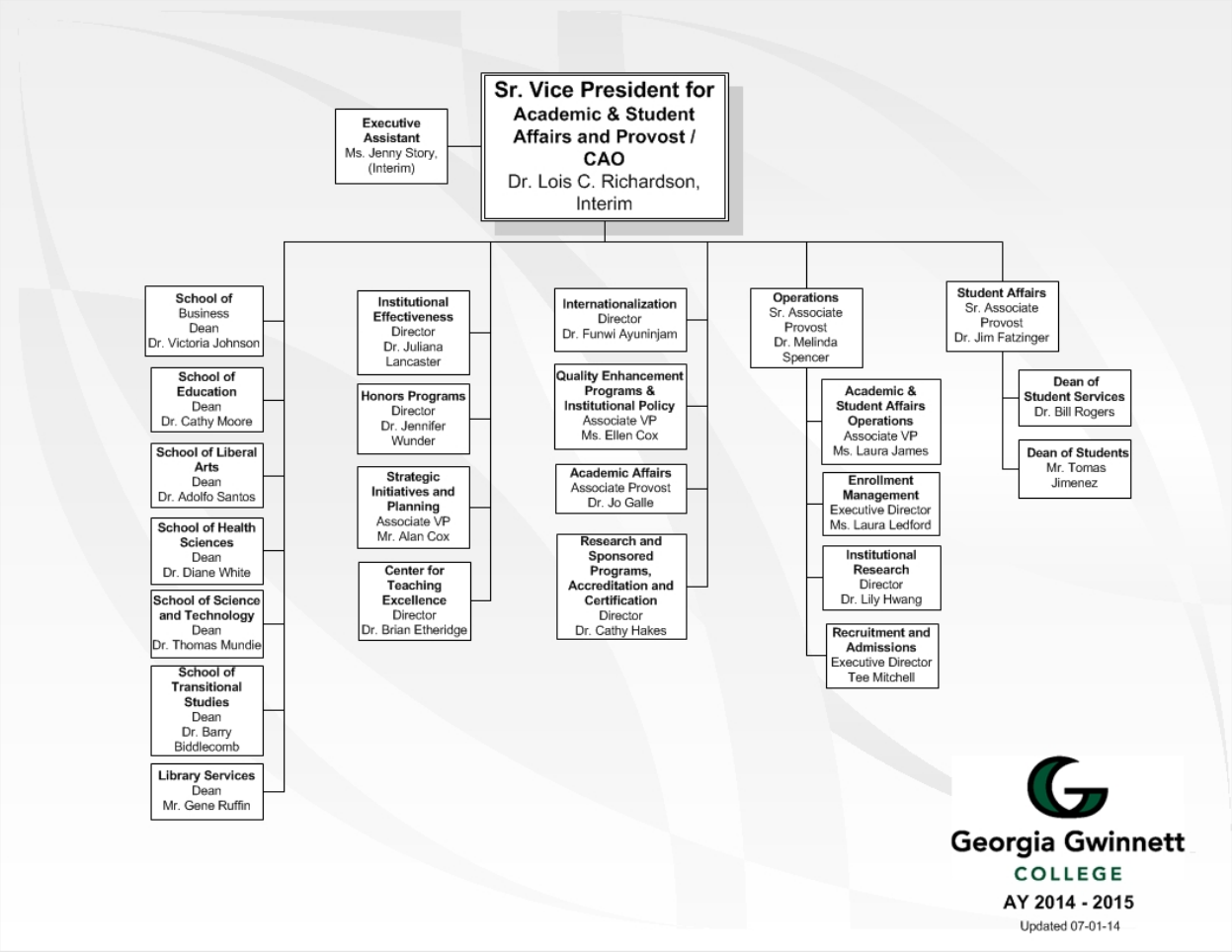
Dr. Adolfo Santos
Dean School of Health Sciences
Dr. Diane White
Dean School of Transitional Studies
Dr. Barry Biddlecomb,
Sr. Associate Provost Student Affairs
Dr. Jim Fatzinger
Dean Library Services
Mr. Gene Ruffin
Associate Provost Academic Affairs
Dr. Jo Galle
Georgia Gwinnett
COLLEGE
AY 2014 - 2015
Updated 6-26-14



GOVERNANCE

GOVERNANCE POLICY (FACULTY RULES AND REGULATIONS)

GGC is committed to providing faculty with a significant role in college governance. This commitment is reflected by the establishment of the following standing governing committees: Faculty Senate, College Curriculum, and College Promotion and Credentialing.

The administrative bodies serving in an advisory capacity are Enrollment Management, General Education, Admissions Appeals and Policy, Research Grants, Scholarships, Faculty Orientation, Library (content and policy), Educational Technology, Master Planning, Institutional Review Board, Annual Awards Committee, GGC Invited Speaker Committee, Center for Teaching Excellence Advisory Group, and the Teacher Education Advisory Council.

FACULTY SENATE BYLAWS

The Faculty Senate serves as an advisory to the Vice President for Academic and Student Affairs/Provost or other Vice Presidents as appropriate for the issue being discussed.

1.0.0 Faculty Senate Mission Statement
The mission of the Faculty Senate of Georgia Gwinnett College is to create an open and democratic culture which is committed to serving as the voice of the faculty while promoting excellence in educational scholarship, service, and practice. The Faculty Senate will create an open and informed decision-making process on college policies by working closely with the administration. In addition, the Senate will provide a

channel of communication throughout the Georgia Gwinnett College community and foster an involved citizenry wherein faculty exercise both rights and responsibilities.

2.0.0 Principles Governing the Senate's Exercise of Its Powers and Duties.
In the exercise of its prescribed powers and duties the Senate shall be guided by the following principles:

2.1.0 The primary concern of the Senate is the general welfare of the College.

2.2.0 In those instances in which a conflict of opinion develops as to whether proposed action will promote the general welfare of the College, as well as in its more routine general deliberations, the Senate shall consider the views of people speaking for all positions, including the views of minorities, of the administration, and of colleges, schools, or programs whose interests may be affected by any proposed measure.

2.3.0 The Senate can accomplish its purpose as the legislative arm of the College faculty only if senators keep constantly in mind their responsibilities as senators to the College, to the College faculty, and to the group they represent.

3.0.0 Purpose of the Faculty Senate

3.1.0 The College faculty are authorized to work closely with the office of the Vice President of Academic and Student Affairs. Its officers should meet regularly with the President, so that all decision-making, long term as well as short term, is well informed, well considered, and energetically pursued throughout the community in such manner as outlined by the Board of Regents policy (302.06).

4.0.0 Composition of the Senate

4.1.0 The members of the Senate shall be **members of the Corps of Instruction as defined in USG BOR 3.2.1.1, including members of the Corps of Instruction appointed to administrative positions**, and having responsibilities described in Chapter IV in this faculty manual, and library faculty who are elected in conformity with the following principles:

4.1.1 The total size of the Faculty Senate shall be set at 10% of **the Corps of Instruction as defined in USG BOR 3.2.1.1**. The apportionment of Senate seats will be made as follows: each school will have a minimum of three senators; the library will have a single senator; after three seats are allocated to each school, the remaining Senate seats will be apportioned between the schools in proportion to the number of eligible faculty members in each school. **For the purposes of senate representation, administrators holding faculty rank shall be counted among the faculty of the school where they would teach**. There are no specific rank requirements for Senate membership. The voting faculty members in each school are encouraged to elect at least one faculty member from each of the following ranks: Instructor (who holds at a minimum a three-year contract), Assistant Professor, Associate Professor, and Full Professor.

4.1.2 The Library faculty will have at least one seat on the Senate at all times independent of rank.

4.1.3 Subject to approval by the Faculty Senate, the Governance and Evaluation Committee of the Faculty Senate shall have the responsibility for determining the procedures by which the size of the Faculty Senate shall be adjusted in accordance with article 4.1.1.

4.2.0 Senators will be democratically elected (within each school).

4.3.0. Each school and the Library faculty shall also elect an alternate senator in the same election during which school senators are elected. The alternate senator shall be available for a period of up to one academic year to fill in for a senator from his or her school in case of absence or a vacated seat.

4.4.0. The Student Government Association President will serve as ex officio member of the senate.

4.5.0 Only members of **GGC's Corps of Instruction** are eligible to serve as Senators and to vote for Senators.

4.6.0 Georgia Gwinnett College's President shall be the ex-officio chair of the Faculty Senate and may preside at the faculty senate meeting (BOR policy manual, Section 204).

5.0.0 Eligibility for Election to the Senate

5.1.0 Voting members of the faculty are eligible for election to the Senate. A faculty member's eligibility under this section is determined by the status to be held at the beginning of the Senate term, should she or he be elected.

6.0.0 Procedures for Nomination and Election of Senators

6.1.0 Each Senate election shall begin in the fourth week of the Spring Semester and shall be conducted promptly.

6.2.0 Each School shall make all arrangements for conducting an election. Voting in the election shall be by confidential ballot.

6.3.0 Newly elected Senators are expected to attend the final Senate meeting of the Spring semester.

7.0.0 Election Process and Duties of Senate Officers.
Members are normally eligible for office only in their second and third years as senators. All senate officers serve one year terms:

7.1.0 Election of Senate Officers shall occur every spring semester.

7.1.2 At the last Senate meeting of the fall semester, Senate members can declare their intent to run for an officer position. Voting will occur at the first meeting of the spring semester. Voting in the election shall be by confidential ballot and will be tallied by the Secretary of the Senate.

7.1.3 A senator may serve two consecutive terms as Faculty Senate President, if so elected. No senator may serve more than two consecutive terms as either President or Vice President.

7.1.4. "President-elect." For the remainder of the spring and summer semesters following the election of a new president, the outgoing President and President-elect shall work to transition and orient the president-elect to his/her presumptive responsibilities, which should include copying the President-elect on communications of the outgoing President and inviting the President-elect to meetings where the outgoing President serves in his/her capacity as senate President. The President-elect shall assume his/her duties as President on August 1st.

7.3.0 President

7.3.1 The President presides at all meetings of the Senate and shall sign the official copies of all Senate actions.

7.3.2 The President of the Senate shall chair the Executive Council.

7.3.3 The President shall coordinate and expedite the work of the Faculty Senate Subcommittees.

7.3.4 The President shall receive and take or recommend appropriate action on any request for information or any initial proposal relating to general College government from any member of the faculty.

7.3.5 On all matters concerning the publication or public explanation of Senate actions, the President shall be and is the sole spokesperson and representative of the Senate.

7.4.0 The Faculty Senate Vice President shall communicate with all committees and assure timely reporting by all committees to the Faculty Senate. The Vice President shall represent the faculty when the President is unavailable. The Vice President shall be elected annually by the Senate from among its elected faculty members.

7.4.1 In the event a Faculty Senator entering the second year of service cannot be identified, or should all available possible candidates decline the nomination for the Vice President position, a first-year senator may be elected to the Vice President position at a special election at the end of the Fall semester.

7.5.0 Parliamentarian

The President of the Senate shall appoint annually the Parliamentarian of the Senate, who shall be a member of the Senate. The Parliamentarian shall attend meetings as needed, instruct and guide the Senate and its President as needed on parliamentary procedure as prescribed by Robert's Rules of Order.

7.6.0 Secretary. Each year the Faculty Senate will elect from its members a Secretary and one alternate. The Secretary shall be responsible for maintaining a record of attendance for each Senate meeting, taking and preparing a draft of the minutes using the Senate minutes template, and distributing and collecting Senate ballots. Draft minutes shall be given to the Senate President within two weeks of scheduled Senate meetings. Final and amended minutes will be prepared, marked as approved with the approval date, and distributed to the Senate membership within one week of Senate approval of the minutes. The Senate secretary will attend all Senate meetings unless the alternate is designated.

7.6.1 The Secretary shall maintain a file of committee rosters and provide the Faculty Senate with lists of nominees for committee appointments.

8.0.0 Terms of Senators

8.1.0 Senators are elected for three-year terms which begin following their election the preceding Academic calendar on August 1st and ending after three years on that date.

8.1.1 Faculty Senators shall be released from service to college-wide and school-wide committees to the extent possible for the duration of their terms in office.

8.2.0 A senator must be a voting member of the faculty.

8.3.0 Should a senator discontinue Senate membership or receive a leave of absence from the College, the Senate position becomes vacant and shall be filled for the remainder of the unexpired term. The alternate senator fills the absent senator's seat on the Senate within the constraints of 4.0.0.

8.4.0 Elected senators shall be deemed to have vacated their seats when they have been absent from three Senate meetings in an academic year. Senators are considered absent only if they fail, prior to a meeting, to inform the senate secretary of their inability to attend and have exceeded the two substitutions of the alternate senator in a given semester. In addition it is the responsibility of the senator to make arrangements with the alternate senator so he or she may attend the senate meeting. This is to ensure that the senate will always have adequate representation. However, the alternate senator may only substitute twice during a semester, except in the case of a vacated seat, in which situation the alternate senator shall complete the remaining portion of the current academic year in place of the vacating senator.

8.5.0 If an elected senator chooses to take a sabbatical during his or her elected term, the alternate senator will finish the term. Moreover, the alternate senator and the elected senator will be subjected to 4.0.0. However, if there is less than an academic school year left on the vacating senator's term of service, 4.0.0 does not apply to the alternate senator.

9.0.0 Voting within the Senate.
All senators are permitted to vote on items presented to the senate. Voting can only occur when the senators present represent a quorum. In the absence of an elected senator, alternate senators are granted the same voting rights as elected senators.

10.0.0 Meetings of the Senate

10.1.0 Regular meetings of the Senate shall be held at least three times during each Fall and Spring Semester.

10.2.0 Prior to each meeting the secretary shall send an agenda to senators. Additionally, the agenda shall be posted via the internet on the Faculty Senate website.

10.3.0 Any faculty member may attend Senate meetings. Nonmembers of the faculty, excepting those specified in this Section, are allowed but not expected to attend unless invited by the Senate President.

10.4.0 Nonmembers of the Senate, other than those authorized in this Section, do not have privileges of the floor but may be invited to speak by the Senate President. The Senate President shall give floor privileges to one representative of any program or discipline which does not have a senator representing the same discipline or program, and which wishes to present business to the Senate or to discuss matters already before the Senate.

10.5.0 When a Faculty Senate Committee is submitting a report to the Senate, all members of that committee attend the Senate meeting with the right to participate in the discussion of the report.

10.6.0 When the agenda calls for discussion of items which are immediately related to the responsibilities of particular administrative officers, the President may invite those officers to attend a Senate meeting so that they can answer questions and participate in the discussion of those agenda items. They do not have the privilege of vote.

10.7.0 Special meetings of the Senate may be called by the President of the Senate, or by a majority of the Executive Council.

10.8.0 Conducting Business: The Faculty Senate president may allow and preside over informal discussions on the floor pertinent to the imminent offering of formal motions. Both informal discussions and formal debate will follow the following guidelines:

10.8.1 The latest edition of Robert's Rules of Order, subject to special rules as may be adopted by the Faculty Senate, shall govern the procedures of the Faculty Senate and its committees.

11.0.0 Committees of the Senate: Members and Responsibilities

11.1.0 The Senate shall, from time to time, by a majority vote, create new standing committees and councils; and discharge, consolidate, or divide others. It shall establish standing and ad hoc Committees as the need arises and as directed by the provisions of the motions that it adopts.

11.2.0 All standing committees and councils authorized by the Faculty Senate for carrying out its objectives shall be responsible to the Faculty Senate.

11.2.1 To help maintain an efficient governing body, the Faculty Senate shall not contain more than six committees at any given time. If a need arises requiring the creation of a seventh committee, one of the existing six committees must be dissolved to maintain the six committee limit.

11.2.2 The Senate shall designate a senator to be an ex officio member of any college faculty organization/committee that it deems impacts the college's high educational standards. Such committees that currently fall under this classification are the Promotion and Credentialing Committee, which requires a rank of Full Professor for its ex officio member, and the College Curriculum Committee.

11.2.3 At the last meeting of the Spring Semester, the president shall appoint chairs to each Faculty Standing Committee, subject to the approval by majority vote of the senate at that meeting. The Senate President should identify prospective appointees at the penultimate meeting of the Spring Semester. Standing Committee Chairs must have a minimum of one year experience in the Senate.

Standing Committees:

i. Professional Concerns Committee
ii. Budgeting Committee
iii. Governance and Evaluation Committee

11.3.0 Professional Concerns Committee (including Academic Freedom)
Membership shall consist of equal representation from each school. The following duties shall be the specific responsibility of the Professional Concerns Committee.

11.3.1 It shall review, evaluate, and make recommendations concerning policies relating to the general academic and professional concerns of the faculty, both full- and part-time.

11.3.2 It shall review, evaluate, and make recommendations concerning the various college policies on matters of faculty responsibilities.

11.3.3 It shall review, evaluate, and recommend student policies regarding matters of professional concern to the faculty.

11.3.4 It shall hear Faculty member disputes brought before the Faculty Senate and provide recommendations for resolutions to the Vice President for Academic and Student Affairs.

11.3.5 Any individual having a grievance concerning procedures within a school shall submit it for adjudication to the senators of the school. Final appeal from the disposition of such a grievance by the senators may be made to the Professional Concerns Committee of the Senate, which shall adjudicate the matter.

Procedure for Filing Grievance:

(These Grievance Procedures are not applicable to disciplinary actions or actions taken based on campus investigations. For further review of due process rights and appeal options pertaining to disciplinary matters, refer to the GGC Employee Grievance Policy (APM 8.2.50).

The functions of this committee in these instances are to offer advice and counsel to faculty members who seek it, particularly in relation to disputes with immediate supervisor or college administrators. The following procedure should be followed by faculty seeking to file a grievance (including issues related to academic freedom):

1. A written statement of the grievance should be submitted to the Faculty Senate's Professional Concerns Committee. The written grievance should:
    a. Set forth the alleged violation of existing policy or established practices.
    b. Explain all facts relevant to the grievance
    c. Specify the name of any individual or college entity whose action is at issue
    d. Provide the approximate date when the alleged actions took place
    e. Specify the redress sought
2. Upon receipt of a grievance, the Chair of the Professional Concerns Committee will supply the grievant with a copy of these procedures and instruct the Professional Concerns Committee to designate one of its members to meet with the grievant to assure that the grievant is aware of all procedures and rights relevant to the case.
3. The grievant shall be informed of the designee's name.
4. A copy of the written grievance shall be supplied to the designee, as well as to all named parties and to all members of the Professional Concerns Committee.
5. After meeting with the grievant, the committee designee shall inform the Chairperson of the Professional Concerns Committee regarding the nature of the grievance and his/her decision about whether the grievance has merit. If the grievance is without merit, the Committee will notify the grievant and the matter will be closed without further action.
6. If the grievance has merit, the Chairperson of the Professional Concerns Committee or his/her designee shall seek informal resolution with the parties. If informal resolution efforts fail, the Chairperson of the Professional Concerns Committee shall schedule a hearing to obtain additional information from the grievant, the respondent, and any additional parties to the grievance. The testimony from the grievant and respondent can be taken separately if so desired by either party. If a matter involves an academic freedom claim and a hearing is deemed necessary, the Professional Concerns Committee shall convene their subcommittee, the Academic Freedom Grievance Hearing Committee (AFGHC) and the matter will be referred to the AFGHC for further handling.
7. The grievant and the respondent may each invite another person to be present at the hearing as an adviser. Adviser(s) may not address the Committee or speak during the hearing. Members of the Professional Concerns Committee are the only other individuals who may attend the hearing and participate in the deliberations of the committee, in order to preserve the confidentiality of the proceedings.
8. Both the grievant and respondent have the right of one (1) peremptory challenge of a member of the Professional Concerns committee. If, as a result of that challenge, the Committee does not contain a member of the grievant's academic program, then the individual removed by challenge shall be replaced by a drawing from among the faculty members of the grievant's school, when possible.
9. The grievant and the respondent have the right to be present when testimony is taken, to call and question witnesses and to offer rebuttal testimony. Persons who are unavailable to appear in person may submit a signed written statement for the record, except that a grievant who initiates an action must appear in person in order for the matter to go forward.

10. If the grievant, or any party to the grievance, wishes to provide the Committee with copies of documents from their employment files, the grievant or other party may request a copy from the institution and provide the documents directly to the Committee.
11. Within two (2) weeks after the close of the deliberations of this Committee, it shall make a recommendation in writing to all parties involved and to the Vice President of Academic and Student Affairs stating their reason for such recommendation. This recommendation is advisory and shall be final insofar as the remedies are available under this procedure are concerned. The Vice President of Academic and Student Affairs is not bound to accept the Committee's recommendations.

11.4.0 Budgeting Committee. Membership shall consist of equal representation from each school.

11.4.1 The primary concern of the committee will be policy. The committee is not expected to become involved in detail and in comprehensive investigations necessary as a basis for making budget and planning decisions.

11.4.2 The duties of the committee are:

a. to provide for campus-wide faculty information about the College budgeting and planning processes;
b. to encourage the use of faculty expertise in budget and planning matters;
c. to inform the faculty, through the Senate, concerning budget and
d. planning matters;
e. to issue an annual report on the above.

11.5.0 Governance and Evaluation Committee. Membership shall consist of equal representation from each school.

11.5.1 The kinds of issues for consideration include the following:

1. Revising the Faculty Manual, including the Faculty Senate bylaws, and determining the role of the Faculty Senate in this process.
2. Reviewing, evaluating, and making recommendations regarding policies and procedures related to governance of faculty.
3. Assuring that the faculty is a part of discussions of academic policies, procedures, and practices by which the faculty establishes and governs the academic policy of the College.
4. Assuring the effectiveness/timeliness of the college's committees and councils, including the Faculty Senate.
5. Coordinating evaluations of the administration. Any evaluations of the Deans will be done in accordance with Board of Regents policy.
6. Reviewing proposals for college-wide committees. The procedure for proposing new committees is as follows:

A faculty member who wishes to create a new college-wide committee may send a written request for the creation of that committee to the Faculty Senate President who will then forward the request to the Senate Governance and Evaluation committee. The request should state the purpose of and need for the committee and should list the names of several other faculty members who wish to create/serve on the committee. The Governance and Evaluation committee will vet the request and submit it to the entire Senate for a vote. If the Senate approves the request, the Senate will then send a recommendation to form the committee to the Provost who has final approval.

11.5.2 In studying these and related topics, the committee should solicit the views of interested faculty, administrators and trustees. It may choose to explore methods of faculty governance at comparable institutions and the standards of faculty governance established by the AAUP.

12.0.0 Amendments to the bylaws

12.1.0 Unless otherwise provided for in this Article, amendment of these Bylaws shall require a two-thirds vote by written ballot of the members present at any regular Faculty Senate meeting. Amendments must be proposed by a committee authorized by the Faculty Senate, or by any Senator from the floor of the Senate. In the latter case, however, the proposed amendment shall automatically be referred to the Governance and Evaluation Committee for study and recommendation.

12.2.0 Proposed amendments shall be sent in writing to the President of the Faculty Senate at least one month prior to the Faculty Senate meeting at which action on the proposed amendment is to be taken.

12.3.0 Senators may propose resolutions for consideration or approval at any Senate meeting. **Any proposed resolution to be voted on at the meeting when it is first proposed shall be approved by a unanimous vote of the senators at that meeting. Proposed resolutions failing that vote, and proposed resolutions offered for senate consideration, shall be referred to the Governance and Evaluation Committee for review.** To facilitate committee review, proposed resolutions shall be published on the Senate website within 48 hours of the Senate meeting where the draft resolution is first presented to the Senate for consideration. The review period lasts 21 days from the day the proposed resolution is first posted to the Senate website. Faculty at-large may provide their comments on proposed resolutions to the Governance and Evaluation Committee. At the next Senate meeting, the Governance and Evaluation Committee shall recommend action on the proposed resolution. A proposed resolution **so reviewed by the Governance and Evaluation Committee** is approved by a majority vote at that next Senate meeting.

13.0.0 Executive Council (EC)
Mission: Executive Council is advisory to the President in its review and recommendation of policy, plans, and procedures affecting both the academic and non-academic business of Georgia Gwinnett College. The Council provides representation and purpose to promote the collective value of Georgia Gwinnett College's role of excellence in serving its constituents.

13.1.0 Membership of the EC shall consist of:

13.1.1 The President and Vice-President (or the equivalents of these offices) from each of the following - the Faculty Senate and the Student Government Association.

13.1.2 Members of any college faculty organization that it deems impacts the college's high educational standards, to include the chairs from the College Curriculum Committee and the Promotion & Credentialing Committee and a representative from the President's Cabinet.

13.1.3 Each of the Schools' Deans.

13.1.4 Additional representatives may be assigned from any college organization that the Executive Council deems impacts the college's high educational standards.

13.1.5 Georgia Gwinnett College staff member

13.2.0 Presiding Officer of the EC:

13.2.1 The President of the Faculty Senate will serve ex officio as Chair of the Executive Council.

13.3.0 Operating Procedures of the EC:

13.3.1 Formal votes will not be part of the EC's regular operating procedure. The purpose of the EC is to advise the President of the points of view of the different constituencies represented, and, where there are differences, to seek consensus.

13.3.2 The EC will hold a formal meeting at least two (2) times each semester. Meetings will be scheduled by the EC Chair in consultation with members.

13.3.3 An EC Executive Committee, composed of the Senate representatives, will handle routine administrative matters between formal meetings of the EC.

13.4.0 Reassign-time for officer-members of the EC:

13.4.1 The President of the Faculty Senate will have a reduced course load of 2 + 2 during his or her one year tenure as President from his or her ordinary duties to enable him or her to provide effective leadership for his or her respective shared governance bodies and to represent those bodies in the Executive Council.

13.5.0 Key Responsibilities: The Executive Council has the following key responsibilities:

13.5.1 Assign issues to the most appropriate governance body (or bodies), but with the understanding that other bodies may also comment if they wish;

13.5.2 Assure that the appropriate governance bodies are consulted in the creation of any ad hoc committee or task forces addressing issues of general importance, and, if desired, will have the opportunity to nominate members to such ad hoc committees or task forces;

13.5.3 Assure that the appropriate governance bodies are given the opportunity to consider and offer formal comment on the final reports of any such ad hoc committee or task force;

13.5.4 Report to the President and other EC members the results of deliberations in various bodies when issues or reports are considered by multiple bodies; and

13.5.5 Seek to reconcile conflicting advisory opinions when different bodies have conflicting views.

13.6.0 Important Prerogatives of the EC: The Executive Council may recommend the following to the College President:

13.6.1 Call a Joint Session of all the representative bodies of the college's governance structure;

13.6.2 Call a Town Hall Meeting of the entire campus community
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CURRICULUM COMMITTEE

Role of the committee

To provide college-level oversight of the process of approval of the undergraduate curriculum. Implementations of College Curriculum Committee decisions are subject to action by the Vice President of Academic and Student Affairs/Provost of the College.

To implement procedures for review and approval of new courses and programs as well as changes in existing courses or program requirements.

Membership
Each School (or Program if outside of an established School) will elect or appoint a Curriculum Subcommittee (see Section 6.0) from the faculty to review all course and program changes originating within the School.

The CCC will be composed of the Chairs of the School Curriculum Subcommittee (SCS) and *ex officio* members from the Faculty Senate, Offices of Enrollment Management and Educational Technology, and the Library Faculty.

Members are elected or appointed by their School to serve for a period of two years. Members may serve consecutive terms.

The School of Liberal Arts, School of Science and Technology, and Program in Student Success (School of Transitional Studies) elect members to the CCC in odd years, beginning in 2009. The Schools of Business and Education elect members in even years, beginning in 2010.

Schools should fill the un-expired part of the term of any member who is unable to continue serving on the CCC.

If a member of the CCC cannot be present for a meeting, an alternate should be sent from that member's SCS to attend in their place.

Officers
The chairperson and vice chairperson of the Curriculum Committee shall be elected at the first meeting of the Fall semester by member nomination and election decided by simple majority vote of the committee members.

Duties - It is the responsibility of the chairperson to:

Call and chair meetings and hearings.
Prepare and publish the agenda for each meeting.
Communicate as needed with the academic units, Office of Enrollment Management and the Vice President for Academic Affairs/Provost.
Sign all course and program proposals on behalf of the committee.

It is the responsibility of the vice chairperson to:

Keep the *Curriculum Committee Manual* up to date.

In the event the chairperson cannot fulfill the term of office, the vice chairperson shall assume the duties of the chairperson and a new vice chairperson shall be elected.

Meetings

- The CCC will hold a meeting at least once a month during the academic year but additional meetings shall be held as needed
- An *Academic Year College Curriculum Committee Calendar of Meetings* will be developed and distributed to the Faculty Senate and Schools at the beginning of the Fall semester.
- Voting issues will be decided by simple majority. The chairperson votes as a School or Program representative. For the 2007-2009 academic years, the chair will be appointed by the VPASA and will not vote as a Program representative
- A quorum will consist of greater than fifty percent of the voting membership
- Any faculty member may attend any meeting. This does not confer faculty members the right to speak, but the CCC usually will hear any remarks that would contribute to an understanding of the issues
- It is expected that someone who can speak for submitted proposals be present in case committee members wish to ask questions. Lack of such representation might be a cause for postponing consideration of a proposal
- The minutes of each meeting will be published for the college-wide community on the CCC website.

An administrative assistant will be appointed to attend meetings and hearings, to take and distribute minutes, to prepare meeting and hearing notices, and to coordinate the material for the *College Curriculum Committee Agenda* and the CCC website.

Standards for curriculum review

The following standards will be used by the SCS and the CCC for curriculum approval. The CCC provides oversight that the following standards are maintained throughout the college curriculum. These criteria form the basis for the various policies described in this document.

Appropriateness to Mission. The stated outcomes of the proposed course or program are consistent with Georgia Gwinnett College's Mission Statement

Need. There is a demonstrable need for a course or program change that meets the stated outcomes of the proposal.

Quality. The proposal includes clearly defined goals and learning outcomes. Specifically, courses and programs are integrated; with course goals and objectives designed to effectively meet stated program learning outcomes. It is the responsibility of each SCS to provide discipline specific review to all proposals in order to ensure that courses and programs are designed to meet the defined program learning outcomes.

Feasibility. The School has the resources to maintain the course or program at the level of quality described in the new curriculum application. This includes funding, faculty, facilities, and equipment.

Legal Compliance. The proposed program or course is not in conflict with any state or federal law.

Redundancy in the Curriculum. It is the policy of the College Curriculum Committee to encourage development of coursework necessary to the implementation, maintenance, and evolution of strong academic programs. However, where apparent substantial overlap of course content at any level is created by the proposal of new courses, it shall be the responsibility of the School making the proposal to consult with other Schools, to minimize such overlap, before approval can be considered. Furthermore, in the matter of proposed courses not presently offered by any School within the College, it is the responsibility of the School submitting the proposal to demonstrate that it is the appropriate School to offer such coursework. Oversight for this standard is primarily the responsibility of the CCC.

GGC Policy Compliance. The proposed course or program is in compliance with all GGC policies and in compliance with all procedures published in the Curriculum Committee Policies and Procedures Manual.

PROMOTION AND CREDENTIALING COMMITTEE

For details and full information on updated policies and procedures of the College Promotion and Credentialing Standards Committee, please see Faculty Manual Appendix 2.

Georgia Gwinnett College (GGC) recognizes the importance of a comprehensive promotion and credentialing process consistent with the mission and degree programs of GGC and the policies of the Board of Regents.

The aim is to award academic rank to faculty on the basis of academic qualifications, excellence in teaching, service and student engagement, collegiality, and a record of scholarship and creative activity in their discipline.

The promotion and credentialing process is a faculty-driven process. Faculty judgments about a candidate's capabilities and ability to subscribe to GGC core values are an important component of the promotion and credentialing decision.

Promotion and credentialing will be conducted in a transparent, nondiscriminatory, and equitable manner.

Structure, Composition, and Charges of the P&C Committee

1. The P&C Committee is comprised of two integral parts: the College-wide P&C Standards Committee and P&C Review Committees for each School (e.g., School of Business P&C Review Committee, School of Liberal Arts P&C Review Committee).
2. Each P&C School Review Committee is composed of three faculty members elected by the faculty of that School for a term of two years. These three faculty members will elect one member, from among the three, to serve as chair of that P&C School Review Committee for a term of two years and also to serve for two years as a member of the P&C Standards Committee.
3. The College-wide P&C Standards Committee is composed of one faculty member from each School of the College. These members are the elected chairs of their respective P&C School Review Committees. The P&C Standards Committee will elect its chair from its members every year.
4. Exception: For the 2007-2008 and 2008-2009 academic years, the chair of the P&C Standards Committee will be appointed by the Vice-President for Academic and Student Affairs and will also serve as chair of the appropriate P&C School Review Committee. The faculty of that School would therefore elect two additional faculty members to serve for two-year terms on the P&C School Review Committee.
5. In order to have continuity and carryover within the College-wide P&C Standards Committee from one year to the next, elections are staggered by School. For the 2007-2008 and 2008-2009 cycle, the School of Business and the School of Education will elect members to their P&C School Review Committees for two-year terms. The School of Liberal Arts and the School of Science and Technology will elect members to their P&C School Review Committees for a one-year term with elections for two-year terms beginning in 2008-2009. Thereafter, all Schools will elect for two-year terms. As new Schools are added to the College, these schools will be incorporated into the election cycle process.
6. The members of the College-wide P&C Standards Committee and the School P&C Review Committees should be faculty members with the rank of Full Professor. As GGC is a new institution and still developing its faculty roster, it may be the case that some School(s) may not yet have enough Full Professors to elect to their respective P&C School Review Committee(s). As an interim measure, if a School does not have a sufficient number of Full Professors, Associate Professors may be elected to the vacant positions. Should this occur, in no case should a member of the School P&C Review Committee vote on the promotion of a faculty member to a rank higher than that held by the committee member. If a School P&C Review Committee is presented with an application for promotion to Full Professor and there are one or more Associate Professors serving on that committee, that School P&C Review Committee shall request the assistance of the same number of Full Professors (chosen by vote), who are serving on other School P&C Review Committees, to review the application in question, vote, and make a recommendation to the appropriate Dean.
7. Faculty members wishing to apply for promotion will not be eligible to serve on their respective P&C School Review Committees during that election cycle.
8. If a faculty member should resign membership on a P&C School Review Committee, or be unable to fulfill the duties associated with membership, then the Dean of that School shall call for a special election to elect a replacement to the School's P&C Review Committee. The replacement will serve out the remainder of the term held by the replaced faculty member.

Faculty members cannot resign from the P&C Standards Committee without also resigning from their School's P&C Review Committee.

9. The College-wide P&C Standards Committee is charged with ensuring that promotion and credentialing procedures and standards are maintained and applied consistently and equitably across all Schools of the College. The P&C Standards Committee is also charged with reviewing promotion and credentialing policies and procedures and making changes as needed.
10. Each School P&C Review Committee is charged with reviewing promotion and credentialing applications and files and making the appropriate recommendations as laid forth in this document.
11. The members of the P&C Standards Committee and School P&C Review Committees, including any ex officio members, are charged with adhering to a strict code of confidentiality. The official minutes of committee meetings shall constitute the only public communication regarding committee proceedings.
12. The P&C Standards and School P&C Review Committees are charged with gathering and reporting promotion information in accordance with the requirements of the USG Board of Regents (see appendix within the P&C policy and procedure document). Each School P&C Review Committee shall forward this information to the College-wide P&C Standards Committee. The P&C Standards Committee shall compile the information and forward it to the Director of Human Resources.

OTHER STANDING COMMITTEES

In addition to performing classroom duties, faculty members must share academic administration responsibilities, work on committees, appear at academic functions, and be available to students for academic assistance/advisement. As needs arise it is the responsibility of the faculty to serve on the appropriate committees.

FACULTY QUALITY AND PERFORMANCE

FACULTY QUALIFICATIONS

As a member of the University System of Georgia GGC subscribes to BOR policy 8.3.1.2 as follows:

Minimum employment qualifications for all institutions and all academic ranks within these institutions shall be:

1. Consistent with the Southern Association of Colleges and Schools' requirements for institutional accreditation;

2. Evidence of ability as a teacher;

3. Evidence of ability and activity in research, scholarship and/or creative activity and in all other aspects of duties assigned;

4. Successful experience (this must necessarily be waived in the case of those just entering the academic profession who meet all other requirements); and

5. Desirable personal qualities judged on the basis of personal interview, complete biographical data, and recommendations.

Research and Regional Universities. In addition to 1 – 5 above, initial appointees to the associate or full professorial rank should have the terminal degree in the appropriate discipline or equivalent in training, ability, or experience.

State Universities. In addition to 1 – 5 above, initial appointees to the full professorial rank should have a terminal degree in the appropriate discipline or the equivalent in training, ability or experience.

FACULTY RANK

Criteria for Determining Academic Rank for Full-Time and Visiting Faculty at Time of Appointment (Credentialing**)**

Holders of a terminal degree will normally be appointed at the rank of either Assistant or Associate Professor depending on their 1) rank at a previous institution, 2) teaching experience and record, 3) scholarship and creative activities, 4) service, and 5) student engagement record. Persons who have held the rank of Professor at a previous institution and who have an exemplary record in terms of quality of teaching, service, student engagement, collegiality, and scholarship and creative activities (see appendix 2, section VIII) may be appointed at the rank of Professor at the discretion of the appropriate Dean, in consultation with the Vice-President for Academic and Student Affairs.

Persons holding a non-terminal graduate degree may be appointed at the rank of Instructor. Persons with exceptional non-academic experience may be appointed to an appropriate rank at the discretion of the Dean, in consultation with the Vice-President for Academic and Student Affairs.

General qualifications for the various ranks are given below.

1. Full Professor: General qualifications for appointment as Professor are normally an earned terminal degree from a regionally- accredited institution and approximately six years of exemplary full-time college-level faculty experience at the rank of Associate professor. Appointment as Professor will be based on the criteria and standards specified in Promotion and Credentialing Policies and Procedures found the appendix section of this document.
2. Associate Professor: General qualifications for appointment as Associate Professor are normally an earned terminal degree from a regionally- accredited institution and approximately six years of outstanding college-level teaching experience at the rank of Assistant Professor. Appointment as Associate Professor will be based on the criteria and standards specified in Promotion and Credentialing Policies and Procedures found the appendix section of this document.
3. Assistant Professor: General qualifications for appointment as Assistant Professor are normally an earned terminal degree from a regionally- accredited institution. Appointment as Assistant Professor will be based on the criteria and standards specified in Promotion and Credentialing
   Policies and Procedures found the appendix section of this document.

4. Instructor: General qualifications for appointment are normally an earned non-terminal graduate degree (or other appropriate preparation for performance of assigned responsibilities) from an accredited institution and a strong commitment to teaching, scholarly activities, student engagement, and service at GGC.

Criteria for Academic Rank for Part-Time Faculty at Time of Appointment

Part-Time faculty are normally appointed at the rank of Instructor (see qualifications given in appendix 2, section XII of the Promotion and Credentialing Policies and Procedures).

APM 8.3.1.1 RECRUITMENT AND APPOINTMENT

Reviewed May 26, 2016

GGC will establish effective processes for the recruitment of high-quality prospective faculty members that are in accordance with BOR Policy 8.3.1.1. The search process shall be in complete accordance with affirmative action and non- discrimination policies. All searches shall be conducted in a timely and professional manner that respects the right to confidentiality, to the extent permitted by state law, of prospects and candidates.

Faculty Recruitment Procedure

The Deans will determine the need for full-time and/or visiting faculty for their respective schools communicate the request to the Senior Vice President for Academic and Student Affairs/Provost.

The Deans will notify the Office of Human Resources (OHR) of position openings and Faculty Search Committee within each school (FSC) of any impending full-time faculty need that has been approved by the Provost.

The FSC membership will be appointed by the Dean and/or supervisory authority. The membership of the committee will reflect the constituencies of the appropriate College and must include at least one faculty member from other Colleges or disciplines. The number of members will be determined by the supervisory authority.

The FSC will coordinate with the Office of Human Resources in recruitment efforts for full-time faculty. Recruitment efforts will include, but not be limited to, placement of classified advertisements in general academic outlets (for example, Chronicle of Higher Education), faculty referrals, placement of advertisements in specific discipline outlets, recruitment at conferences, as well as placement of advertisements in vehicles targeting minorities as deemed necessary.

The Office of Human Resources will respond in writing to applicants as their credentials are received. An applicant demographic form will also be included.

At the close of the recruitment period, all members of the Committee will individually review applications and complete Applicant Review forms. The FSC will meet to discuss applicants and develop an ordered ranking of up to ten candidates.

In the process to identify applicants who will be invited for campus interviews the FSC can choose to do preliminary telephone interviews.

Once the top candidates have been determined the FSC will coordinate the scheduling of campus interviews, make candidate CV's available for faculty review, and publish a candidate interview schedule.

The candidate interview process will generally include the following activities: interviews with individual faculty; interview with the appropriate Dean, interview with the faculty of the relevant school and other interested faculty and administrative officers of the College as appropriate. A formal presentation to the faculty may be included in the interview.

Upon completion of the candidate interview process, faculty members who met with and/or attended a presentation by the candidate will complete and submit Candidate Evaluation forms to the Dean's office

The FSC will review the Candidate Evaluation forms for each candidate. Using this and other data, the FSC will identify acceptable candidates in no ranked order and communicate the results to the Dean. Depending upon the preference of the individual Dean, the FSC may or may not rank-order or provide a specific recommendation for hire to that Dean. The Dean will review the files of acceptable candidates and select a

candidate(s) for hire. The Dean will then send that/those file(s) to the Promotion and Credentialing Committee (P&C) for determination of initial appointment academic rank in accordance with their published policies and procedures. The P&C will notify, in writing, the Dean and the Provost of their decisions.

The Provost, along with the President, will review the candidate evaluation forms; the Dean's recommendation for hire and initial appointment rank; and the P&C's recommendation before individually approving or denying the right to proffer a position to the selected candidate.

After receiving approval from the Provost and the President, the Dean may extend an informal offer to one or more of the acceptable candidates. This will be followed by a binding formal offer that may only be made by the HR office in writing. In the event that the candidate does not accept the offer, the Dean will either extend an offer to another FSC acceptable candidate or reopen the recruitment process.

The Dean will communicate the hiring decision to the FSC. Those candidates accepting offers of employment in writing will then be issued an appropriate length faculty appointment by HR along with an employment contract. Candidates not chosen will be notified by the Office of Human Resources that the position has been filled. The Office of Human Resources will maintain files on each position for three calendar years**.**

APM 8.3.4.4 GEORGIA GWINNETT COLLEGE FACULTY

Reviewed May 26, 2016

See Board of Regents Policy Manual Section 8.3.4.4.

CONTRACTS

Full-time faculty

Full-time faculty members at GGC are appointed into non-tenure-track positions. GGC faculty members are eligible for renewable contracts, with specific contract rights as approved by the Board of Regents effective June 2007. Subject to initial P&C certification, faculty status for college officials who also serve as ranked administrators must be specifically approved in writing by the President (memorandum to be filed with HR) and the terms and conditions of ranked administrator's employment are determined by the President and governed by contract, as each ranked administrator serves in their administrative role at the pleasure of the President. Administrators who have not been approved in writing for ranked administrator status do not carry faculty status at Georgia Gwinnett College.

All other GGC faculty appointments and notification shall be governed by the following policy:

A. Each successful GGC faculty appointment will be eligible to receive one of the following contracts upon acceptance of an employment offer authorized by the President. For all initial faculty appointments, the President retains the discretion to determine whether a successful candidate will be offered a one-year standard non-renewable contact or a three-or five-year renewable appointment according to the faculty rank guidelines in Part D.
B. Candidates offered the position of Assistant Professor or below will be eligible to receive either a three-year renewable appointment or a standard one-year non-renewable appointment
C. Candidates offered the position of Professor or Associate Professor will be eligible to receive either a three- or five-year renewable appointment or a standard one-year non-renewable appointment.
D. Contract Expiration Guidance for One-Year Non-Renewable Appointments. A faculty member who is nearing completion of an initial one-year standard non-renewable contract will receive at least three months advance written notice of intent to issue a new contract for the following year or notice of intent to end the employment relationship at contract end. Faculty serving under a second one-year standard non-renewable contract will receive at least six months advance written notice of intent to issue a new contract or intent to end the employment relationship at contract end. Faculty serving under a one-year standard non-renewable contract after two or more years of service to the institution will receive at least nine months' notice of intent to issue a new contract or intent to end the employment relationship at contract end.

   No further requirements other than the written notifications noted herein will be applicable in concluding the employment relationship for a standard non-renewable one-year faculty contract.
E. Contract Expiration Three or Five Year Renewable Appointment: A faculty member employed under a three or five year renewable appointment will receive at least nine months written notice prior to the contract expiration in the last year of a renewable appointment term. The notice shall state the

President's intent to issue a new renewable appointment for either a three or five year term (based on the faculty member's rank at contract expiration) or intent to end the employment relationship at the end of the contract.
No further requirements other than the nine months written notification in the final appointment year will be applicable in concluding the employment relationship for a three or five year renewable faculty appointment.

F. Evaluations and Promotions: Regardless of the length or type of faculty appointment offered, each year all full-time faculty members will receive a faculty performance review.
G. Provisional Period for Renewable Contracts: Faculty members serving under an initial three or five year renewable appointment may be required to complete a one-time provisional period not to exceed six months. If applicable, the provisional period will be indicated in the initial offer letter. At any time during the initial six months provisional period of a three or five year renewable appointment, a decision can be made to notify a faculty member that a contract will not be forthcoming for the remaining two or four years respectively, except that *written* notice must be given at least three months prior to the end of the initial appointment year. Faculty members who have previously served under a non-renewable faculty contract with Georgia Gwinnett College will not be required to serve a provisional period upon acceptance of a renewable appointment.

No further requirements other than the written notification will be applicable in concluding the employment relationship during the provisional period of a renewable appointment (BR Minutes, October 2008).

Please Note: Library faculty contracts are governed by the Library Faculty Promotions and Appointments Policies and Procedures

Part-time faculty contracts

Georgia Gwinnett College may hire at its discretion part-time faculty in a temporary or partial-year capacity to supplement its full-time faculty and address its teaching needs. The hiring procedures of part-time faculty are consistent with those of the hiring of full-time faculty except when conditions require short notice of hire, at which time Georgia Gwinnett College may conduct a local search to fill an immediate need. Please also refer to APM and BOR Policy Manual 1.2.5 for further information.

Visitor contracts

Georgia Gwinnett College may invite distinguished individuals as visiting fulltime faculty members. A visiting professor maybe at the rank of assistant professor, associate professor, or professor and is not appointed in excess of one year. Appointments of visiting faculty members follow the procedures for appointment of all other faculty. Visiting fulltime faculty are eligible for one year standard non-renewable contracts.

CRITERIA FOR DETERMINING SALARIES
GGC uses the annual Oklahoma State University Faculty Salary by Discipline as the basis for determining the range of entry-level salaries. When merit salary increases for full time teaching faculty are given, merit is determined according to criteria in the Faculty Manual of Policies and Procedures Appendix 1: Faculty Evaluation.

FACULTY AWARDS

FACULTY EVALUATIONS/ANNUAL PERFORMANCE

GGC has established definite and stated criteria, consistent with Board of Regents' policy 8.3.5 and the statutes of the institution, against which the performance of each faculty member will be evaluated. Specific procedures for the evaluation process can be found in appendix 1 of this document.

PROMOTION
Georgia Gwinnett College (GGC) recognizes the importance of a comprehensive promotion and credentialing process consistent with the mission and degree programs of GGC and the policies of the Board of Regents.

> The aim is to award academic rank to faculty on the basis of academic qualifications, excellence in teaching, service and student engagement, collegiality, and a record of scholarship and creative activity in their discipline.

The promotion and credentialing process is a faculty-driven process. Faculty judgments about a candidate's capabilities and ability to subscribe to GGC core values are an important component of the promotion and credentialing decision.

Promotion and credentialing will be conducted in a transparent, nondiscriminatory, and equitable manner.

Specific policies and procedures are located in appendix 2 of this document.

APM 8.3.9 DISCIPLINE AND REMOVAL OF FACULTY MEMBERS

Reviewed May 26, 2016

The president may at any time remove any faculty member or other employee of GGC for cause. Cause shall include willful or intentional violation of the policies of the Board of Regents or the approved statutes of GGC.

APM 8.3.9.1 GROUNDS FOR REMOVAL

Reviewed May 26, 2016

A faculty member, before the end of his/her contract term, may be dismissed for any of the following reasons, provided that the institution has complied with procedural due process requirements:

- Conviction or admission of guilt of a felony or of a crime involving moral turpitude during the period of employment--or prior thereto if the conviction or admission of guilt was willfully concealed;
- Professional incompetency, neglect of duty, or default of academic integrity in teaching, in research, or in scholarship;
- Unlawful manufacture, distribution, sale, use or possession of marijuana, a controlled substance, or other illegal or dangerous drugs as defined by Georgia laws; teaching or working under the influence of alcohol, which interferes with the faculty member's performance of duty or his/her responsibilities to the institution or to his/her profession;
- Conviction or admission of guilt in a court proceeding of any criminal drug offense;
- Physical or mental incompetency as determined by law or by a medical board of three or more licensed physicians and reviewed by a committee of the faculty;
- False swearing with respect to official documents filed with the institution;
- Disruption of any teaching, research, administrative, disciplinary, public service or other authorized activity;
- Theft, intentional destruction, or defacing of the College's property or the personal property of others;
- Deliberate or careless conduct endangering the safety of self or other employees, including provoking/instigating a fight during working hours, on College property, or while conducting College business matters;
- Abusive, threatening, or coercive treatment of another individual while on duty or on College property;
- Harassment (including sexual harassment), discrimination, or other violations under federal/state laws or in accordance with Board of Regents and/or campus harassment and discrimination policies;
- Possession of firearms or explosives on College property without written permission from management, except as authorized under Georgia law.
- Violation of, among other policies, BOR Policy 8.2.1 (non-discrimination), BOR Policy 8.2.16 (sexual harassment), or BOR Policy 8.2.23 (amorous relationships, including but not limited to inappropriate relationships with students), and/or corresponding College Policies.

Standards governing faculty conduct, including sanctions short of dismissal, and procedures for implementation of such sanctions, are found in the Faculty Manual of Policies and Procedures and the Administrative Policy Manual. Procedures for implementation of sanctions are published in Administrative Policy Manual 8.3.9.2 Procedures for Dismissal.

8.3.9.2 PROCEDURES FOR DISMISSAL

Reviewed May 26, 2016

See Board of Regents Policy Manual Section 8.3.9.2.

8.3.9.3 DISMISSAL OF TEMPORARY, LIMITED TERM, OR PART-TIME INSTRUCTIONAL PERSONNEL

Reviewed May 26, 2016

See Board of Regents Policy Manual Section 8.3.9.3.

8.3.9.4 SUSPENSION FOR VIOLATION OF STATE OR FEDERAL LAWS

Reviewed May 26, 2016

See Board of Regents Policy Manual Section 8.3.9.4.

8.3.10 FACULTY EMPLOYMENT APPLICATION FORMS

Reviewed May 26, 2016

See Board of Regents Policy Manual Section 8.3.10.

8.3.11 FACULTY CONTRACT FORMS

Reviewed May 26, 2016

See Board of Regents Policy Manual Section 8.3.11.

8.3.12 COMPENSATION

Reviewed May 26, 2016

See Board of Regents Policy Manual Section 8.3.12.

8.3.12.1 SALARIES

Reviewed May 26, 2016

See Board of Regents Policy Manual Section 8.3.12.1.

8.3.12.2 CRITERIA FOR DETERMINING SALARIES

Reviewed May 26, 2016

See Board of Regents Policy Manual Section 8.3.12.2.

GGC uses the annual Oklahoma State University Faculty Salary by Discipline as the basis for determining the range of entry-level salaries. When merit salary increases for full time teaching faculty are given, merit is determined according to criteria in the Faculty Manual of Policies and Procedures Appendix 1: Faculty Evaluation**.**

8.3.12.3 SUMMER SCHOOL SALARIES

Reviewed May 26, 2016

See Board of Regents Policy Manual Section 8.3.12.3.

8.3.12.4 RESEARCH, SATURDAY CLASSES, AND OFF CAMPUS CONTINUING EDUCATION

Reviewed May 26, 2016

See Board of Regents Policy Manual Section 8.3.12.4.

8.3.12.4.1 INSTRUCTIONAL OVERLOADS

Reviewed May 26, 2016

Under certain circumstances, qualified teaching faculty, administrative faculty, and professional staff may be called upon to teach an overload(s).

When teaching and administrative faculty with contracts take on extra instructional responsibilities, adjusting the individual's primary duties to incorporate the extra duties associated with the teaching overload(s) will be considered.
The president will determine if the individual's contract should be amended to reflect a change in compensation warranted by the additional responsibilities. Contract modifications will be done using the USG Academic Year and Fiscal Year Contract Addendum. Because instructional overloads involve a contract modification, Business Procedures Manual Section 5.3.2 Extra Compensation does not apply to instructional overloads for contracted employees.

When full-time exempt professional (i.e., non-contract) employees with the appropriate qualifications take on extra instructional responsibilities, adjusting the staff member's job description to incorporate the extra responsibilities associated with teaching will be considered.

When workload adjustments cannot be made, the president will determine if extra compensation is warranted for the overload(s). When extra compensation is to be paid, it should be consistent with Business Procedures Manual Section 5.3.2 Extra Compensation. It is atypical for non-exempt personnel to serve as instructors of record. In the rare cases in which a non-exempt employee does serve as an instructor of record, policies and procedures governing overtime compensation must be adhered to.

Contract employees, full-time exempt employees, and non-exempt employees shall be made aware of requested modifications of primary duties when such modifications are made to incorporate extra duties associated with teaching overloads. The applicable extra compensation amount for additional teaching overload duties shall be disclosed at time of notification to the employee, or as soon as practical. For contract employees, the extra compensation shall be noted on the Academic Year and Fiscal Year Contract Addendum, below.

ACADEMIC YEAR AND FISCAL YEAR CONTRACT ADDENDUM
FOR TEMPORARY OVERLOAD COMPENSATION

Date: _____

Employee Name: _____

Employee ID: _____

Dates of Additional Responsibilities: _____ to _____

Amount: _____

Effective Date: _____

Description of Additional Responsibilities:

Approved by: _____
*Director/Department Head**

Approved by: _____
*Dean/Division Head**

Approved by: _____
*Provost/Vice President**

Approved by: _____
*President**

*Use titles appropriate to your institution

AMENDMENT ACCEPTANCE

I accept the contract amendment under the terms set forth.
Signed: _____
Date: _____

8.3.12.50 PAY FOR CLASS COVERAGE

Reviewed May 26, 2016

In the case of the illness or other unexpected absence of a faculty member, those faculty who cover the classes missed during the absence of the instructor of record will be compensated after one full week has passed. Beginning with the second week that a faculty member covers the class, the faculty member will be paid a rate of $100 per credit hour per section taught per week and shall be compensated at the same rate also for the first week that the faculty member taught, provided that the faculty member has or will have fulfilled a full teaching load requirement. A faculty member who is receiving compensation for covering a class shall be paid for a full week regardless of the number of classes met during the week.

The Dean will verify that the absent full time faculty member has submitted sick leave, or in the case of part time faculty, generate a memo explaining the absence to comply with financial audit requirements.

APM 8.3.13 EMERITUS/A TITLE

Reviewed May 26, 2016

See Board of Regents Policy Manual Section 8.3.13.

8.3.14 FACULTY DEVELOPMENT

Reviewed May 26, 2016

See Board of Regents Policy Manual Section 8.3.14.

To promote faculty development, faculty are encouraged to attend programs offered by the Center for Teaching Excellence or through off-campus development opportunities, that address effective instructional practices, innovative uses of technology, and other instructional approaches that lead to student engagement. By attending these programs, faculty demonstrate their commitment to their own professional development and to the standards of teaching excellence of the college. The Center's activities correlate to the academic and professional standards set forth by the faculty evaluation in these areas: excellence in teaching, scholarship, service, and student engagement.
Georgia Gwinnett College also promotes the development of senior administrative personnel and encourages their participation in opportunities that advance their institutional effectiveness. By participating, administrators demonstrate their commitment to their own professional development and to the administrative and managerial standards of the college.

APM 8.2.15.3 POLITICAL

Reviewed May 26, 2016

See Board of Regents Policy Manual Section 8.2.15.3.

GGC ADHERES TO BOR POLICY 8.2.15.3 AS FOLLOWS:

As responsible and interested citizens in a democratic society, employees of the University System are encouraged to fulfill their civic obligations and otherwise engage in the normal political processes of society. Nevertheless, it is inappropriate for System personnel to manage or enter political campaigns while on duty to perform services for the System or to hold elective political office at the state or federal level while employed by the System. Therefore, the following policies governing political activities are hereby adopted:

Employees may not manage or take an active part in a political campaign which interferes with the performance of duties or services for which he or she receives compensation from the System.

Employees may not hold elective political office at the state or federal level.

A candidate for or holder of an elective political office at the state or federal level may not be employed or hold a faculty, staff, or other position at an institution of the System, with or without compensation.

Employees seeking elective political office at the state or federal level must first request a leave of absence without pay beginning prior to qualification as a candidate in a primary or general election and ending after the general or final election. If elected to state or federal office such person must resign prior to assuming office.

Employees may seek and hold elective office at other than the state or federal level, or appointive office, when such candidacy for or holding of the office does not conflict or interfere with the employee's duties and responsibilities to the institution or the System.

PROHIBITION AGAINST SELLING PRODUCTS AND SERVICES TO STUDENTS
Faculty shall not sell, distribute, solicit or otherwise provide services or products to students for financial gain

HERE

8.2.53 COPYRIGHT AND FAIR USE POLICY

Reviewed May 26, 2016

See Board of Regents Policy on the Use of Copyrighted Works in Education and Research

As a system devoted to providing the highest quality undergraduate and graduate education to students; pursuing leading-edge basic and applied research, scholarly inquiry, and creative endeavors; and bringing intellectual resources to the citizenry, the University System of Georgia is committed to respecting the rights of copyright holders and complying with copyright law. The University System of Georgia recognizes that the exclusive rights of copyright holders are balanced by limitations on those rights under federal copyright law, including the right to make a fair use of copyrighted materials and the right to perform or display works in the course of face-to-face teaching activities.

The University System of Georgia facilitates compliance with copyright law and, where appropriate, the exercise in good faith of full fair use rights by faculty and staff in teaching, research, and service activities. Specifically, the University System of Georgia

- informs and educates students, faculty, and staff about copyright law, including the limited exclusive rights of copyright holders as set forth in 17 U.S.C. § 106, the application of the four fair use factors in 17 U.S.C. § 107, and other copyright exceptions;
- develops and makes available tools and resources for faculty and staff to assist in determining copyright status and ownership and determining whether use of a work in a specific situation would be a fair use and, therefore, not an infringement under copyright law;
- facilitates use of materials currently licensed by the University System of Georgia and provides information on licensing of third-party materials by the University System; and
- identifies individuals at the University System and member institutions who can counsel faculty and staff regarding application of copyright law.

APM 3.6.1 **CREATION OF ACADEMIC PROGRAMS**

Reviewed May 26, 2016

See Board of Regents Policy Manual Section 3.6.1. Also refer to Faculty Manual of Policies and Procedures Curriculum Committee Policies and Procedures Manual Appendix 5.

APM 3.6.3

COMPREHENSIVE ACADEMIC PROGRAM REVIEW

Reviewed March 3, 2016

See Board of Regents Policy Manual section 3.6.3.
Section I: Comprehensive Program Review
An Overview of the BOR Policies for Comprehensive Program Review (CPR)
University System of Georgia policy requires that institutions have a “robust method of reviewing existing programs” and notes that the role of the System office is “to periodically examine these reviews in order to assure the Board of Regents that institutions are carrying out this responsibility in a way that ensures high

academic standards are being met." The following list summarizes the major expectations established by the CPR Task Force.

- Institutions must develop a process approved by System Office that reviews all degrees offered by the institution.

- The process will have an emphasis on program improvement. CPR must emphasize a "culture of evidence," that is, indicators or outcomes collected, tracked and analyzed to help determine how to improve the quality of a program. The goal is for programs to seek improvement, not just decide if the program is high quality or not.

- The CPR process will establish and evaluate program-level goals for diversity of students, faculty and staff. The review report should include an analysis of why goals are or are not met.

- Institutional review of general education is required. In addition, institutions may elect and are encouraged to review groups of courses considered a program (e.g. English as a Second Language, 1st Year Experience, Senior Experience, etc.). These reviews should assure that desired student learning outcomes are being met.

- Institutions will post program review results on ***a password protected*** institutional web site and the

- System Academic Affairs System Office staff will have access to these sites**.**

- Triggered program reports are informational reports to the institution's leadership for review and follow-up as appropriate**.** They no longer require an institutional response to the System office.

- Each new program will be reviewed within seven years (not to exceed ten) to allow institutions to include new programs into regular comprehensive review cycle (a successful new program is defined as on track, making adequate progress toward becoming firmly established; unsuccessful as not on track and making inadequate progress). If deemed unsuccessful, the institution should submit a plan and timeline for corrective actions.

- Program accreditation reports cannot be substituted for CPR. However, institutions are expected to use information from the accreditation process for CPR purposes.

- Academic Affairs System Office staff will perform institutional spot audits on institutional reviews posted to respective institutional web sites to ensure institutional decision making follows programmatic recommendations for improvement. The System Office emphasis is on quality assurance, facilitation and support**.**

- Online programs should be reviewed by the same guidelines as on-ground programs**.**

GGC: Procedures for CPR

CPR at GGC is built onto the framework for Annual Program Review (APR). Each year, every academic program at GGC, including General Education and the Student Success Programs, prepares and presents an extensive review of its status from four perspectives:

1. In relation to its own student learning outcomes,
2. In relation to identified best practices and disciplinary trends,
3. In relation to the strategic plan and vision of GGC, and
4. In relation to its available resources and resource needs.

This annual report compiles data on student demographics, student learning, program productivity, faculty activity. Using these data, the program faculty and the Dean or Director of the area in which the program is housed review the program status, develop specific action plans in response to the resulting findings, and determine the resource implications of the actions plans. Both a written report and an oral presentation are provided to the Senior Vice President of Academic & Student Affairs/Provost. Full details on the expectations and procedures for APR are provided in Section II of this document.

On a cyclical basis, each program conducts a Comprehensive Program Review in conjunction with its APR. To conduct the CPR, the program adds the following elements to the APR.

A. A longitudinal analysis of each major component of the annual report addressing specifically indicators of improvement over time and/or indicators of developing or unsolved problems.
B. A focused analysis of the changes in student learning and/or program productivity following implementation of specific action plans. This analysis identifies the indicators that an action plan was intended to impact and assesses that impact to the extent possible. If the action plan did not produce the expected or intended improvements, the analysis addresses possible expectations and details the revisions to the action plan that will be made in response.
C. A projection of the program's anticipated status over the next several years based on the longitudinal analyses of the annual data.
D. A comparison of the program's overall demographic profile of students, faculty, and staff to the institutionally established diversity goals. If this comparison indicates that the goals are not being achieved, the CPR includes an analysis of potential explanatory factors including recruitment efforts and profiles of applicants, retained and non-retained students, faculty, and staff, and other data as appropriate.
E. A report by an external review group may be included when appropriate or when requested by the Provost.

Section 2: Annual Academic Program Review

All GGC academic programs, including the Student Success programs (e.g., EAP, Reading, Learning Support) and the General Education program will conduct an annual academic program review and a periodic comprehensive program review. The purpose of the annual academic program review is primarily to provide a structure and opportunity for the faculty and leadership of each major program to consider the status of the program from four perspectives:

1. In relation to its own student learning outcomes,
2. In relation to identified best practices and disciplinary trends,
3. In relation to the strategic plan and vision of GGC, and
4. In relation to its available resources and resource needs.

The end product of this review is a clearly articulated set of short and long term responses.

The Process and Content of Academic Program Review

Academic Program Review at Georgia Gwinnett College will consist of two parts:

1. A written report, the details of which are described in the following section below

2. An oral presentation which will consist of 5 parts:

    a. Discussion of the best practices in the discipline that have been identified

    b. Discussion of the student learning outcome results for the year, including appropriate action plans in response

    c. Discussion of the results of the assessment of the strategic plan of the unit, including appropriate action plans in response

    d. Discussion of the resource implications of the action plans

    e. One other criterion from the written report which addresses either (a) a topic the discipline/unit considers important to the current state of the program or (b) a specific focus identified by the Provost.

Content of the Written Program Review

The key components, and specific instructions for each, are as follows:

I. **Vision for the Program**

This portion of the review includes the current vision and mission for the program and notes any changes that have been made to the mission and vision. This section also includes

A. descriptions of two or more best practices in your discipline that show potential for use at GGC along with a summary of theoretical and/or applied data supporting the selection of the specified practices and
B. descriptions of current and upcoming trends in the discipline.

The ***best practices section*** of the review specifies the rationale for selecting each best practice, with a focus on both the theoretical foundations for the specific practice and examples of its implementation. Examples of implementation should include data on the characteristics of the program implementing the practice and data on the student learning outcomes of the program. Where possible, results of comparative studies demonstrating that the identified practice contributes to improved student learning outcomes should be included.

The ***disciplinary trends section*** of the review addresses the global and national character of the discipline and identifies growth areas, major shifts, and general movement in any of several areas, including but not limited to: pedagogy, theoretical frameworks, and career and/or graduate school opportunities.

It is likely that the information in this section remains fairly stable from year to year and requires only updating on an annual basis.

II. **Current Data Snapshot**

The ***data snapshot*** compiles existing and available data about the program so that the faculty and leadership can consider the status and performance of the program in the context of each of the perspectives listed above. *There are 5 components of the current data snapshot: student demographics; program productivity; student learning outcomes information and results; faculty information; and an analysis of the resources, leadership, and organizational structure of the program and the School within which it resides*. Data and information are gathered from several sources over the course of Spring semester. The table below provides a list of **recommended** data to be included. Programs may wish to include other indicators and, in some years or programs, some data listed below may be unavailable.

Category	Compiled by	Description	Estimated Timeline
Student Demographics	Institutional Research	Sex, Age, Ethnicity	Mid-March
	Standard template to be constructed	Mean GPA at 30 credit hours	
		Mean HS GPA	
		Mean Test (ACT/SAT) scores	
Program Productivity	Institutional Research	Number of applicants indicating intent to major in discipline Number enrolled in pre-major or Area F courses Number of Majors (separate by native to GGC and transfer in)	Mid-March
		Number of Graduates	
	Standard template to be constructed	Mean Semester Load (student)	
		Number of FTE faculty	
		Mean Semester Load (faculty)	
		Mean student credit hours/faculty by semester	
		Program faculty/student ratio Program mentor/mentee ratio	
Student Learning	Program Faculty	Program outcomes: Summary of results	February
		IEE outcomes: Summary and analysis of results from upper level courses	March
		IEE (or GE)outcomes: Summary and analysis of results from Area F courses	
	Institutional Research	Grade Distributions for Lower Level (1xxx & 2xxx courses) Upper Level (3xxx & 4xxx courses)	

Category	Compiled by	Description	Estimated Timeline
	Career Services and/or Program Faculty	Job/Grad School placement of alumni	April/Early May
Faculty	Program Faculty and/or School Dean or Director	Summary data on course evaluations	April/Early May
		Summary data on faculty scholarship and service (grants, publications, etc.)	
		Faculty awards	
		Number who applied for and who received promotion Recruitment data (# applicants/position; mean or median ratings for applicants	
	Institutional Research	Mean Faculty Salary	Mid-March
		Mean Years at GGC	

The ***data snapshot*** concludes with a narrative description, prepared by the School Dean or Director, of the resources and the leadership and organizational structure of the program and the School within which it resides. This description is focused on articulating how the School and/or program allocates and uses its resources – money, space, time, personnel (and their specific skills) -- to support the mission and the goals of the program.

III. **Program Strategic Plan Update**

This section of the review provides a narrative analysis of the program's role in supporting the College strategic plan, showing how the program level strategic goals serve to advance the College's goals and plan. The program level strategic plan is reviewed with specific attention paid to identified or potential areas of growth and enhancement. The status of individual action steps within the strategic plan should be updated; completed action steps should be flagged and action steps that are behind schedule or that are due to be completed in the upcoming year should be highlighted.

The review and update of the program level strategic plan should be conducted by the faculty within the discipline.

IV. **Comprehensive Review of Data**

This section of the annual review provides the overall analysis of all data and information from the previous sections. In essence, this is a SWOT analysis of the current status of the program, explaining strengths, weaknesses, opportunities for growth, and threats to growth and viability– in relation to the four perspectives identified earlier? What opportunities for growth or enhancement can be identified? What conditions – on or off campus – present challenges to continued effectiveness and efficiency, to growth, or to enhancement of the program?

Although this section includes a narrative summary of the program's student learning outcomes assessments for the previous calendar year, it considers operational needs and factors. A detailed analysis referencing best practices and disciplinary trends is particularly useful.

V. **Actions Needed**

The final section of the review articulates the specific responses that would be appropriate responses to the comprehensive data review. This includes

A. the previously articulated action plans that emerge from student learning outcomes assessment, but will also need to address actions in response to the strategic plan analysis and ideas arising from the review of best practices and disciplinary trends and
B. an analysis of the resources required (people; funds; space; time; etc.) to mitigate the gap between the vision and the current state.

VI. **Other**

This section is reserved for discussion and supporting data for (a) any additional factors or information you consider important to the current state of the program or (b) the specified focus area for the year.

FACULTY RESPONSIBILITIES

The faculty at Georgia Gwinnett College will foster a culture in which learning is the primary focus. The faculty will ensure that students are engaged in classes and will nurture critical thinking abilities, social skills and ethical reasoning. In addition, faculty will be dedicated to excellence and continuous improvements in teaching, scholarship, service, and student engagement. The institutions' expectations of faculty in each of these areas are described below. In all these areas faculty will conduct themselves in the highest ethical standards. What follows is a more detailed description of these responsibilities.

The exact policy and procedures for library faculty can be found in the Library Faculty Promotions and Appointment Policies and Procedures located in appendix 3 of this document.

STATEMENT ON PROFESSIONAL ETHICS

The following statement, based on the 1987 American Association of University Professors (A.A.U.P) statement on Professional Ethics (see A.A.U.P Policy Documents & Reports, 1995 ed., pp. 105-6) is endorsed by the College.

a. Faculty, guided by a deep conviction of the worth and dignity of the advancement of knowledge, recognize the special responsibilities placed upon them. This primary responsibility to their subject is to seek and to state the truth as they see it. To this end they devote their energies to developing and improving their scholarly competence. They accept the obligation to exercise self-discipline and judgment in using, extending, and transmitting knowledge. Faculty members should practice intellectual honesty. Although they may follow subsidiary interests, these interests must never seriously hamper or compromise their freedom of inquiry.

b. As teachers, professors encourage the free pursuit of learning in their students. They hold before them the best scholarly and ethical standards of their discipline. Professors demonstrate respect for students as individuals, and adhere to their proper roles as intellectual guides and advisors. Professors make every reasonable effort to foster honest academic conduct, and to ensure that their evaluations of students reflect each student's true merit. They respect the confidential nature of the relationship between professor and student. They avoid any exploitation, harassment, or discriminatory treatment of students. They acknowledge significant academic or scholarly assistance from them. They protect the academic freedom of their students.

c. As colleagues, faculty have obligations that derive from common membership in the community of scholars. Faculty do not discriminate against or harass colleagues. They respect and defend the free inquiry of associates. In the exchange of criticism and ideas, professors show due respect for the opinions of others. Professors acknowledge academic debt and strive to be objective in their professional judgment of colleagues. Professors accept their share of faculty responsibilities for the governance of their institution.

d. As members of an academic institution, professors seek, above all, to be effective teachers and scholars. Although professors observe the stated regulations of the institution, provided the regulations do not contravene academic freedom, they maintain their right to criticize and seek revision. Professors give due regard to their paramount responsibilities within their institutions in determining the amount and character of work done outside it. When considering the interruption or termination of their service, professors recognize the effect of their decision upon the institution, and give due notice of their intentions.

e. As members of their community, professors have the rights and obligations of other citizens. Professors measure the urgency of these obligations in the light of their responsibilities to their subject, to their students, to their profession, and to their institution. When they speak or act as private persons, they avoid creating the impression of speaking or acting for their college or university. As citizens engaged in a profession that depends upon freedom for its health and integrity, professors have a particular obligation to promote conditions of free inquiry and to further public understanding of academic freedom.

TEACHING

All faculty members, full-time or part-time, teaching classes at Georgia Gwinnett College, must observe the highest possible academic, professional, and intellectual diversity standards in their own performance and in

the performance they demand of their students. Each faculty member, under the immediate supervision of the dean, and in accordance with policies and regulations of the college and the school in which a course is offered, is charged with full responsibility for the conduct and control of classes to which he or she is assigned and scheduled to teach. A faculty member is expected to enforce the college's code of conduct in his or her classes, and the college will support the faculty member in the enforcement of such regulations. A faculty member is authorized to eject any disorderly student from the classroom and, if necessary, to call upon public safety for assistance. See student handbook for specific standards and definitions, including but not limited to disorderly conduct, code of conduct, regulations, etc.

Teaching Load

The teaching load for faculty will be up to 24 credit hours per academic year. Individual teaching loads will be determined by individual schools with adjustments permitted for the teaching load equivalencies listed below. Adjustments:

1. Instruction of regularly scheduled laboratories, clinical courses, physical activity courses, studio art, and music instruction courses shall provide teaching load credit of ½ to 1 credit hour for each contact hour.
2. Supervision of student research projects shall provide teaching load credit of up to 4 credits or 1 course release per semester. In no case will faculty be granted full course release in a semester for student research projects. A proposal of the intended research will be submitted the semester prior to the dean for approval. In addition, faculty will be required to submit a report of all research projects conducted to the dean at the end of the academic year.
3. If student faculty ratio of 1 to 30 is exceeded then a reduction in total teaching assignment will be considered by the dean of the individual school.

Office Hours

Faculty work includes, but is not limited to, grading, reading, writing, analysis, advising/mentoring, and researching and may, thus, be conducted at any location and time, including during the summer months. Thus, the time and place in which faculty members conduct their work activities is left to the responsible discretion of the faculty member, subject to specific mission requirements as determined by the Dean of the School. The phrase "responsible discretion" implies the faculty member's responsibility to remain in contact with, and responsive to students and the institution, while working outside of the department area within a feasible amount of time. The intent of this provision is for flexibility to be the norm so long as mission requirements and accountability are ensured.

Syllabi

Faculty members will provide a syllabus to inform students about the general nature scope, expectations, requirements, and evaluation criteria in each course by the first class meeting. The syllabus will be available online using approved course management software. The syllabus must clearly state the learning outcomes of the course, the content it covers, and the basic assignments and examinations required of students. The syllabus will also include contact information for the instructor and the best methods and times the student should contact the instructor to schedule office hours. The syllabus will also contain the following college policies or statements: attendance policy, the Americans with Disabilities Act statement, the Equal Opportunity statement, the Americans with Disabilities Act statement, academic respect statement, and the academic integrity statement. If instructors have attendance policies that go beyond the general college policy they should be explained in the syllabus. In addition, instructors will include a technology covenant that explains how and when faculty and students can communicate.

Grade Books

Faculty are required to maintain grade books for at least three years following course completion. Faculty should submit one hard copy or electronic copy of each grade book to the dean and a hard copy or electronic copy should be maintained by the faculty for their records.

Absence

A faculty member who is unable to meet a class because of medical or other compelling reasons should advise the dean, whenever feasible, about the impending absence and the reasons for it. The dean or designated school representative will have final authority for granting the absence. Whenever possible, the faculty member will work with the dean to arrange a qualified substitute to conduct the class or arrange a comparable learning activity. Substitutes must be carefully selected and given enough information about the course content and student assignments to enable them to carry out their work satisfactorily and in

accordance with the faculty member's syllabus. If no substitute is available, the dean concerned may cancel the class meeting and arrange to have notices concerning the cancellation posted conspicuously in the room where the class meets. Faculty members who are unable to meet teaching/administrative obligations due to illness must complete a sick leave form for the number of class/administrative hours missed.

APM 3.15 CLASSROOM VISITORS POLICY

Reviewed May 26, 2016

Faculty members have the right to allow or deny visitors to their classrooms, except for authorized GGC personnel or external visitors who have been authorized by the administration to visit for a valid business purpose. Faculty should give their designated Dean the courtesy of sufficient advance notice when inviting high profile visitors to class. The Office of Enrollment Management may bring prospective students and other guests to classroom sessions, and as a courtesy, will notify instructors in advance of these visits. Occasionally a student may wish to bring a visitor to campus for participation in various events. The following requirements are applicable to all guests who wish to visit instructional areas while a class is in session.

1. Visitors entering the classroom environment must comply with all GGC institutional policies and procedures.

2. Students must obtain prior permission from the instructor before allowing visitors to enter the classroom. Approval or denial of a student's request is within the sole discretion of the instructor. This policy is applicable to students wishing to have adults and/or children visit classroom sessions.

3. Even with prior permission, instructors retain the right to ask a student's visitor(s) to leave the classroom should it be deemed necessary or appropriate by the instructor. If a visitor does not leave the classroom when requested, the instructor may contact GGC security for assistance.

4. Although visitors may generally observe classroom sessions, visitor participation in activity classes, laboratory sessions or studio work is discouraged, unless the visitor has been invited into the class as part of the curriculum. Visitor participation in other types of classroom activities may be approved or denied by the instructor.

5. Child visitors must be under the supervision of their adult sponsor at all times. Children may not visit a class if they are ill. Nor may children be admitted to a classroom or lab area where dangerous substances or equipment are stored.

   This policy is generally applicable to all areas of campus operations; however exceptions may be requested by a parenting student experiencing childcare emergencies. On an emergency basis, a parenting student with a documented childcare related emergency, may request options including but not limited to 1) an excused absence from class ; 2) an extension of time for completion of course assignment; 3) a hardship withdrawal and /or incomplete. Allowances granted under this section shall be for emergency childcare related exceptions and may be limited in number and scope per term.

   It remains the responsibility of the parenting student to manage his/her ongoing child care needs. The College does not accept or infer responsibility for the care of children under this policy. Student parents must supervise their children at all times when on campus.
   Notwithstanding the above, a parenting student may not bring a child to the classroom for any reason, without the express authorization of the professor or campus official. Laboratory and other high safety areas may be excluded from this exception and access to these areas may be denied to children at any time.
   In the event exceptions are allowed by faculty or others, said Authorization may be revoked at any time by a campus official, as allowances under this section are not an automatic right. The allowances may be requested by the parenting student and considered or denied by the instructor/campus official based on the totality of the circumstances, safety factors, and/ or the operational needs of the College.
6. No animals are allowed in classrooms or other instructional areas, except for service animals aiding a person with a disability. In accordance with ADA standards, Effective March 15, 2011, "Service animal means any dog that is individually trained to do work or perform tasks for the benefit of an

individual with a disability, including a physical, sensory, psychiatric, intellectual, or other mental disability. Other species of animals, whether wild or domestic, trained or untrained, are not service animals for the purposes of this definition."

Students who invite visitors into the classroom or lab environment are expected to explain applicable rules, including but not limited to safety related policies and practices.

7. By entering the classroom environment, all visitors accept assumption of the risks of exposure to normal classroom/lab exercises and/or related experiments.

If you have any questions concerning the GGC Classroom Visitor Policy, please contact the Office of the Senior Vice President for Academic and Student Affairs/Provost.

FINAL EXAM POLICY

GGC's final examinations are to be administered during examination week on the date and time announced in the Final Examination Schedule. Exceptions must be coordinated no later than two weeks prior to the scheduled exam date and approved by the Dean. Any assignments used as a substitute for final examinations are to be turned in on the date of the scheduled final exam.

APM 20.1 USE, SELECTION, AND SUPPORT OF EDUCATIONAL TECHNOLOGY

Reviewed May 26, 2016

Georgia Gwinnett College (GGC) has a mandate to be innovative in the use of educational technology to enhance student learning. Inherent in this mandate is an obligation to assess the effectiveness and efficiency of current and new technologies in support of the learning process. It is the policy of GGC that both the authority and the obligation to use and assess educational technologies resides primarily with the individual faculty member under guidelines established by the Dean of their respective schools.
There are technologies whose effective and/or efficient use necessitates a ubiquitous requirement for all faculty. Grade Reporting and Tracking technologies are one example. Any member of the GGC community may request the approval of a ubiquitous requirement. The approval process is:

1. Review and recommendations from the Educational Technology Committee
2. Approval by all Deans
3. Approval by both the Senior Vice President for Academic and Student Affairs/Provost and the Vice President for Educational Technology (VPET)
4. Approval of the Faculty Senate

The Office of Educational Technology directs and supports the assessment of technology use in the learning environment. Faculty have an obligation to participate in and cooperate with the College's assessment activities. These activities will be coordinated through the Offices of the Deans and are collaborative efforts including the individual faculty, the Center for Teaching Excellence, the Director of Learning Technology Research, the Associate Vice President for Technology Development and Evaluation, and the Director of Institutional Effectiveness. The OET, the College, and the University System of Georgia will use aggregate data for research and broader assessments.

Limited resources may restrict the number of technologies that can be deployed and supported by the Office of Educational Technology. The Vice President for Educational Technology will make the decision on the allocation of resources in discussion with Deans, the Director of the Center for Teaching Excellence, and the Faculty Technology Committee. It is also the responsibility of the VPET to collect information on the technology needs, determine resource requirements, and acquire the necessary funding if possible. Procedures for recommending technologies for deployment and support will be approved by the Office of Educational Technology and the Dean20.2

20.2 LEARNING MANAGEMENT SYSTEM USAGE POLICY

Reviewed May 26, 2016

Required
GGC faculty are required to offer online activities that ultimately equip our students with strategies to succeed in a technology-rich environment. At a minimum, all faculty should have a syllabus, calendar/schedule, and grade book available online; these should be made available through the GGC adopted learning management system (LMS.)
Explanation
Having the essential class documents, the class syllabus, schedule, and gradebook online makes them available to students as a 24/7 reference. Using our adopted Learning Management System, as the standard

medium to offer at least this essential information for every class gives students a unified expectation across classes, college-wide.

Recommended

In addition to the syllabus, calendar and gradebook, it is recommended that GGC faculty move toward using the adopted learning management system to: extend student engagement with the discussion tool, assess student preparedness using online quizzing, and encourage handing in assignments electronically using the dropbox. These three tools encourage greater student participation and responsibility.

APM 3.10 ACADEMIC TEXTBOOKS

Reviewed May 26, 2016

See Board of Regents Policy Manual Section 3.10.

APM 3.5 GRADING SYSTEM

Reviewed May 26, 2016

See Board of Regents Policy Manual Section 3.5.

3.5.1.1 GRADES APPROVED IN DETERMINING THE GRADE POINT AVERAGE

Reviewed May 12, 2015

See Board of Regents Policy Manual Section 3.5.1.1.

Georgia Gwinnett College shall use the Board of Regent's Uniform Grading System with the additional grades of WA and FN.

The following grades are approved by the Board of Regents for use in institutions in the determination of the Grade Point Average. Georgia Gwinnett College has added the grade of WA and FN.

Grade	Grade Point Average
A	Excellent (4.00)
B	Good (3.00)
C	Satisfactory (2.00)
D	Passing (1.00)
F	Failure (0.00)
WF	Withdrew failing (0.00)
WA	Administrative Withdrawal (0.00)
FN	Failure due to Non Attendance (0.00)

The minimum passing grade for most courses is the "D" grade. ENGL 1101, ENGL 1102, MATH 1111 (or equivalent courses) and all Student Success courses must be passed with a minimum grade of "C." Courses in Area F of the Common Core as well as all courses in the student's major must be passed with a minimum grade of "C." In addition, courses that are pre-requisites to other courses require a "C" or better to meet the pre-requisite requirement.

APM 3.5.1.2 CUMULATIVE GRADE POINT AVERAGE

Reviewed May 26, 2016

See Board of Regents Policy Manual Section 3.5.1.2.
The cumulative grade point average at GGC will be calculated by dividing the number of hours scheduled in all courses attempted in which a grade of A, B, C, D, F, WF, FN, or WA has been received into the number of grade points earned on those hours scheduled. The cumulative grade point average will be recorded on the student's permanent record. Institutional credit shall in no way affect the cumulative grade point average.

3.5.2 SYMBOLS NOT INCLUDED IN DETERMINING THE GRADE POINT AVERAGE

Reviewed May 26, 2016

See Board of Regents Policy Manual Section 3.5.2.
The following grade symbols will be used in the cases indicated but will not be included in computing the student's grade point average:

I = indicates an incomplete grade for the course due to non-academic reasons which prohibited the student from completing the requirements for a course. The assignment of the "I" grade is at the discretion of the course instructor and Dean but should only be assigned if the student has completed satisfactory work up to the last two weeks of the semester then faced extreme personal hardships in completing the semester. Prior to the last two weeks of the semester, the grade assigned should be "W" or "WF."
Assignment of an "I" grade indicates that the instructor and the student have worked out a plan for completing the remaining course requirements unless otherwise stated in the incomplete contract. The deadline for removing an "I" grade is the last day of the following semester. If the "I" grade is not removed within the defined time period, the "I" converts to a grade of "F" and is then factored into the student's grade- point average. Requests for the approval of extensions must be made to the office of the dean.
IP = indicates a student has made progress in a Student Success course, but not sufficient progress to meet the requirements for the next course in the Learning Support sequence. The "IP" grade is not included in the calculation of the student's grade-point average.
K = indicates credit given by external examination (CLEP, AP, etc.). The "K" grade is not included in the calculation of the student's grade-point average.

S = indicates successful completion of the Regents' Writing Skills course and/or the Regents' Reading Skills course and successful completion of the corresponding Regents' Test. The "S" grade is not included in the calculation of the student's grade-point average.

U = indicates unsuccessful completion of the Regents' Writing Skills course and/or the Regents' Reading Skills course and unsuccessful completion of the corresponding Regents' Test. The "U" grade is not included in the calculation of the student's grade-point average.
V =indicates that a student was given permission to audit this course. Students may not transfer from audit to credit status or vice versa. Students may register, however, on a credit basis for a course that has previously been audited.
W = indicates that a student was permitted to withdraw without penalty. Withdrawals without penalty will not be permitted after mid-semester except in cases of hardship as determined by the Registrar.
WM= indicates a student was permitted to withdraw under the Board of Regents policy for military service refunds. The use of this symbol indicates that this student was permitted to withdraw without penalty at any time during the term.

APM 3.53.8.2.1

FACULTY TEACHING IN USG SUMMER STUDY ABROAD PROGRAMS

Reviewed May 26, 2016

General Information

GGC faculty receiving approval to teach in one of the University System of Georgia's (USG) Summer Study Abroad Programs are responsible for adhering to the following guidelines for participation:

- **Student Recruitment:** GGC Faculty members approved to teach in a USG Study Abroad Program are required to recruit 10 (non-duplicated headcount) GGC students who pay for and participate in the respective USG program in order for the faculty member to be paid at GGC's summer rate of 9% for teaching one three-credit hour course. The faculty member is required to consult and collaborate with the Office of Internationalization in

the development of his/her recruitment plan.

In addition to their recruitment collaboration with the Office of Internationalization, faculty members must commit to investing additional time in the recruitment of students during fall and spring semesters. Recruitment examples include, but are not limited to:

- Participating in the Study Abroad Information Sessions, sponsored by the Office of Internationalization
- Speaking in the faculty member's classes, and those of his/her colleagues
- Participating in the annual GGC Study Abroad Fair (November)
- Distributing program and course materials to prospective participants
- Encouraging prospective participants to set up an appointment with the Office of Internationalization to begin the study abroad approval process

3.53.8.2.1 FACULTY COMPENSATION FOR STUDY ABROAD

Reviewed May 26, 2016

Faculty members serving under an academic year contract will be eligible to earn up to 30% of their base salary during the summer months for teaching on a summer study abroad program. Faculty members serving under a twelve-month fiscal year contract are ineligible for summer pay. If faculty are teaching a study abroad course during fall or spring semester and the course is part of normal teaching load, the faculty will not receive extra pay. If the course is considered a course overload during the fall or spring semester, the faculty will receive instructional overload pay. The applicable extra compensation amount for additional teaching overload duties shall be disclosed at time of notification to the employee, or as soon as practical. For contract employees, the extra compensation shall be noted on the Academic Year and Fiscal Year Contract Addendum. In addition, limited summer non-teaching assignments may be offered for study abroad programs. If a faculty member's services are needed beyond the full-time academic year contract commitment, a separate written agreement will be offered covering information on the study abroad program; said agreement shall govern the service commitment and level of compensation. Faculty members will be compensated according to the following conditions:

- Up to ten percent of base pay salary for teaching a three- or four-credit hour non-laboratory study abroad course during summer
- Up to five percent of base pay salary for teaching a one-credit hour laboratory study abroad course during summer
- Compensation for study abroad courses not covered by the above two conditions will be determined by recommendation of the Dean and approval by the VPASA.
- Compensation for non-teaching summer assignments or special programs will be determined by recommendation of the Dean and approval by the VPASA.
- Extra compensation is not provided for teaching a course during fall or spring as part of teaching load.
- The instructional overload will apply to teaching a course as an overload in fall or spring.

Should the number of students who are accepted and paid in full drop below the requisite head count of 10 students per faculty member, then the faculty member must receive approval from his/her Dean to continue the program with under 10 students. With approval from the Dean to continue with study abroad program with less than 10 students, then the faculty member will be paid based on the following pay scale (which in turn is based on the number of students who paid the program fees in full), or the faculty member may choose not to participate in the program:

Number of Students:	The faculty member will be paid for 3 credit hours at:
8-9 students	1% less
6-7 students	2% less
5 students or fewer	To be determined by dean

- **Faculty Participation in the USG Summer Study Abroad Programs:** The selection of faculty who can participate in the USG Summer Abroad Programs will be made by the dean, the Provost, and the appropriate USG staff.

APM 3.55 I-COURSES

Reviewed May 26, 2016

I-courses are those courses offered by GGC that have been intentionally designed to promote student learning and development in relation to the College's 2013-2018 Quality Enhancement Plan. These courses are intended to provide students with opportunities to build intercultural competence and skill. As such, *i*-courses contain both a high level of international content and the requirements and activities needed to promote student success in achieving the desired learning outcomes at an appropriate level for a given course. The QEP Student Learning Outcomes (SLOs) address three broad areas of competence: intercultural awareness (SLOs 1 and 2), communication and collaboration (SLOs 3 and 4), and application (SLO 5).

APM 3.55.1

OPERATIONAL DEFINITION OF AN I-COURSE

Reviewed May 26, 2016

A course is considered an *i*-course if it:

1. Has a score of three or four on the Content Rubric, indicating that over 30% of the course material is international or global in focus;
2. Addresses a minimum of two of the QEP SLOs, drawn from two separate SLO categories as determined by the Outcomes Rubric.
    a. Category 1 is Cultural Awareness and includes SLOs 1 & 2,
    b. Category 2 is Communication and Collaboration and includes SLOs 3 & 4, and
    c. Category 3 is Application/Problem Solving and includes SLO 5.
3. Expects students to demonstrate competence at a developmentally appropriate level, i.e.:
    a. For lower level courses, a minimum of two SLOs (in 2 of 3 categories) must be met at least at the novice level.
    b. For upper level courses, a minimum of two SLOs (in 2 of 3 categories) must be met at least at the developing level.

3.55.2 VERIFICATION OF A COURSE AS AN *I*-COURSE

Reviewed May 26, 2016

A course must be verified as an *i*-course against the operational definition of an *i*-course above. A faculty member who develops or revises a course either through the Center For Teaching Excellence (CTE) Internationalized Learning Program (ILP) or individually may submit the course to the QEP Assessment Committee for review and verification. Required information and course materials are to be posted on the QEP Portfolio Course Repository for review. The QEP Assessment Committee will review the course once all materials are submitted and notify the submitting faculty member when a decision is made.

APM 10.9 STUDENT RECORDS MANAGEMENT AND SECURITY POLICY

Reviewed May 26, 2016

10.9.1 SCOPE

Reviewed May 26, 2016

Because the ongoing security and confidentiality of student records is critical to the integrity of the institution, Georgia Gwinnett College protects the security, confidentiality, and integrity (including data protection and back up) of student records (regardless of storage media) from creation or receipt through processing, distribution, use retrieval, and maintenance to their ultimate disposition. GGC recognizes the importance of protecting confidentiality of records, preserving the integrity of its students' academic records, and overseeing the release of records in accordance with state and federal mandates and commonly accepted standards and practices among institutions of higher learning.

Student records include but are not limited to the following:

- Faculty: Class roles with grades, papers, exams, papers, assessments (paper, learning management system, laptops), advisee notes, confidential conversations in any form (e.g. email, text, print, verbal)
- Student affairs: Conduct, Medical (HIPPA, Fitness, Physician, mental health), disability, academic integrity violations, career services, e-mails with confidential information
- Enrollment Management: Admissions, financial aid, Registrar (transcripts, grades, applications, financial documentation about residency), medical (immunization and records submitted as documentation for hardship request, etc.), immigration status, e-mails with confidential information
- Intra-student e-mail communication within the GGC system

Policies related to confidentiality, security, integrity of records, and data protection and backup are reviewed yearly.

They include:

- APM 10.8 Data Management and Classification
- APM 11.3 Information Security Policy
- APM 11.50.2 GGC Information Security
- APM 11.50.3 Continuity of Operations Plan Policy
- APM 11.90 GGC Library and Information Commons Computer Use Policy

10.9.2 RECORDS MANAGEMENT POLICIES

Reviewed May 26, 2016

Georgia Gwinnett College's policies address records management policies in the following subcategories.

APM 10.9.2.1

Reviewed May 26, 2016

Georgia Gwinnett College protects the rights of privacy of all student records including academic, medical and financial records, by following all local, state and federal law to include the Family Educational Rights and Privacy Act (FERPA) of 1974, the Health Insurance Portability and Accountability Act (HIPPA) of 1996), and Gramm-Leach Bliley Act of 1999.

- See APM 10.8 Data Management and Classification for related information.

10.9.2.11 RESTRICTING ACCESS TO RECORDS

Reviewed May 26, 2016

Restricted physical and electronic access is the first line of defense for protecting records from physical damage, intrusion or theft. A proactive approach will be taken with respect to monitoring for physical and system invasion. In protecting records, the College will require that:

- All student records will be kept in a locked, secure location and faculty and staff will observe the College's written standards of behavior when dealing with student records.
- Electronic access will be protected as described in APM 10.8 Data Management and Classification, APM 11.3 Information Security Policy and APM 11.50.2 GGC Information Security, following security and confidentiality protocols as defined by the USG Board of Regents (BOR Policy Manual Section 11.3)

- See APM 10.8 Data Management and Classification, APM 11.3 Information Security Policy and APM 11.50.2 GGC Information Security for related information.

10.9.2.1.2 RELEASING INFORMATION ONLY IN ACCORDANCE WITH STRICT GUIDELINES
Reviewed May 26, 2016

- In accordance with the provisions of the Family Educational Rights and Privacy Act of 1974 (FERPA), the college maintains the right to require consent to disclosure of personally identifiable information contained in the student's educational records except to the extent that FERPA authorizes disclosure without consent.
- In accordance with FERPA, the college permits disclosure without consent if the disclosure of information is to school officials with a legitimate educational interest, such as a person employed by the college in an administrative, supervisory, academic, research, or support staff position (including law enforcement personnel); a person or company with whom the college has contracted (such as an attorney, auditor, or collection agent); a person serving on the Board of Regents; or a student serving on an official committee such as a disciplinary committee, or assisting another school official in performing his or her tasks. A school official has a legitimate educational interest if the official needs to review an educational record in order to fulfill his or her professional responsibility.
- Upon request, the college discloses education records without consent to officials of another school in which a student seeks or intends to enroll.

10.9.2.1.3 PROVIDING STUDENTS AND THEIR PARENTS WITH INFORMATION CONCERNING STUDENTS' RIGHTS FOR THE PROTECTION OF THEIR CONFIDENTIAL RECORDS
Reviewed May 26, 2016

- GGC FERPA Disclosure Notice to Students will be explained to new students and their parents who attend the BEAR ESSENTIALS Orientation session as well as available to students on-line and in the Georgia Gwinnett College Catalog.
- Signed GGC FERPA Disclose Notice to Students will be maintained in the student file as well as recorded in Banner.
- GGC recognizes the right of the student to refuse to permit the release of information, including directory information as defined by FERPA.

APM 10.9.2.2 STUDENT ELECTRONIC RECORDS STORAGE AND RECOVERY
Reviewed May 26, 2016

- The College recognizes the need to provide reliable and efficient student services, therefore coordinates with the University System of Georgia to consolidate the technical environment for the Banner Student Information System for the purpose of providing secure, reliable, and cost effective database administration and system support functions.
- The Student Information System is managed via a memorandum of agreement with the University System of Georgia Information Technology Systems, which has a contract with Ellucian. A structured recovery plan is well documented and ready for execution in the event of system component failures is part of that arrangement.
- See APM 11.50.3 Continuity of Operations Plan Policy for information addressing disaster plans for records.

10.9.2.3 TRAINING OF NEW EMPLOYEES (FACULTY, STAFF AND STUDENT WORKERS) AS WELL AS CURRENT EMPLOYEES
Reviewed May 26, 2016

- A regular training schedule for faculty and staff will be maintained to assure that the policy and procedures for storage, release, dissemination and disposition (whether physical, printed, or verbal) is consistently adhered to.

See APM 10.8 Data Management and Classification for additional information on employee responsibilities

APM 10.9.2.4

ANNUAL REVIEW OF PROCEDURES AS WELL AS IMMEDIATE REVIEW OF PROCEDURES ANY TIME A BREACH OF PROCEDURES IS IDENTIFIED

Reviewed May 26, 2016

- A committee of members responsible for student data will complete an annual review of procedures for records security and privacy.
- In the event of a breach of procedures, the registrar will be notified of the violation. The appropriate dean, director and/or HR will address the situation and work with the Executive Director of Human Resources to address the issue with the person or the supervisor of the person who has committed the breach of procedures.

10.9.2.5 RECORDS RETENTION AND DISPOSITION

Reviewed May 26, 2016

- Records will be kept according to the University System of Georgia Board of Regents Records Retention Schedule.

REVIEW OF THE PROPER PROCEDURES FOR RECORDS DISPOSAL WILL HAPPEN ANNUALLY FOR FACULTY AND STAFF VIA THE ANNUAL FERPA NOTIFICATION PROCEDURE

APM 10.9.2.6 RELEASE OF RECORDS

Reviewed May 26, 2016

Georgia Gwinnett College follows all policies governing the security and confidentiality of records as dictated by the Board of Regents. Georgia Gwinnett College does not publish a student directory; however the student's name, major field of study, dates of attendance, and degrees conferred may be disclosed without consent of the student. For Georgia Gwinnett College, this is the only information which could be considered "Directory Information" for FERPA or other purposes, including but not limited to external record requests.

Students have the right to refuse to permit the disclosure of any information. If students choose to exercise the right of refusal, they must do so in writing to the Registrar within 30 days of the beginning of each academic semester. It is understood that appropriate college officials will have access to such information and records as shall be necessary for them to perform their professional responsibilities. All official use of student files shall be in accordance with the provisions of the Family Educational Rights and Privacy Act of 1974 (FERPA) and shall be duly recorded and shall be documented as required by its regulations.

In accordance with FERPA, the college permits disclosure without consent if the disclosure of information is to school officials with a legitimate educational interest, such as a person employed by the college in an administrative, supervisory, academic, research, or support staff position (including law enforcement personnel); a person or company with whom the college has contracted (such as an attorney, auditor, or collection agent); a person serving on the Board of Regents; or a student serving on an official committee such as a disciplinary committee, or assisting another school official in performing his or her tasks. A school official has a legitimate educational interest if the official needs to review an educational record in order to fulfill his or her professional responsibility

The following information and records shall not be covered by this policy and access shall not be provided to students: information related to pending admissions decisions, financial records or information relating to students or parents/guardians; confidential statements of recommendation placed in the record obtained if a receipt of a statement from students waiving the right to open accessibility placement records is present; all information relative to the application for and receipt of financial assistance; records created or maintained by a physician, psychiatrist, psychologist, or other professional or a professional acting or assisting in a similar capacity in treatment of a student; institutional employment or faculty files; alumni information; and sole-access educational records. Sole access records are those records of instructional, supervisory and administration and educational personnel that are in the sole possession of the makers and are not accessible or revealed to any other individual except a temporary substitute.

10.9.2.7 CORRECTION OF RECORDS

Reviewed May 26, 2016

Pursuant to Family Educational Rights and Privacy Act of 1974, students have the right to inspect their educational records and correct such records if necessary. Students desiring to review their records should

make this request to the appropriate official in writing. Such written request will be granted within a period of no more than 45 days from the date of request. In the event the record contains inaccurate, misleading or otherwise inappropriate information, every effort will be made to correct or delete such material, and the student will be so informed of such action in writing. Institutions may release information to governmental agencies for review for purposes of financial aid audits, National Student Loan Clearinghouse, etc. In the event of a subpoena, the institution may disclose information if the institution makes a reasonable effort to notify the eligible student of the order or subpoena in advance of compliance, so that the student may seek protective action, unless the disclosure is in compliance with a Federal grand jury subpoena. Complete information on FERPA policy may be found at www.ed.gov/policy.

APM 10.9.3 STUDENT RECORDS PROCEDURES

Reviewed May 26, 2016

This section details the procedures connected to the Student Records Policies outlines in APM 10.9.2, Records Management Policies.

10.9.3.1 PROCEDURES RELATED TO PRIVACY

Reviewed May 26, 2016

As outlined in policy, GGC protects the privacy of students. Procedures that relate to privacy include restricting access to records, releasing information only in accordance with guidelines, and providing information to parents and students about student rights for the protection of confidential data.

10.9.3.1 PROCEDURES RELATED TO RESTRICTING ACCESS TO RECORDS

Reviewed May 26, 2016

All student records will be kept in a locked, secure location with restricted access. Restricted access to records is given based on job level and a verifiable need to view the record. Faculty and staff who have been given restricted access to view records will:

- Make sure that all records are kept in a secure, locked location.
- Lock computer desktops and/or offices when leaving a work station.
- Refrain from storing student records on the computer desktop. All student data should be stored on a secure network drive.
- Ensure that College laptops are kept in a secure location whether on or off campus. Laptops must be locked and password protected when not in use.
- Properly shred printed material that contains information not necessary for storage.
- Maintain confidentiality of student information by being aware of their surroundings when holding discussions with the student or with others who have a verifiable need to know the information.
- Attend regularly offered training to faculty and staff to ensure that up-to-date security standards are understood and being adhered to. This training will include an annual review of FERPA, HIPAA, and Gramm-Leach Bliley regulations.

Access to confidential student data is available only to properly authorized personnel. GGC requires that:

- All users have individual accounts
- User permissions are controlled by user classes that control access to data
- Security log tables are monitored
- Documentation of site security procedures and end-user responsibilities are maintained.

These procedures apply both to information in the Student Information System and to Student Affairs student records including conduct, medical and other records covered under HIPPA such as Fitness, Physician and mental health, disability, academic integrity violations, career services, and e-mails with confidential information.

All student data stored electronically must comply with policies found in the APM in section 11.

- 11.50.1.1 Acceptable Use of Information Technology Resources
- 11.50.1.2 Internet Acceptable Use Policy
- 11.50.2.1 Data Usage 11.50.2.2 Password Policy

- 11.50.2.3 Electronic Mail Privacy Statement
- 11.50.2.4 Firewall Policy
- 11.50.3 Continuity of Operations Plan Policy
- 11.90 GGC Library Computer Use Policy

10.9.3.1.2 PROCEDURES RELATED TO RELEASING INFORMATION

Reviewed May 26, 2016

Faculty and Staff with access to student records are expected to use that access appropriately, mindful that they are required to have a legitimate educational interest in the data they access.

Individuals employed by the college who require data beyond their normal levels of access will submit a data request for the specific data needed. These requests will be reviewed for compliance with FERPA regulations before the data are provided.

10.9.3.1.3 PROCEDURES RELATED TO INFORMING STUDENTS AND PARENTS OF STUDENTS' RIGHTS FOR THE PROTECTION OF THEIR CONFIDENTIAL RECORDS

Reviewed May 26, 2016

- GGC FERPA Disclosure Notice to Students will be explained to new students and their parents who attend the BEAR ESSENTIALS Orientation session as well as available to students on-line and in the Georgia Gwinnett College Catalog.
- Signed GGC FERPA Disclose Notice to Students will be maintained in the student file as well as recorded in Banner.
- GGC recognizes the right of the student to refuse to permit the release of information, including directory information as defined by FERPA.

APM 10.9.3.2 PROCEDURES RELATED TO ELECTRONIC RECORDS STORAGE AND RECOVERY

Reviewed May 26, 2016

- The Student Information System is managed via a memorandum of agreement with the University System of Georgia Information Technology Systems. A structured recovery plan is well documented and ready for execution in the event of system component failures is part of that arrangement.
- See APM 11.50.3 Continuity of Operations Plan Policy for information addressing disaster plans for records. The College recognizes the need to provide reliable and efficient student services, therefore coordinates with the University System of Georgia to consolidate the technical environment for the Banner Student Information System for the purpose of providing secure, reliable, and cost effective database administration and system support functions.

10.9.3.3 PROCEDURES RELATED TO TRAINING

Reviewed May 26, 2016

Faculty and Staff who have been given restricted access to view records will attend regularly offered training to faculty and staff to ensure that up-to-date security standards are understood and being adhered to. This training will include an annual review of FERPA, HIPAA, and Gramm-Leach Bliley regulations.

10.9.3.4 PROCEDURES RELATES TO REVIEW OF PROCEDURES

Reviewed May 26, 2016

- A committee of members responsible for student data will complete an annual review of procedures for records security and privacy.
- In the event of a breach of procedures, the registrar will be notified of the violation. The appropriate dean, director and/or HR will address the situation and work with the Executive Director of Human Resources to address the issue with the person or the supervisor of the person who has committed the breach of procedures.

10.9.3.5 PROCEDURES RELATED TO RECORDS RETENTION AND DISPOSITION

Reviewed May 26, 2016

Retention of Student Records: Georgia Gwinnett College follows the approved retention schedule for college records which can be found at the University System of Georgia Board of Regents website. Student records are subject to requirements found in APM 10.4 Records Retention policy.

10.9.3.6 PROCEDURES RELATED TO RELEASE OF RECORDS

Reviewed May 26, 2016

Georgia Gwinnett College follows all policies governing the security and confidentiality of records as dictated by the Board of Regents. Georgia Gwinnett College does not publish a student directory; however the student's name, major field of study, dates of attendance, and degrees conferred may be disclosed without consent of the student. For Georgia Gwinnett College, this is the only information which could be considered "Directory Information" for FERPA or other purposes, including but not limited to external record requests.

Students have the right to refuse to permit the disclosure of any information. If students choose to exercise the right of refusal, they must do so in writing to the Registrar within 30 days of the beginning of each academic semester. It is understood that appropriate college officials will have access to such information and records as shall be necessary for them to perform their professional responsibilities. All official use of student files shall be in accordance with the provisions of the Family Educational Rights and Privacy Act of 1974 (FERPA) and shall be duly recorded and shall be documented as required by its regulations.

In accordance with FERPA, the college permits disclosure without consent if the disclosure of information is to school officials with a legitimate educational interest, such as a person employed by the college in an administrative, supervisory, academic, research, or support staff position (including law enforcement personnel); a person or company with whom the college has contracted (such as an attorney, auditor, or collection agent); a person serving on the Board of Regents; or a student serving on an official committee such as a disciplinary committee, or assisting another school official in performing his or her tasks. A school official has a legitimate educational interest if the official needs to review an educational record in order to fulfill his or her professional responsibility

The following information and records shall not be covered by this policy and access shall not be provided to students: information related to pending admissions decisions, financial records or information relating to students or parents/guardians; confidential statements of recommendation placed in the record obtained if a receipt of a statement from students waiving the right to open accessibility placement records is present; all information relative to the application for and receipt of financial assistance; records created or maintained by a physician, psychiatrist, psychologist, or other professional or a professional acting or assisting in a similar capacity in treatment of a student; institutional employment or faculty files; alumni information; and sole-access educational records. Sole access records are those records of instructional, supervisory and administration and educational personnel that are in the sole possession of the makers and are not accessible or revealed to any other individual except a temporary substitute.

APM 10.9.3.7 PROCEDURES RELATED TO CORRECTION OF RECORDS

Reviewed May 26, 2016

Pursuant to Family Educational Rights and Privacy Act of 1974, students have the right to inspect their educational records and correct such records if necessary. Students desiring to review their records should make this request to the appropriate official in writing. Such written request will be granted within a period of no more than 45 days from the date of request. In the event the record contains inaccurate, misleading or otherwise inappropriate information, every effort will be made to correct or delete such material, and the student will be so informed of such action in writing. Institutions may release information to governmental agencies for review for purposes of financial aid audits, National Student Loan Clearinghouse, etc. In the event of a subpoena, the institution may disclose information if the institution makes a reasonable effort to notify the eligible student of the order or subpoena in advance of compliance, so that the student may seek protective action, unless the disclosure is in compliance with a Federal grand jury subpoena. Complete information on FERPA policy may be found on this website.

STUDENT ATTENDANCE POLICY

Instructors are required to publish this policy in their syllabi:

The classroom experience is a vital component of the college learning experience. Interaction with instructors and with other students is a necessary component of the learning process. Students are expected to attend regularly and promptly all class meetings and academic appointments. Students who are absent from classes bear the responsibility of notifying their instructors and keeping up with class assignments in conjunction with instructor provisions in the course syllabus. An individual instructor bears the decision as to whether a

student's absence is excused or unexcused and whether work will be permitted to be made up; the decision of the instructor in this case is final. Students who are absent because of participation in college-approved activities (such as field trips and extracurricular events) will be permitted to make up the work missed during their college-approved absences, provided that the student discussed with and obtained approval from the instructor to make up the work missed prior to the student's going on the field trip.

Individual instructors may establish additional attendance requirements appropriate to their course's context, e.g., lab attendance.

A student whose class schedule would otherwise prevent him or her from voting will be permitted an excused absence for the interval reasonably required for voting.

APM 3.4.3 RELIGIOUS HOLIDAY SCHEDULE

Reviewed May 26, 2016

See Board of Regents Policy Manual section 3.4.3.
In accordance with the University System of Georgia policies and procedures, Georgia Gwinnett College provides students the option of observing religious holidays unless doing so would impose an undue hardship on the college. Students who miss class to observe a religious holiday during scheduled class times must make arrangements in advance with the faculty member. Faculty should be sensitive to the student issues regarding religious holidays and are encouraged to provide an alternative option for making up class work. This policy is aligned with that of the USG Academic Affairs Handbook, Section 2.1, "Semester System, Uniform Academic Calendar, Cancellation of Classes, and Religious Holidays." An excerpt dealing with the observance of religious holidays by students is provided below:

Religious Holiday Schedule
Decisions as to which religious holidays are covered by institutional policy are left to the discretion of individual USG institutions since the characteristics of the student body and faculty may vary considerably among institutions.

APM 4.50 STUDENT FIELD TRIP AND OFF CAMPUS EVENT POLICY

Reviewed May 26, 2016

Participation in field trips/off campus events provides students the opportunity to engage in meaningful learning outside the classroom, and as such, these trips are a valuable part of the college experience. Such outings permit students to integrate theoretical aspects of learning with practical applications and observations in environments other than the classroom. These experiences thus afford students an alternative means of applying knowledge.
Certain guidelines need to be followed to ensure that students gain the most from participation in field trips.

1. Attendance on field trips/off campus events is optional, and students will not be penalized if they do not attend.
2. Alternate assignments may be given in lieu of a student's participation in field trips/off campus events where said participation would have derived extra credit or other course points.
3. Students who choose to go on field trips must contact the professors of the other classes which will be affected by their participation on the field trip prior to going on the field trip. However, participation on field trips does not exempt students from completing the work which is assigned in the classes that will be missed, nor does it provide a reason for students to miss tests, exams, or other graded work which is performed in the classes that will be missed.
4. **Students who are absent because of participation in college-approved activities (such as field trips and extracurricular events) will be permitted to make up the work missed during their college-approved absences, provided that the student discussed with and obtained approval from the instructor to make up the work missed prior to the student's going on the field trip.**
5. The field trip originator will ensure that the students who attend field trips complete the appropriate waivers and forms.
6. The faculty member/field trip originator should deliver copies of the waiver forms to the Dean's/Director's office for appropriate filing prior to or within five business days after returning from the field trip or off campus event/project.

APM 4.1.3 STUDENT VOTING PRIVILEGES

Reviewed May 26, 2016

See Board of Regents Policy Manual Section 4.1.3.

APM 4.1.1.1 STUDENT RIGHTS AND RESPONSIBILITIES

Reviewed May 26, 2016

Georgia Gwinnett College has as its primary mission the development of an intellectual community within an environment that values honesty, fairness, integrity, and respect for others. In accordance with the American Council on Education statement on Academic Rights and Responsibilities, GGC welcomes intellectual pluralism and the free exchange of ideas. The institution encourages debate over complex and difficult issues about which individuals disagree. Such discussions will be held in an environment characterized by openness, tolerance, and civility. As such, GGC recognizes its responsibility to provide a secure learning environment which allows members of the community to express their views in ways which do not disrupt the operation of the college.
Standards for Georgia Gwinnett College students are higher than those of communities not engaged solely in scholarly pursuits. Upon accepting enrollment, GGC students acquire rights in, as well as responsibilities to, the Georgia Gwinnett College Community. These rights and responsibilities, embraced by the GGC community in the spirit of the institution's mission, are considered critical to producing graduates inspired to contribute to local, state, national, and international communities and graduates who are prepared to anticipate and respond to an uncertain and changing world.
Specific student rights include:

- The right to access technology, classrooms, information resources, and instruction in various active-learning environments which enhance the student learning experience.
- The right to attend classes in an environment which promotes active-learning and student engagement.
- The right to communicate ideas in written and oral form free of discrimination as defined by federal, state, local, and institutional regulations.
- The right to express diverse opinions, to think creatively and critically, in inter- and multidisciplinary contexts, in ways which do not infringe on the rights of others.
- The right to participate in activities, programs, and leadership opportunities designed to enhance academic, social, and personal development while providing practical opportunities for the application of knowledge.
- The right to access established academic and administrative policies and procedures for presenting, addressing, and resolving student concerns, complaints, and grievances.
- The right to participate in an institutional system of shared governance designed to inspire and encourage student development through community participation on judicial boards, programming boards, and other institutional boards.
- The right to be free from unreasonable intrusion in personal, health, safety, or student disciplinary records, in accordance with APM 10.9 Records Management and Security policy.

Students are not only members of the academic community but are also members of the larger society. Students retain the rights, guarantees and protections afforded to, and the responsibilities held by, all citizens. A student may be subject to prosecution by local, state, or federal law enforcement agencies irrespective of whether the College initiates student integrity proceedings in a given situation.
As members of the College community, students have the responsibility to:

- Adhere to local, state, and federal laws.
- Act in a manner that demonstrates integrity and respect for others and the campus environment.
- Follow the College conduct regulations contained in the Student Handbook: Rights, Responsibilities, and General Information.

- Adhere to the principles contained in the Honor Statement.

It is furthermore an expectation of the College Community that students will engage in learning opportunities inside and outside the classroom, participate in on-going assessment of the campus learning environment, utilize the campus mentoring program, and ultimately, contribute to the to the local, state, national, and international community.
The Georgia Gwinnett College community recognizes that every situation a student may encounter may not be anticipated in a written document. In order to provide direction for the expectation that students demonstrate integrity and respect for others and the campus environment, Georgia Gwinnett College has created a Student Code of Conduct as a means of clearly articulating student rights, responsibilities, and expectations.
The Student Code of Conduct provides useful information to students, clubs and organizations that have been charged with violating a conduct regulation. All procedures for responding to possible violations of conduct regulations, including specifics of the student integrity process, a listing of possible sanctions, complaint, and appeals procedures are included in the Student Handbook: Rights, Responsibilities, and General Information. These procedures have been established to ensure due process and fundamental fairness to all involved in the College's student integrity process.
Georgia Gwinnett College has adopted conduct regulations for individuals and organizations and has established a student integrity process to foster an active learning environment designed to enhance academic, social, and personal development while protecting the rights and privileges of all students. When a student, club or organization is suspected of violating a conduct regulation, the Division of Student Affairs is responsible for investigating alleged conduct regulation violations and coordinating the student integrity process.

APM 4.1.1.1.1 STUDENT COMPLAINTS

Reviewed May 26, 2016

Georgia Gwinnett College has procedures for resolving written student complaints. The complaint may be alleging the student's rights have been abridged by violating college rules and procedures. Students who disagree with a decision made by a college official and wish to file a written complaint should contact the Office of the Dean of Students or follow the appropriate appeal procedure under the "Appeals" section later in this handbook. Grievances will be directed to the next level of authority above which the complaint or decision was made.
Please note, a student may not file a complaint under this section if the subject matter is covered under another institutional policy or complaint procedure.

Filing a Written Student Complaint

The student is encouraged to first discuss the matter with the other party. Every effort should be made to follow the chain of command in the resolution of the complaint first. If the student wishes to pursue the grievance, the student should file a written complaint online at student complaints. The Dean of Students or his/her designee will review the complaint and a decision shall be given to the student within 10 working days after the matter has been presented. The time may be extended for extenuating circumstances.

Appeals of the Student Complaint Process

If the complaint cannot be resolved to the satisfaction of the student, the student may file an appeal in writing with the Office of the Senior Associate Provost for Student Affairs (SAPSA) stating the reasons and grounds for the appeal within 10 working days of receiving the decision of the Dean of Students or his/her designee. The appeal shall be reviewed by an ad hoc panel comprising at least three (3) persons. One (1) must be a student; the others may be a faculty member or administrator as deemed appropriate by the SAPSA. The panel shall assemble to hear the complaint and decide by a majority vote based upon the information presented. The panel shall make a decision within 10 working days from the appeal hearing and shall inform the student in writing of their decision. If the person directly involved is not satisfied with the decision, he or she may file an appeal in writing to the Senior Vice President for Academic and Student Affairs (SVPASA)/Provost within 10 business days. If the student wishes to appeal the SVPASA/Provost's decision, he/she may then appeal to the President of the College submitting the same documentation as was submitted earlier in the process within 10 business days of the Provost's decision. The decision of the President of the College is final.

Intellectual Diversity/Academic Freedom

In cases dealing with alleged Intellectual Diversity/Academic Freedom infractions, students are encouraged to follow the informal and formal procedures above. In matters where the student can demonstrate a justifiable reason(s) for why an initial concern could not be discussed with the other party, a written detailed grievance with a justification statement may be filed directly to the Senior Vice President for Academic and Student Affairs/Provost for consideration within 10 business days of the alleged infraction. The Provost will respond to

the student within 10 working days after receipt of the grievance. Upon receipt of a final decision by the Provost, the student may make a written appeal of that decision to the President of the College within five (5) business days. The decision of the President represents the final institutional decision.
Once the President's decision has been rendered, any further appeal, if applicable, must be filed with Board of Regents in accordance with the procedures and timelines noted in published Board of Regents Policy Manual Section 8.6 Application for Discretionary Review

4.1.1.1.2 STUDENT CODE OF CONDUCT

Reviewed May 26, 2016

The following are conduct regulations related to academic integrity:

1. Academic Dishonesty. Examples of specific prohibited actions include but are not limited to the following:

    A. Academic Misconduct: Performing, attempting to perform, or assisting another in performing any act of academic dishonesty.

    B. Cheating: This act of dishonesty includes but is not limited to giving information to or taking information from other students during examinations. Cheating is also committed when students copy from unauthorized sources and/or represent some other person's work as their own. Collaboration on out-of-class assignments or examinations is considered to be cheating if prohibited by the professor.

    C. Plagiarism: This category includes copying material from unpublished or published sources, including electronic resources, and submitting that material as the student's own work. Students are responsible for identifying the proper source and for giving credit to that source anytime that they present ideas which are not their own.

    D. Unauthorized Use or Possession of Materials or Resources: Students must not use or possess unauthorized materials or resources in an academic activity. This act includes but is not limited to use/possession of a cheat sheet when not authorized to do so or use/possession of any other resources or materials during an examination, quiz, or other academic activity without the express permission of the faculty member, whether access to such resources or materials is through a cell phone, other electronic device, or any other means.

    E. Collusion: This act of dishonesty includes but is not limited to buying or selling material which will be misrepresented as a student's own work. In addition, students who fail to report known acts of academic dishonesty on the part of others are responsible for collusion.

    F. Previously submitted material: Students must not submit work which has been or is being concurrently submitted, in whole or in part, in another class without first having received the permission of all the professors involved.

    G. Misrepresentation or falsification of material: This act includes but is not limited to misrepresenting, fabricating, or altering academic material, such as transcripts, diplomas, grades or records, professors' or administrators' signatures or initials. In addition, students must not take an examination or test in the name of another student or present another student's work as their own.

    H. Misrepresentation of circumstances: Students must not misrepresent personal circumstances (e.g., illness, conflicting responsibilities, etc.) to avoid meeting academic responsibilities or to gain an academic advantage.

Procedures for Resolving Violations of the Academic Integrity Policy
All violations of the Academic Integrity Policy shall be resolved via the Faculty Adjudication Process and/or the Formal Resolution (Student Integrity Board hearing through the Office of Student Integrity) as outlined below. Any member of the community may report an alleged violation. A violation may be reported to the instructor of the course in which the alleged act occurred, to the dean of the school with which the course is affiliated, or to a staff member within the Office of Student Integrity or Dean of Students Office. An individual who suspects a student of academic misconduct may at any time contact the Office of Student Integrity to receive assistance with any aspect of the academic integrity process. All reports should be in written form.
When an instructor believes that a student has violated the Academic Integrity Policy in one of the instructor's classes, the instructor must first contact the Office of Student Integrity to report the alleged violation and determine whether to proceed with the Faculty Adjudication Process or the Formal Resolution (Student Integrity Board hearing). The instructor should also notify the dean of the school of the alleged violation.
Faculty Adjudication Process

The Faculty Adjudication Process should be utilized when the student does not have any prior academic dishonesty cases (in which the student was found responsible) and if the behavior does not warrant more than academic sanctions. If the instructor and dean believe a student's behavior may warrant a suspension, expulsion, or other nonacademic sanction, the case should be referred to a Formal Resolution (Student Integrity Board hearing). After the instructor, dean, and the Office of Student Integrity have established that the case should be resolved through the Faculty Adjudication Process, the following steps should be followed:

1. The instructor will complete the Faculty Adjudication Form.
2. The instructor will notify the student of the need to meet to discuss the allegations (via email or other written form).
3. The student shall then have five business days from the time of the notification to contact the instructor to schedule a meeting. If a student drops or withdraws from a course in which he/she is found responsible of an academic dishonesty violation, the College reserves the right to assign the student a grade of "WF" for that course.
4. The instructor shall then meet with the student. Both the student and the instructor may invite an advisor to be present during this meeting and any phase of this process; however, advisors are not permitted to speak or to participate directly in the process. During the meeting, the instructor will share the completed Faculty Adjudication Form and all other evidence with the student. The student will have the opportunity to speak and share any additional information with the instructor.
5. At the conclusion of the meeting, the instructor will make a decision regarding the allegation. The standard of proof shall be preponderance of evidence. One of the following actions should result from this meeting:
    a. The instructor determines that no violation of academic dishonesty occurred. The instructor will notify the student via email or other written form that no violation occurred. The Office of Student Integrity and the dean of the school will also be notified. The matter shall then be closed.
    b. The instructor determines that the student is responsible for the violation of academic dishonesty and assigns an academic sanction (refer to Sanctioning Guidelines). The student is then asked to sign the Faculty Adjudication Form. The instructor must then send the completed Faculty Adjudication Form and all other evidence/documentation to the Office of Student Integrity.
    c. If the student chooses to not schedule a meeting or fails to attend a scheduled meeting, the student will be found responsible for the violation of academic dishonesty. The instructor must send the completed Faculty Adjudication Form and all other evidence/documentation to the Office of Student Integrity.
6. Once the Faculty Adjudication Form and other evidence/documentation are received by the Office of Student Integrity, a staff member in the office will send a decision letter of responsibility and sanctions to the student, the instructor, dean of the school, Senior Vice President for Academic and Student Affairs/Provost, Senior Associate Provost for Student Affairs, and Dean of Students. A copy of the decision letter will also be filed in the student's conduct record within the Office of Student Integrity.

<u>Sanctioning Guidelines for Academic Dishonesty Violations</u>

The appropriate sanction(s) for a violation of academic dishonesty must be decided on a case-by-case basis as appropriate by academic discipline, teaching method, course level, academic classification, maturity of the student, and degree of misconduct. The instructor may issue any of the sanctions listed below separately or in combination:

1. Failure of the course
2. Reduction of final course grade
3. No credit ("0" for assignment)
4. Reduction of points earned on the assignment
5. Retake/replace assignment
6. Reprimand: Stated disapproval or a warning issued to the student
7. Referral to educational seminar/workshop.

The Office of Student Integrity will monitor any sanction deadlines assigned.

<u>Appeals of Faculty Adjudication Process</u>

Students wishing to appeal a decision from the Faculty Adjudication Process must file an appeal with the appropriate dean. The student will have 15 calendar days from the date of the decision letter to submit the written appeal (including all supporting documentation) to the dean. An interview with the student and/or the course instructor may be a part of the dean's decision. The dean will issue a decision letter to the student within 15 calendar days of the date the appeal was submitted or refer the case to a Formal Resolution. A copy of this letter will also be sent to the instructor and the Office of Student Integrity.

If the student wishes to appeal the dean's decision, he/she may then appeal to the Senior Vice President for Academic and Student Affairs/Provost within 15 calendar days of the decision. The Provost will issue a decision letter to the student or remand the case back to a Formal Resolution. If the student wishes to appeal the Provost's decision, he/she may then appeal to the President of the College within 15 calendar days of the Provost's decision. The decision of the President of the College is final.
In instances where the campus is closed for holidays or other reasons, the timelines noted herein will be extended.

Formal Resolution (Student Integrity Board Hearing)

If the instructor, dean, and the Office of Student Integrity establish that the case should not be resolved through the Faculty Adjudication Process, the case will be referred to a Formal Resolution (Student Integrity Board hearing) via the Student Integrity Process outlined later in this Code.

Additional Conduct Regulations

The following are additional conduct regulations:

(2) Other Acts of Dishonesty. Examples of specific prohibited actions include but are not limited to the following:

A. Furnishing false information to any College official or office.
B. Forgery, alteration, or misuse of any College document, record, or instrument of identification.
C. Causing, condoning, or encouraging the dishonest completion of any College record, document, or form.
D. Offering or causing to be offered any bribe or favor to a College official in order to influence a decision.
E. Tampering with the election of any College recognized student club or organization.
F. Casting or attempting to cast more than one ballot in any election or referendum on campus.

(3) Disorderly Conduct. Examples of specific prohibited actions include but are not limited to the following:

A. Behavior which disrupts the orderly functioning of the College, or behavior which disturbs the peace and/or comfort of person(s)
B. Disruption or obstruction of teaching, research, administration or other College activities on or off campus including but not limited to study abroad experiences, or other authorized non-College activities taking place on College property.
C. Engaging in conduct that causes or provokes a disturbance that disrupts the academic pursuits, or infringes upon the rights, privacy, or privileges of another person.
D. Physical abuse, battery, fighting, and/or other physical contact that threatens or endangers the health or safety of another person or other conduct used to coerce club/organization membership.
E. Verbal abuse, threats, intimidation, harassment, coercion, bullying/cyber bullying, and/or other conduct that threatens or endangers the health or safety of another person or other conduct used to coerce club/organization membership.
F. Violation of College policy and procedures regarding sexual harassment, (see the Sexual Harassment Policy in this handbook or in the GGC Administrative Policy Manual) other forms of harassment, and non-discrimination policies.
G. Conduct or behavior that is likely to be considered obscene or lewd. Such behavior includes but is not limited to public exposure of one's own sexual organs and voyeurism, including but not limited to video voyeurism.
H. Failure to comply with directions of College officials or law enforcement officers acting in performance of their duties and/or failure to identify oneself to these persons when requested to do so.
I. Participation in a campus demonstration that disrupts the normal operations of the College and infringes on the rights of other members of the College community.
J. Intentional obstruction, which unreasonably interferes with freedom of movement (pedestrian or vehicular) on campus.
K. Entering an athletic contest, dance, social or other event without the proper credentials for admission (e.g., ticket, identification, invitation).
L. Circulating any advertising media without approval from proper College officials or in a manner that violates or is contrary to policies of Georgia Gwinnett College and state or local law.
M. Unauthorized recordings (audio/visual/other related devices) are strictly prohibited on campus. Written authorization must be obtained through the Office of the Dean of Students at least 48 hours prior to any recording.

In recognition and support of the First Amendment of the United States Constitution, freedom of expression and academic freedom shall be considered in investigating and reviewing these types of alleged conduct violations.

(4) Sexual Assault and Sexual Misconduct. Examples of specific prohibited actions include but are not limited to the following:

A. Any sexual act or attempt to engage in any sexual act with another person without the consent of the other person or in circumstances in which the person is unable, due to age, disability, or alcohol/chemical or other impairment, to give consent.
B. Any intentional intimate touching of another without the consent of the other person or in circumstances in which the person is unable, due to age, disability, or alcohol/chemical or other impairment, to give consent.
C. Any act as defined by law.

(5) Alcohol, Marijuana, and Other Drug Related Misconduct

Georgia law prohibits possession or consumption of alcoholic beverages by those under the legal drinking age and prohibits making alcoholic beverages available to persons under the legal drinking age. Georgia Gwinnett College expects those of lawful age who choose to use alcohol off campus to do so responsibly. In addition, the US Department of Education requires that higher educational institutions receiving funds must certify that it has adopted and implements a program "to prevent the unlawful possession, use, or distribution of illicit drugs and alcohol by students and employees." in order to comply with the Drug Free Schools and Campuses Regulations (EDGAR Part 86.100, Subpart B.)

All students are prohibited from the following:

A. Possession and/or consumption of alcohol on campus. Exceptions must be approved by the President of the College.
B. Use and/or possession of illegal drugs.
C. Possession of alcohol beverage containers (including decorative collections).
D. Use and possession of controlled substances except as permitted by law.
E. Distribution of narcotic or other controlled substances except as permitted by law.
F. Possession of drug paraphernalia, including but not limited to bongs, glass pipes, or hookahs.
G. Providing or facilitating the use, possession and/or distribution of alcoholic beverages.
H. Providing or facilitating the use, possession, and/or distribution of narcotic or other controlled substances except as permitted by law.
I. Appearing at a college activity or on College property in a state of intoxication and/or under the influence of alcohol and/or other drugs.
J. Disruptive or disorderly conduct caused by the influence of alcohol and/or other drugs.
K. Driving under the influence of alcohol or other illegal drugs.
L. Use and/or possession of a prescription drug if the prescription was not issued to the student or the distribution or sale of a prescription drug to a person to whom the prescription was not originally issued.

(6) Theft, Damage and Disregard for Property. Examples of specific prohibited actions include but are not limited to the following:

A. Taking, attempting to take, or keeping in his/her possession items of College property; items or services rented, leased or placed on the campus at the request of the institution; or items belonging to students, faculty, staff, guests of the College, student groups, or others without proper authorization.
B. Malicious or unwarranted damage or destruction of items of College property; items rented, leased, or placed on the campus at the request of the institution; or items belonging to students, faculty, staff, guests of the College, student groups, or others is prohibited.
C. Selling or attempting to sell a textbook unless the seller is the owner of the textbook or has the permission of the owner to do so.
D. Unauthorized taking, attempting to take, or keeping items belonging to the library or items placed in the library for display.
E. Misuse of an identification card or number issued to a student through alteration, forgery, duplication, or other means, or through use of an identification card that has not been issued to the user.

(7) Fire Safety and Sanitation. Examples of specific prohibited actions include but are not limited to the following:

A. Misusing, damaging or tampering with fire safety equipment.
B. Setting or causing to be set any unauthorized fire on or in College property.

C. Possessing or using fireworks, explosives or other incendiary devices on College property without authorization.
D. Making or causing to be made a false fire alarm.
E. Intentionally or recklessly obstructing a fire exit in any College building.
F. Failure to exit a College building when the fire alarm sounds.
G. Failure to maintain an organization's facilities and/or surrounding property creating a potential danger to the health or safety of the occupants or other individuals.
H. Failure to comply with the Georgia Gwinnett College Smoking Policy (as outlined in the APM).

(8) Weapons
Except as permitted by law, possessing firearms, ammunition, explosives, other weapons, or dangerous chemicals on College property is prohibited. Prohibited devices include but are not limited to air guns, sling shots, zip guns, knives with a blade of two inches or more from hilt to blade tip, knives having a switchblade or automatic blade opener, blackjacks, bolo knives, machetes, swords, spears, any club-type hand weapons, pyrotechnics, throwing stars, nunchucks, tasers, throwing knives, toy weapons, or any objects or materials capable of causing and/or used by the offending person to cause or threaten physical harm. Licensed gun owners must register with the Office of Public Safety if they choose to keep a gun in their vehicle while on campus. This provision is subject to modification based on current Georgia Law. Where applicable, guns may not be removed from the vehicle at any time while on campus. Any device capable of discharging a chemical or other type of spray or substance specifically designated and marketed for the purpose of self-defense against sexual assault is permitted.

(9) Unauthorized Entry/Use of College Property/Facilities/Keys. Examples of specific prohibited actions include but are not limited to the following:

A. Unauthorized entry, attempted entry, or remaining after closing into any building, office restricted areas, or other College facility.
B. Making or attempting to make unauthorized use of College facilities.
C. Unauthorized possession, use, or duplication of College keys or other methods of controlled access (i.e. cards, codes).

(10) GGC Housing Policies and Procedures. Examples of specific prohibited actions include but are not limited to the following:

A. Unauthorized entry, attempted entry, or remaining in restricted areas of any college-owned student residence building.
B. Non-residents are not permitted in the residence halls unless required to attend a class, program, event, or fulfill another campus obligation and/or escorted by a current resident. Non-residents must follow all sign in procedures.
C. Failure to comply with policies established in various residence halls for the protection of the privacy, rights, privileges, health or safety of the community (refer to Appendix A – GGC Community Guide: Housing Policies & Procedures).

(11) Misuse/Abuse/Theft of Computer Time/Services
Failure to comply with Acceptable Use of IT Resources policies, which can be found at APM 11.50.1.1 and 11.50.1.2. Also refer to http://teacherweb.ggc.edu/edtech/node/28.

(12) Gambling
Conducting, organizing, promoting or participating in any activity involving games of chance or gambling.

(13) Hazing
Georgia law prohibits hazing and Georgia Gwinnett College does not condone hazing in any form. Hazing is defined as any intentional, negligent or reckless action, activity or situation that causes or has the potential to cause another pain, embarrassment, ridicule or harassment, regardless of the individual's willingness to participate. Such actions and situations include, but are not limited to, the following:

- Forcing or requiring the drinking of alcohol or use of other substance;
- Forcing or requiring the consumption of food or any other substance;
- Calisthenics (push-ups, sit-ups, jogging, runs, etc.);
- "Treeing's";
- Paddle swats;
- Line-ups;
- Theft of any property;
- Road trips;

- Scavenger hunts;
- Causing fewer than six (6) continuous hours of sleep per night;
- Conducting activities that do not allow adequate time for study;
- Forcing or requiring nudity at any time;
- Performing acts of personal servitude for members (e.g., driving them to class, cleaning their individual rooms, serving meals, washing cars, shopping, laundry, etc.);
- Forcing or requiring the violation of College policies, federal, state or local law;
- Other conduct used to coerce club or organization membership.

(14) Interference with the Orderly Operation of the Student Integrity Process. Examples of specific prohibited actions include but are not limited to the following:

A. Unreasonably delaying the student integrity process by failing to schedule or appear for a meeting as requested by a College official.
B. Intentionally providing false, distorted, or misrepresented information to a College official or body or knowingly initiating a false complaint.
C. Disrupting the orderly operation of a student integrity proceeding.
D. Attempting to discourage an individual's proper participation in, or use of, the student integrity process.
E. Harassing and/or intimidating the hearing officer, a member of a Hearing Panel or any participant in a student integrity process prior to, during, or after that process.
F. Failure to comply with the sanctions imposed under the Code of Conduct.

(15) Shared Responsibility for Student Code of Conduct Violations. Examples of specific prohibited actions include but are not limited to the following:

A. Acting in concert to violate College conduct regulations.
B. Condoning, encouraging, or requiring behavior that violates College conduct regulations.
C. Allowing, condoning, permitting or providing opportunity for others to violate College conduct regulations.

(16) Violation of College or Board of Regents of the University System of Georgia policy
Violation of any regulation or policy of Georgia Gwinnett College or the Board of Regents of the University System of Georgia.

(17) Violation of Law
Violation of any municipal or county ordinance, any law, regulation, or requirement of the State of Georgia, the United States, or, when in another state or country, that state or country.

STUDENT INTEGRITY PROCESS

The following sections govern the Student Integrity Process. The process may occasionally be modified on a case by case basis to protect the safety, well-being, and integrity of the college community; in these instances, the student will be provided due process, which includes notice and an opportunity to be heard. No further requirements are necessary under this policy for a case by case process change or for standard integrity processing under this policy.

Filing a Report
Incidents of alleged violations of conduct regulations are reported to the Director of Student Integrity or his/her designee. Individuals or groups filing a report should do so in writing and the report should be submitted as soon as possible after the alleged violation. For individuals or groups filing a report, a meeting can be arranged with a staff member in the Office of Student Integrity to discuss the student integrity process.
After receiving a report, a staff member will be assigned to investigate the circumstances of the incident and determine what conduct regulations, if any, are alleged to have been violated. Reports that indicate the alleged behavior falls outside of the College's jurisdiction and/or does not violate any conduct regulation(s) may result in no action being taken. Additionally, lack of sufficient information may result in no action being taken. However, the Office of Student Integrity may call in the student or students involved for an educational conversation.
Some reports involve possible violations of regulations, but clearly are the result of an unresolved, on-going dispute between students. Other reports do not involve violations of regulations and/or fall outside College jurisdiction, but they too reflect student disputes. In either of these situations, the students will be informed of the option to resolve the matter through mediation. Mediation is a voluntary process that utilizes an impartial, neutral third party who acts as a facilitator to help the parties reach a mutually acceptable outcome. In any

event, the College reserves the right, where necessary, to adjudicate these matters under the Student Integrity Process.
If the staff member, following his/her investigation, finds that the report alleges violations of the conduct regulations and that those alleged violations fall within the College's jurisdiction, he/she will initiate the student integrity process.
When a club or organization is reported and an investigation of alleged violations occurs, the staff member handling the case will notify the president of the club or organization. The president will act as the representative of the club or organization throughout the student integrity process. The president may designate this responsibility to another active member of the club or organization by notifying the Director of Student Integrity or his/her designee in writing.

Initiating the Student Integrity Process

Once it is determined that the student integrity process will be initiated, the student, club or organization will be provided with written notification of the allegations. For the purposes of this section, email and electronic notifications satisfy the written requirement. Notification will specify the alleged violation(s). Notification will also request that the student, club or organization arrange a meeting with a staff member.
The student, club or organization is responsible for arranging this requested meeting within the parameters stated in the notification. The purpose of the meeting is to insure that the student, club or organization is sufficiently familiar with the Student Code of Conduct (including the conduct regulations and student integrity process) in order to accurately prepare and present a response to the charges. At this meeting the student, club or organization:

1. Will be advised of the right to decline to make any statements or answer questions and that, in doing so, no inference about responsibility will be drawn.
2. Will be advised of the pending violations.
3. Will be advised of the report submitted.
4. Will be advised of how to access the Student Code of Conduct and any other appropriate written material(s).
5. Will be advised of the procedures through which student integrity violations are resolved including the options for and conditions of handling the matter either through informal or formal resolution.
6. Will be advised that an advisor may be present at the student integrity hearing. The advisor may not address the hearing officer, Hearing Panel or other persons at the hearing. The role of the advisor will be to consult with the student, club or organization at reasonable intervals during the hearing. It is the student, club or organization's responsibility to find an advisor should they choose to have one present. Having an advisor is not required; it is optional.
7. Will be advised to consult further with the Director of Student Integrity or his/her designee concerning any question or interpretation of procedure.
8. Will be advised that formal hearings are scheduled to provide the student, club or organization a minimum of five (5) business days from the date of hearing notification during which to prepare a response.
9. Will be advised that any request for a delay of the hearing must be in writing and submitted to the Director of Student Integrity or his/her designee, who will determine whether a delay will be granted.
10. Will be advised that in the event that the College needs to delay the date of a hearing, the student, club or organization will be notified no less than one (1) business day prior to the originally scheduled hearing when practical. The student, club or organization will receive a notification of the new hearing at least five (5) business days prior to the new hearing date. Exceptions can be made when deemed appropriate.
11. Will be advised that all official correspondence from the Office of Student Integrity will be sent to the student via their GGC email account. The student is responsible for accessing the GGC email account. The date notice is sent represents the notice/delivery date.

If a student, club or organization fails to schedule or attend the meeting, the Office of Student Integrity reserves the right to proceed with the meeting and hold or arrange for an informal or formal resolution in the student, club or organization's absence.
To determine whether a club or organization is responsible for a violation of the Code of Conduct, all circumstances will be considered, including, but not limited to: a) whether the misconduct was committed by

one or more members of the club or organization; b) whether officers of the club or organization had prior knowledge of the misconduct; c) whether the club or organization funds were used; d) whether the misconduct occurred as a result of a club or organization-sponsored function; and e) whether members of the club or organization lied about the incident.

Resolution of the Student Integrity Process

During the meeting the staff member will advise the student, club or organization about the options for resolving student integrity violations. There are three available options from which the student, club or organization can choose: (1) informal resolution, (2) formal resolution (administrative hearing), or (3) formal resolution (Student Integrity Board hearing). Alleged violations of academic dishonesty can only be resolved via the Faculty Adjudication Process or the formal resolution (Student Integrity Board hearing). The Office of Student Integrity reserves the right to decide on the student's resolution option if necessary.

Informal Resolution

If the student, club or organization agrees that the violation(s) of the conduct regulations cited occurred, he/she/it may decide to have the case resolved through the informal process. Final resolution of the informal process must meet the following criteria: (1) the staff member handling the case and the student, club or organization agree that informal resolution is a reasonable option given the circumstances; (2) the student, club or organization must accept responsibility for the violation(s) of the specified conduct regulation(s); (3) the resolution will not result in a suspension, expulsion, or loss of privilege to live in GGC Housing for the charged student, club, or organization; (4) if applicable, the victim should accept the sanctions issued for the violation(s) and may propose sanctions that are reasonable and in accordance with the Code of Conduct. Cases that do not meet all four criteria for the informal resolution will be referred to formal resolution (hearing). Some reports involve possible violations of regulations, but clearly are the result of an unresolved, on-going dispute between students. Other reports do not involve violations of regulations and/or fall outside College jurisdiction, but they too reflect student disputes. In either of these situations, the students will be informed of the option to resolve the matter through mediation. Mediation is a voluntary process that utilizes an impartial, neutral third party who acts as a facilitator to help the parties reach a mutually acceptable outcome.

Decisions for Informal Resolution

If the student, club or organization decides to resolve the student integrity charges informally, and all conditions for such resolution are met, the student, club or organization will receive a written copy of the decision. The decision will be completed by the staff member handling the case.

Formal Resolution

There are two hearing options within the formal resolution process – the administrative hearing and the Student Integrity Board hearing. If the student, club or organization disputes that a violation of the conduct regulations has taken place, rejects the informal resolution, or the violation is not the student's first case of academic dishonesty (in which the student was found responsible), the case shall be resolved through the formal resolution procedures as follows:

A. A written "Notification of Hearing" shall be delivered to the student or club/organization. The notice shall include (1) the specific College conduct regulation(s) which the student, club or organization is alleged to have violated; (2) a summary of the alleged incident; (3) the date, time and place of the hearing; and (4) a list of potential witnesses and any information that may be presented against the student, club or organization at the hearing.
B. The notice of hearing will be sent to the student, club or organization at least five (5) business days prior to the hearing date. The student, club or organization, with the consent of the Director of Student Integrity or his/her designee may waive the minimum notice requirements as long as the waiver is in writing.
C. The student is deemed to have received notice when he/she is given written notification or, in the case of a club or organization, when any officer of the club or organization is given written notification. For the purposes of this section, email and electronic notifications satisfy the written requirement.
D. The student, club or organization is responsible for presenting his/her/its own case. The student, club or organization may have an advisor present if he/she/it chooses. However, the advisor is not permitted to speak or participate directly in any hearing before a hearing officer or Hearing Panel. If the student, club or organization plans to have an advisor present, he/she/it must notify the Office of Student Integrity within two (2) business days prior to the hearing date identifying the advisor.
E. Two or more students, clubs or organizations may be required to participate in a joint hearing if they are alleged to have taken part in the same incident, act, event, or series of related acts. The conduct regulation(s) alleged to have been violated and/or the alleged factual circumstances of the violation need not be identical for participation in a joint hearing.
F. Any student, club or organization required to participate in a joint hearing may file a request for a separate hearing, citing specific reasons that a joint hearing would unfairly prejudice the case. A request for a separate hearing must be submitted in writing to the Director of Student Integrity or his/her designee within one (1) business day after receipt of the "Notification of Hearing." The Director of Student Integrity or his/her designee will make the decision regarding the request and notify the student, club or organization.

G. The student, club or organization shall be presumed not to have violated a College conduct regulation until such a violation is proven. The standard of proof shall be preponderance of the evidence.
H. The student, club or organization may request a delay in the hearing. Such a request must be in writing and submitted to the Director of Student Integrity or his/her designee. Reasons for a delay must be included in the request and a delay is not guaranteed. The Director of Student Integrity or his/her designee will consider the request and determine whether a delay will be granted. If the reason given for the request includes the need for more time to prepare for the hearing AND it is determined that adequate notice of hearing was given in accordance with the Code of Conduct, a delay will not be granted. If it is determined that the reasons for requesting the delay show it to be necessary and a delay is granted, the student/club/organization and the Hearing Panel or hearing officer will be notified no less than one (1) business day prior to the hearing. The student, club or organization will receive written notification of the new hearing date, time and location at least five (5) business days prior to the new hearing.
I. If the Director of Student Integrity or his/her designee needs to delay the hearing, the student, club or organization and Hearing Panel will be notified no less than one (1) business day prior to the hearing when practical. The student club or organization will receive written notification of the new hearing date, time and location at least five (5) business days prior to the new hearing. Exceptions can be made when deemed appropriate.
J. If a student, club or an organization fails to attend a scheduled hearing, the Hearing Panel or hearing officer may hear the case at its discretion or in the event of an alleged violator's failure to appear, a decision may be rendered based on the evidence on the record prior to a scheduled hearing date, and based on any additional statement or evidence submitted on the scheduled hearing date. Information submitted by a student, club or organization after the hearing date cannot be considered.
K. Hearings of the student integrity system are subject to the Georgia Open Meetings Act.
L. It is expected that all persons making statements or answering questions at the hearing do so truthfully.
M. The student may request witnesses not be present in the hearing room. These requests are submitted to and approved or denied by the Hearing Panel or hearing officer. In cases of approved requests, witnesses shall not be allowed to be in the hearing room during the hearing. Each witness will be advised by the Hearing Panel or hearing officer to refrain from discussing with any other witness what transpired in the hearing room during his/her presentation. Failure to respect this request may result in being charged with a Code of Conduct violation. Witnesses will be expected to remain available in the event they are recalled or until they are excused by the Panel or the hearing officer, but they will not be restricted to a particular room and will not be supervised.
N. Hearings of the College's student integrity process are not hearings of precedent. Further, matters of local, state or federal law are not considered during these hearings.
O. A Hearing Panel is comprised of three to five members. The members may be composed of faculty and/or staff; however, at least one member must be a student.
P. The Panel or hearing officer may, at the beginning of the hearing, announce times when they shall recess for meals and announce the time the hearing shall conclude or be continued. Meals will be taken at about the normal time for meals (6:00 p.m. and 12:00 noon). No hearing shall last beyond 10:00 p.m. or a reasonable time thereafter. The Panel or hearing officer shall set the date and time for the hearing to resume while all parties are present.
Q. The student, club or organization, or any member of the Hearing Panel or hearing officer may request a recess. Recesses should be kept short and to a minimum. If they become excessive in number or in length, the person asking for a recess may be asked to provide a reason for his/her/its request. The Hearing Panel or hearing officer may approve or deny a request for a recess.
R. All formal resolutions (hearings) may be recorded by campus officials. No other recording devices by others are allowed.
S. The order of the Student Integrity Board hearing shall proceed as follows:
    1. The Hearing Panel Chairperson begins the hearing.
    2. The parties are introduced, and the charges are read.
    3. All witnesses are asked to testify truthfully.
    4. The Hearing Panel Chairperson shares information regarding the alleged violation and pending charges.
    5. Witnesses with information regarding the alleged violation are asked to make statements and/or documentation is presented.
    6. The Hearing Panel may ask questions of the witness. When the questioning is concluded, the Hearing Panel Chairperson will ask each witness to be seated in the waiting area.
    7. When documentation is presented, the student, club or organization may comment on it at the time it is presented.

8. After all witnesses sharing information regarding an alleged violation have made statements and/or answered questions, the student, club, or organization is asked to share his/her/its statement and documentation.
9. The student, club or organization presents his/her/its witnesses and/or documentation.
10. When the questioning of each witness for the student, club or organization is concluded, the Hearing Panel Chairperson will ask each witness to be seated in the waiting area.
11. The Hearing Panel may question each of the student's, club's or organization's witnesses.
12. Following the completion of the student's, club's or organization's case, witnesses may be recalled by the student, club or organization, or the Hearing Panel.
13. The student, club or organization is asked if there are any statements he/she/it would like to make prior to the closing of the hearing. No new documentation is allowed; this is an opportunity to summarize key points already made.

T. The above steps for the order of the Student Integrity Board hearing may be revised based on the needs of the hearing process by the Office of Student Integrity at any point in time prior to the commencement of the hearing upon notification to the parties by the Office of Student Integrity.

Decisions for Formal Resolution (Administrative Hearing)

If the student, club or organization decides to resolve the student integrity charges formally through the administrative hearing option, the student, club or organization will receive a written copy of the decision of findings and sanctions from the hearing officer. For the purpose of this section, email and electronic notification satisfy the written requirement.

Decisions for Formal Resolution (Student Integrity Board hearing)

At the conclusion of the hearing, the Hearing Panel Chairperson will call for a recess so that the panel can deliberate. The length of time of the recess will be determined jointly by the Office of Student Integrity and the Hearing Panel Chairperson. After deliberation and by majority vote the panel will determine whether or not a preponderance of the information presented at the hearing indicates that a violation occurred. The Hearing Panel Chairperson will only vote in the event of a tie vote. The Hearing Panel will make a recommendation of findings and sanctions (if applicable) to the Dean of Students or designee. The Dean of Students or designee may adopt, reject, or modify the Hearing Panel's findings and recommendations.

If the panel finds that no violation occurred, the panel may recommend that the student, club or organization be found not responsible. The panel will then reconvene the hearing and inform the student, club or organization of the recommendation.

If the panel finds that a violation(s) did occur, deliberations will then move to a discussion concerning appropriate sanctions. The panel, after determining responsibility, will then have access to prior record information, which will be considered when determining sanction(s). The recommendation, including the sanctions, is recorded and the panel will reconvene the hearing and inform the student, club or organization of the recommendation.

Deliberation sessions are typically closed and are not recorded. Exceptions can only be requested to and authorized by the Office of the Senior Associate Provost for Student Affairs under extraordinary circumstances at the sole discretion of the College. Delivery of the recommendation is considered part of the hearing and is, therefore, recorded and subject to all policies governing the process.

After the recommendation is given, the hearing is officially concluded. The student, club or organization will receive a copy of the decision from the Dean of Students or designee after he/she has had an opportunity to review the recommendation and make a decision of findings and sanctions (if applicable).

Sanctions

When it has been determined by the Hearing Panel that sanctions should be imposed, the Hearing Panel (via the Dean of Students or designee) or hearing officer will recommend/assign one or more sanctions. The findings of fact, any particular circumstances, and prior record of the student, club or organization will be the factors considered when determining any appropriate sanctions. Recommendation for sanctions involving suspension and/or expulsion from the College shall require written approval by the Senior Vice President for Academic and Student Affairs/Provost or his/her designee.

Sanctions for Individuals

The following sanctions may be imposed against a student for the violation of a College conduct regulation. This list is neither exhaustive nor in order of severity and may be enlarged upon or modified to meet the particular circumstances of any given situation.

1. *Expulsion:* Permanent severance of the student's relationship with the College.
2. *Suspension:* Temporary severance of the student's relationship with the College for a specific period of time. The period of time and any requirements that must be satisfied prior to readmission are to be specified in the decision of the Hearing Panel or the hearing officer.
3. *Conduct Probation:* Student is not in good conduct standing with the College. Notice that further finding of responsibility for the violation of any College conduct regulation(s) as specified in the

decision of the Hearing Panel or hearing officer will likely result in suspension or expulsion from the College. The period of probation shall be specified in the decision letter.

4. *Failure of the course*: Only for violations of the Academic Integrity Policy.
5. *Reduction of final course grade*: Only for violations of the Academic Integrity Policy.
6. *No credit ("0" for assignment)*: Only for violations of the Academic Integrity Policy.
7. *Reduction of points earned on the assignment*: Only for violations of the Academic Integrity Policy
8. *Retake/replace assignment*: Only for violations of the Academic Integrity Policy.
9. *Reprimand:* Stated disapproval or a warning issued to the student.
10. *Restitution:* Reimbursement for a loss caused by the student's actions.
11. *Work Hours:* Assignment to work a specific number of hours determined by the Hearing Panel and/or the hearing officer.
12. *Restrictions:* Terms of probation or reprimand restricting privileges. Such restrictions may include, but are not limited to, identification card privileges and/or parking privileges.
13. *Other Educational Sanctions:* Projects or assignments designed to educate a student in connection with the effect of his/her behavior. Educational assignments include, but are not limited to, papers, letters of apology, and/or alcohol education (DUI School, etc.).
14. *Recommendation to Suspend Student Employment within the College*.
15. *Housing Restrictions:* Loss of privilege to live in GGC Housing.
16. *No Contact Order:* Directed to refrain from any intentional contact, direct or indirect, with one or more designated persons through any means, including personal contact, email, telephone, or third parties.
17. *Fines:* Required to pay a specified fine/fee for violation.
18. *And/Or Other Sanctions*: Other sanctions as deemed appropriate based on the student's actions.

Sanctions For Alcohol, Marijuana, And Other Drug Violations

Students found in violation, through the College's Student integrity process, of the Alcohol, Marijuana, and Other Drug Related Misconduct (see Conduct Regulation 5) are subject to the following possible sanctions:

- 1st offense – Alcohol, marijuana, and/or drug awareness activity and probation for the remainder of current semester and for the next 2 semesters (Fall and Spring semesters only) enrolled at the College. Probation extends through summer terms and/or any institutional breaks.
- 2nd offense while on probation – suspension from institution for current semester and 1 subsequent semester (Fall or Spring semesters only). Summer suspension may not be substituted for a Fall or Spring semester and will be included if suspension is initiated during Spring semester.

Any cost associated with drug and alcohol sanctioning will be the responsibility of the student violator. These are sanctioning guidelines. The findings of fact, any particular circumstances, and prior record of the student will be factors considered when determining any appropriate sanctions.

Students who are dismissed, suspended, expelled, withdrawn, or otherwise removed from the College for any length of time should be aware that this action may adversely impact the following:

- Privilege of living in campus Housing
- Housing costs and fees (suspension/expulsion does not forgive financial obligations)
- Tuition costs and fees (suspension/expulsion does not forgive financial obligations)
- Student Financial Aid including HOPE Scholarship
- Health insurance (contact your personal health care provider)
- Meal Plan
- Use of College resources and access to College facilities
- Immigration status for international students
- Veterans and dependents of veterans
- Student employment on campus
- Internships, assistantships, and study abroad

This is not an exhaustive list.

Sanctions for Student Clubs and Organizations

The following sanctions may be imposed against a student club or organization for the violation of a College

conduct regulation. This list is neither exhaustive nor in order of severity and may be enlarged upon or modified to meet the particular circumstances of any given situation.

1. *Recommendation for Charter Revocation*: An official request to a national office that the local chapter's charter be revoked.
2. *Revocation of College Registration*: Permanent severance of the club's/organization's relationship with the College.
3. *Suspension of College Registration*: Temporary severance of the club's/organization's relationship with the College for a specific period of time or indefinitely. The period of time and any requirements, which must be satisfied prior to re-registration, must be specified in the decision of the Hearing Panel or the hearing officer.
4. *Probation*: Notice that further finding of responsibility for the violation of any College conduct regulation(s) as specified in the decision of the Hearing Panel or hearing officer will likely result in suspension or revocation of College registration. The period of probation shall be specified in the decision letter.
5. *Reprimand:* Stated disapproval or warning issued to the student club or organization.
6. *Restitution:* Reimbursement for a loss caused by the club's/organization's actions.
7. *Work Hours*: Assignment to work a specific number of hours determined by the Hearing Panel and/or the hearing officer.
8. *Restrictions:* Restriction of some or all of the clubs or organization's activities or privileges, including, but not limited to, social privileges and recruitment privileges.
9. *Other Educational Sanctions:* Projects or assignments designed to educate a club or organization in connection with the effect of its member's actions. Educational assignments include, but are not limited to, alcohol awareness programs, and/or risk management programs.

Withdrawal of Recognition of Student Organizations

See Board of Regents Policy Manual Section 4.6.1.

The Board of Regents has determined that the use of marijuana, controlled substances or other illegal or dangerous drugs constitutes a serious threat to the public health, welfare, and academic achievement of students enrolled in the University System of Georgia. Therefore, all student organizations, including but not limited to societies, fraternities, sororities, clubs, and similar groups of students which are affiliated with, recognized by, or which use the facilities under the jurisdiction of institutions of the University System, are hereby charged with the responsibility of enforcing compliance with local, state and federal laws by all persons attending or participating in their respective functions and affairs, social or otherwise.

As provided by the Student Organization Responsibility for Drug Abuse Act, any such student organization which, through its officers, agents or responsible members, knowingly permits, authorizes or condones the manufacture, sale, distribution, possession, serving, consumption or use of marijuana, controlled substances, or other illegal or dangerous drugs at any affair, function, or activity of such student organization, social or otherwise, is hereby declared to be in violation of the laws of this state and shall have its recognition as a student organization withdrawn and, after complying with the constitutional requirements of due process, shall be suspended from the campus for a minimum of one calendar year from the date of determination of responsibility.

Suspension

In certain circumstances where authorized by the Senior Vice President for Academic and Student Affairs/Provost or his/her designee, the College may impose a temporary suspension from the College pending review or resolution of an administrative matter, alleged student integrity violation/housing violation, alleged violations of laws/ordinances, or other matter explained in a written temporary suspension notice prior to a hearing before a Hearing Officer or Hearing Panel. Temporary suspension may be imposed upon individual students, clubs or organizations:

1. to ensure the safety and well-being of members of the College community or preservation of College property;
2. if the student club or organization poses a threat of disruption of or interference with the normal operations of the College; or
3. if the alleged acts warrant temporary administrative action based on review by the Senior Vice

President for Academic and Student Affairs/Provost or his/her designee.

During a temporary suspension, the student shall be denied access to the campus (including classes) and/or all other College activities or privileges for which the student might otherwise be eligible. During the temporary suspension, the student will be permitted on campus for scheduled meetings with the Director of Student Integrity or his/her designee and/or other meetings approved by the Director of Student Integrity or his/her designee.

If a student club or organization is placed on temporary suspension, it will be expected that all organization activities stop. Members of the club or organization are not suspended from the College unless individual suspensions have been imposed.

Notification of Temporary Suspension

Upon receiving a report indicating any of the conditions that warrant temporary suspension exist and upon an evaluation of the reliability of that report, the Senior Vice President for Academic and Student Affairs/Provost or his/her designee shall immediately notify the student, in writing, of the temporary suspension. The written notification will be hand delivered or sent to the address on record by certified mail, return receipt requested, or via U.S. mail with a delivery confirmation. The following information will be contained in that notification:

a. the College conduct regulation(s), other campus policies/procedures, administrative actions, or laws/ordinances that are alleged to have been violated
b. a description of the circumstances of the incident as reported to the designated College official assigned to handle the matter
c. an explanation of actions required by the student, where applicable
d. an explanation of the restrictions placed on the student, club or organization while on temporary suspension
e. notification that a request for a review of the temporary suspension may be made to the designated party outlined in the written notice of temporary suspension within two (2) College business days or within the time frame presented in the written notice
f. contact information for the designated College official handling the matter
g. clarification that if no request for a review of the temporary suspension is made by the student, the temporary suspension and student integrity charges would be resolved through the student integrity process, either informally or formally, as established in the Student Code of Conduct.

The student, club or organization president will have two (2) College business days from the date of receipt of the notification or the time frame presented in the written notice to file a written request for review of the temporary suspension. In order for the review to occur, the student, club or organization president must submit the written request and any supporting documents, within the time frame presented in the written notice to the designated College official. The temporary suspension will remain in effect until a written decision regarding the temporary suspension has been issued. For the written review, the student may present information that challenges or disputes the temporary suspension. The Senior Vice President for Academic and Student Affairs/Provost or his/her designee may:

1. Overturn the temporary suspension and dismiss all campus and/or student integrity charges. The student, club or organization would be immediately reinstated and campus and/or student integrity charges would not be pursued in the matter.
2. Overturn the temporary suspension, but bring forward the campus and/or student integrity charges. The student, club or organization would be immediately reinstated and campus and/or student integrity charges would be handled through the normal student integrity process.
3. Uphold the temporary suspension and proceed with the normal campus/student integrity process. The restrictions placed on the student club or organization during the interim suspension would remain in place pending the outcome of the campus/student integrity process and/or the outcome of any pending criminal charges.

If a review of the temporary suspension is not requested or the temporary suspension is upheld, the interim suspension and the student integrity charges would be resolved through the student integrity process, either informally or formally, as described in the Student Code of Conduct.

Given the nature of the temporary suspension, formal hearings will take place as soon as possible and within a reasonable and practical time for all parties concerned.

Temporary Campus Housing Removal

In certain circumstances where authorized by the Senior Vice President of Academic and Student Affairs/Provost or his/her designee, the College may impose a temporary campus housing removal pending review or resolution of an administrative matter, alleged student integrity violation/housing violation, alleged violations of laws/ordinances, or other matter explained in a written temporary campus housing removal notice prior to a hearing before a Hearing Officer or Hearing Panel. A temporary campus housing removal may be imposed upon individual students:

1. to ensure the safety and well-being of members of the campus housing community or preservation of College property;
2. if the alleged acts warrant temporary campus housing removal based on review by the Senior Vice President for Academic and Student Affairs/Provost or his/her designee.

During a temporary campus housing removal, the student shall be denied access to all campus housing and adjacent areas including parking lots unless otherwise specified in the written notification. The student will not be denied access to other areas of campus (including classes and/or all other College activities or privileges for which the student might otherwise be eligible) unless otherwise specified.

Notification of Temporary Campus Housing Removal

Upon receiving a report indicating any of the conditions that warrant a temporary campus housing removal exist and upon an evaluation of the reliability of that report, the Senior Vice President for Academic and Student Affairs/Provost or his/her designee shall immediately notify the student, in writing, of the temporary campus housing removal. The written notification will be hand delivered or sent to the address on record by certified mail, return receipt requested, or via U.S. mail with a delivery confirmation. The following information will be contained in that notification:

a. the College conduct regulation(s), other campus policies/procedures, administrative actions, or laws/ordinances that are alleged to have been violated
b. a description of the circumstances of the incident as reported to the designated College official assigned to handle the matter
c. an explanation of actions required by the student, where applicable
d. an explanation of the restrictions placed on the student during the temporary campus housing removal
e. notification that a request for a review of the temporary campus housing removal may be made to the designated party outlined in the written notice of temporary campus housing removal within two (2) College business days or within the time frame presented in the written notice
f. contact information for the designated College official handling the matter
g. clarification that if no request for a review of the temporary campus housing removal is made by the student, the temporary campus housing removal and student integrity charges would be resolved through the student integrity process, either informally or formally, as established in the Student Code of Conduct.

The student will have two (2) College business days from the date of receipt of the notification or the time frame presented in the written notice to file a written request for review of the temporary campus housing removal. In order for the review to occur, the student must submit the written request and any supporting documents, within the time frame presented in the written notice to the designated College official. The temporary campus housing removal will remain in effect until a written decision regarding the temporary campus housing removal has been issued. For the written review, the student may present information that challenges or disputes the temporary campus housing removal. The Senior Vice President for Academic and Student Affairs/Provost or his/her designee may:

1. Overturn the temporary campus housing removal and dismiss all campus and/or student integrity charges. The student would immediately be allowed to move back into campus housing and campus and/or student integrity charges would not be pursued in the matter.
2. Overturn the temporary campus housing removal, but bring forward the campus and/or student integrity charges. The student would immediately be allowed to move back into campus housing and campus and/or student integrity charges would be handled through the normal student integrity process.
3. Uphold the temporary campus housing removal and proceed with the normal campus/student integrity process. The restrictions placed on the student during the temporary campus housing removal would remain in place pending the outcome of the campus/student integrity process and/or

the outcome of any pending criminal charges.

If a review of the temporary campus housing removal is not requested or the temporary campus housing removal is upheld, the temporary campus housing removal and the student integrity charges would be resolved through the student integrity process, either informally or formally, as described in the Student Code of Conduct.

Student Code of Conduct Appeals

The student, club or organization may appeal any decision from a formal student integrity hearing or any decision resulting in sanctions other than a reprimand from an informal resolution. Appeal information will be included with the decision issued to a student, club or organization.

Appeals must be submitted to the Office of Student Integrity. All appeals must be in writing and submitted within five (5) College business days of the date of the decision letter. The appeal process is not intended to grant a new hearing at a higher level. Dissatisfaction with a decision is not grounds for an appeal.

All levels of appeal described in these procedures involve written appeals only. Students, clubs or organizations neither meet with nor make oral presentations to the appellant officer. There may be times, however, when the appellant officer requests a meeting in order to gather further information relative to the matters associated with the appeal.

Grounds for Appeal

Appeals must be based on substantive errors that are alleged or believed to have occurred during the process or if new evidence not presented at the hearing is discovered within the five (5) College business days appeal period. These errors should be addressed in the written appeal and are described as follows:

1. Substantive errors - when the evidence presented at the hearing was not sufficient to justify the decision reached or if the sanction(s) imposed is (are) unreasonably harsh based upon the circumstances of the case.
2. New evidence - when information, existing at the time of the hearing, was not available or known to exist at the time of the hearing.
3. Procedural errors – when the published procedures of the student integrity process were not followed and the error(s) violated the student, club or organization's rights.

Procedural errors are not grounds for appeals. The college has the authority to modify a procedure on a case by case basis depending on the needs of the college community as long as notice and a means of due process are provided to the student.

When an appeal is received in the Office of Student Integrity, it will be forwarded to the appropriate appellate officer. The Senior Vice President for Academic and Student Affairs/Provost or his/her designee will hear all appeals of the Student Integrity Board hearings. The Senior Associate Provost for Student Affairs or his/her designee will hear all appeals of the administrative hearings and informal resolutions. In addition to the written appeal, the appellate officer will receive the following information:

a. The record of the hearing (if available)
b. All documents and evidence presented at the hearing
c. The written notice of the hearing
d. The hearing body's decision
e. Any other documents that pertain to the case

The appellate officer shall determine the method of reviewing these materials and make one of the following determinations:

1. Uphold the original decision.
2. Reverse the decision.
3. Uphold the original finding, but modify the sanction(s).
4. Send the case back to the Office of Student Integrity for a new hearing. In this event the matter will follow published student integrity procedures for formal hearings.

The appellate officer will notify the student, in writing, of the decision. The case materials, including a copy of the decision, will be returned to the Office of Student Integrity.

Further Review for Cases Resulting in Suspension, Expulsion, Charter Suspension/Revocation and Revocation of College Registration

Students and or student clubs and organizations may apply for further review by the President of the College or his/her designee only if one of the following sanction(s) was issued by the original hearing body AND upheld by the appellate officer:

1. Suspension from the College (individual student)
2. Expulsion from the College (individual student)
3. Charter Suspension/Revocation (club/organization)
4. Revocation of College Registration (club/organization)

If these conditions exist, the student, club or organization may submit a written request for further review and submit it to the Office of Student Integrity within five (5) business days of the date of the appellate officer's decision letter. Any request for Presidential review must be based on substantive error(s) made by either the original hearing body or the appellate officer and must involve the sanctions listed above. A review by the President or his/her designee is not considered a matter of right, but is within the sound discretion of the President or his/her designee. If the application for review is granted, the President or his/her designee will make the final institutional decision concerning the matter.

Any further appeal where applicable may be filed with Board of Regents in accordance with the procedures and timelines noted in published Board of Regents policies, which can be found at www.usg.edu. The Board of Regents shall have discretion as to whether or not an appeal is to be reviewed in accordance with Board policies.

STUDENT RESEARCH IN THE CLASSROOM

Consistent with the mission and the vision of GGC the institution encourages and supports faculty to engage student in research activities in the classroom. Faculty should check with the Dean for specific approval process for each school. All research should have IRB approval.

3.57 DEMONSTRATION OF ENGLISH/ READING COMPETENCY AND REGENTS WRITING COMPETENCY

Reviewed August 4, 2016

Georgia Gwinnett College has established standards and criteria for demonstrating competency in writing and in reading. Students with transfer credit for English 1101 and/or English 1102 will meet the criteria for demonstrating competency. Students' records will be updated to show satisfaction of English/Reading Competency and Regent Writing Competency upon receiving transfer credit for English 1101 or 1102 (with a grade of C or better) or completion of English 1101 or 1102 at Georgia Gwinnett College (with a grade of C or better).

APM 3.53 STUDENT STUDY ABROAD AND SERVICE LEARNING POLICIES

Reviewed August 4, 2016

The following policies guide Georgia Gwinnett College (GGC) students who wish to study or perform service abroad.

APM 3.53.1 TYPES OF GGC STUDY ABROAD PROGRAMS

Reviewed August 4, 2016

Georgia Gwinnett College considers study abroad one of the most important experiences that the institution can offer its students. GGC sponsors a variety of study abroad programs, including spring break, maymester, summer, semester, and academic-year programs. These programs fall under the following categories:

1. **GGC Faculty-Led Study Abroad Programs:** The Office of Internationalization works with GGC's academic schools to develop faculty-led study abroad programs. These programs are primarily spring break, maymester, and summer programs led and taught by GGC faculty members. The programs tend to focus on a particular topic or theme and generally attract between 10 and 20 students, though some programs may be larger. These programs grant GGC resident credit, and no course substitution or transient permission is necessary. Students participate in lectures, site visits, excursions, and tours as part of the program. These programs can last between ten days and six weeks. Students find the programs a great way to get to know their professors and other GGC students while earning GGC credits and grades. Financial aid and scholarships are available.

2. **GGC Exchange Programs:** Currently, GGC has formal exchange agreements with these foreign universities: Hanyang University (South Korea), Sookmyung University (South Korea), Vytautas Magnus University (Lithuania), Thai Nguyen University of Technology (Vietnam), University of Prizren (Kosovo), Nguyen Tat Thanh University (Vietnam), and such other universities as may be added from time to time. GGC exchanges will offer semester or academic-year studies at a foreign university, and classes may be taught in the host language, English, or both. Exchange programs are among the most affordable study abroad options, as the costs are comparable to spending the semester at GGC. Students who are very independent tend to do well on exchange programs. These programs offer a high level of cultural immersion as GGC students take their courses at the overseas partner institution with local students. Financial aid and scholarships are available. Courses taken through GGC exchanges or with GGC exchange partner universities count as transfer credit.

3. **USG Affiliate Programs:** In cases where one of the above-referenced GGC programs does not suit the student's academic needs or interests, the student may choose from many other programs within the University System of Georgia such as the USG European Council programs or the USG Asia Council programs.

4. **GGC International Internships and Independent Study:** Students interested in pursuing credit-bearing international internships or independent study under the supervision of a GGC professor should contact the Office of Internationalization. There are some additional requirements related to insurance and documentation, since the student is not on an organized study abroad program. No course substitution or transient permission is necessary. If a student pursues a non-GGC-supervised international internship, course approval and transient permission is required.

APM 3.53.2 STUDY ABROAD PROGRAM SELECTION AND APPROVAL

Reviewed August 4, 2016

Study Abroad Intake Process: *Getting Started* Account

The first step for GGC students interested in studying abroad is to contact the Office of Internationalization (OI) in order to create a *Getting Started* account in the GGC Education Abroad Portal. Students should make an appointment to visit in person. The Office of Internationalization's goals for this initial intake process are as follows:

1. Set appropriate student expectations regarding program options and requirements.
2. Explain in detail the various study abroad program options available to GGC students.
3. Verify that applicants are GGC students who meet the basic requirements, including number of collegiate credit hours and GPA. Students will also understand that certain study abroad programs may require a higher GPA or have other prerequisites.
4. Discuss the basics of studying abroad, including choice of destination, types of programs, financial aid, availability of scholarships, credit transfer, passport/visa issues, and health and safety abroad.

It is the responsibility of the student to ensure that, through his/her advisor, this is the right course of study.

If the student needs to receive course approval, s/he will work with his/her designated point of contact (POC) for study abroad to make sure courses will count towards his/her academic program. If a student selects a

non-GGC study abroad program, the student must obtain approval from his/her POC or faculty mentor as well as the appropriate dean. After this, depending on the type of program, the student will do one of the following:

- **For GGC Faculty-led Study Abroad Programs**

    1. Meet with the faculty leading the study abroad program for initial approval to participate in the program.
    2. Apply for the program in the GGC Education Abroad Portal.
    3. Forms to be completed in the GGC Education Abroad Portal.
        a. GGC Institutional Study Abroad Application Form
        b. Education Abroad Emergency Contacts
        c. Education Abroad Participant Health Statement
        d. Liability Participant Agreement-**Adults** OR Liability Participant Agreement-**Minors**
        e. Financial Aid Form (optional)
        f. Passport Information (including visa information for non U.S. citizens)

- **For Affiliate Programs and Non-GGC Study Abroad Programs**

    1. Apply for the program in the GGC Education Abroad Portal.
    2. Complete and submit the following forms in the GGC Education Abroad Portal.
        a. Study Abroad Course Approval Form (in order to receive credit approval)
        b. Education Abroad Emergency Contacts
        c. Education Abroad Participant Health Statement
        d. Liability Participant Agreement-**Adults** OR Liability Participant Agreement-**Minors**
        e. Financial Aid Form (optional)
        f. Passport Information (including visa information for non-U.S. citizens)
        g. Supplemental Education Abroad Information
        h. Copy of any and all forms completed for program provider
        i. GGC Request for Transient Permission Form** or a Consortium Agreement Form (unless advised otherwise)
        j. Course Substitution Form
    3. Obtain signatures of approval as part of their study abroad application and Individual advisement process from the following:
        a. School Point of Contact (POC) for study abroad
        b. School Dean
        c. Wellness Center Representative
        d. Office of Internationalization Assistant Director for Education Abroad

Note: Students for both GGC faculty-led study abroad programs and non-GGC study abroad programs are required to submit their applications within the published deadlines, as well as attend all **mandatory** pre-departure orientations.

APM 3.53.3 **Reviewed August 4, 2016**

Service learning is a form of study abroad, except that it may or may not be credit bearing. It focuses on contemporary global and transnational issues and emphasizes human connection, thereby challenging notions of nations and cultures. Service learning incorporates community work into students' educational experiences, by providing real-world learning experiences that enhance students' academic learning while providing a tangible benefit for the community in which activity occurs. The only existing international service learning program at GGC is the Global Civic Engagement Program, a non-credit service learning program which offers students non-credit experiences in activities which address human needs or learning about an international community. In many instances, the community and student/institution are equal partners. The program requires students to dedicate thought, time, and ability to working with communities to learn about local challenges, while digging into complicated questions of power, injustice, and inequality in a global context. Each gains from the other by having significant opportunities to reflect on their service and experiences and engage theory and knowledge reflexively with the experience. The Global Civic Engagement Program is organized by the Office of Internationalization; however, other GGC faculty/staff members may also establish and lead their own service-learning programs.

Service Learning Intake Process

Students interested in participating in a GGC service-learning program should do the following:

1. Meet with the faculty or staff member leading the program for initial approval to participate in it.
2. Complete and submit a GGC Institutional Service-Learning Application in the GGC Education Abroad Portal.

Note: Students for both study abroad and service learning programs are required to submit their service-learning applications within the published deadlines, as well as attend all **mandatory** pre-departure orientations.

3.53.4 ELIGIBILITY AND REQUIREMENTS

Reviewed August 4, 2016

1. GGC students who wish to participate in study abroad programs must have a minimum cumulative GPA of 2.5; students who wish to participate in service learning abroad must have a minimum cumulative GPA of 2.0.
2. Students may **not** be on any form of academic probation, suspension, dismissal, warnings, or continued probation.
3. Certain study abroad programs may require higher GPAs or other prerequisites.
4. Students must have achieved the required GGC GPA by the application deadline of the study abroad program.
5. GGC students are eligible to study abroad participate in service-learning programs after completing a minimum of 24 collegiate credit hours by the program application deadline. Transfer students must complete a minimum of one full-time semester at GGC before they may study or serve abroad. International students wishing to study abroad should consult the Office of Internationalization to verify that their student visa will allow them to study or serve in the proposed host country.

APM 3.53.5 TRANSFER CREDIT FOR STUDY ABROAD

Reviewed August 4, 2016

Credit vs. Non-Credit: Not every experiential program abroad is credit bearing. For an education abroad program, students must be sure to verify whether it is credit bearing or not. If it is credit bearing, students must verify how many credits and whether the credits will transfer to their GGC program of study.

Affiliate Programs and Non-GGC Programs: GGC has agreements with several affiliate program providers, and students are encouraged to consider using one of these providers. For non-GGC and affiliate study abroad programs, courses will be reflected on another institution's transcript and will count as transfer credit at GGC. Please note the following important policies:

1. Completed GGC Request for Transient Permission or a Consortium Agreement Form (unless advised otherwise), Course Substitution, and Study Abroad Course Approval forms are required prior to registering for the program. These forms allow students to plan how courses will transfer in. They also enable students to maintain student status at GGC for financial aid and other purposes.
2. Courses may transfer as major, minor, core, or elective credit. The appropriate GGC school(s), in collaboration with the Registrar's Office, will determine how the course(s) will transfer and how the course(s) will be applied towards degree requirements.
3. GGC students should contact the Office of Internationalization as early in the planning process as possible to review the steps required for completing the transfer credit or transient permission approval process.
4. Transfer credit will be given only for courses that are from accredited U.S. universities/colleges and/or operated by approved GGC study abroad affiliates or consortia.
5. Other *USG Programs:* These programs include all public colleges and universities within the state. GGC students may be eligible to participate in study abroad opportunities through these institutions. Students should consider the following regarding USG programs:
   - USG programs tend to be around the same cost and are often led by a faculty member from the host USG institution.
   - To participate in a program through another USG institution, students will need to apply as *"transient"* students to that school as well as apply to their particular study abroad program.
   - Each institution is different, so students should pay special attention to the instructions given to them by the contact person for that specific USG study abroad program.
6. Foreign Language Programs/Schools: In order for credit to transfer to Georgia Gwinnett College, it must originate from an accredited institution of higher learning in the US or be evaluated by one of the approved credential/evaluation services.

APM 3.53.6 FINANCIAL AID AND SCHOLARSHIPS

Reviewed August 4, 2016

Financial Aid

GGC students can use their federal and state aid, including the HOPE Scholarship, for study abroad. Financial aid can be used on any study abroad program for which the student will receive academic credit. Students studying abroad for an academic year are eligible to apply for both the fall and spring grant competitions. Interested students should make an appointment to meet with Office of Internationalization or Financial Aid.
Important Note: While most students are able to use financial aid to assist with the cost of studying abroad, it is very likely that the student will need to cover these expenses up front and be reimbursed at a later date by financial aid or other scholarships. Due to federal regulations, these funds very rarely come through in time to use them to cover study abroad expenses in advance. Students should be aware of this and make arrangements to have their expenses covered in the meantime.

Securing Financial Aid for Study Abroad

Students should complete their FAFSA application well in advance of their term abroad. They should verify how their financial aid package will apply to their study abroad program. This is easily accomplished by meeting with a Financial Aid counselor.

International Education Fee (IEF) Stipends

The GGC Study Abroad Grant Program is funded by a mandatory international education fee (IEF). The program has limited funds, and applications will be accepted as long as there are funds. Application deadlines are as follows:

Term Abroad	**Deadline**
Fall	April 15
Spring	November 15
Maymester/Summer	March 15

Criteria for IEF Stipends: All IEF stipend applicants must:

1. Have been enrolled the previous semester and be working toward completion of a degree program at GGC,
2. Have earned 24 credit hours,
3. Have a minimum institutional GPA of 2.5 (transfer GPA **not** considered),
4. Be in the process of enrolling in a study abroad program for which they will receive academic credit.

Note:

- Meeting eligibility requirements and submitting an application do not guarantee an award.
- IEF funds **may not** be used towards study in countries that are currently under a U.S. Department of State Travel Warning.
- Maximum number of awards per student during his/her time at GGC: 2

Award Amounts: If approved for an IEF stipend, students may receive the following amounts:

- Less than 28 days: $500
- 28-41 days: $700
- 42 days or longer: up to $1,500 (depending on availability of funds)

Considerations for determining award amounts for programs lasting four weeks or longer:

- Financial need (based on applicant's financial aid package),
- Program sponsor (GGC or other),
- Program location (traditional or non-traditional),
- Previous international experience and OI funding,
- Number of credits being earned (applicable only to maymester and summer programs)

Other Study Abroad Scholarships & Funding Sources: Students should contact the Office of Internationalization to inquire about other types of external scholarships and funding sources.

APM 3.53.7 SOMETHING SEEMS WRONG HERE – THIS POLICY DOES NOT APPEAR AT ALL IN THE APM, AND THE NUMBER CORRESPONDS TO A DIFFERENT POLICY

INTERNATIONAL RISK MANAGEMENT POLICY

Reviewed June 4, 2015

Georgia Gwinnett College (GGC) recognizes the importance of risk management and crisis prevention for Study Abroad. The issues involved are complex and often fluid. Therefore, the policies set forth below are intended to provide the foundation for a strong protocol for the College regarding GGC students studying abroad on non-GGC programs. Policies related to GGC Programs and Faculty-led Programs are detailed in *Section 3.53.8* of this policy.

Phone Script

The emergency phone script is to be used by staff in the Office of Internationalization and Office of Public Safety when answering emergency phone calls related to GGC students studying abroad. The script helps track important information to provide the most effective and efficient assistance possible. The OI staff is trained to answer emergency phone calls.

Emergency Notification System

In the event of an emergency or crisis abroad, students on non-GGC programs will be instructed to contact the Office of Internationalization if the incident is during office hours. If it is not during office hours, the call should be directed to the Office of Public Safety at 678-407-5333. This number is answered 24 hours a day, 7 days a week.

All known information about the emergency should be given, together with contact information for the on-site program coordinator. Public Safety will then contact the Director of Internationalization (International Crisis Coordinator), Chief of Police and the Senior Associate Provost for Student Affairs, who will then contact the remaining persons identified on the contact list set forth below. The International Crisis Coordinator or Alternate Crisis Coordinator (whoever receives the call) will determine if circumstances merit contacting the President and the Vice President for Academic & Student Affairs

APM 3.53.8

SUMMARY OF STUDENT OBLIGATIONS (MANDATORY) FOR STUDY ABROAD AND SERVICE LEARNING

Reviewed August 4, 2016

For study abroad: Students ensure that, through their academic advisors, they choose the right course of study.
For service learning: Students ensure that, through their advisors, they choose the right service program.
All students:

1. Complete, sign, and submit to the Office of Internationalization all required forms, including an application form, a Waiver of Liability, and the pre-departure checklist for their program within the published deadlines. Electronic forms must also be duly completed and submitted.
2. Submit to the Office of Internationalization all required documents.
3. Obtain signatures of approval as part of their study abroad application and individual advisement process.
4. Attend all mandatory pre-departure orientations.
5. Sign up for the US Department of State Smart Traveller Enrollment Program.
6. Take all recommended travel prophylaxes/shots, and according to the recommended schedule.

3.54.6 PROGRAM PROPOSAL DEVELOPMENT AND APPROVAL

Reviewed August 4, 2016

The approval process is modeled on the recommendations of NAFSA: Association of International Educators, the premier national organization in education abroad. These policies and procedures, once successfully completed, will not only enable programs to be approved, but will also serve as tools in the ongoing management of programs.
Program Directors should begin the approval process at least **18 months prior to the first term they wish to offer their program; otherwise**, GGC cannot guarantee that the program will be approved in time.

3.54.6.1 PRELIMINARY PROPOSAL

Reviewed August 4, 2016

1. Proposers should complete the brief preliminary proposal included in this document. The Office of Internationalization will provide suggestions for evaluating the viability of a program prior to preparing a preliminary proposal. Proposers should submit this proposal through their school, securing the approval and signature of the dean or supervisor. Such approval indicates the school supports the idea and need for the program, the proposer's qualifications to direct the program, and its general fit within the curriculum or, for service-learning programs, the department or GGC as a whole.

2. If the school dean or supervisor approves the proposal, the proposer should submit the detailed proposal--both electronically and in signed hard copy--to the Director of Internationalization by **April 1** of the preceding academic year.

3. The Office of Internationalization will determine whether the proposal should move forward as is, not move forward, or be modified. The Director of Internationalization will discuss any concerns with the proposal with the proposer and his/her dean.

3.54.6.2 FORMAT AND CHECKLIST FOR FACULTY-LED STUDY ABROAD AND SERVICE-LEARNING PRELIMINARY PROPOSALS

Reviewed August 4, 2016

Attach a **brief** description of the proposed program, including the following information:

1. Nature and purpose of the program
2. For credit-bearing programs: Description of the academic component, including type and number of credit hours to be awarded, number of contact hours, method of evaluation, course title(s) and number(s)
3. For non-credit programs: Description of the service component, including location(s), project(s), number of contact hours, and method of evaluation
4. Examples of program-related activities and excursions
5. Projected number of students and faculty/staff
6. Projected cost to each participant
7. Amount and source of faculty/staff compensation
8. Program affiliations
9. Security and travel arrangements
10. Country/countries and cities to be visited

3.54.6.3 DETAILED PROPOSAL

Reviewed August 4, 2016

1. If the preliminary proposal is approved by the dean or supervisor and the Director of Internationalization, the faculty/staff member should prepare a **detailed** program proposal. The detailed proposal addresses academic matters (such as courses, instructors, and educational excursions), logistics (such as housing, meals, and ground transportation), risk management (such as safety, security, and the health and behavioral information that will be provided to students at orientation), affiliation arrangements (if the faculty member will be using private travel providers and/or host institutions), and fiscal viability as demonstrated by a detailed budget. Templates for these matters are in the appendix.

2. The detailed proposal should be reviewed by the school dean or supervisor.

3. If the proposal meets all general requirements, it is reviewed by the Education Abroad Program

Safety Committee to ensure the proposal meets the necessary safety and security guidelines.

4. The proposer will normally hear from the Office of Internationalization within two weeks of submitting the detailed proposal. If need be, the Director of Internationalization will dialog with the proposer(s) until the proposal meets the stated requirements. The proposal then goes to the Vice President for Business and Finance and the Senior Vice President for Academic and Student Affairs/Provost for recommendations, and finally to the President for approval. Upon approval, the proposal is returned to the Director of Internationalization, who notifies the proposer(s). Only after the proposer(s) receives notification from the Office of Internationalization of official approval, may they begin marketing the program and open an agency account in order to receive student fees. The Office of Internationalization and Accounting Services would gladly provide assistance with opening an agency account.

Note: If the program is not approved, the Office of Internationalization will notify the proposer in writing (with a copy to the appropriate dean or supervisor). The Director of Internationalization will be available to discuss the non-approval with the proposer. All proposals require approval by the following persons:

1. School Dean or Supervisor
2. Director of Internationalization
3. Vice President for Business and Finance
4. Senior Vice President for Academic and Student Affairs/Provost
5. President or designee

3.54.6.4 FORMAT AND CHECKLIST FOR FACULTY-LED OR SERVICE LEARNING DETAILED PROPOSALS

Reviewed August 4, 2016

In preparing the proposal, the faculty/staff member should address the following:

1. Mission Statement for the proposed program
2. Explanation of the nature and purpose of the program:

   For credit-bearing programs:
   a. Description of the academic component
   b. Course title(s) and number(s)
   c. Number of contact hours (field trips count at ½ rate)
   d. Sample syllabus for each course

   For service-learning programs:
   a. Description of the service component
   b. Plan for community engagement

   For all programs:
   a. Methods for student evaluation
   b. Course-related field trips, activities and excursions
   c. Justification for any program that is less than one week long or carries less than 3 credits
   d. Faculty/staff member's expertise relevant to the proposed program

3. Off-campus programming experience of proposer
4. Student behavior guidelines and/or policy contracts (sample contracts and handbooks)
5. Projected number of students and faculty/staff members
6. Program budget, including projected cost to each student (attach Excel spreadsheet)
7. Room and board arrangements
8. Source of faculty/staff compensation
9. Description of program affiliations, host institutions, and service providers
10. Travel arrangements, including all countries and cities to be visited
11. Site visit report (if applicable)
12. Security precautions and arrangements
13. Recruitment plan
14. Plan for administering the mandatory pre-departure and post-program evaluation

APM 3.54.7 FISCAL PROCEDURES

Reviewed August 4, 2016

A key element of running a study abroad or service-learning program is making sure there is enough money in the program budget to pay for all program costs and that the management of funds follows federal, state, and institutional guidelines. This section provides a procedure for the management of the finances of the program. Program directors should follow GGC and USG financial management guidelines.

APM 3.54.7.1 BUDGETING

Reviewed August 4, 2016

Sound budgeting avoids funding shortages and keeps student costs down. The following guidelines should be used to create a budget:

1. Determine an enrollment number for which the program will be budgeted based on an estimate of student interest and the program capacity.
2. Figure a total per-student package cost by dividing group expenses by the target number of students.
3. If faculty/staff expenses/meals are not paid through another source, faculty/staff expenses and a daily food allowance (per diem) for each faculty/staff participant should be included in the calculation of the total per-student package cost. For a meal allowance, the Federal M&IE (meals and incidental expenses) rate should be used.
4. A contingency fund cushion of 5%-10% (or minimum $100 per student) for administrative overhead, variation in exchange rates, and price fluctuations should be added to the total package figure.
5. A conservative estimate for exchange rates should be used as rates may fluctuate.
6. For study abroad programs: Do not include tuition or faculty salaries as part of the program budget; these will be handled through separate accounts.

APM 3.54.7.2 BUDGET ITEMS

Reviewed August 4, 2016

The following items (if they are parts of the program package) must be included in the study abroad budget:

1. International Travel
2. International Insurance (USG requires insurance)
3. Accommodations
4. Meals (for faculty/staff, this may be in the form of a per diem)
5. In-country Travel
6. Entrance Fees and Guided Tours
7. Faculty Expenses
8. Facility Rental
9. Guest Lectures

APM 3.54.7.3 APPLICATION FEES AND PAYMENT SCHEDULES

Reviewed August 4, 2016

The following are guidelines for application deposits, student payment options, and payment schedules. Funds will be needed well in advance to cover items like airfare deposits and accommodation costs; however, many students will not be able to pay the entire package cost in one payment. Breaking up the package cost into an application deposit and two or more payments should help program directors obtain funds early enough to pay advance costs while maintaining program affordability. To that end, the following is recommended:

1. An application should be considered incomplete without the application fee. The application fee may be refundable up to a certain date or may be non-refundable. A detailed refund policy should be included in the program literature. The remainder of the program fees may be broken down into two or more partial payments.

2. Application fees should be added to the cost of program which students pay. The remainder of the package cost may be paid by check, money order, or credit card.

APM 3.54.7.4 ACOUNT MANAGEMENT AND RECORD KEEPING

Reviewed August 4, 2016

Program directors must keep accurate financial records and follow guidelines on the use of student money established by the University System of Georgia and GGC. The following guidelines will help program directors manage their study abroad agency account and keep appropriate financial records:

1. As soon as plans are underway to launch the program, an agency account in which to deposit program fees and from which to draft checks to pay for program expenses should be established.
2. Arrangements should be made to receive reports from Financial Services or Accounting. In addition to these reports, the program director should maintain records to track the balance in the agency account.
3. For credit-bearing programs: It is important that student tuition payments be kept separate from program fees. Charges for tuition/fees will appear on students' accounts when they register for classes.
4. All student program fees must be paid to "Georgia Gwinnett College." If a check is returned, the program director will be notified and should then contact the student and try to collect payment. Payment due dates should be far enough in advance of the travel dates so that if a student is dropped for non-payment, that student's air and hotel accommodations can be canceled without penalty.
5. Once there are funds in an agency account, the program director may make payment requests for program services. The program director should maintain copies of all invoices and receipts. The Assistant Director for Education Abroad will provide guidance regarding the proper procedures.

APM 3.54.7.5 FINANCIAL AID

Reviewed August 4, 2016

Program directors should become familiar with the use of student financial aid and any available supplemental funding to pay for study abroad expenses. Students may use their state (including the HOPE Grant—only for GGC and USG programs), federal, and private financial aid packages to cover the costs of studying abroad for credit that will apply to their degree program. Therefore, program directors must ensure that the credit awarded through the study abroad program will advance students receiving financial aid toward completion of their degree programs.

Students who rely on financial aid should consult the Office of Internationalization and then the Financial Aid Office for guidance. Program directors should advise students that if money is needed for a summer program, they should make sure there will be enough funds available from their annual package to cover summer costs. Students who have not applied for financial aid should request information from the Financial Aid Office as soon as possible.

APM 3.54.8 PRE-DEPARTURE ORIENTATION

Reviewed August 4, 2016

Orientation: One of the best ways to ensure the safety of students and minimize the occurrence of litigation over negligence is for program directors to provide a thorough pre-departure orientation that clearly sets out expectations and consequences. The Office of Internationalization holds a separate mandatory general orientation for all students in each cycle (fall, spring, maymester, and summer). However, program Directors must also organize a separate program-specific orientation. Please work with the Office of Internationalization to provide a quality study abroad orientation.

Program Directors are responsible for scheduling pre-departure orientation sessions in cooperation with the Assistant Director for Education Abroad. Students are required to attend the Saturday OI orientation session provided for all students participating in international programs. At the end of the session, faculty/staff will have an opportunity to meet with their group briefly prior to dismissal. **Program Directors** should address the following topics in pre-departure meetings (including any others of their own):

1. Education Abroad Student Pre-Departure Checklist
2. Cultural Insurance Services International (CISI) insurance for all students and program directors
3. Emergency contact and medical forms
4. Medications: Advice to prepare a customized medical kit including prescription medications in labeled bottles, generic prescriptions for refill, and an extra pair of eyeglasses.
5. Immunizations and visas

6. Pre- and post-program evaluations
7. Cross-cultural Issues
8. Health and safety (including mental health): You may wish to distribute travel health information available from the Centers for Disease Control.
9. On-site orientation
    - Cautions about alcohol and drug abuse and a warning not to carry, buy, or sell illegal drugs
    - Information about the physiological and psychological consequences of jet lag, culture shock, homesickness, loneliness, changes in diet, lack of exercise, and so on
    - General instructions for emergency medical situations: using an emergency telephone system (like 911) or calling an ambulance, a hospital or doctor, or an embassy or consular office
    - Prudent advice on how to minimize the possibility of being the victim of crime
    - Advice to avoid political activity
    - Region-specific health information such as the nature, prevention, and treatment of region-specific diseases; required and recommended vaccinations; food risks; and descriptions of persistent and epidemic diseases.
    - Retaining copies of the passport information page and Participant Information Form
    - On-site arrangements and services (e.g., housing, meals, ATMs, health care facilities, e-mail access)
    - How to locate routine and emergency professional medical help
    - Facts on local crime and the political situation. You should distribute the State Department's Travel Advisories and Consular Information Sheets.
    - Retaining copies of the passport information page and Participant Information Form
    - Local vs. U.S. Laws: Students should be advised that they are subject to local--not U.S.--laws and that GGC or the U.S. Embassy can do little to help students who are caught breaking the law, other than visiting the student in jail.
10. Rules of behavior and penalties (e.g., attendance policy, dress code, behavior expectations, and grounds for expulsion)
11. Keeping track of troops
12. It's still academic!
13. Airline and travel itinerary
14. Review of course syllabi, evaluation criteria, and academic expectations (for credit-bearing programs)
15. Scheduled activities vs. free time; making clear when and where GGC responsibility ends before, during, and after the program
16. Survival language training for programs in non-English-speaking countries
17. Information on the culture, history, politics of the country (-ies) or region(s) to be visited

The **Office of Internationalization** will address the following topics during the mandatory Saturday pre-departure orientation with students:

1. Before you go (including contact information, finances, passports, and visas)
2. While you're there (including accessing your money, health abroad, medications and prescriptions)
3. Safety
4. Following host country laws
5. Social media and education abroad
6. Pre-departure survey
7. Recognizing and dealing with culture shock; activities to develop cross-cultural understanding and skills
8. Policies and procedures
9. Health and safety
10. Alcohol and drug use
11. General travel tips
12. GGC academic and financial policies (including registration, billing, financial aid, posting grades upon return)
13. Once you return

APM 3.54.9 RISK AND CRISIS MANAGEMENT

Reviewed August 4, 2016

No activity is risk free, but study abroad may involve unique risks to participants and a higher level of responsibility for program directors. This section describes how program directors can best protect their students from harm. Any issues regarding legal liability should be addressed to the Office of Legal Affairs **(+1-678-407-5919).**

APM 3.54.9.1 HOW TO CREATE A REASONABLY SAFE PROGRAM

Reviewed August 4, 2016

1. **Familiarity with Program and Site:** The program director must be thoroughly familiar with the program; providers of services; and the cultural, political, and social conditions of the sites. The program director should investigate the security of all accommodations and the safety record of all transportation providers, research the security of all destinations and the areas through which the group will travel using ground transportation, monitor State Department U.S. Passports and International Travel site for any alerts and warnings. A site visit or planning trip well before the program start date is highly recommended.
2. **Supervision and Back-up:** Program directors should make sure that someone is always in charge. An assistant director or in-country coordinator must be available in case the director is unable to function. Students should always be accompanied during group travel by the program director, assistant or co-director, host institution staff, country coordinator, or student leader to handle emergency situations. At least one person on location must be certified in first aid or CPR administration.
3. **No Student Left Behind:** Under no circumstances may a student be left behind alone in a foreign country. There must be provision for a program director to be with the student.
4. **Insurance:** Students participating on GGC study abroad or service-learning programs must carry the mandatory study abroad insurance (currently Cultural Insurance Services International (CISI). It covers medical expenses, evacuation, family visits, and repatriation of remains. The coverage must be made very clear to students upon application and during orientation. Program directors must include the cost of insurance in the program budget, so funds will be available for the insurance provider. The insurance will be purchased on behalf of the participants by the Office of Internationalization. The program director should also make sure he/she has copies of the Participant Information Forms from all student and faculty participants during the program.
5. **Certification in First Aid Administration:** The program director must be certified in first aid (CPR) administration.
6. **Smart Traveller Enrollment Program:** The program director should have all program participants sign up for the US Department of State Smart Traveller Enrollment Program.
7. **International Travel Registry:** The program director should have all program participants compete and return to OI the International Travel Registry (Appendix D).
8. **Statement of Responsibility:** All students who participate in study abroad program must sign an application form that includes a Waiver of Liability for their program. This document will be available in the GGC Education Abroad Portal.
9. **Alcohol Policy:** Students are expected to follow the local laws governing the sale and consumption of alcohol in the country where they are studying. They are expected to exercise moderation and responsible conduct if they decide to consume alcohol. In addition, they should take special care to avoid excessive alcohol consumption because it impairs judgment and could possibly alienate members of their host community. Under no circumstances should a GGC faculty or staff member purchase for students or provide students with alcoholic beverages.
10. **Illness/Hospitalization:** In case a student is hospitalized, the program director must take all necessary measures to ensure the student does not feel alone or isolated. If possible, and without violating the student's privacy, the program director should ensure the student is with someone at all times.

APM 3.54.9.2 CRISIS MANAGEMENT

Reviewed August 4, 2016

Study abroad may involve unique risks to participants and a higher level of responsibility for supervisors. This policy provides procedures for handling crisis situations abroad. **It should be noted that these procedures are mandatory. They are to be followed by ALL program directors in the situations described. PROGRAM DIRECTORS SHOULD REMEMBER TO TAKE THIS DOCUMENT WITH THEM ON THE PROGRAM AND REMEMBER TO DOCUMENT ACTIONS.**

All of the crisis management protocols below require that Program Directors contact the Office of Internationalization (OI) as soon as possible.

1. **Log of Events – Program Director:** In the event of a crisis or emergency abroad, the program director is required to begin keeping a log of events immediately. It is critical for information to be

shared accurately and completely, as soon as possible.

2. **Log of Events – Director of Internationalization:** During a crisis or emergency abroad, the Director of Internationalization will keep a log of all calls and activities. In his/her absence, the Assistant Director for Education Abroad will keep the log.
3. **Incident Report Form:** In the event of a student incident involving excessive or illegal alcohol consumption, drug use, theft, assault, injury, illness, arrest, a behavior problem, or other serious situations involving a student, the program director will complete the Incident Report Form (Appendix F) and email/text it as soon as possible to the Director of Internationalization. The information will enable the Director of Internationalization to provide any necessary support. If necessary, the Office of Internationalization will provide the incident report to the Dean of Students and/or other College administrators.
4. **Cancellation of Programs:** In the event of an emergency (such as civil unrest, a pandemic outbreak, a natural disaster, or the issuance of a travel warning after program approval), it will most likely be necessary to cancel or significantly alter a program for the safety of all program participants. The Director of Internationalization, in consultation with the Overseas Crisis Management Team, will make a recommendation to the Provost to continue or cancel the program.
5. **Emergency Notification System:** In the event of an emergency or crisis abroad, the Program Director should contact the Director of Internationalization, who will contact appropriate members of the Overseas Crisis Management Team. If the Program Director cannot reach the Director of Internationalization, s/he should contact the Assistant Director for Education Abroad. If the Assistant Director for EA is unavailable, the call should be directed to the GGC Office of Public Safety at 678-407-5333. This number is answered 24 hours a day, 7 days a week. All known information about the emergency should be given, including contact information for the program director. The Assistant Director for Education Abroad will then contact the Director of Internationalization, who will activate the GGC emergency plan. The Director of Internationalization will determine if circumstances merit contacting the President and the Provost. From this point, only the Director of Internationalization will handle all communication with the program director for the duration of the crisis.
6. **Injury or Death of a Program Director:** If a program director is admitted to the hospital while s/he is abroad and there is no other faculty/staff member on the program, the program director should notify the Director of Internationalization immediately, and s/he will activate the GGC emergency plan. If a program director dies while leading a program abroad, any other faculty/staff member on the program should notify the Director of Internationalization, who will activate the GGC emergency plan.
7. **Student Death:** If a student dies while s/he is abroad, the program director should gather as much information as possible regarding the cause of death and contact the study abroad program director immediately. The program director should not attempt to contact the family directly. The Director of Internationalization will contact the Dean of Students who will contact the family. The study abroad program director will also consult with GGC's Counseling and Psychological Services (+1-678.407.5592) to make arrangements for resources for the other program participants. The program director should make sure the student's belongings are safely stored and notify the rest of the participating students. All circumstances surrounding the death should be kept private until the local police complete an official investigation.
8. If there is an emergency, the program director should contact persons in the order listed below:
   a. Director, Office of Internationalization (Funwi Ayuninjam)
      - (Int'l Access) +1-678-407-5145 (Office)
      - (Int'l Access) +1-678-407-0292 (U.S. Cell, Office)
      - (Int'l Access) +1-336-712-0827 (U.S. Cell, Personal)
      - If a Title IX incident: Director of Diversity, Institutional Equity, and Title IX Program Administration
      - (Int'l Access) +1-678-407-5921 (Office)

   b. OI Assistant Director, Education Abroad (Cele Blair)
      - (Int'l Access) +1-678-407-5597 (Office)
      - (Int'l Access) +1- 404-406-7870 (Cell Phone)

APM 3.54.10 SUMMARY OF PARTICPANT OBLIGATIONS AND RESPONSIBILITIES

Reviewed August 4, 2016

Summary of Student Obligations (Mandatory)

1. For study abroad: Students ensure that, through their academic advisors or school Points of Contact, they choose the right course of study.

2. For service learning: Students ensure that, through their advisors or school Points of Contact, they choose the right program.

3. Students complete, sign, and submit to the Office of Internationalization all required **forms**, including an application form, a Waiver of Liability, and the pre-departure checklist (see Appendix C) for their program within the published deadlines. Electronic forms must also be duly completed and submitted.
4. Students submit to the Office of Internationalization all required **documents**.
5. Students obtain signatures of approval as part of their study abroad or service learning application and individual advisement process.
6. Students attend all **mandatory** pre-departure orientations.
7. Students sign up for the US Department of State Smart Traveller Enrollment Program.
8. Students take all recommended travel prophylaxes/shots, and according to the recommended schedule.
9. Students secure and take with them all required travel documents, including passport, visa, and health card. Failure to do so would result in the student not traveling. GGC is not responsible for ensuring participants have the appropriate travel documents.

Summary of Program Director Responsibilities

1. The program director participates in all related GGC training sessions, including one offered by the Director of Diversity, Institutional Equity, and Title IX Program Administration.
2. The program director is certified in first aid (CPR) administration.
3. The program director has all program participants sign up for the US Department of State Smart Traveller Enrollment Program.
4. The program director has all students complete and return to OI the International Travel Registry (Appendix D).
5. The program director verifies that each program participant has checked off all items on the pre-departure checklist (see Appendix C) no later than 2-3 days prior to departure.
6. If a group flight: The program director verifies that all program participants have the required travel documents once the group assembles at Hartsfield-Jackson Atlanta International Airport.

APM 3.54.11
POLICIES AND PROCEDURES PERTAINING TO INTERNATIONAL EXCHENGE AGREEMENTS
Reviewed August 4, 2016

To promote international education at GGC, the College has a network of relationships with partner institutions abroad facilitated by the Office of Internationalization. These exchange relationships encourage students to study abroad, attract international students and faculty members to campus, and enable GGC faculty to teach and conduct collaborative and individual research at institutions abroad. GGC's desire is to develop and cultivate relationships that support the College's broad institutional and international mission through creating and maintaining a worldwide set of partners that will be utilized by the campus community. While GGC actively pursues additional international exchange agreements to promote these objectives, such agreements are approached with care. It is more beneficial to support quality programs than to maintain a long list of inactive partnerships.

APM 3.54.11.1 PURPOSE

Reviewed August 4, 2016

The following describes policies and procedures for developing exchange agreements between any unit at GGC and an institutional partner located outside the United States, regardless of the nature of the exchange. Specifically, these policies will delineate GGC procedures regarding the establishment of international exchange agreements through an examination of guiding considerations, applicability determinants, and clarification of types of agreements. Procedures outlined include the role of the Office of Internationalization, guidelines for drafting an international exchange agreement, and steps for approval and authorization. A checklist and an exchange agreement worksheet are included to facilitate process negotiation and understanding.

APM 3.54.11.2 PROCEDURES AND CONSIDERATIONS

Reviewed August 4, 2016

Before developing an exchange agreement, the potential for exchange and program compatibility should be considered in order to establish the feasibility and appropriateness of the desired agreement. The potential for exchange will be determined based on the ability to fulfill the following requirements:

1. Significant exchange possibilities should exist in at least one of the following areas: student, faculty, or research.
2. The initiative should have significant support from at least one academic program.
3. If funding comes initially from external sources, e.g., federal grants, the institutional commitment should continue beyond the life of the grant unless explicitly stated that the relationship is active only during the administration of that grant.
4. For student exchanges, potential should exist for long-term interest and activity.
5. A benefit to GGC must be demonstrated.

The compatibility of the proposed exchange agreement with the mission and objectives of GGC will also be scrutinized. To that end, the following requirements should be fulfilled:

1. If the proposed agreement is in a region or country where GGC already has similar programmatic exchange relationships, there must be a strong rationale for the establishment of the proposed agreement and a demonstrated benefit to the College.
2. Proposing units/schools/departments at both institutions should possess comparable strengths and should show a strong willingness to sustain an on-going relationship.
3. The proposed partner institution should offer comparable levels of study.
4. There should be an expectation that academic credits earned at the host institution will be recognized at the home institution.
5. Academic calendars of the two institutions should be taken into consideration.
6. An infrastructure to administer the exchange at the host institution must be identified.

APM 3.54.11.3 PROCEDURES AND APPICABILITY

Reviewed August 4, 2016

Whenever any unit of GGC enters into an exchange relationship with a university or other institution located outside the territorial boundaries of the United States of America that involves, or might lead to, commitments of college resources of any kind, GGC must sign a written agreement with the partner institution. Such agreements are referred to as “Exchange Agreements.” These procedures apply to all Memoranda of Understanding (MOU), Faculty Exchange Agreements, and Student Exchange Agreements coordinated at GGC. An exchange relationship should be formalized under an Exchange Agreement if it involves any of the following components:

1. The assignment of administrative staff, faculty, or student (research assistant or project assistant) support on an ongoing basis
2. The commitment of institutional funds (from program or school) on an ongoing basis
3. The exchange of faculty, staff, or students
4. Extramural funding for research collaborations that presume/require specific institution-to-institution agreements

Exclusions: These procedures are intended to govern Exchange Agreements only. They are **not** intended to include the following types of arrangements:

1. Development of projects for assistance and technical assistance related to research
2. Relationships described and approved in their entirety through another campus agency, e.g., grant-funded projects
3. Visiting professorships and lectureships, e.g., Fulbright program
4. Brief visiting lectureships or informal exchanges, e.g., guest departmental lectures even if an honorarium is provided to the visiting speaker
5. Relationships in which departments/units do not commit more than hospitality or the volunteer efforts of faculty or staff

Questions about the applicability of these procedures to specific proposals or projects that are not exchange agreements should be addressed to the Office of Internationalization (OI).

APM 3.54.11.4 TYPES OF INTERNATIONAL AGREEMENTS

Reviewed August 4, 2016

An **International Exchange Agreement** is a written document outlining the terms and conditions providing for an exchange of faculty, staff, students, or research activity between GGC and a university or other institution located outside the territorial boundaries of the United States of America.

Exchange Agreements may be negotiated unit to unit, school to school, or in a broad-based institutional capacity. A relationship that stipulates an actual exchange of students, faculty, and/or staff requires a formal Exchange Agreement. A relationship that reflects general collaboration without specific exchange components does not require an Exchange Agreement. Formal Exchange Agreements stipulate the details and implementation procedures for a specific program of exchange or collaboration and may in some cases involve a commitment of resources.
The academic population targeted in the Exchange Agreement determines whether a Student Exchange Agreement or a Faculty Exchange Agreement is appropriate.

1. A **Student Exchange Agreement** is an international exchange agreement designed to include a mutual exchange of students between institutions for a term exceeding two years.

2. A **Faculty Exchange Agreement** is an international exchange agreement designed to include an exchange of faculty or researchers between institutions for a term exceeding two years.

3. A **Pilot Exchange Agreement** usually lasts for two years and allows both institutions to review their involvement before making a more substantial time commitment. In many cases, a Pilot Exchange Agreement will be implemented prior to a long-term Student or Faculty Exchange Agreement.

4. A **Memorandum of Understanding (MOU)** recognizes a shared interest between parties in exploring together potential projects, funding, or other arrangements that may lead to specific projects. No clear projects or plans are delineated. MOUs are preliminary ceremonial documents drafted to reflect or promote good will between the parties and the intention to solidify specific obligations and commitments in an Exchange Agreement at a later date. However, an MOU is still a legally binding contract subject to the same authorization and campus approval procedures as a more specific Exchange Agreement.

Specific Exchange Agreements that implement an actual exchange specify the obligations and commitments of each party. Thus, a well-written, specific Exchange Agreement is always preferable to an MOU, because it reflects a genuine relationship, implements a real collaboration, and tends not to generate unrealistic expectations or misunderstandings between the parties.

APM 3.54.11.5 ROLE OF INTERNATIONALIZATION IN FORMALIZING AN EXCHANGE RELATIONSHIP
Reviewed August 4, 2016

The Office of Internationalization (OI) provides consulting, review, and authorization services for any GGC unit seeking to formalize an exchange relationship with an international counterpart. The exchange process is a collaborative effort among various academic entities of GGC, individual faculty and staff, research groups, programs, and schools. Such entities are the engines that drive the establishment of relationships and that support them both intellectually and in terms of sustained interest.
Specifically, OI provides the following assistance regarding the drafting and procurement of international Exchange Agreements:

1. Consults with academic entities on the establishment and terms of international agreements;
2. Provides assistance in drafting agreements and in developing negotiation strategies;
3. Collaborates with the Office of Legal Affairs to assess proposals to protect the proposing unit and the institution from unforeseen financial and administrative consequences; and
4. As the President's and Senior Vice President for Academic and Student Affairs/Provost's designee, serves as the main review and approval authority for International Exchange Agreements.

APM 3.54.11.6 GUIDELINES FOR DRAFTING EXCHANGE AGREEMENTS
Reviewed August 4, 2016

The issues that must be addressed in every Exchange Agreement and guidelines for their inclusion are these:

1. **Home Institution:** The institution providing the exchange students

2. **Host Institution:** The institution accepting the exchange students

3. **Parties:** The agreement must accurately reflect the parties to be bound by the agreement. The parties should be listed by their official titles.

4. **Exchange Officers:** OI is noted as the official representative of GGC when Student Exchange Agreements are involved; however, a college representative or faculty member may also be identified to assist with the administration of the specific exchange. In the role of "exchange officer" OI serves as the first point of contact for the institution in terms of official correspondence, managing quota balances, and compliance with college regulations affecting the exchange. A college representative or "faculty champion" also has a strong relationship with the exchange but does not have final authority to authorize a renewal agreement or a modification to an existing agreement. All proposed agreements and modifications must be approved by OI.

5. **Admission to GGC:** Students inbound to GGC must be admitted as exchange students.

6. **Housing:** The most common and preferred housing option for exchange students is on-campus housing. Typically exchange students must search for and pay for their own accommodations; however, OI will assist by providing nearby housing options if the exchange student indicates he/she does not intend to live on campus.

7. **Quotas:** For student and faculty exchanges, the agreement should provide a specific range or "quota" for the number of participants expected. The agreement should describe the quota in terms of the academic calendar and be qualified with specific language concerning the number of semester-long exchanges involved.

8. **Balance of Quotas:** The agreement should specify that the exchange will balance in terms of the number of participants. Even though this is not always possible, each partner institution should aim to host and send an equivalent number of participants each year. Every agreement should include language addressing the mechanism whereby an imbalanced exchange will be brought back into balance. It should be noted that the authorizing college has an obligation to GGC to ensure reciprocity over the term of the agreement.

9. **Duration:** Agreements must be of a finite duration. Most agreements are made for a term of five years and pilot agreements for a term of two years.

10. **Degree Status:** Generally, exchange visitors do not have the right to earn a degree at the host institution. The agreement should clearly state that participation in the exchange does not in itself entitle the participant to enter a degree program at the host institution. Typically, the visiting exchange students will have the same rights and responsibilities as a regular domestic student.

11. **Conduct:** GGC students who participate in international exchange programs are required to agree to comply with all institutional rules, standards, and instructions for student behavior, including but not limited to those set forth in the APM 4.6.5 Student Code of Conduct.

12. **Work Plans:** The agreement should address the parties' expectations concerning the submission of a statement of the participants' academic plans. Relevant components might include information regarding the individual's previous background and training for work in a particular field; course work; the individual's goal while on the exchange; curriculum vitae; and transcripts.

13. **Language Ability:** The agreement must state the partnering institutions' expectations concerning language preparation. In student exchanges, students inbound to GGC must meet minimum language proficiency requirements. Further, if the proposed partner represents an institution where English is not the language of instruction, then it will need to be clearly stated what the language of instruction is and what the expectation of the language proficiency must be.

14. **Tuition:** For student exchanges, regular GGC tuition must be paid by one outgoing GGC student to cover the cost of one incoming visitor. The GGC student pays based upon full-time regular tuition and/or registration fees. If the student is a Georgia resident, then he/she will pay in-state tuition, and

if the student is not a Georgia resident, he/she will pay out-of-state tuition. GGC tuition paid for one student (regardless of the student's academic level and tuition category) covers the instruction costs for one international visitor. All student exchanges are based on semester tuition. Special fees must be paid by the student to the host institution.

15. **Access to University Resources:** The agreement should describe any rights or limitations presented to participants while at the host institution. In general, "college-wide" agreements limit an exchange student's access to certain programs and/or classes as would be the case for regular GGC students, including upper-division courses (if the exchange student's level is equivalent to lower division), and access to courses only when the student has met all prerequisites. An individual entity developing an exchange should not draft an agreement that allows or encourages inbound participants to concentrate on high-demand (or impacted) academic course sequences without the express permission of the GGC school involved.

16. **Limitation of Financial Commitment:** Each agreement should include language limiting the institution's financial commitment to available funding and to the agreement's specific terms.

17. **Stipends/Salary:** If any compensation for participants is involved, such provisions must be stated clearly in the agreement. For faculty exchanges, the responsibility for salary support must be addressed as well as the terms of any additional compensation (such as summer salary, fringe benefits, honoraria, or travel allowance).

18. **Travel:** Regardless of whether or not travel is provided as part of the exchange, the question of responsibility for participant travel must be addressed. If any portion of travel (for students or faculty) is to be provided by GGC, the provider must follow normal travel regulations and purchasing guidelines.

19. **Insurance:** All participants, including incoming and outgoing students, researchers, and faculty, must have adequate health insurance that will be active while the exchange takes place.

OTHER: In negotiating Exchange Agreements, institutional procedures, policies, or other special considerations that might affect or shape the exchange's terms should be taken into account. Several of these considerations are presented below:

1. **Immigration Issues:** Both incoming and outgoing participants typically need visas issued by the host country in order to participate in an exchange program. Visa application procedures can be detailed and often require significant lead time that might affect application deadlines and scheduling. For participants inbound to GGC, appropriate documentation will be issued. All questions regarding immigration procedures should be directed to the Office of Internationalization (OI) for inbound and outbound students.

2. **Administrative Support:** The unit or units developing an Exchange Agreement are responsible for some administrative support necessary to sustain the relationship. Examples of responsibilities include identifying GGC students interested in taking part in the exchange and advising both incoming and outgoing students regarding academic options. OI will provide administrative support in the form of processing applications and providing general assistance, including coordinating information sessions, pre-departure preparation, and assistance in disseminating program literature and documents.

3. **Review:** The agreement must address the parties' plans for reviewing the exchange program at appropriate intervals to assess the extent to which the program has met its academic and fiscal goals, the desirability of continuing the program, and whether amendments are advisable.

APM 3.54.11.7 AUTHORIZATION AND APPROVAL PROCESS

Reviewed August 4, 2016

Exchange Agreements may be initiated by a school or by OI. School-initiated agreements must be approved at the school level before they go to OI, while OI-initiated agreements, which may apply to GGC as a whole, are approved directly by the Provost. School-level exchange agreements must be approved at the school level

and authorized by the Senior Vice President for Academic and Student Affairs/Provost before the President or his/her designee signs them. As described below, agreements must first be approved at the school (or unit) level because of the potential commitment of that unit's resources. All agreements must then be authorized by the Provost. School-level agreements signed by authorized representatives of GGC and a party or parties abroad represent legally binding contracts. Below are the steps in the approval and authorization process.

1. **School-initiated Agreements**
   - The Originating Unit receives a signed letter from the appropriate Dean and completes the ***Procedural Checklist*** and ***Exchange Agreement Worksheet*** **[See below]** in preparation for a consultation with OI.
   - OI then assists in the development of a draft agreement. Suggestions will be made regarding interpretation of campus procedures and the most appropriate type of agreement depending on the circumstance. Often, an initial pilot agreement is developed that commits the College to a two-year program, after which it is determined whether or not to continue.
   - After review of the draft agreement, the Originating Unit presents the document to the respective Dean for his/her approval.
   - The Director of OI reviews the agreement on GGC's behalf and recommends it for signing to the Provost.
   - The Director of OI forwards the agreement to the Office of Legal Affairs for feedback.
   - The Director of OI forwards the agreement to the other partner for review. If they make any modifications, the Director of OI reconciles the language with the Office of Legal Affairs, ensures agreement from the other partner and from the Office of Legal Affairs, and then forwards two originals of the agreement to the President for signing, via the Provost.
   - The Director of OI forwards the two originals to the other party, which returns one signed original to OI for filing.

2. **School-level Agreements**
   - The Director of OI explores opportunities for international partnerships and shares them with deans who are likely to be interested in such partnerships. If the overseas curriculum is likely to be of interest to several GGC deans, the Director of OI seeks an opportunity to present it to the deans together.
   - If at least one dean supports the partnership, the Director of OI works with his/her overseas counterpart to draft an agreement.
   - The Director of OI forwards the agreement to the Office of Legal Affairs for feedback.
   - If the Office of Legal Affairs makes any substantive changes to the agreement, the Director of OI ensures concurrence from the other partner, and then forwards two original copies of the agreement to the President, via the Provost.
   - The Director of OI forwards the two originals to the other party, which returns one signed original to OI for filing.

OI will keep signed copies of agreements in a master file and will serve as the repository for all GGC Exchange Agreements.

APM 3.54.11.8 EXCHANGE AGREEMENT WORKSHEET FOR SCHOOL-INITIATED AGREEMENTS
Reviewed August 4, 2016

This questionnaire should be used to obtain the information necessary to prepare the formal Exchange Agreement. Please answer the following questions and return the form to the Office of Internationalization.

1. Complete name of foreign institution (to be entered on all Exchange Agreements)
2. Institutional website URL
3. Proposed types of exchange with the foreign partner institution (check all that apply):

   ___ Reciprocal exchange of students
   ___ Reciprocal exchange of staff and faculty
   (Include detailed terms and conditions of the exchange, e.g., how many faculty/staff will be exchanged, what activities will occur, and duration of stay for each individual.)
   ___ Collaborative research projects

(Include a description of the collaborative research that will be conducted, specify resources needed, and who will pay for costs associated with the research, e.g., employee salary, computer resources, lab equipment, etc.)

___ Exchange of publications, reports, or other academic information

___ Professional development

___Other activities such as conferences, symposia, and workshops, as mutually agreed to

4. List any specific sub-unit(s) (schools, colleges, faculties, departments, centers, institutes, etc.) in the foreign institution with which the agreement is to be made, unless the exchange applies to the entire overseas institution. Please include any relevant websites for those units.
5. Name and title of chief executive officer authorized to sign the exchange agreement on behalf of the cooperating institution:
6. Cooperating institution contact information:

   Exchange Officer:
   - Name
   - Title
   - Mailing Address
   - Telephone
   - Email Address
   - Web Address

   In the case of a program agreement that includes student exchanges, please provide the following information:
   - Advisor for Outgoing Students (i.e., students coming to GGC)
   - Name
   - Title
   - Mailing Address
   - Telephone
   - Email Address
   - Web Address
   - Advisor for Incoming Students (i.e., GGC students enrolling at the cooperating institution)
   - Name
   - Title
   - Mailing Address
   - Telephone
   - Email Address
   - Web Address

   For program agreements related to other exchange activities, list appropriate contact individuals; for example, exchange of faculty and staff, collaborative research projects, exchange of publications, collaborative professional development, other activities as mutually agreed to (add extra sheets if necessary):
   - Name
   - Title
   - Mailing Address
   - Telephone
   - Email Address
   - Web Address

7. Please describe the rationale for the proposed exchange agreement; attach extra pages if necessary. Consider the following questions:

   a. How is the activity with the proposed partner of mutual benefit to both institutions?

   b. For student exchanges, how does this benefit GGC students, and what is the probability of attaining an appropriate level of reciprocity?

c. If GGC already has agreements to provide students an opportunity to study in the proposed country or site, what new possibilities does this partnership offer?

d. What are the enhancements/attractions of this exchange within the broader GGC community?

8. GGC Academic Coordinator (i.e., faculty member responsible for administering the proposed agreement):
   - Name
   - Title
   - Mailing Address
   - Telephone
   - Email Address
   - Web Address

APM 3.54.12 APPENDICES

Reviewed August 4, 2016

Below are forms pertaining to the various programs discussed above. These are only samples. The ones bearing GGC letterheads are available in the GGC Education Abroad Portal and in the Office of Internationalization.
Appendix A – Preliminary Request for Approval
Appendix B – Detailed Proposal
Appendix C – Education Abroad Student Pre-Departure Checklist
Appendix D – International Travel Registry
Appendix E – Checklist for School-Initiated Agreements
Appendix F – Education Abroad Student Incident Report Form

APPENDIX A
PRELIMINARY REQUEST FOR APPROVAL
GEORGIA GWINNETT COLLEGE STUDY ABROAD OR SERVICE-LEARNING PROGRAM

_____ Credit-Bearing Program _____ Non-Credit Program

_____/_____/_____/_____

Discipline(s) Program Title Program Dates

Please confirm the following:

☐ No other program at GGC or in the University System of Georgia would make the program redundant.
☐ There is sufficient student interest to generate minimum program enrollment.

Note to the Proposer:
If the study abroad program involves the establishment of a new course, then the policies and procedures of the specific school and College-wide Curriculum Committee for the creation of a new course also apply.

_____/_____/_____/_____

Program Director Title Telephone Number

_____/_____

School Dean/Supervisor Date

_____/_____

Director, Internationalization Date

APPENDIX B
DETAILED PROPOSAL

GEORGIA GWINNETT COLLEGE STUDY ABROAD OR SERVICE-LEARNING PROGRAM

_____ Credit-Bearing Program _____ Non-Credit Program

_____/_____/_____
Discipline(s) Program Title Program Dates

In submitting a proposal, the faculty/staff member commits to following established GGC guidelines. Attach a description of the proposed program that addresses all of the items on the checklist.

Note to the Proposer:
If the program involves the establishment of a new course, then the policies and procedures of the specific school and College-wide Curriculum Committee for the creation of a new course also apply.

_____/_____/_____
Program Director Title Telephone Number

_____/_____
School Dean/Supervisor Date

_____/_____
Director, Internationalization Date

_____/_____
*VP, Business and Finance Date

_____/_____
*Senior VP Academic and Student Affairs / Provost Date

_____/_____
*President or designee Date

By signing this form, I certify that this program meets all fiscal and academic standards of GGC and of the University System of Georgia.

APPENDIX C
Education Abroad Student Pre-Departure Checklist
This checklist also appears in APM 3.53 Student Study Abroad and Service Abroad Policies, section 3.53.7.

Be sure to check off all applicable items below before you depart for your program:

1. Obtain/renew your passport and make sure it is signed and valid for at least six months after your return.
2. Obtain a visa, if required.
3. Determine whether your file is complete for your study abroad program with the Office of Internationalization.
4. Meet with your academic advisor or school Point of Contact to discuss your course selection and have them approve your selection (see Study Abroad Approval Form).
5. Finalize your financial aid (if applicable).
6. For semester programs: Make necessary housing arrangements at GGC for your return.
7. Learn about your host country.
8. Pay any remaining program balance on your study abroad program.
9. If you are registered at GGC: Pay your tuition and fees before departure.
10. Obtain a medical release from your doctor allowing you to travel to the host country (if this is required).
11. Finalize registration for courses if necessary.
12. Register with the US Department of State Smart Traveler Enrollment Program (STEP).
13. Reconfirm your flight(s) to your destination.
14. Check your airline for any baggage restrictions.
15. Make a copy of your passport and other important documents for your family.
16. Make a list of all contact information in your host country. Carry a copy with you and leave one with your family.
17. Bring copies of insurance cards, medical prescriptions, passport/visa, ID cards.
18. Inform your credit card company and/or bank of your travel dates.

APPENDIX D
International Travel Registry

Please complete the following information and return it to the Office of Internationalization (OI) before departing.
If any of the information you provide changes, please inform OI. Thank you, and safe travels!

PERSONAL INFORMATION

Full Name (as on passport): _____ Status (Student/Fac./Staff/Admin.): _____

GGC Address: _____ Role on Trip (for faculty/staff only): _____

Local Address:
_____

Permanent Address (if different):
_____
_____
_____

Phone(s) and Type: _____ _____ Parents' Ph. (student only): _____

PROGRAM CONTACT/ORGANIZER IN USA

Name of Program/Provider:
_____

Fixed Ph.: _____ Cell Ph.: _____ Fax: _____ Email: _____

PROGRAM CONTACT ABROAD (if applicable)

Name of Program/Provider:
_____

Fixed Ph.: _____ Cell Ph.: _____ Fax: _____ Email: _____

TRAVEL INFORMATION

Destination Address:
_____

Destination Contact:
_____

Departure Date: _____ Carrier, Fl. No.:
_____

Return Date: _____ Carrier, Fl. No.:
_____

Other Pertinent Travel Information:
_____

_____

APPENDIX E

CHECKLIST FOR SCHOOL- INITIATED AGREEMENTS

___ Review criteria for establishing feasibility and compatibility of proposed agreement and applicability determinants as outlined in this document.
___ Complete the Exchange Agreement Worksheet, found below.
___ Request a letter from respective deans approving development of the relationship.
___ Submit letter of approval and completed Exchange Agreement Worksheet to OI.
___ Work with OI in developing a draft agreement.
___ Present document draft to appropriate dean for approval.
___ After receiving approval from appropriate dean, return document to OI for finalization and authorization from OI and GGC.

AUTHORIZATION SIGNATURE

_____ _____

Signature, School Dean Date

APPENDIX F

EDUCATION ABROAD STUDENT INCIDENT REPORT FORM

TO BE SUBMITTED TO THE OFFICE OF INTERNATIONALIZATION

Today's Date: _____ Time: _____

Name(s) of Student(s) Involved:

_____

Student ID No:

_____

Date and Time of Incident: _____ Location of Incident: _____

Employee Completing Report and Contact Information:

_____

_____

Any Others Involved:

_____

Please check the appropriate box to indicate the nature of the incident:

☐ Alcohol/Drugs ☐ Assault of Student ☐ Theft

☐ Injury/Illness ☐ Arrest of Student ☐ Other: _____

Please describe the incident. Be as specific as possible, including all details. Use additional sheets if necessary.

_____

_____

Action(s) Taken (if any):

_____

_____

Follow-up Action(s) (if any):

_____

_____

_____ _____ _____

Name of *Reporting* Person Signature Date

_____ _____ _____

Name of *Reported* Person Signature Date

If the incident is witnessed by more than the above persons, all of them should submit separate reports.

_____ _____ _____

Name of Witness Signature Date

SCHOLARLY ACTIVITIES

Georgia Gwinnett College's policy is to promote and maintain an environment in which scholarly activities contribute to the professional growth of faculty and students. While teaching remains the principal activity of our faculty, GGC would support faculty members to conduct research, publish scholarly articles and books, participate in creative activities, and participate in conferences of learned societies. The faculty evaluation system details a flexible and balanced description among the requirements for research, teaching, service and student engagement.

APM 8.3.14 FACULTY DEVELOPMENT

Reviewed May 26, 2016

See Board of Regents Policy Manual Section 8.3.14.

To promote faculty development, faculty are encouraged to attend programs offered by the Center for Teaching Excellence or through off-campus development opportunities, that address effective instructional practices, innovative uses of technology, and other instructional approaches that lead to student engagement. By attending these programs, faculty demonstrate their commitment to their own professional development and to the standards of teaching excellence of the college. The Center's activities correlate to the academic and professional standards set forth by the faculty evaluation in these areas: excellence in teaching, scholarship, service, and student engagement.
Georgia Gwinnett College also promotes the development of senior administrative personnel and encourages their participation in opportunities that advance their institutional effectiveness. By participating, administrators demonstrate their commitment to their own professional development and to the administrative and managerial standards of the college.

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CONFLICT OF INTEREST-RESEARCH

Policy
It is the policy of GGC to comply with federal regulations ensuring that sponsored activities will not be compromised by the Investigators' financial interests that reasonably could be expected to bias the design, conduct, or reporting of the research. In accordance with these regulations, the college has the responsibility to disclose, manage, reduce, or eliminate any actual or potential conflicts of interest that may be presented by a financial interest of an Investigator.

Definitions

- **Conflict of Interest** - A conflict of interest exists when the college reviewer(s) reasonably determines that a significant financial interest could directly and significantly bias the design, conduct, or reporting of the federally-funded research, educational, or service activities.
- **Investigator** - Investigator means the Principal Investigator (PI), Co-Principal Investigators (Co-PIs), Co-Project Directors, and any other person(s) responsible for the design, conduct, or reporting of research, educational, or service activities funded, or proposed for funding. Interests of the Investigator that would constitute a conflict of interest include interests of the Investigator's spouse and dependent children.
- **Significant Financial Interest** - Significant financial interest means anything of monetary value, including but not limited to:
  - salary or other payments for services (e.g., consulting fees or honoraria), or income generated by the manufacture or sale of products;
  - equity interests (e.g., stocks, stock options or other ownership interests); or
  - intellectual property rights (e.g., patents, copyrights and royalties from such rights).

The term does not include:

- salary, royalties, or other remuneration from the applicant institution;
- income from seminars, lectures, or teaching engagements sponsored by public or nonprofit entities;
- income from service on advisory committees or review panels for public or nonprofit entities;
- an equity interest that when aggregated for the Investigator and the Investigator's spouse and dependent children, (1) does not exceed $10,000 in value, as determined through reference to public prices or other reasonable measures of fair market value, and (2) does not represent more than a five percent ownership interest in any single entity (both conditions must be met); or
- salary, royalties or other payments that, when aggregated for the investor and the Investigator's spouse and dependent children over the next 12 months, are not expected to exceed $10,000.

See information located in Appendix 4 Research and Grants for details about procedures.

SERVICE
Consistent with the institutions' mission to service, the institution encourages and supports faculty to engage in service activities in the community, professionally and to the college.

COMMITTEES
In addition to performing classroom duties, faculty members must share academic administration responsibilities, work on committees, appear at academic functions, and be available to students for academic assistance/advisement. As needs arise it is the responsibility of the faculty to serve on the appropriate committees.

FACULTY MEETINGS
Faculty are expected to attend faculty meetings. The faculty as a whole will meet once per semester. These meetings will be held by request of the administration. Individual Schools will conduct faculty meetings as needed by request of the dean. The dean or vice President may, at his or her discretion, adjust the number faculty meetings needed, particularly when the demands of administrative duties justify such an adjustment. Faculty should be given two weeks advanced notice along with agendas for all meetings. Please refer to BOR policy 3.2.5 for further information

GRADUATION
Faculty members may attend GGC's graduation ceremonies. The ceremonies are held at the end of Spring, Summer and Winter Semesters.

STUDENT ENGAGEMENT
Academic advisement/Mentoring is arranged by the instructor and student at a mutually convenient time, within limitations of the schedule of each school. Each faculty member shall mentor a specific number of students as set by the Dean of each School.

APM 3.9 ACADEMIC ADVISEMENT AND MENTORING

Reviewed May 26, 2016

See Board of Regents Policy Manual Section 3.9.

Each institution shall have a program for the advisement of its students. Academic advisement is the primary responsibility of the faculty and should be integrally related to the education process. Effective advisement shall be credited toward retention, tenure, and promotion. It shall be a specific topic of faculty evaluation (BR Minutes, 1980-81, P. 85)."

In keeping with its commitment to create a culture devoted to the holistic development of students, Georgia Gwinnett College (GGC) embeds traditional academic advising (course selection and academic program planning) within a broader context of career planning, goal clarification, and personal growth. Georgia Gwinnett College has chosen the term "mentoring" for its academic advisement program to emphasize this focus on the whole student, rather than simply on academic matters.

Mission

The mission of the GGC Student Mentoring Program is facilitating student success, development, and retention by supporting the design and implementation of educational and career plans and enhancing student engagement in the academic community.

Academic Advising Model

In its broad definition of academic advising, the University System of Georgia asserts that academic advising "…represents…an opportunity for the faculty and the institution to express a special interest in both the personal and academic welfare of the students." In keeping with this view, the overall goal of mentoring at GGC is to assure that all students achieve the Integrated Educational Experience (IEE) outcomes of the college:

- Clearly communicate ideas in written and oral form
- Demonstrate creativity and critical thinking in inter- and multidisciplinary contexts
- Demonstrate effective use of information technology
- Demonstrate an ability to collaborate in diverse and global contexts
- Demonstrate an understanding of human and institutional decision making from multiple perspectives
- Demonstrate an understanding of moral and ethical principles
- Demonstrate and apply leadership principles

In support of these goals, mentoring at GGC encompasses the three broad areas of academic advising, career advising, and personal growth. Within these three broad areas, the outcomes of mentoring are:

Academic Advising

- Development of academic program plans appropriate for students' anticipated majors and career goals.
- Progression toward completion of academic requirements and graduation at a reasonable rate.
- Awareness of policies and procedures pertinent to completion of students' planned academic programs.
- Awareness of special academic opportunities such as study abroad, internships, etc.

Career Advising

- Identification of educational and career objectives commensurate with students' interests and abilities
- Exploration of academic and other requirements for students' chosen careers.
- Exploration of post-graduate educational or employment opportunities for students' chosen careers.

Personal Growth

- Awareness of on-campus support available to students.
- Engagement in the co-curricular program of the college.
- Demonstrate leadership in the classroom, college, and/or community.
- Make appropriate life decisions and accept personal responsibility for the consequences of decisions.

Ultimately, Georgia Gwinnett College graduates will be informed, engaged citizens of the community who are inspired to a lifetime of service.

Role of Faculty

All faculty and selected staff are engaged in mentoring students. Effective mentoring is a critical element in the annual evaluation process for faculty. All GGC students are assigned a faculty mentor at the point of matriculation and continue to be mentored by a faculty member throughout their educational careers.

GGC'S MENTORING PROGRAM

General Description
GGC's mentoring program includes induction of new students, freshman and transfer, into the campus community, mentoring for students who have not declared a major, and mentoring for students who have declared a major. Mentoring also includes special support services for students who are identified as needing learning support or support with English as a Second Language, as well as minority students.

Administrative Responsibility
Administrative responsibility for the mentoring program at GGC ultimately resides with the Vice President for Academic and Student Affairs.

Assignment of Mentees
Georgia Gwinnett College (GGC) is dedicated to the holistic development of the student inside and outside of the classroom. Appropriate personal relationships and faculty mentoring are the centerpieces of the GGC model. The First Year Seminar (FYS) instructor serves at the student's assigned mentor until the student reaches thirty (30) credit hours toward graduation; the point at which the student must declare his/her major. The student and mentor are expected to interact on a regular basis. At thirty (30) credit hours toward graduation or if a subsequent change in major occurs, the FYS instructor/student mentor personally transitions the student to a new mentor within the student's discipline. The respective Academic Dean or his/her designee will work with the FYS instructor/faculty mentor to facilitate this transition. The new mentor then partners with the student through graduation. Transfer students entering GGC with thirty plus (30+) credit hours toward graduation will be assigned a faculty mentor by their respective Dean or his/her designee upon admission to the college. A student may also request a change in mentor assignment to the Academic Dean or his/her designee. Requests will be considered on a case-by-case basis by the Academic Dean or his/her designee.

Mentoring Loads
The Vice President for Academic and Student Affairs is committed to distributing mentoring loads as equitably as possible among faculty. Faculty are expected to serve as mentors of students. Particular attention should be paid to the ratio of mentees to mentors to ensure quality.

Responsibilities of Mentors
Recognizing that effective mentoring is a partnership between mentors and mentees and that each has a role and responsibility, the mentor's role is to:

1. Help the mentee develop educational and career objectives suited to the advisee's demonstrated abilities and expressed interests.
2. Help the mentee to understand the relationships among the courses, programs, undergraduate research opportunities, internships, study abroad programs, and other academic experiences provided by the college.
3. Encourage the mentee to take advantage of campus service, activities, programs and resources that contribute to personal development.
4. Help the mentee plan a course of study and give advice about courses and the adjustment of course loads.
5. Monitor the progress of mentees, and intervene when needed to overcome impediments to progress.
6. Meet with the mentee in a face-to-face session at least once each semester.
7. Participate in the mentor training sessions provided by the college and by each school.

Mentoring policies and procedures and resources for mentors may be found in the GGC Mentoring Handbook.

Evaluation of Mentors
Participation in the mentoring program is one element used in the assessment of faculty performance for retention and promotion at Georgia Gwinnett College. (Refer to section on faculty evaluation.)

APM 3.9.1
MINORITY ADVISING PROGRAM

Reviewed May 26, 2016

See Board of Regents Academic & Student Affairs Handbook Section 2.7.1

SOURCE: Memorandum from Vice Chancellor to Presidents, 7/9/93.

Mission

The mission of the Minority Advising Program is to enhance the academic welfare of minority students at Georgia Gwinnett College. Its goals include the promotion of academic success, development of human potential, and the creation of an environment that fosters the success and retention of minority students.

Minority Advising Model

The Georgia Gwinnett College Minority Advising Program adheres to the following guidelines established by the Board of Regents Office of the Chancellor:

1. The Minority Advising Program at Georgia Gwinnett College supplements regular academic mentoring activities.
2. The Minority Advising Program addresses students' academic and non-academic needs, addressing cognitive and non-cognitive dimensions of intellectual, personal, and social self-actualization.

Administrative Responsibility

The Minority Advising Program is coordinated by the Director of Minority Outreach Programs.

Services Provided

The Georgia Gwinnett College Minority Advising Program provides (directly or on a referral basis) the following services:

A. careful follow-up of dropouts;
B. special individualized counseling for academically at-risk students and students placed on academic probation;
C. assistance to students in choosing a program of study and in the selection of an academic major;
D. help in considering the long-term implications of pursuing various courses of study, and careful consideration of career opportunities presented by various academic programs;
E. peer counseling to address a full spectrum of personal, social, and academic needs;
F. access to appropriate and effective tutoring;
G. help in identifying financial aid sources and review of procedures for obtaining financial aid;
H. access to, and facilitation of, career counseling;
I. reinforcement of the regular advisement system;
J. access to study skill activities;
K. articulation with high schools to help prepare minority students for college;
L. culturally appropriate programming and a forum to bring effective role-models in contact with minority students to discuss their educational and other experiences; and
M. periodic meetings with academic officers, and the president to maximize the interrelationship of the Minority Advising Program with other aspects of the institution.

CLUB ADVISING

All members of the faculty are encouraged to serve as faculty advisors for any of the extracurricular clubs that include competitive clubs teams, individual competitive sports, as well as hobby, academic, and support clubs. Please see Student Handbook for student organization formation process.

FACULTY RIGHTS, PRIVILEGES, BENEFITS

APPEALS

PROMOTION AND CREDENTIALING

The appeals process for Promotion and Credentialing can be found in appendix # 2.

EVALUATIONS

All appeals of faculty evaluations should be directed to the Vice-President of Academic and Student Affairs.

DISCIPLINARY ACTION GRIEVANCES

For grievances concerning faculty disciplinary matters, except for removal of a faculty member prior to expiration of a contract term, faculty may choose to file a grievance in accordance with the procedures outlined in the GGC Employee Grievance Policy, which can be reviewed under APM section 8.2.50. Informal resolution and formal proceedings are available under the Employee Grievance Policy. For grievances concerning academic freedom matters, faculty should use the procedures highlighted below**.**

ACADEMIC FREEDOM GRIEVANCE PROCEDURES

Introduction
The Georgia Gwinnett College Academic Freedom Policy recognizes and protects lively academic exchange and spirited discourse. Should any dispute regarding Academic Freedom arise from within the GGC campus community, the first responsibility of the disputants shall always to be to attempt to resolve the matter(s) through informal means. For example, faculty may choose to meet with a college official designated to handle conflict resolution (in HR or Legal Affairs and Diversity Services) or with the Dean.

If initial conflict resolution fails and the faculty member wishes to file a grievance concerning an academic freedom matter, the grievance must first be initiated through the Faculty Senate's Professional Concerns Committee by following the procedures outlined under Faculty Senate in this Manual. The Professional Concerns Committee shall review the matter and if the matter has merit, the Professional Concerns Committee shall attempt informal resolution on behalf of the faculty members. If the matter is not informally resolved, the Professional Concerns Committee shall refer the matter to the Academic Freedom Grievance Hearing Committee (AFGHC) and the matter shall be handled in accordance with the due process procedures outlined below.

Participants in a formal grievance process are permitted to pursue the grievance without fear of reprisal. Retaliation is an actionable offense. If the grievant or the Academic Freedom Grievance Hearing Committee alleges retaliation, the alleging party shall present said evidence to the Committee for review at any time during the grievance process. If the Academic Freedom Grievance Committee (AFGHC) review process concurs with a grievant's retaliation allegation, the Committee shall include the findings in the Committee recommendations and forward them to the college President for review and appropriate handling.

Definition of a Formal Academic Freedom Grievance

An Academic Freedom grievance is defined as an allegation by a faculty member, a group of faculty members, a student, a group of students, or the Faculty Senate that there has been:

- a dispute over the interpretation of the terms in this policy/statement on Academic Freedom
- a violation of the Academic Freedom policy as set forth in the Faculty Manual.
- an infringement on the Academic Freedom of a faculty member's speech, words, or actions.

Academic Freedom Grievance Hearing Committee (AFGHC) Composition:

AFGHC shall be considered to be a sub-committee of the Professional Concerns Committee, comprised of 5 full time faculty members from either the Senate or other members of the full faculty.
AFGHC will consist of the following membership:
4 faculty members chosen by Faculty Senate (one representing each School),
1 faculty member & 1 alternate appointed by the Vice President of Academic & Student Affairs
The AFGHC shall elect a chairperson from its own membership annually. Committee members shall serve staggered two-year terms. No member of the AFGHC shall have concurrent membership on the Promotion and Credentialing Committee. Members in a conflict of interest with respect to a particular dispute shall remove themselves from the case, either at the request of a party to the grievance or on their own initiative. Each party (to the grievance) will have a maximum of two challenges without stated cause allowing removal of a committee member without stated cause. (AAUP: Policy Documents & Reports, 1995, p. 26). If a committee member is removed either because of conflict of interest or due to a challenge from a party to the grievance, the remaining members of the committee shall elect a replacement that maintains the school's representation on the committee.

Procedures for AFGHC Grievance Referrals:

Once a grievance has been referred from the Professional Concerns Committee to the AFGHC for hearing, jurisdiction shall remain with the AFGHC until the final hearing is complete

When a matter substantially similar to a grievance (as defined above) has previously been (or is concurrently being) filed with an outside agency, the AFGHC will not hear the matter, absent compelling written documentation unless there is evidence that such a hearing would facilitate resolution of the outside complaint.

Procedures for Handling Grievances:

1. Upon receipt of the referral from the Professional Concerns Committee, the AFGHC chair shall send a copy of the grievance to all members of the AFGHC and all named parties within five working days.
2. The chair of the AFGHC shall schedule a formal hearing at a time convenient for all parties to the grievance.
3. The AFGHC chair shall conduct a formal hearing, at all times preserving the confidentiality of its proceedings.
4. If the AFGHC finds that a grievance does not have merit (though a simple majority vote), the process shall end with written notification by the AFGHC to all members of the AFGHC and all named parties.
5. If the grievant is not satisfied with the decision of the AFGHC, the grievant may appeal to the college President. The grievant shall submit the appeal in writing to the office of the President within five days of receiving notification from the AFGHC. The President's decision shall represent the final institutional decision on the matter.

The Formal Grievance Hearing: The hearing will be conducted in private, and the parties shall make no public statements about the case during the course of the hearing. The hearing proceedings shall be recorded (audio) by the committee chair. The costs of this recording shall be borne or reimbursed by the College. The chair of the AFGHC shall conduct all meetings, including any hearings that the committee deems necessary to resolve the grievance. If the grievant has an academic advisor or counsel present, his/her role shall only be to advise and counsel the grievant. The advisor or counsel may not address the committee or question the witnesses. With the permission of the chair, such an advisor or counsel may address the committee All parties to the grievance will have the right to obtain witnesses and present evidence.

In cases when physical or mental examination would be helpful in deliberations, the AFGHC can request an independent medical and/or psychological opinion. This may require the faculty member to undergo a medical and/or psychological examination by an appropriate professional of the AFGHC's choice and at its expense. If the grievant fails to comply with such a requirement by the AFGHC, the AFGHC has the right to dismiss the grievance.

The College shall cooperate with the AFGHC in securing witnesses and making available documentary and other evidence requested by the grievant to the extent not limited by contract or law. All parties shall have the right to cross-examine witnesses. Where a witness has made a statement and cannot or will not appear, but the AFGHC determines that the interests of justice require admission of his/her statement, the committee shall identify the witness and disclose his/her statement. The AFGHC shall grant appropriate continuances to enable either party to investigate evidence.

The AFGHC shall not be bound by strict rules of legal evidence. Every possible effort shall be made to obtain the most reliable evidence.

At the conclusion of the hearings, the AFGHC shall present its recommendation(s), in writing, to all parties and the President of the College within seven business days. Decisions of the AFGHC shall take the form of findings of fact, conclusions, and recommended disposition of the grievance. The findings of fact, conclusions, and the recommended disposition shall be based solely on the hearing's record and on pertinent College procedures as set forth in the Faculty Manual.

The decision, insofar as it consists of a recommended disposition of the grievance, may either be accepted or rejected by the grievant or any party involved in the grievance. The rejection or acceptance of the AFGHC decision shall be communicated, in writing, within five business days after receipt of the decision to the AFGHC.

Appeal of AFGHC Decision to the President of GGC:

The grievant or any party involved may file an appeal with the President within five business days of the AFGHC decision.

The President shall make a decision based upon a review of the record and the recommendations, findings, and conclusions of the AFGHC. Such a decision shall be made within ten business days after receipt of the grievant's appeal. The decision of the President represents the final institutional decision and will not be further addressed by the AFGC. A grievant may appeal a final institutional decision by filing a written request to the Board of Regents within the timeframes outlined in BOR policy. Upon confirmation and notification from the Board of Regents to the College that an appeal has been timely received by the Board, the President shall forward a copy of the final institutional decision, along with a copy of the written AFGHC recommendations.

General Provisions

The filing of any grievance under the provisions of this section shall not prevent the College from taking the action complained of, subject however to the final decision of the grievance.

Failure at any step of this procedure to communicate the decision on the grievance within the specified time limits, or such additional period of time as shall be mutually agreed upon in writing, shall permit the grievant to proceed to the next step. Failure at any step of this procedure to appeal a grievance to the next step within the specified time limits, or such additional period of time as may be mutually agreed upon in writing, shall be deemed to be acceptance of the decision rendered at that step. Extensions of time will normally be granted for good reason (e.g., illness) by mutual agreement.

Except for such simple announcements as may be required, covering the time of hearing and similar matters, public statements about the case by the committee, faculty, or administrative officers shall be avoided until the proceedings have been completed.

APM 8.2.93 FACULTY/STAFF PROFESSIONAL TRAVEL

Reviewed May 26, 2016

Non-Exempt employees who travel on behalf of the College will be compensated according to FLSA regulations, which include payment for travel time.

Professional Travel at the Request of the College
Travel at the request of the College is normally paid in accordance with current Board of Regents/State rules and regulations. Individuals should strive to travel as inexpensively as possible without interfering with the business that they have been requested to perform. College policies for travel reimbursement will be used and should be reviewed by the traveler prior to departure.

Professional Travel at the Request of the Employee
An employee's request for travel within the United States or to Canada will be handled at the discretion of the Dean of School or appropriate manager. An employee's requests for travel outside the United States and Canada should be recommended by the Dean of School and approved by the Executive Team. Approval will be contingent on available funds and other relevant considerations. Generally, funds for international travel will be limited to those giving professional presentations. Funding up to $1,500 will be considered.

The amount of travel funds allocated by the College to the traveler will be at the discretion of the appropriate manager.

College policies for travel reimbursement will be used and should be reviewed by the traveler prior to departure. As a general rule, professional leave will not be granted to teaching faculty for more than eight (8) days in any academic year and/or for more than five (5) days in any one (1) semester.

Travel Allowances for Faculty
Faculty members are encouraged to participate in the activities of learned societies, and when they take a significant part in the meetings of such groups, the College makes every effort to help defray their travel expenses. Requests for such allowances should be made to the Dean. Faculty members are reimbursed for travel expenses according to the guidelines as outlined by the Board of Regents.

University System of Georgia (USG) institutions shall be guided by general travel regulations set forth in this section when employees are required to travel away from headquarters in the performance of their official duties. These regulations, which are general in nature, are intended to provide a reasonable degree of uniformity for the various institutions within the system, and may be supplemented with such specific regulations and instructions as may be required.

In requiring certain of its employees to travel in the performance of their duties, the USG expects to reimburse them for reasonable and necessary expenses as may be incurred while traveling away from their official headquarters and places of residence. In cooperation with regulations promulgated by the state auditor's office and the Office of Planning and Budget, the Board of Regents has adopted the following general regulations regarding travel of employees on USG official business.

Note: State travel regulations can be accessed at the Department of Audits and Accounts web site.

APM 8.2.15.1 **OCCUPATIONAL**

Reviewed August 4, 2016

Employees of the college should not engage in any occupation, pursuit or endeavor that will interfere with the regular and punctual discharge of official duties. Further, all activities for pay such as consulting, teaching, speaking and participating in business enterprises, except single occasion activities, must be reported by the employee in writing through official channels in advance of the activity.

The following guidelines shall govern outside employment. A written memorandum requesting approval for outside employment must be submitted to the employee's immediate supervisor. The memorandum should also address each of these areas:

- Brief Summary Statement of Outside Employment Duties;
- Time Period Involved, Including Estimated Hours/Days;
- Duration of Services (ongoing or set period of time);
- Statement Addressing Any Possible Conflict of Interests; and
- Copy of Outside Employment Agreement (where applicable).

The immediate supervisor shall make a recommendation of approval or non-approval to the appropriate Vice President. The Vice President will review and forward a recommendation to the President or his or her designee for final signature approval. The decision of the President will represent the final institutional decision on the matter. A copy of the written request with the President's approval must be provided to the Office of Human Resources.

Outside employment requests for services with any state agency require additional layers of internal and external approval. Refer to APM 8.2.13.2 Appearance of Conflicts of Interest policy for further information. Consultation with the appropriate Vice President may be required.

APM 11.3 **INFORMATION SECURITY POLICY**

Reviewed May 26, 2016

See Board of Regents Policy Manual Section 11.3.

APM 8.2.15.2 CONSULTING

Reviewed May 26, 2016

Georgia Gwinnett College recognizes that teaching, research, and public service are the primary responsibilities of faculty members in the University System of Georgia. Therefore, it shall be considered reasonable and desirable for faculty members to engage in consulting activities, which are defined for purposes of this policy as any additional activity beyond duties assigned by the institution, professional in nature, for which the individual receives additional compensation during the contract year. Consulting activities of other professionals shall also be governed by this policy. In furtherance of this goal, the following guidelines shall govern consulting activities of employees.

GGC employees are prohibited from using the institution's name, image, or logo in the furtherance of consulting activities. A written memorandum requesting approval for consulting activities must be submitted to the appropriate Vice President, Dean or Program Director of the employee's reporting line. If the consulting work involves use of GGC facilities, employee equipment, and/or materials, the employee will be required to outline a reimbursement plan. The memorandum should also address each of these areas:

- Brief Summary Statement of Consulting Work;
- Time Period Requested, Including Estimated Hours/Days;

- Duration of Services (ongoing or set period of time);
- Statement Addressing Any Possible Conflict of Interests; and
- Copy of Actual Consulting Agreement (where applicable). If the Consulting Agreement has not been developed at the time the memorandum is submitted, GGC reserves the right to request a copy of the actual agreement at any time during the employment contract period.

The Supervisor shall make a recommendation of approval or non-approval to the appropriate Vice President. The Vice President will review and forward a recommendation to the President or his or her designee for final signature approval. The decision of the President will represent the final institutional decision on the matter.

Consulting requests for services with another state agency require additional layers of internal and external approval. Refer to the GGC Conflict of Interest Policy (APM section 8.2.13.2) for further information.

APM 6.3 INTELLECTUAL PROPERTIES

Reviewed May 26, 2016

See Board of Regents Policy Manual Section 6.3.

APM 6.3.1 PREAMBLE

Reviewed May 26, 2016

Georgia Gwinnett College (GGC) is dedicated to teaching, scholarship, and the extension of knowledge to the public. The personnel at the College recognize as two (2) of their major objectives, the production of new knowledge and the dissemination of both old and new knowledge. Inherent in these objectives is the need to encourage the development of new and useful devices and processes, the publication and presentation of scholarly works, and the development of computer software. Such activities (1) contribute to the professional development of the faculty, staff or students involved; (2) enhance the reputation of the institution; (3) provide additional educational opportunities for participating students; and (4) promote the general welfare of the public at large.

Patentable inventions and materials often come about because of activities of GGC faculty, staff, or students who have been aided wholly or in part through the use of resources of GGC. It becomes significant, therefore, to ensure the utilization of such inventions for the public good and to expedite their development and marketing. The rights and privileges, as well as the incentive, of the inventor or creator must be preserved so that his/her abilities may be further encouraged and stimulated.

Georgia Gwinnett College recognizes and encourages the publication of scholarly works as an integral part of the processes of teaching, research, and service. GGC acknowledges that faculty, staff, or students regularly prepare for publication, usually through individual effort and initiative, articles, pamphlets, books, presentations, and other scholarly works which may be subject to copyright and which may generate royalty income for the author. Publication may also result from work supported either partially or completely by the institution. With the advent of innovative techniques and procedures, the variety and number of materials which might be created in a university community have increased significantly, causing the ownership of such copyrightable materials to become increasingly complex.

GGC recognizes the need for enhanced development and dissemination of software technology as a means of expressing both old and new knowledge. Inasmuch as the College is aware of the dynamic nature of software and that the value of intellectual property comes from the ability of its owner to control its use and that such value is directly related to the degree of protection it enjoys under the law, GGC will protect such expressions of knowledge by the utilization of appropriate intellectual property laws and the creation of comprehensive software technology transfer policies and procedures.

The foregoing considered, Georgia Gwinnett College, does hereby establish the following policy with respect to the development, protection, and transfer of rights to Intellectual Property resulting from the work of its faculty, staff, or students.

See Board of Regents Policy Manual Section 6.3.1.

Policy Applicability to Faculty, Staff, and Students

This policy shall be applicable to all full or part-time faculty, staff and students of Georgia Gwinnett College.

APM 6.3.2 DEFINITIONS

Reviewed August 4, 2016

See Board of Regents Policy Manual Section 6.3.2.

APM 6.3.2.1 INTELLECTUAL PROPERTIES

Reviewed August 4, 2016

Intellectual Property shall be deemed to refer to patentable materials, copyrighted materials, trademarks, software, and trade secrets, whether or not formal protection is sought.

APM 6.3.2.2 PATENTABLE MATERIALS

Reviewed August 4, 2016

Patentable Materials shall be deemed to refer to items other than software that reasonably appear to qualify for protection under the patent laws of the United States or other protective statutes, including Novel Plant Varieties and Patentable Plants, whether or not patentable thereunder.

APM 6.3.2.3 COPYRIGHTED MATERIALS

Reviewed August 4, 2016

Copyrighted Materials shall include the following:

1. Books, journal articles, texts, glossaries, bibliographies, study guides, laboratory manuals, syllabi, tests, and proposals;
2. Lectures, musical or dramatic compositions, and unpublished scripts;
3. Films, filmstrips, charts, transparencies, and other visual aids;
4. Video and audio tapes or cassettes;
5. Live video and audio broadcasts;
6. Instructional materials;
7. Mask works; and,
8. Other materials or works other than software that qualify for protection under the copyright laws of the United States (See 17 U.S.C. § 102 et seq.) or other protective statutes whether or not registered thereunder.

APM 6.3.2.4 SOFTWARE

Reviewed August 4, 2016

Software shall include one or more computer programs existing in any form, or any associated operational procedures, manuals or other documentation, whether or not protectable or protected by patent or copyright. The term “computer program” shall mean a set of instructions, statements, or related data that, in actual or modified form, is capable of causing a computer or computer systems or parts therein to perform specified functions.

APM 6.3.2.5 TRADEMARKS

Reviewed August 4, 2016

Trademarks shall include all trademarks, service marks, trade names, seals, symbols, designs, slogans, or logotypes developed by or associated with the USG or any of its institutions. (See 15 U.S.C. § 1127.)

APM 6.3.2.6 TRADE SECRETS

Reviewed August 4, 2016

Trade Secrets means information including, but not limited to, technical or nontechnical data, a formula, a pattern, a compilation, a program, a device, a method, a technique, a drawing, a process, financial data, financial plans, product plans, or a list of actual or potential customers or suppliers that:

1. Derives economic value, actual or potential, from not being generally known to, and not being readily ascertainable by proper means by, other persons who can obtain economic value from its disclosure or use; and
2. Is the subject of efforts that are reasonable under the circumstances to maintain its secrecy (See O.C.G.A. § 10- 1-761).

APM 6.3.2.7 PATENTABLE PLANT

Reviewed August 4, 2016

Patentable Plant means an asexually reproduced distinct and new variety of plant (See 35 U.S.C. § 161).

APM 6.3.2.8 MASK WORK

Reviewed August 4, 2016

Mask Work means a series of related images, however fixed or encoded:

1. Having or representing the predetermined, three dimensional pattern of metallic, insulating, or semi-conductor material present or removed from the layers of a semiconductor chip product; and,

2. In which series the relation of the images to one another is that each image has the pattern of the surface of one form of the semiconductor chip product (See 17 U.S.C. § 901).

APM 6.3.2.9 NOVEL PLANT VARIETY

Reviewed August 4, 2016

Novel Plant Variety means a novel variety of sexually reproduced plant (See 7 U.S.C. § 2321 et seq).

APM 6.3.2.10 CREATOR AND ORIGINATOR

Reviewed August 4, 2016

Creator and Originator, which are used interchangeably in this Intellectual Property Policy, shall mean the creator, author, inventor, or similar person and that person's executor, heirs, successors, and assigns.

APM 6.3.2.11 FACULTY MEMBERS, STAFF MEMBER, AND STUDENT

Reviewed August 4, 2016

Faculty Member, Staff Member, and Student are individuals who have signed an appropriate agreement (such as an application for admission or a contract of employment) with the College that obligates them to abide by the policies of the College and the Board of Regents. A staff member is any person other than a faculty member who is employed on a full-time or part-time basis by the College.

APM 6.3.3 DETERMINATION OF RIGHTS AND EQUITIES IN INTELLECTUAL PROPERTIES

Reviewed August 4, 2016

See Board of Regents Policy Manual Section 6.3.3.

APM 6.3.3.1 SPONSOR-SUPPORTED EFFORTS

Reviewed August 4, 2016

Sponsored project agreements with the College or one of its foundations often contain specific provisions with respect to ownership of Intellectual Property developed during the course of such work, in which case the terms of the sponsored project agreement shall establish ownership. When the sponsored project agreement is silent on the matter, all rights in intellectual property shall vest in the College. Income, if any, from such

Intellectual Property shall be shared with the Originator, subject to the sponsor's requirements, in accordance with Section 6.3.4.10.

APM 6.3.3.2 COLLEGE-ASSIGNED EFFORTS

Reviewed August 4, 2016

Ownership of Intellectual Property developed as a result of College-assigned efforts shall reside with the College. Copyrightable works created by an employee in the course of his/her employment are considered to be works made for hire under copyright law, with ownership vested in the employer. However, any income from such Intellectual Property shall be shared with the Originator, in accordance with Section 6.3.4.10. The above notwithstanding, a faculty member's or student's general obligation to produce scholarly and creative works does not constitute a work for hire or a specific College assignment.

APM 6.3.3.3 COLLEGE-ASSISTED INDIVIDUAL EFFORT

Reviewed August 4, 2016

Ownership of Intellectual Property developed by faculty, staff, and students who make more than purely incidental use of College resources shall be shared by the Originator and the College. For purposes of this Intellectual Property Policy, the use of the following College resources generally shall not result in shared ownership: all resources available to the public without charge; College -owned/leased office, lab, or studio space or general use equipment; general use computer equipment; library resources, including electronic resources; and Internet access.

Use of the following College resources in the production of Intellectual Property generally shall constitute more than purely incidental use, shall be defined as College-Assisted Individual Effort, and shall result in shared ownership of the Intellectual Property under this Section: resources provided by College-funded and/or College Foundation-funded grants, and stipends; College employees (other than faculty) within the employment period; long distance telecommunication services and other cost-added supplies and services; and College facilities other than offices, labs, studios, or library. Income, if any, from such Intellectual Property shall be shared as described in Section 6.3.4.10.

APM 6.3.3.4 INDIVIDUAL EFFORT

Reviewed August 4, 2016

Ownership of Intellectual Property developed by faculty, staff, and students of the College shall reside with the Originator of such Intellectual Property provided that: the Intellectual Property was not developed in accordance with the terms of a sponsored project agreement (see Section 6.3.3.1); the Intellectual Property was not developed by faculty, staff, or students as a specific College assignment (see Section6.3.3.2); and there was no significant use of College resources in the creation of such Intellectual Property (see Section 6.3.3.3). The Originator of the Intellectual Property shall have the opportunity to demonstrate that this classification applies.

APM 6.3.3.5 OTHER EFFORTS

Reviewed August 4, 2016

Ownership of Intellectual Property developed by faculty, staff, and students of the College under other efforts is determined according to the criteria specified in Sections 6.3.3.1 through 6.3.3.4. above. Such efforts include, but are not limited to, consulting for outside organizations, collaborating with non-College personnel, or serving on non-College boards, committees, task forces, etc. Any agreement should include a statement that the faculty member has intellectual property obligations to the College and this Intellectual Property Policy should be attached to the agreement. In the event that there is any conflict between the College personnel's obligations to this Intellectual Property Policy and their obligations to the entity or collaborative arrangement for which they provide these efforts, the obligations to this Intellectual Property Policy shall control.

APM 6.3.4 INSTITUTIONAL PROCEDURES

Reviewed August 4, 2016

See Board of Regents Policy Manual Section 6.3.4.

APM 6.3.4.1 INTELLECTUAL PROPERTY COMMITTEE

Reviewed August 4, 2016

The President shall appoint an institutional Intellectual Property committee, consisting of no fewer than four (4) or more than nine (9) members, one (1) of whom shall be designated by the President to serve as chair. The committee shall include a representative of the Office of Resources, the faculty, the staff, and the student body. The committee shall meet as necessary, and shall act in an advisory capacity to the President or his/her designee. Faculty, staff, and students shall promptly report to the committee in writing, through the appropriate channels, all Intellectual Property invented or created by them, which is reasonably likely to have commercial value.

The duties of the IP Committee include:

- Review Disclosure of Intellectual Property forms submitted by faculty, staff, and students.
- Act in an advisory capacity regarding Intellectual Property to the President, Vice President or his/her designee.
- Evaluate Intellectual Property developed through Sponsor-Supported Efforts and College-Assigned Efforts, and to determine whether to administer such Intellectual Property by undertaking those efforts it determines to be appropriate to protect and license or otherwise commercialize such Intellectual Property.
- In all cases in which questions arise as to equities, rights, division of royalties, or any other Intellectual Property-related matter the Intellectual Property Committee will perform any necessary consideration of circumstances, interpretation of policy, and initial decision making.
- For Sponsor-Supported Efforts, College-Assigned Efforts, and College-Assisted Efforts, the College Intellectual Property Committee is the body to recommend a lower percentage of the net revenue than specified in Section 6.3.4.10 if warranted where availability and use of College resources warrants smaller payment provisions. Any revenue sharing recommendations from the Intellectual Property Committee require written review and approval by the appropriate Vice President..

APM 6.3.4.2 DISCLOSURE OF INTELLECTUAL PROPERTY

Reviewed August 4, 2016

For circumstances meeting the criteria for Section 6.3.3.1through 6.3.3.3, College personnel and students shall promptly provide the Intellectual Property Committee with a disclosure describing their creative and scholarly works and new material, devices, processes, or other inventions which may have commercial potential by using forms provided by the Intellectual Property Committee. College personnel and students shall also cooperate with the College and sign all papers deemed necessary to protect and commercialize Intellectual Property covered by this Intellectual Property Policy.

Disclosures are not required for circumstances meeting the criteria delineated in Section 6.3.3.4 or for works of authorship where there is no intent to commercially exploit the intellectual property (examples include, but are not limited to, articles for publication in scholarly or professional journals and instructional or research material for internal use), even though the ownership of the copyright may reside in the College as determined by Sections 6.3.3.1 and 6.3.3.2, or Georgia Gwinnett College Intellectual Property Policy. In cases where disclosure is not required, the College shall assign the copyright to the author for publication purposes.

APM 6.3.4.3 OBLIGATIONS OF PRINCIPAL INVESTIGATORS/PROJECT DIRECTORS

Reviewed August 4, 2016

Principal Investigators/Project Directors shall be responsible for informing coworkers, co-investigators, and direct reports of their rights and obligations under contracts, grants, and the like before the initiation of research or other sponsored projects.

APM 6.3.4.4 CONFIDENTIALITY

Reviewed August 4, 2016

Certain contractual obligations and governmental regulations require that information be maintained in confidence. Some works, such as certain computer software, may best be protected and licensed as trade secrets. Additionally, inventions must be maintained in confidence for limited periods to avoid the loss of patent rights. Accordingly, the timing of publications is important, and College personnel and students shall use their best efforts to keep the following items confidential (to the extent allowed by law): all information or material designated confidential in a contract, grant, or the like; all information or material designated or required to be maintained as confidential under any applicable governmental statutes or regulations; and all information relating to Intellectual Property developed by College personnel and students which may be protected under this Policy until application has been made for protection.

APM 6.3.4.5 COLLABORATION

Reviewed August 4, 2016

Collaboration between College personnel and persons not employed or associated with the College, including researchers at other universities or companies can result in the development of Intellectual Property jointly owned by the College and other persons or their employers. Protection and commercialization of such joint Intellectual Property can be difficult without extensive cooperation and agreement among the owners. Accordingly, it is important for College personnel involved in collaborative activities that may result in, the development of Intellectual Property to advise their immediate supervisors and the Office of Research and Grants of such activities.

APM 6.3.4.6 ADMINISTRATION OF "SPONSOR-SUPPORTED EFFORTS" AND "COLLEGE-ASSIGNED EFFORTS"

Reviewed August 4, 2016

The Intellectual Property Committee has the responsibility to evaluate Intellectual Property developed through Sponsor-Supported Efforts and College-Assigned Efforts, and to determine whether to administer such Intellectual Property by undertaking those efforts it determines to be appropriate to protect and license or otherwise commercialize such Intellectual Property.

APM 6.3.4.7 ADMINISTRATION OF "COLLEGE-ASSISTED INDIVIDUAL EFFORT"

Reviewed August 4, 2016

Any Intellectual Property which is the result of College-Assisted Individual Effort under the Georgia Gwinnett College Intellectual Property Policy shall be administered by the Originator, unless the Originator and the Committee agree to have it administered by the College. Such Intellectual Property which is administered by the College shall be treated as "College-Assigned Effort.” In this situation, the Originator shall assign to the College his/her share of the ownership rights in such Intellectual Property, and the determination of revenue sharing as described in Section 6.3.4.10 of this Policy will be in accordance with the “College-Assigned Effort” classification.

APM 6.3.4.8 ADMINISTRATION OF "INDIVIDUAL EFFORT"

Reviewed August 4, 2016

Intellectual Property designated as “Individual Effort” shall be assigned to the Originator under a simple agreement which provides for periodic reports describing the Originator's administrative activities, generation of payments or royalties, and if appropriate payment to the College of a portion of net revenue from the exploitation of the Intellectual Property. The Originator shall have responsibility for administration of the Intellectual Property. "Individual Effort" Intellectual Property may be assigned to the College to be treated and

administered as College-Assigned Effort Section 6.3.3.2 Intellectual Property if both the Committee and the Originator agree to do so (see the discussion in Section 6.3.4.7).

APM 6.3.4.9 DECLINED INTELLECTUAL PROPERTY

Reviewed August 4, 2016

Whenever the College chooses not to administer Intellectual Property or chooses to cease administering Intellectual Property, such Intellectual Property, subject to any obligations to a sponsor, may be released to the Originator to dispose of as the Originator sees fit.

APM 6.3.4.10 REVENUE SHARING

Reviewed August 4, 2016

All Recommended Revenue Sharing Distribution Agreements must be approved by the appropriate Vice President. Recommendations shall be made in writing by the Intellectual Property Committee.

A. Net Revenue from License Activity

The proposed division of net revenue is presented below. Net revenue is defined as gross receipts received by the College from license activity minus contract amounts due sponsors, if any, and the out-of-pocket costs incurred by the College in protecting and licensing the Intellectual Property. Where the College owns some portion of the Intellectual Property in question, revenue generated from use of the Intellectual property by the College is not receipts by the College from license activity.

RECOMMENDED REVENUE DISTRIBUTION

REVENUE DISTRIBUTION	Originator	Originator's School	Originator's Discipline**	Georgia Gwinnett College Foundation*	Office of the Originator's Vice President
SPONSOR SUPPORTED	70%	5%	5%	10%	10%
COLLEGE ASSIGNED	50%	15%	10%	10%	15%
COLLEGE ASSISTED	70%	5%	5%	10%	10%
INDIVIDUAL EFFORT	100%	-	-	-	-
OTHER EFFORTS	To be determined on a case-by-case basis.				

*** A different entity who administers the Intellectual Property on behalf of the College may replace the stated foundation.**

** Funds designated for the Originator's Discipline will be provided to the Originator's school with instruction that this portion of the funds be devoted to fostering further scholarship and research in the Originator's Discipline.

Notes on Originator Portion:

1. The Originator's share of net revenue shall be divided (equally) among joint Originators of jointly developed Intellectual Property, unless a written statement signed by all joint Originators which

provides for a different distribution is filed with the College prior to the first distribution of shared net revenue.

2. In the event the Intellectual Property is licensed to the Originator, or an external entity in which the Originator has a *significant financial interest*, the Originator shall waive the right under the College Intellectual Property Policy to receive the Originator's share of royalties identified above (except when the development of the Intellectual Property meets the criteria established for the Individual-Effort category, in which case this clause does not apply). In the event the Originator does not receive the Originator's share, that share shall be distributed to the other parties in the proportions detailed above.
3. In the event the terms of the license of the Intellectual Property provide the College with equity, or an option to acquire equity, in the entity which licenses the Intellectual Property, the share of such equity due to Originators as identified above will be distributed to the originators when such equity is transferable or convertible to cash.

For Sponsor-Supported Efforts, College-Assigned Efforts, and College-Assisted Efforts, the College Intellectual Property Committee may recommend that a lower percentage of the net revenue be distributed to the Georgia Gwinnett College Foundation and the Faculty Research Committee if it seems evident that use of College resources warrants smaller payment provisions.

B. Net Revenue from College Use of College-Owned Intellectual Property

Where the College owns some portion of the Intellectual Property in question, net revenue generated from use of the Intellectual property by the College shall be divided in accordance with the following table. Net revenue is defined as gross receipts received by the College from its usage of the Intellectual Property activity minus contract amounts due sponsors, if any, and the out-of-pocket costs incurred by the College in protecting the Intellectual Property.

RECOMMENDED REVENUE DISTRIBUTION

REVENUE DISTRIBUTION	Originator's School	Originator's Discipline	Georgia Gwinnett College Foundation*	Office of the Originator's Vice President
SPONSOR SUPPORTED	17%	17%	33%	33%
COLLEGE ASSIGNED	30%	20%	20%	30%
COLLEGE ASSISTED	17%	17%	33%	33%
OTHER EFFORTS	To be determined on a case-by-case basis.			

*** B different entity who administers the Intellectual Property on behalf of the College may replace the stated foundation.**

APM 6.3.4.11 INTERPRETATION, DECISION, AND APPEAL

Reviewed August 4, 2016

Cases where the Originator and the College agree to the classification and proposed mechanism of commercialization, the intellectual property will be processed by the College in accordance with this policy. All cases in which questions arise as to equities, rights, division of royalties, or any other Intellectual Property-related matter shall be referred to the Intellectual Property Committee for consideration, interpretation of policy, and decision. Appeal of an Intellectual Property Committee decision shall be to the appropriate Vice President. Appeals within the College must be made, in writing, within twenty (20) days of written notice of a

decision. A final institutional decision may be issued by the President or his designee. If further appeal is necessary after issuance of a final institutional decision, the party may appeal to the Board of Regents. Appeals to the Board of Regents shall be made in accordance with Article IX of the Bylaws of the Board, which currently requires that appeals be filed within twenty (20) days of the final institutional decision. Twenty days refers to calendar days.

APM 6.3.4.12 HEIRS AND ASSIGNS

Reviewed August 4, 2016

The provisions of this Policy shall fix the interests of and be binding upon the heirs and assigns of (1) all University personnel; and (2) all others who agree to be bound by it.

APM 6.3.5 TRADEMARKS

Reviewed August 4, 2016

All trademarks arising out of research by institutions of the University System of Georgia constitute property of the Board of Regents of the University System of Georgia, and applications for registration, use of and licensing of such trademarks shall be governed by the policies of the Board. Trademarks arising out of research done by an institution of the University System of Georgia pursuant to an agreement with a cooperative organization shall be the property of such cooperative organization and such organization may file all appropriate applications and other documents necessary to protect such trademarks and may exercise all other rights consistent with ownership of the trademarks.

APM 6.3.6 FILING OF INSTITUTIONAL POLICIES

Reviewed August 4, 2016

A true copy of the Georgia Gwinnett College Intellectual Property Policy shall be filed with the Office of Legal Affairs in the University System Office, as required by the Board of Regents Policy Manual Section 6.3.6.

See Board of Regents Policy Manual Section 6.3.6.

GEORGIA GWINNETT COLLEGE INTELLECTUAL PROPERTY DISCLOSURE FORM (CONFIDENTIAL)

The purpose of this Intellectual Property Disclosure Form is to record intellectual property that was created and the circumstances under which it was created. It provides the basis for a determination: (1) whether the College will claim any ownership interest in the intellectual property, (2) of an appropriate division of any associated revenue, (3) whether to have a patent application drafted, and/or (4) whether to register a copyright. This is a legally important document, which should be prepared carefully.

An Intellectual Property Disclosure Form should be completed when something new and useful has been conceived or developed, or when unusual, unexpected, or non-obvious research results have been achieved. Where appropriate, the College endeavors to patent College intellectual property and license such intellectual property to industry for further development and commercialization. Royalties derived from any such license will be shared with the inventor(s) in accordance with the College's Intellectual Property Policy. For general information about Intellectual Property created at GGC, please see the GGC Intellectual Property Policy.

An Intellectual Property Disclosure Form should also be completed when other forms of intellectual property are created by faculty, staff, or students, unless the works are specifically excluded Scholarly Works as defined in Section 6.3.4.2 of the GGC Intellectual Property Policy or materials used solely by the creator in the teaching of a course, where there is no financial interest. As with inventions, royalties from the commercialization of intellectual property, if any, will be shared with the creator(s) in accordance with the College's Intellectual Property Policy. For general information about Intellectual Property created at GGC, please see the GGC Intellectual Property Policy.

Once the form is signed by the contributor(s), the form and supporting documents should then be submitted to the Chair of the Intellectual Property Committee for review by the Intellectual Property Committee. If, after an initial review, the committee requires more information, the contributor(s) will be asked to provide additional information. The Intellectual Property Committee will make an initial determination of the rights and equities in intellectual property and any appropriate royalty sharing

recommendation associated with such intellectual property.

[Please answer as many questions as are applicable. Add additional sheets if needed]

1. WORKING TITLE OF INVENTION OR CREATIVE WORK:

2. NAME, TITLE AND CONTACT INFORMATION OF CREATOR SUBMITTING FORM:

3. NAME, TITLE, AND CONTACT INFORMATION OF OTHER CONTRIBUTORS, IF ANY (INCLUDE ESTIMATED PERCENTAGE OF TIME/EFFORT FOR EACH CONTRIBUTOR:

Note: Inventorship is a legal status that will be determined by counsel after patent claims are drafted, and can only be finally determined after patent claims are allowed. Please list **all** contributors, using additional pages if necessary, with the understanding that listing an individual on this form does not necessarily mean that the individual will be listed as an inventor on a patent application or be a legal inventor of a patent that may result. Deliberate omission of an inventor from a patent may invalidate the resulting patent. If the work is not an "invention," please also use this section to list contributors to the creative work.

4. SPONSORS AND CONTRACT/GRANT IDENTIFICATION, AND NAME OF PRINCIPAL INVESTIGATOR, IF APPLICABLE:

5. TIMELINE (INCLUDE DATES AND COMMENTS WHERE APPLICABLE:

A. Initial idea (conception):

B. First successful demonstration, if any (first reduction to practice):

C. First publication, if any, containing a full description of the invention or work (attach copy of publication):

D. First Oral Disclosure:

E. If unpublished and undisclosed, provide the anticipated publication or oral disclosure date (including web publication dates) and any submissions made for potential publication. Attach copies of submissions.

F. Name, title and contact information of individuals at the College who understand the intellectual property disclosed and who could further explain the invention (list up to 3). Also, state the nature of any relationships (such as co-participants in papers, proposals, grants, etc.) these individuals have with the contributors:

6. PRIOR ART:

Identify any prior art that you are aware of, including patents or patent applications, publications or products in this area, sales materials, etc. Prior art includes any publicly available knowledge or description of such processes, devices, or modes relevant to the invention disclosed, including a bibliography of your own publications.

7. COMMERCIAL VALUE:

A. Please describe any known commercial interest in this invention, or companies which may have commercial interest in this invention, listing specific companies, and/or give your estimate of commercial potential.

B. List any companies and contact information that have expressed interest in your invention.

C. In your mind, what steps (and how much funding) are necessary for commercialization?

D. Are there entities and/or dominating patents in this area, if so who and/or what are they?

8. DETAILED DESCRIPTION OF INVENTION (INCLUDING ANY DRAFT MANUSCRIPTS):

A. Briefly, what is the general purpose of the invention or the problem to be solved by the invention?

B. Describe the old product(s) or process(es) for solving the problem.

C. What are the disadvantages of the old products or processes, or how have they failed to solve the problem, and how does your invention overcome them? Are there any additional advantages to your invention?

D. What features of the invention are believed to be new with respect to the existing state of the art?

E. What is the preferred form, aspect, application, or mode to your invention envisioned by you now?

F. Please attach a more detailed explanation of your invention, including any figures or sketches useful to illustrate it. If you are working on or have submitted a draft paper describing the invention, please attach it.

9. SOFTWARE / OTHER WORKS:

A. Is the invention software or is software implemented in the invention? (If so, please ensure all software developers are listed as contributors.)

B. If the answer to (a) is yes, was any third party content used in the software (open source, library code, etc.). If so, please list the source of the third party content and any applicable licenses.

C. Is the invention or work a literary or dramatic work, musical work, choreographic work, pictorial, graphic, or sculptural work, audiovisual work, sound recording, or architectural work? Note: Intellectual property which resides with the creator according to Section I of the Intellectual Property Policy need not be disclosed.

D. If the answer to (a) or (c) is yes, is the work derivative of another existing work? If so, please explain the original work's source and the modification.

E. If the answer to (a) or (c) is yes, please provide a full listing of university resources, including advice of university employees, that were used in creation of this work.

10. OUTSIDE ACTIVITIES / CONSULTING:

Do any of the listed contributors have consulting or other relevant relationships with any entities other than GGC and/or the GGC Foundation (including personal companies)? Please explain and attach any consulting agreements or other contracts.

11. CREATOR CERTIFICATION AND ASSIGNMENT:

Unless, after review of this disclosure in accordance with the GGC Intellectual Property Policy, the College elects to release the described intellectual property to the creator(s), I (We) agree to assign all right, title and interest to this invention or work to GGC / Board of Regents, and agree to execute all documents as requested, assigning to GGC / BOR my (our) our rights in any patent application filed on this invention, and to cooperate with GGC in the protection of this invention or work.

GGC will share any royalty income derived from the invention or work with the actual legal inventor(s) (for patented inventions) or creator(s) (for copyrighted works) according to its standard policies. By signing below, I (we) agree that I (we) have not knowingly omitted the inclusion of other potential inventors or creators and that the information provided in this form is accurate and complete to the best of my (our) knowledge.

_____

Signature Date

_____

Witness Signature Date

_____

Signature Date

_____

Witness Signature Date

_____

Signature Date

_____

Witness Signature Date

Disclosures are not required for circumstances meeting the criteria delineated in Section 6.3.3.4 or for works of authorship where there is no intent to commercially exploit the intellectual property (examples include, but are not limited to, articles for publication in scholarly or professional journals and instructional or research material for internal use), even though the ownership of the copyright may reside in the College as determined by Sections 6.3.3.1 and 6.3.3.2 of the GGC Intellectual Property Policy. In cases where disclosure is not required, the College shall assign the copyright to the author for publication purposes pursuant to Section 6.3.4.3 of the GGC Intellectual Property Policy.

APM 6.50 RESEARCH AND SPONSORED PROGRAMS POLICIES AND PROCEDURES
Reviewed May 26, 2016

Due to the length of this policy, it is not published in the FM. See the policy on **My.GGC**.

APM 8.2.15.51 GEORGIA GWINNETT COLLEGE STRUCTURED VOLUNTEER POLICY
Reviewed May 26, 2016

Whereas Georgia Gwinnett College (GGC) wishes to establish a volunteer program for the purpose of encouraging community involvement in the advancement of campus programs, a Structured Volunteer Program is hereby established which allows students, parents, alumni, faculty, staff, community leaders and other stakeholders to actively participate in college initiatives on an ongoing basis.

The programs outlined below are hereby authorized under the GGC Structured Volunteer Program for persons wishing to volunteer their services. Each Program must be structured, controlled, and managed in accordance with this policy and the following procedures:

- The applicable operating Vice President or their designee shall serve as Program Manager for the volunteer services program within his oversight area;
- Each volunteer group must be assigned a Structured Volunteer Supervisor who will oversee the volunteer activities;
- The specific duties for each volunteer group shall be outlined in writing by the Structured Volunteer Supervisor and a copy shall be provided to all volunteers, along with a standard GGC Structured Volunteer Agreement form;
- The GGC Structured Volunteer Agreement must be signed by both the volunteer and Structured Volunteer Supervisor before volunteer services can be rendered; Copies of the signed agreements must be maintained by the Structured Volunteer Supervisor and available for review at all times. A copy of the structured volunteer agreement must be provided to the Office of Human Resources prior to commencement of any service. A new volunteer agreement and background check where required must be completed for each academic year.
- Volunteers with assigned duties involving direct contact with students are required by GCC to submit to a background check. Exceptions are allowable for participants in one-time events where volunteers are supervised by college officials, (e.g. volunteer ushers, registration desk attendants, or cleaning crews for a special program or event). One time event exceptions require prior written approval from the Chief Human Resources Officer;
- Human Resources, Disability Services, Diversity/Title IX, Campus Security, Legal Affairs, Controller/Accounting Services and the Registrar's Office are hereby excluded from accepting

volunteer services under this Program. Any exceptions to this exclusion may be approved by the Office of the President, where appropriate.

- Individuals at GGC are encouraged to volunteer as a part of their growth and development as responsible contributing community citizens. Students who volunteer on campus in a program that has duties involving direct contact with children will be required to submit to a background check.

AUTHORIZED PROGRAMS

Structured Volunteer Program for Executives-In-Service

This Program allows the President to periodically utilize executives and other subject matter experts to provide assistance in various campus initiatives, including but not limited to special events, academic, administrative, and advancement initiatives. This Program and related special events are coordinated by the President's Executive Assistant and supervised by the designated Vice President. Volunteer duties must be outlined in writing by the appropriate Vice President before services are rendered. Volunteers may be required to submit to a background check before participating in this Program, as deemed appropriate by the President.

Structured Volunteer Program for Enrollment Services and Admissions Recruitment

This Program allows Enrollment Management to utilize volunteers for enrollment management and recruiting efforts on and off campus. This Program is managed by the Senior Vice President for Academic and Student Affairs/Provost and supervised by the Executive Director for Enrollment Management. Volunteer duties must be outlined in writing by the Executive Director for Enrollment Management before services are rendered. Volunteers must submit to a background check before participating in this Program.

Structured Volunteer Program for Students Affairs

This Program allows Student Affairs to utilize volunteers for various program initiatives, including but not limited to career services, student clubs and organizations, and fitness center and intramural programs. This Program is managed by the Senior Vice President for Academic and Student Affairs/Provost and supervised by the Senior Associate Provost for Student Affairs. Volunteer duties must be outlined in writing by the Senior Associate Provost before services are rendered. Volunteers must submit to a background check before participating in this Program.

Structured Volunteer Program for Student Success

This Program allows Student Success to utilize volunteers for tutoring services and other program initiatives. This Program is managed by the Senior Vice President for Academic and Student Affairs/Provost and supervised by the Dean for the School of Transitional Studies. Volunteer duties must be outlined in writing by the Director before services are rendered. Volunteers must submit to a background check before participating in this Program.

Structured Volunteer Program for Technology Services

This Program allows Technology Services to utilize volunteers on a limited basis for special programs or initiatives. This Program is managed by the Vice President for Educational Technology and supervised by the appropriate Associate Vice President or Director for the impacted technology group. Volunteer duties must be outlined in writing by the appropriate AVP/Director before services are rendered.
Volunteers must submit to a background check before participating in this Program.

Structured Volunteer Program for Facilities

This Program allows the Facilities group to utilize volunteers to assist with facility planning, logistics services and other related initiatives. This Program is managed by the Vice President for Business and Finance and supervised by the Associate Vice President for Facilities. Volunteer duties must be outlined in writing by the AVP before services are rendered.
Volunteers must submit to a background check before participating in this Program.

Structured Volunteer Program for Executives-In the-Classroom and Academic Projects

This Program allows Academic Affairs to utilize volunteers, including parents, students, community leaders, and other stakeholders in various academic projects and related events. The Program also allows executives to volunteer on an ongoing basis for academic lectures and other training initiatives. This Program is managed by the Senior Vice President for Academic and Student Affairs/Provost and supervised by the designated Dean or Program Director. Volunteer duties must be outlined in writing by the appropriate AVP/Dean/Director before services are rendered.
Volunteers must submit to a background check before participating in this Program.

Structured Volunteer Program for Public Relations and Digital Communications

This Program allows the Office of Strategic Communications and Positioning to utilize volunteers for various campus initiatives, including but not limited to, public relations, marketing projects, website and social media communications, and other related campus initiatives. This Program is managed by the Vice President for Strategic Communications and Positioning and supervised by the designated program manager. Volunteer duties must be outlined in writing by the appropriate staff member before services are rendered.
Volunteers must submit to a background check before participating in this Program.

Structured Volunteer Program for Advancement

This Program allows the Office of Advancement to utilize volunteers for various campus initiatives, including but not limited to development events, alumni relations programs, fundraising programs, and other related campus initiatives. This Program is managed by the Vice President for Advancement and supervised by the designated program director. Volunteer duties must be outlined in writing by the appropriate program director before services are rendered.
Volunteers must submit to a background check before participating in this Program.

Structured Volunteer Program for Drivers and Carpool Events

This Program allows Academic and Student Affairs to utilize volunteer drivers including parents, students, and other stakeholders as drivers for various academic and student events, trips, and class projects. This Program is managed by the Senior Vice President for Academic and Student Affairs/Provost and jointly supervised by the Senior Associate Provost for Student Affairs and the applicable Dean/Director and his/her designated faculty member.
Volunteers must submit to a background check before participating in this Program.
Volunteer duties must be outlined in writing by the appropriate AVP/Dean/Director before services are rendered and must include the following guidelines:

- Drivers must be at least 18 years old;
- Drivers must have a valid GA driver's license;
- Drivers cannot have a record involving a conviction for public drunkenness, driving under the influence or reckless driving, within the past (7) years;
- Drivers must be able to provide proof of valid automobile insurance;
- Drivers must have a vehicle; and
- Drivers must be informed that they serve on a volunteer basis and will not be compensated by GGC for the use of their services or their vehicles.

If an AVP/Dean/Director wishes to establish a volunteer driver program for his/her area, a Program Supervisor must be designated, a volunteer driver duty roster and a list of driver responsibilities must be developed for each respective project. A GGC Structured Volunteer Agreement must be completed and signed for all drivers participating in this Program on an ongoing basis. Volunteer drivers for one-time events are not characterized as participants in the GGC Structured Volunteer Program, unless an event exception is approved in writing by the Vice President and a duty roster and list of driver responsibilities is developed prior to the event.

Signed Agreements

All GGC Structured Volunteer Program Participants are required to complete and sign the volunteer agreement. See "GGC Structured Volunteer Agreement Form."

Georgia Gwinnett College Structured Volunteer Agreement

1. Thank you for agreeing to volunteer your services to Georgia Gwinnett College (GGC). Please affirm your acceptance of the terms of this agreement, stated below, with your signature.

2. I agree to serve as a volunteer with GGC and the _____ (insert name of Operating Group).

3. I agree that my participation in volunteer activities outlined in the attached Description of Volunteer Duties (which is part of this agreement) is not in exchange for any consideration (e.g., pay, benefits, or the promise of future employment). I acknowledge that, in exchange for my service as a volunteer, I have neither been promised any consideration nor do I expect to receive any consideration.

   I understand that if I am enrolled as a student at GGC while serving in a volunteer capacity, no academic credit will be granted by GGC, unless I am enrolled in an authorized Student Internship Program which falls under the Volunteer Agreement.

4. I agree that, as a volunteer, I will not be a GGC employee. I understand and agree that I have the right to end my volunteer relationship with GGC at any time, for any reason, and without advance notice. Further, I understand and agree that GCC may terminate my participation as a volunteer at any time, for any reason, with or without notice. I further affirm that no apparent or potential conflicts of interests are present.

5. I understand that as a volunteer, I will not be entitled to any employee benefits. I understand that GGC will not provide me with accident or medical insurance, and is therefore not responsible for any accident or medical expenses that I incur in the course of volunteering. I also understand that I am not covered by workers' compensation laws in connection with my volunteer affiliation.

6. I understand that my participation as a volunteer may involve certain risks which have been explained to me, including but not limited to _____. I voluntarily accept these risks. I release and hold harmless the Board of Regents of the University System of Georgia, Georgia Gwinnett College, their members, employees, agents and authorized

representatives, from all losses, damages, costs, and expenses, claims, demands, rights and causes of action resulting from any personal injury, death, or damage to property arising out of my volunteer activities

7. I agree to abide by all applicable rules and regulations of the University System of Georgia and any of the department or units where I engage in volunteer activities. I also agree not to disclose any confidential information including but not limited to records, research subjects, unpublished research data, and other confidential information of which I may learn in the course of my volunteer service.
8. I further understand and agree that I will be required to submit to a background check for any volunteer services involving direct contact with students or as may otherwise be required by GGC.

Requested Information	Please fill in
Volunteer's Name (Please print)	_____
Volunteer's Signature:	_____
Volunteer's Address:	_____
*Parent's Signature (if under 18):	_____
Program Supervisor's Signature:	_____
Date	

Form effective: September 9 2015

8.2.23 AMOROUS RELATIONSHIPS POLICY STATEMENT

Reviewed June 30, 2016

This Policy is intended to provide direction to the College community about the potential professional risks associated with even consensual amorous relationships between members of the campus community. This policy is not intended to preclude couples from working together ***as long as there are no supervisory or evaluative oversight duties***. Georgia Gwinnett College is committed to providing a harassment free environment for all faculty, staff and students. A sense of fairness by supervisors and teaching faculty is a fundamental prerequisite for fulfilling the College mission. When one party has a professional relationship towards the other, or stands in a position of authority over the other, even an apparently consensual amorous relationship may lead to allegations of sexual harassment or other breaches of professional obligations. Even the appearance of impropriety should be avoided under the Georgia Gwinnett College Amorous Relationship Policy.

Georgia Gwinnett College ***prohibits*** all faculty, staff and administrators, including teaching assistants, interns, externs, tutors, volunteers, contractors, etc., from pursuing or accepting advancements for amorous relationships with students whom they currently supervise, teach, evaluate, or with whom a professional power/status advantage could potentially exist. This prohibition also includes, but is not limited to, students whom they are mentoring, advising, tutoring, or working with through student clubs, student publications, student affairs projects and initiatives, enrollment management and/or other campus-related functions, programs, and activities.

An employee ***is prohibited*** from having an amorous relationship with any other employee if either employee supervises, evaluates, or in any other way directly affects the terms or conditions of the other's employment. This includes but is not limited to faculty or administrators, interns/externs, other professional/graduate students from other areas who may be completing service requirements on our campus, student employees who supervise other students, or student employees engaged in the ordinary course of campus business.

Requirement to Disclose Amorous Relationship

Anyone with a current or past involvement in an amorous relationship with someone over whom he or she has supervisory/instructional power or influence over their work or scheduling of their assignments must immediately recuse himself or herself and are required to disclose the relationship to the appropriate individual. All staff and administrators must report the relationship to their supervisor. All faculty members must report the relationship to their dean. The supervisor/dean will take the appropriate steps to ensure compliance under this policy.

If a situation arise in which parties who are or have been involved in any amorous relationship comes into a position in which they would be called upon to supervise, review, recommend, or evaluate one another, the individual in authority must immediately recuse himself or herself and promptly report this fact to his or her supervisor. The supervisor will then make arrangements to see that those who are or have been involved in any amorous relationship do not evaluate each other. In particular, if a faculty member has had or comes to have an amorous relationship with a student over whom the faculty member has authority as described above, the faculty member must immediately recuse himself or herself and promptly report this to the dean who will make arrangements for an alternate evaluation mechanism.

Disciplinary Actions for Violation of Amorous Relationship Policy

All available sanctions shall be considered for violations under this policy, including, but not limited to, dismissal from the College and cancellation of contractual obligations.
Any faculty member, staff, and administrator including student employees, teaching assistants, interns, externs, tutors, volunteers, contractors, etc., who fail to promptly report an otherwise prohibited amorous relationship to the appropriate individual is in violation of College policy and is subject to disciplinary action, up to and including termination.
Any faculty member found in violation of this policy may be subject to dismissal before the end of his/her contract term. Faculty violations under this section shall be deemed as a criteria invoking Removal For Cause. See Georgia Gwinnett College Administrative Policy Manual 8.3.9.1 Grounds for Removal and BOR Policy 8.3.9.1 Grounds for Removal
Complainants who feel they are victims under this policy should follow the complaint filing procedures outlined above except that students may also contact the Dean of Students, who will notify the Office of Diversity*, Institutional Equity, and Title IX Program Administration.*
For more information about the procedures for reporting potential violations, contact Office of Human Resources at (678) 407-5070.

APM 8.2.50 EMPLOYEE GRIEVANCE POLICY

Reviewed May 26, 2016

The following policies and procedures relative to appeals of suspension, dismissal, demotion decisions and/or related disciplinary review shall apply to all regular classified employees as defined in the Classified Employee Handbook of Georgia Gwinnett College. A Dean, Director, Vice President, college administrator, or faculty member may also choose to use these procedures for resolving appeals of suspension, demotion or disciplinary actions impacting faculty members performing duties within the area over which the Dean, Director, Vice President or college administrator has authority. However, such use must be consistent with Georgia Gwinnett College Statutes and Board of Regent's Policies. Staff and faculty may not use two different campus grievance processes concerning the same matter.

Grievance Policy

The policy is intended to provide an avenue for resolution of conflicts at the lowest possible level. Attempted resolution may be addressed through the informal or formal grievance procedures under this policy. A grievance or disciplinary review will be available to handle claims that a person has been harmed by an action that violates the policies of either the institution or the Board of Regents of the University System of Georgia ("the Board of Regents").

Circumstances under Which Grievances May Not Be Filed

In accordance with Board of Regents Policy, a grievance will not be available to dispute:

- promotion decisions,
- performance evaluations,
- hiring decisions,
- classification appeals,
- challenges to grades or assessments,
- challenges to salary decisions,
- challenges to transfers or reassignments,
- termination or layoff because of lack of work or elimination of position,
- investigations or decisions reached under the Institution's Harassment Policy,
- normal supervisory counseling and
- matters excluded from grievance under other BOR policy and/or excluded under campus policy or campus communications.

In addition, these formal procedures will not be available to a student or employee who has chosen to seek relief through a department, school or unit's internal grievance procedure unless such procedure failed to provide due process and/or an adequate mechanism for appeal or review. A student may not utilize two grievance procedures concerning the same matter.

Circumstances under Which Grievances May Be Filed

An employee may file a grievance only if:

- The employee has been suspended; or
- The employee has been discharged; or
- The employee has been demoted, or their salary has been reduced.

An employee may not file a grievance, even in the above circumstances, if:

- The discharge occurred during the six (6)-month provisional period;
- They have been adversely affected by a reorganization, program modification or financial exigency (such employees may apply to the Board of Regents for review);
- **The issue underlying the grievance is a charge of discrimination on the basis of race, sex, age, disability, religion, or Title IX. Such charges should be directed to the Office of Diversity, Institutional Equity, and Title IX Program Administration. A determination will be made by the Office of Diversity, Institutional Equity, and Title IX Program Administration;**
- The issues being grieved have previously been heard by an administrative team/panel at the institution. An employee shall not be entitled to duplicative hearings or investigative panel reviews. For the purposes of this Policy, an administrative panel review shall serve the purpose of a hearing;

Grievant Must Exhaust Internal Remedies

Any individual wishing to file a grievance must exhaust these internal procedures prior to appealing to an external organization or agency. In the event an individual elects to pursue a complaint or appeal with an external organization or agency, in lieu of filing an internal complaint or before all internal procedures are exhausted, then compelling circumstances must be presented to and accepted by the Grievance Officer prior to filing an internal complaint or prior to resuming the internal grievance process. The Grievance Officer has the sole discretion in the determination of whether to accept an internal complaint or resume investigation of an internal complaint in instances where an external entity is investigating and/or reviewing the matter.

Grievance Process/Procedures

The steps in the grievance procedures have specific time limits that shall be observed. For the purpose of this policy, a business day is defined as any day the college is open and the staff is required to report.

An employee may file a grievance by contacting the Chief Human Resource Officer. Unless there is good cause for delay (as determined by the institution), a grievance must be filed within ten (10) working days of the notice of suspension, discharge or related disciplinary action. The timeline will begin on the next business day following the effective date of the adverse personnel action. The failure of the grievant to adhere to the filing deadline in this procedure may result in the loss of the right to continue a grievance. If filed after that time, the grievance must be accompanied by a written explanation for the delay and a brief written request for late filing. The Office of Human Resources in coordination with the Office of Diversity, Institutional Equity, and Title IX Program Administration or the appropriate designee will rule on whether a late filing of a grievance will be accepted or denied the employee had good cause for filing the grievance late. The grievance should be in writing and signed. Appropriate methods of delivery include delivery by mail, facsimile, hand delivery or courier service. Delivery of grievances via e-mail communications will not be accepted. Grievance documents which have not been signed by the grievant may be returned as incomplete.

The signed grievance documentation should set forth a full statement of the following:

- The nature of the grievance.
- The employee's version of the facts.
- Names of campus employees/students/affiliates who may have direct knowledge of the circumstances of the grievance and information indicating where and how these persons may be contacted during normal business hours.
- The redress desired.

Upon submission of the grievance statement, Human Resources or the appropriate designee will acknowledge receipt and provide the grievant with a copy of this grievance policy, which includes guidance pertaining to formal grievance hearing procedures and the steps for informal resolution, if applicable, prior to consideration of a formal hearing on the matter. Once a determination is made that a grievance has been timely filed, the Office of Human Resources or the appropriate designee assumes the role of Grievance Officer.

If the grievance is against Human Resources personnel or if the actions of the Human Resources Team or their supervisor may become subject to review at any point during the grievance process or if it is determined at any time that the grievance involves a matter of discrimination or harassment under the institution’s prohibited discrimination and harassment policies, then the grievance shall be handled in accordance with the procedures designated by the President as presented in the campus discrimination policy. In this instance, the designated officer will assume all the duties and responsibilities herein assigned to the Human Resources Department under this grievance policy and an appropriate Grievance Officer will be assigned to handle the matter in question.

Informal Resolution

Where applicable, the Grievance Officer shall make every effort to resolve the grievance through informal resolution prior to assigning the matter for a formal Review Hearing. Within 5 business days of a timely filing determination by the College, the designated Grievance Officer(s) shall take the following steps:

- Notify the operating unit that a grievance has been filed;
- Make a determination as to whether informal resolution is possible.

- If informal resolution is possible, the Grievance Officer shall facilitate the full process and document the agreed upon outcome, acquiring signatures from both parties and the matter will be deemed resolved, without further action

Formal Resolution Board of Review Hearing

If after reviewing the documentation, informal resolution appears to be unavailable, the Grievance Officer shall provide the employee with a written Notice of Intent to Schedule a Hearing concerning the matter. A Hearing Officer will be designated. The remaining steps in the process will be handled by the designated officer who will identify the remaining members of the hearing panel or the investigative review panel. (For the purposes of this policy, the terms “hearing panel” and “investigative review panel” will be used interchangeably. Both will provide the due process necessary for review of grievance claims). The Hearing Panel shall be comprised of at least two (2) members, but no more than three (3) members for matters under consideration. If one or more members are unable to preside over the matter, the President, or the authorized representative shall appoint appropriate alternates.

The Review hearing may take place either before or after the effective date of the personnel decision in question. The grievant/employee shall be given at least 5 days notice prior to the scheduled hearing date. The notice date is based on the date listed in the written letter to grievant. In addition to the grievant/employee, hearing notices shall be prepared for the following:

- The grievant's immediate supervisor, where applicable;
- The dean, director, or vice president over the operating area, where applicable; and
- Any other parties GGC considers appropriate as determined by the Hearing Officer.

The grieving party has the burden of proving allegations stated in the grievance.

Once a grievance is filed, campus officials will be unable to have exparte communications and/or related discussions outside of the hearing process. For purposes of this Policy, the hearing process begins on the date the grievance is submitted to campus officials via the Office of Human Resources.

An employee is not allowed to use college time to prepare for a Review Hearing; however, vacation time may be granted, if available. If vacation time is not available, time off without pay may be granted.

Documentation and/or witnesses not submitted prior to the hearing may not be considered unless the party presents compelling evidence as to why the material or witnesses were not made available to the Panel prior to the hearing. The Panel will decide whether such evidence or witnesses shall be allowed.

- The Panel Chairperson will conduct a briefing of the committee to share the evidence prior to the hearing; and
- The grievant may be permitted to have up to one person present at the hearing (i.e., a personal advisor.) However, the accompanying party may not address the Panel, question witnesses, the committee, or any other party. The accompanying party may not address the committee at any time. This section is also applicable even if the accompanying party is an attorney. In instances where the presence of another party will be counterproductive to the grievance process, the Hearing Officer may exclude the interfering party.
- The Panel Chair may limit the number of parties in attendance.

Review Hearing: (Proceedings may be recorded by the Panel; recording is not required.)

c. Both parties have the right to submit changes of proposed evidence for hearing. Panel Chair shall determine if a witness will be called or evidence accepted for presentation, where untimely. Witnesses not associated with GGC, may not be requested to appear and may not be included in the hearing, absent extraordinary circumstances. When a witness cannot or will not appear, the Review Panel may consider the written statement of the witness or make a determination as to whether the statement is appropriate for consideration.
d. Actual hearing proceedings will be informal and strict rules of legal procedure will not be followed. The Panel Chairperson will determine how the hearing is conducted and the relevancy of the evidence. The proceedings, except for the deliberations of the Hearing Panel may be tape recorded by the Panel Chair; no other recordings or electronic devices will be allowed. The Panel Chair has sole discretion in determining whether to tape a proceeding.

The order of presentations will be as follows:

e. Grievant
f. Management Representative, if applicable
g. Witnesses, if applicable
h. Summary

Time: The Hearing is limited to a total time of one and one-half hours for the presentations. Included in this time are questions to witnesses and their responses. The committee may grant additional time if it is deemed necessary by the Panel Chair.

Attendance at the Hearing:

c. The hearing may be closed to anyone but the parties, panel members
d. All potential witnesses, with the exception of the grievant and the management/administrators, must leave the hearing room until they are called to testify; absent other instructions from the Panel Chair.

Procedural Modification:
The Panel Chair shall have the authority to modify the Hearing procedures, where appropriate.
Request for additional information:
If at the conclusion of the hearing, the Review Panel believes it needs to obtain additional information, a second meeting may be scheduled for final deliberations; otherwise deliberations will take place following the hearing. The determination of whether or not a second meeting will be held is at the sole discretion of the review panel.
Deliberations:
At the close of all evidence, the members of the panel will meet in closed session. A determination of findings will be made and if applicable, conclusions and recommendations will be determined.
Committee Determination and Recommendation: A Panel recommendation will be prepared by the committee within ten working days. The Panel Chair may extend this deadline at his/her discretion, based on appropriate justification.
Panel recommendations shall be forwarded to the President for final institutional decision. In instances where the President is unavailable, the President authorizes the Panel Chair or President's designee to issue the final institutional decision on his behalf. If the Panel issues an advisory report, the report is advisory in nature and is not binding. If there are any advisory reports or special recommendations regarding the matter, they may be provided separately and confidentially to the President. The grievant will not have access to advisory reports or special recommendations as part of the grievance process.
Timeframe for Completion:
The final institutional decision should be conferred by the President or his designee within 20 working days of completion of the Hearing Panel determination. A party may appeal a final institutional decision by submitting a written appeal request to the Office of the President within ten working days from the date noted on the final institutional decision. Absent sufficient justification, the grievant may not be allowed to file a campus appeal of a final institutional decision, where notice was given and the grievant failed to appear for his/her scheduled hearing or scheduled investigative panel review.

Further Appeal

If the grievant wishes to appeal a final institutional decision, a review by the Board of Regents may be requested, in writing, within 20 calendar days of the date noted on the written notification of final institutional decision, in accordance with appeal guidelines listed on the Board of Regents website (www.usg.edu) for the University System of Georgia. This request must state the decision appealed and the redress desired, and will be acted upon in accordance with the policies and provisions of the Board of Regents of the University System of Georgia. The Board of Regents may accept or decline the request for appeal.

8.2.7.4 EDUCATIONAL AND PROFESSIONAL LEAVE

Reviewed May 26, 2016

See Board of Regents Policy Manual Section 8.2.7.4.

8.2.7.4.1 EDUCATIONAL AND PROFESSIONAL LEAVE FOR FACULTY

Reviewed May 26, 2016

In accordance with Board of Regents (BoR) policy 8.2.7.4 Educational and Professional Leave, Georgia Gwinnett College (GGC) is committed to providing opportunities for educational and professional leave so that faculty may pursue ongoing development as scholars and teachers in support of the mission of the College. Educational and Professional Leave (hereafter referred to as "leave"), for purposes of this policy, is defined as a leave of absence *with or without pay* provided by the administration for full-time faculty to pursue professional development through research, writing, creative activity, training, and other projects that directly benefit the institution and the academy. During such leaves, faculty members will be free from teaching, student engagement, and institutional service obligations.

Who is eligible?

- Full-time Faculty (including Library Faculty) at GGC on 3 or 5 year appointments are eligible to apply in September of their sixth year for leave to begin the following year.

What are leave uses and limitations?

- **Uses:** Proposals must have a stated outcome that focuses on scholarship and/or faculty development projects that will enhance a faculty member's teaching, research and/or creative activity, or professional service. Appropriate activities might include, but are not limited to:
    - concentrated research and/or creative activity on a special project, either locally or through travel to another institution or location;
    - working in an applied setting related to professional training;
    - working in a substantial leadership position in a professional organization.

- Leave can be for one semester or two consecutive semesters.
- Benefits are allocated according to BoR policy.
- Time spent on leave will be considered as time in rank for the calculation of years of service towards promotion.
- Leave means exemption from all GGC activities including but not limited to teaching, student engagement, and institutional service responsibilities during the leave period.

- **Limitations:**
    - Leave cannot be used for the express purpose of developing courses for use at GGC.
    - Leave cannot be used to accept a temporary teaching appointment
    - A second leave will not be granted until the sixth year after the end of the previous leave.
    - If the faculty member does not return to GGC at the agreed time he or she must reimburse the institution for all associated costs from salary and benefits.
    - Proposals may be rejected on either logistical grounds (e.g., insufficient funds) or substantive grounds (e.g., proposal was without sufficient merit or failed to meet appropriate criteria. (Please see "Proposal Review" section and Appendix A below.)

What are the individual and institutional obligations?

Institutional Obligations

- Leave may be one semester with full pay or two consecutive semesters at half-pay. Individuals must work with the Office of Benefits to ensure continuing benefits.
- As part of faculty professional development, GGC will share past successful leave applications with faculty and provide training and assistance to faculty preparing a leave proposal.
- There are occasions when all qualified applications for leave cannot be granted because the school cannot fund all faculty members whose applications are found meritorious. Board of Regents policy 8.2.7.4 Educational and Professional Leave explains that "If the employee's work cannot be handled by other employees and if funds are not available for the employment of a substitute, the president will be justified in refusing to recommend that the leave be granted or in deferring action upon the request for a leave."
    - If an applicant's proposal is considered meritorious but is not selected by the Senior Vice President for Academic and Student Affairs/Provost, an explanation for this decision will be provided to the applicant. This explanation will include suggestions for aiding selection in a future round of applications.
    - Any meritorious proposals not accommodated in the initial round of funding will be funded in rank order if additional funding becomes available.

Educational and Professional Leave Committee Obligations

- The goal of the Leave Committee is to score and rank all leave applications and to decide whether each has merit and should be recommended for leave.
- Leave Committee members will rank score the proposal and application objectively and consistently using the Appendix A: **Faculty Leave Review and Ranking Rubric (Rubric)** approved by the GGC Faculty Senate. (See Proposal **Review** below.)
- The Leave Committee will prepare a written evaluation of each application. The written evaluation will conclude with a statement of whether the committee finds the proposal meritorious or not. The statement will clearly indicate whether the leave committee recommends or does not recommend awarding leave and why. The committee will submit the evaluations to the appropriate Dean of the school or library
- The Dean of the School or Library makes final recommendations for leave (including consideration of the logistical practicality of granting the leaves) and forwards the application and review on to the Provost.

- The Provost determines how many of the top ranked applicants will be granted leave based on the recommendations of the school-level leave committee and the Dean and on logistical practicalities such as financial resources and the school's ability to cover the responsibilities of the applicants.
- Each school and the Library will establish an Educational and Professional Leave Committee (Leave Committee) that consists of 3 faculty members elected by their peers.
    - During the fourth week of the spring semester, each school and the Library will make all arrangements for conducting an election to replace the member rotating off the Leave Committee. The election should be conducted promptly. Voting in the election will be by confidential ballot.
    - Full-time faculty at the rank of Associate and Full with 3 or more years of employment at GGC who will not apply for leave during the term to which they would be elected are eligible to serve on the Leave Committee.
    - Each Leave Committee member will serve a 3-year term. Terms are staggered by one year. To establish the first Leave Committee three members will be elected initially with one member serving a 3-year term, one a 2-year term, and one a single year term.
    - A special election will be held to replace Leave Committee members that resign from the committee, vacate their membership due to health or other personal reasons, or are applying for leave themselves.
- The Leave Committee will maintain confidentiality concerning both the contents of leave applications and the discussion of the applications within the meetings.

Individual Obligations

- Applicants must notify their Dean by the first Wednesday in September of their intention to submit an application for leave for the following academic year.
- Upon notification of award of leave, the faculty member must meet with the Dean to assure that normal responsibilities are covered, and with the Director of Benefits make arrangements for continued insurance coverage (including notifying the hosting organization, if any, of such arrangements) and continuing retirement payments by both the individual and the institution.
- Should leave be awarded pending external funding, the faculty member is responsible for presenting proof of application and funding approval.

What are funded leave completion requirements?

- All publications and presentations must acknowledge the assistance of GGC.
- Within 30 days of the start of the Fall or Spring semester in which the faculty member returns, the leave recipient will submit a comprehensive final report to the Provost and the appropriate Dean addressing outcomes/products of the leave with respect to enhanced teaching, research and/or creative activity, and/or professional service.

What is the proposal format?

In order to facilitate and expedite the review of proposals, proposals must be submitted in the following format (i.e., order of content) and explicitly address all specified proposal elements listed below. Proposals that are not consistent with the following formatting instructions may not be considered. The proposal must be paginated.

I. **Cover sheet** (see below).

II. **Summary** – Provide a short summary of the proposed activities during the leave and resulting outcomes (no more than 300 words, double-spaced).

III. **Narrative** (No more than 1500 words, excluding bibliography, double-spaced, 1 inch margins) – The applicant will describe in detail the proposed leave using the following framework and specifically addressing all of the items listed. The reviewing committee is composed of faculty who may not be experts in the applicant's field of scholarship. Therefore, it is important to write the narrative in clear, direct language. Make it "reader friendly" by eliminating jargon and avoiding acronyms whenever possible.

A. **Project Description**
Provide a clear and documented overview of the rationale, purpose, and outcomes of the proposed leave project. Overview must include:

- a clear description of the project itself, including rationale, existing knowledge and/or work to date, and methodology.
- how the project relates to professional development that enhances teaching, research and/or creative activity, and/or professional service, and/or student engagement;
- measureable outcomes/products for professional development that are a direct result of the project (expected short-term outcomes, i.e., what will be produced at the end of the leave, and long-term outcomes/products related to enhancing teaching, research and/or creative activity, and/or professional service);
- how the project relates to the strategic goals and mission of the discipline, school, and GGC;
- a description of any other funds or resources available during the leave (e.g., compensation for employment during the leave). Also, address any plans for collaboration and collaborative goals.

B. **Sustainability**
If leave-related activities will continue after return, provide an action plan and timeline for realistic long-term goals and activities. Identify discipline, school, and/or college support and resources where applicable.

C. **Dissemination**
Provide a plan for disseminating the results of the project through presentations, exhibitions, and/or publications.

IV. **Timeline** – Provide a timeline that delineates a realistic and achievable project schedule that indicates plans for achieving the desired outcomes/products and the specific activities planned during the leave.

V. **Current Condensed Curriculum Vitae** (maximum 2 pages) - highlight up to 5 of the most relevant publications to the leave proposal)

VI. **Letters of Support:**
The applicant will provide 2 letters of support from those familiar with the leave's proposed activities (internal and/or external). These letters should complement the proposal by demonstrating a similar outlook on how this leave will contribute to the fields and/or the applicant's professional development. These letters should also explain why the applicant is uniquely qualified for this particular position. If the applicant is planning to work as a research associate at a colleague's lab, at a professional organization, or in an applied setting, provide at least one support letter from someone at that setting.

VII. **Previous and Current GGC Funding Awards**
Please list all GGC internal funding awards received up to this submission.

VIII. **Outcomes of Past GGC Leaves**
If the applicant has been on leave at GGC, describe the outcomes of most recent past leave. This statement can be based in whole or in part on the report submitted after the leave.

IX. **Replacement Budget Funding Statement of Understanding**
When external funding is obtained, include a statement of understanding and proposed use of replacement budget funding signed by the School Dean.

Proposal Review

Leave proposals are reviewed on a competitive basis. The following criteria guide the evaluation and ranking of proposals:

1. **The quality of the proposal and application.**
The score on this criterion rates how thoroughly and effectively the applicant has presented the information and materials required in sections *I-X* of the application for Educational and Professional Leave. This includes considering the extent to which the proposal includes an explicit action plan and timeline that delineates a realistic and achievable schedule of outcomes both during and after the leave.

2. **The contribution the leave will make towards strengthening the faculty member as a scholar and teacher**.
This criterion rates the effect of the proposed activities and outcomes on the strength and quality of the faculty member as a teaching scholar. Score is based on both the argument made by the applicant and the judgment of committee members.

3. **The contribution the leave will make towards fulfilling the strategic goals and mission of the faculty member's discipline, school, and GGC.**

This criterion rates the potential of the proposed activities to increase the faculty member's ability to further the goals of their particular discipline while "promoting a supportive, enhanced learning environment by developing the campus community and empowering students with opportunities for holistic development through a diversity of high quality, student-centered programs and services."

4. **The practicability of the proposal in light of available resources for the project**.

This criterion rates the potential of the faculty member achieving the stated outcomes/products of the project considering the resources available during and after the leave. That includes the practicality of achieving both short-term outcomes, (the results of the project) and the extent to which there are discipline/school and college support and resources to sustain resulting initiatives after the leave. Under this criterion the leave committee should consider the degree to which the applicant achieved the stated goals and outcomes of any previous Educational and Professional Leaves.

5. The extent to which the applicant has an established record of excellence in teaching, research and/or creative activity, and/or professional service and/or student engagement.

This criterion is rated using the number of years of academic training, work experience, pattern of publications and presentations, service to the profession and to GGC, and record of student engagement. Most of this information is presented in the applicant's CV and letters of support.

Proposal Questions and Assistance

Because this is a highly competitive program, applicants are strongly encouraged to attend a workshop on preparing a leave application. If there are questions concerning the application process, contact the relevant Dean or the Chair of the relevant Educational & Professional Leave Committee.

Notification of Applicants

Notification of funding decisions are sent by the Provost's office to applicants by the first Wednesday in December. Upon notification of receiving the leave award, recipients must complete and submit a "Letter of Understanding" and complete the formal leave request paperwork to be submitted to the VPASA/Provost (paperwork to be provided through the office of the Provost). Applicants whose proposals not selected for funding will receive a clear statement as to the reasons why.

APPENDIX A: Faculty Leave Review and Ranking Rubric

Ranking Criteria:

	LOW HIGH
Description of Rubric Category	**Proposal Score**
The quality of the proposal. The score on this criterion rates how thoroughly and effectively the applicant has presented the information and materials required in sections *I-X* of the proposal / application for Educational and Professional Leave. This includes considering the extent to which the proposal includes an explicit action plan and timeline that delineates a realistic and achievable schedule of outcomes both during and after the leave.	0 1 2 3 4 5
The contribution the leave will make towards strengthening the faculty member as a scholar and teacher. This criterion rates the effect of the proposed activities and outcomes on the strength and quality of the faculty member as a teaching scholar. Score is based on both the argument made by the applicant and the judgment of committee members.	0 1 2 3 4 5
The contribution the leave will make towards fulfilling the strategic goals and mission of the faculty member's discipline, school, and GGC. This criterion rates the potential of the proposed activities to increase the faculty member's ability to goals of their particular discipline while "promoting a supportive, enhanced learning environment by developing the campus community and empowering students with opportunities for holistic development through a diversity of high quality, student-centered programs and services."	0 1 2 3 4 5
The practicability of the proposal in light of available resources for the project. This criterion rates the potential of the faculty member achieving the stated outcomes/products of the project considering the resources available during and after the leave. That includes the practicality of achieving both short-term outcomes, (the results of the project) and the extent to which there are discipline/school and college support and resources to sustain resulting initiatives after the leave. Under this criterion the leave committee will consider the degree to which the applicant achieved the stated goals and outcomes of previous Educational and Professional Leaves.	0 1 2 3 4 5
The extent to which the applicant has an established record of excellence in teaching, research and/or creative activity, and/or professional service and/or student engagement. These criteria will be measured using the number of years of academic training, work experience, pattern of publications and presentations, service to the profession and to GGC, and record of student engagement. Most of this information is presented in the applicant's CV and letters of support. This criterion will also include years of service since any previous leave.	0 1 2 3 4 5
SCORE TOTAL:	

Educational and Professional Leave Application Cover Sheet

Name:

Rank:

School/Unit:

Discipline:

Period of leave: ☐ Fall 20__ Semester only ☐ Spring 20__ Semester only
☐ Fall 20__ and Spring 20__ Semesters

Date of Initial Appointment at GGC:

Rank at Initial Appointment: ☐ Instructor ☐ Assistant Professor
☐ Associate Professor ☐ Professor

Dates of Previous Leaves at GGC: _____

_____

Supporting Signature:

School Dean/Unit Director_____Date: _____

See Board of Regents Policy Manual Section 8.3.13.

APM 8.2.8.50 RETIRED FACULTY OFFICE SPACE

Reviewed May 26, 2016

It is the policy of GGC to consider the request from retired faculty to be provided office space. After office space for regular faculty is provided, space, if available, may be provided to retired individuals who perform a service to the institution with special approval from academic dean and the Senior Vice President for Academic and Student Affairs/Provost. Each case will be reviewed annually prior to the start of the fall semester.

APM 3.8.4 HONORARY DEGREES

Reviewed May 26, 2016

See Board of Regents Policy Manual Section 3.8.4.

Honorary degrees are subject to approval by the Board of Regents. Honorary degrees may be conferred by USG research, regional, or state universities and state colleges to persons of notable achievement in an academic field, the arts and letters, the professions, or public service. An institutionally approved process for advancing candidates for consideration in a timely fashion shall include recommendations by a faculty committee and selection by the president of a candidate to be communicated to the Chancellor. Honorary degrees may be conferred upon candidates recommended by the Chancellor and approved by the Board of Regents.

Current elected or appointed national office holders or officials of the State of Georgia to whom the USG institutions are directly or indirectly answerable, as well as persons who are announced candidates for national or state elective offices are ineligible for honorary degrees. Current Regents and all current USG employees are also ineligible.

Relatively few awards should be given. No individual shall receive more than one (1) honorary degree from a USG institution. The recipient must be present to receive the degree (BoR Minutes, June 1995, p. 34; September 1998, p. 92; April 2012).

FACULTY ORIENTATION

Contract employment begins each academic year on August 1. Select new and current faculty will be expected to participate in and/or support new faculty orientation as required following that date.

PROFESSOR IN RESIDENCE

The president may, at his/her discretion, confer the title of “Professor in Residence” on any retired faculty member or administrative officer who, at the time of retirement, had ten (10) or more years of honorable and distinguished USG service with at least five (5) of those years in residence at Georgia Gwinnett College.

AMENDMENTS

Substantive amendments to the faculty manual (excluding error corrections), shall be made in writing to the faculty Senate. The Governance and Evaluation Committee will review the request and present recommendations to the Senate. Once the amendment(s) has passed the Senate, it will be presented to the full faculty. A simple majority will be needed for the amendment(s) to be adopted.

When the faculty adopts an amendment(s), said amendment(s) will be presented to the Vice President for Academic Affairs and Student Affairs/Provost who will present it to the President for institutional review and final action. The President's actions shall be in accordance with the Presidential Authority and Responsibilities provisions under Section 2.4 of the Board of Regents Policy Manual. Notwithstanding the above, if an amendment is based on Board of Regents Bylaws/Policy or federal/state law, the prevailing BOR policy or laws shall govern.