

Table of Contents

Who to See at ABAC	2
Welcome	3
Academic Information	5
Advising and Registration	5
Attending Class	6
Withdrawals	6
Academic Standing	6
Appeal of Grades	6
Academic Honors and Awards	7
Student Services	8
Academic Support Center	8
Bookstore	8
Campus Alert System	9
Computer Services and Technology	9
Copy Machines	10
Counseling	10
Dining Services	10
Disability Services	11
Financial Agreement Authorization	12
Student Financial Services	13
Gold Card	16
Health Center	16
Housing and Residence Life	17
Insurance	18
Baldwin Library	19
Mail Center	19
Student Life	19
Student Government Association (SGA)	19
Inter-Club Council & Student Clubs	20
Campus Activities Board	20
Student Communications Media	20
Baldwin Players	21
Music Organizations	21
ABAC Ambassadors	21
Greek Social Organizations	21
Athletics and Recreation	21
Awards	23
Student Code of Conduct	24
College Policies and Procedures	34
SGA Constitution and By-Laws	34
ABAC Parking Decals & Guidelines	44
Policies and Procedures Governing Student Activity and Other Mandatory Student Fees	44
Student Grievance Policy and Procedures	48
Notice of Non-Discrimination	49
Sexual Misconduct Guidelines & Procedures	50
Policy and Programs to Prevent Drug and Alcohol Abuse	53
Academic Freedom Policy	54
Family Educational Rights and Privacy Act of 1974 (FERPA)	55
Student Use of Technology Resources Policy	56
Free Speech Policy	58

This handbook is not a contract. It is for informational purposes only and provides no rights to the reader.

INFORMATION GUIDE

What	Who	Where
Absences	Instructor	Instructor's Office
Academic Problems		
School of Agriculture & Natural Resources	Dr. Baker, jbak	Ag Sciences Building
Stafford School of Business	Mr. Driscoll, ddriscoll Ms. Driscoll, sdriscoll	Lewis Hall
School of Human Sciences	Dr. Sewell, dsewell	Bowen Hall
School of Liberal Arts	Dr. Robinson, brobinson	King Hall
School of Nursing & Health Sciences	Mr. Spicer, tspicer	Health Sciences
School of Science & Math	Dr. Evans, jevans	Britt Hall
Academic Support Counselor	Mr. Urquhart, nurquhart	1st Floor, Carlton Center
Admissions	Ms. Webb, dwebb	1st Floor, Herring Hall
Alumni Affairs	Ms. Snow, jsnow	Alumni House
Athletics	Mr. Kramer, akramer	Gressette Gym
Books and Supplies	Ms. Dyal, tdyal	1st Floor, J. Lamar Branch
Clubs and Organizations	Mr. Kramer, akramer	Gressette Gym
Counseling	Dr. Martin, mmartin	1st Floor, Carlton Center
Dean of Students	Ms. Hughes, bhughes	2nd Floor, J. Lamar Branch
Dining Services	Mr. Miller, dmiller	Donaldson Dining Hall
Disability Services	Dr. Martin, mmartin	1st Floor, Carlton Center
Diversity	Mr. Spancake, rspancake, Ms. Hughes, bhughes Mr. Gonzalez, hgonzalez Ms. Jones, kjones	1st Floor, Herring Hall 2nd Floor, J. Lamar Branch 1st Floor, Conger Hall 1 st Floor, Herring Hall
Employment on campus		
Fees	Ms. Swords, jswords	2nd Floor, J. Lamar Branch
Student Financial Services	Mr. Wright, mwright	2nd Floor, J. Lamar Branch
Health Clinic	Ms. Dell, kdell	Back Entrance, Health Sciences Building
Honors Program	Dr. Hall, chall	3rd Floor, Conger Hall
Housing	Dr. Kinsey, ckinsey	John Hunt Town Center
I.D. Cards	Dr. Kinsey, ckinsey	John Hunt Town Center
International education	Ms. Cofer, rcofer	1 st Floor, Carlton Center
Learning Support classes	Ms. Terrell, cterrell	1 st Floor, Carlton Center
Lost and found	Dean of Students' Office	2nd Floor, J. Lamar Branch
Medical Emergencies	ABAC Police	Evans Hall
Orientation	Mr. Urquhart, nurquhart	1st Floor, Carlton Center
Parking Information	ABAC Police	Evans Hall
Police	Chief Golden, bgolden	Evans Hall
Personal problems	Dr. Martin, mmartin	1st Floor, Carlton Center
President	Dr. Bridges, dbridges	Tift Hall
Recreation (Campus)	Mr. Hart, shart	1st Floor, Gressette Gym
Title IX Coordinators	Mr. Spancake, rspancake Ms. Hughes, bhughes Dr. Martin, mmartin Mr. Kramer, akramer	1st Floor, Herring Hall 2nd Floor, J. Lamar Branch 1st Floor, Carlton Center 1st Floor, Gressette Gym

All e-mail addresses after the names above end with @abac.edu

Student Handbook 2014-2015

Welcome to ABAC!

Friendly, smiling faces have been a part of the ABAC tradition for as long as anyone can remember. Students and faculty get to know each other in a warm, personal atmosphere which is the rule rather than the exception at ABAC. Faculty and staff are always ready to assist students in any way possible. All you have to do is ask.

Extracurricular activities will allow you to grow outside the classroom. You have the opportunity to participate in many phases of campus life. Perhaps the Baldwin Players Theatre Troupe attracts your attention or the excitement of intercollegiate or intramural sports. Gain leadership training through participation in the Student Government Association. With over 40 clubs and organizations, ABAC offers one of the most active student activities programs of any state college in Georgia. There is truly something for everyone—including you!

Above all, ABAC is a place where students of all ages from all over the state, all over the country, and all over the world come together for a short time to gain a quality education. Enjoy outside interests, but stay focused on your academic pursuits. While you are here, you have the opportunity to set the stage for making your state, your nation, and your world a better place. Embrace the spirit of ABAC and become a part of the noble tradition.

About this Handbook

This is the official Student Handbook of Abraham Baldwin Agricultural College (ABAC). It is published by the Office of the Dean of Students to provide you with a resource for campus activities, student life, student services, and college policies and procedures. This handbook is not a contract. It is for informational purposes only and provides no rights to the reader.

The College makes this handbook available to each student. It is your responsibility to become aware of its contents. By enrolling at this institution, you agree to comply with all rules and regulations. If you have questions which are not answered in this handbook or questions about the handbook itself, please call the Office of the Dean of Students at 229-391-5130.

While some academic policies have been printed in this handbook, students should consult the Catalog <http://www.abac.edu/academics/registrar/academic-catalog> for questions concerning academic policies and regulations.

The College reserves the right to alter or change the regulations and policies stated in this handbook.

This handbook is prepared for the convenience of students, faculty, and staff at ABAC and is not to be construed as an official publication of the Board of Regents of the University System of Georgia. In case of any divergence from or conflict with the Bylaws and Policies of the Board of Regents, the official Bylaws and Policies of the Board of Regents shall prevail.

ABAC Mission Statement

Abraham Baldwin Agricultural College is a residential institution offering certificates, associate degrees, and baccalaureate degrees. With a state-wide mission in agriculture and natural resources and strong programs in the liberal arts, nursing, business, the natural and physical sciences, the social sciences, and physical education, the College serves students with diverse educational and career goals. Associate of Applied Science degrees prepare students for entry into a career field while Associate of Arts and Associate of Science degree programs provide the first two years of study toward a baccalaureate degree. Baccalaureate degrees are offered in disciplines related to the College's mission and areas of regional economic importance.

Abraham Baldwin Agricultural College is a student-centered institution. As a point of access to higher education, the College provides a learning support program for under-prepared students. Evening, off-campus, and online courses furnish educational opportunities for individuals who are unable to attend classes in the traditional setting. Intercollegiate and intramural athletic programs and numerous student organizations offer students opportunities for physical and social development. Modern housing provides the convenience of on-campus residence.

Vitally involved with the educational and economic development of Georgia, Abraham Baldwin Agricultural College continually strives to expand its service to the region, the nation and the world. Public service is accomplished by the integrated efforts of the College's academic programs, the Museum of Agriculture and Historic Village, and the Arts Connection. The College also provides administrative services and facilities that enable community and state organizations, as well as other units of the University System of Georgia, to bring seminars, meetings, and upper-level and graduate instruction to the region.

The College's goal is to contribute to a better-educated Georgia. To that end, it engages in a comprehensive planning and assessment process, enabling it to build upon its strengths and correct weaknesses. The College's faculty, staff, and administration are committed to excellence in preparing students to be informed, productive citizens in the Twenty-First century.

DIVERSITY AT ABAC

Diversity includes more than race, gender, and age; at ABAC, diversity is about inclusion and respect for people. Our goal of inclusion and respect for people from different backgrounds and perspectives will ensure that our institution fully leverages the abilities of all faculty, students, and employees. The institution has a standing Diversity Committee. For questions about diversity, please contact either the Dean of Students, Director of Multicultural Programs, or Director of Human Resources.

Title VI and Title VII Compliance

ABAC subscribes to a policy of nondiscrimination with regard to all students, employees, and services to the community. Specifically, the College has given assurance of compliance with the provisions of the Civil Rights Act of 1964. All members of the College's faculty, staff, and student body are expected to subscribe to this assurance of compliance and to assist in making such assurance valid in fact.

Discrimination Prohibited Against Individuals with Disabilities

ABAC complies with Section 504 of the Rehabilitation Act of 1973 and the Americans with Disabilities Act of 1990, which prohibits discrimination against individuals with disabilities. In its efforts to comply with these regulations, ABAC has designated the Director of Student Development, first floor, Carlton Center, as the individual responsible for compliance in areas related to students, and the Director of Human Resources, first floor of Herring Hall, as the individual responsible in the area of employment related disabilities.

Sexual Discrimination and Harassment Prohibited

ABAC complies with Title IX of the Education Amendments of 1972, which prohibits discrimination in education programs and activities on the basis of gender. The Director of Human Resources, Mr. Richard Spancake is responsible for Title IX compliance. Deputy Title IX coordinators include Dean of Students, Ms. Bernice A. Hughes, Director of Student Development, Dr. Maggie Martin, and Athletic Director, Mr. Alan Kramer.

Equal Opportunity Employer

ABAC is an Equal Opportunity employer and does not discriminate against any person with respect to employment or academic standing because of age, disability, gender, national origin, race, religion, genetic information, or status as a war veteran. Harassment of an employee, student, or applicant on the basis of any of these protected classes is a violation of policy and federal law.

Academic Information

The information below in no way supersedes or replaces information contained in the official College Catalog: <http://www.abac.edu/academics/registrar/academic-catalog>

The following items are included in the Student Handbook for ease of access by students.

ACADEMIC SUPPORT CENTER

The Academic Support Center, located on the ground floor of the Carlton Center includes various departments, all of which center around academics at ABAC. The Academic Support Center consists of the following: Tutoring (Academic Achievement Center), Academic Testing, and Learning Support. In addition, the Center has Academic Support Counselors available for all current ABAC students' academic needs, which include but are not limited to: dropping/adding a class, completing ABAC withdrawals, transient permission, registration, graduation, and supplemental academic advising.

Learning Support is a program of courses and advisement to help build the foundational skills needed for success in college-level courses. COMPASS placement and exit testing is provided, as well as test preparation programs. Special academic advising is provided by Academic Support to speed the students' progress toward enrollment in college credit courses.

Tutoring services are available at no cost to all ABAC students. Tutoring in Mathematics and English are provided on a drop-in basis. Students should check each term for tutoring schedules for all other courses. Writing tutors serve the needs of student writers across the curriculum. Students receive assistance with all aspects of writing, from developing a thesis to reviewing a draft. Math tutoring is provided for all levels of math courses from developmental through calculus.

The Catalog

The ABAC Catalog (<http://www.abac.edu/academics/registrar/academic-catalog>) provides descriptions of academic departments and undergraduate programs and courses as well as information about Admissions, Student Affairs, Financial Aid, and Academic Support services.

Students are evaluated and graduated based on the requirements in the Catalog of the year they begin their studies, provided the Catalog is not older than five years.

Attending Class

Students need to attend class every time it meets, especially during the drop/add period (which will last no more than one week depending on the semester). Failure to attend class during the drop/add period will result in the student being dropped from the class. **Since classes and faculty differ greatly, you should be certain you understand the attendance requirements for each course you're taking.** A professor may lower your grade for excessive absences.

Semesters and Credit Hours

To graduate in two years (AS/AA/AAS/AFAM) or four years (BS/BA/BAS) a full time student should take 15 credit hours per fall and spring semester. Taking 12 credit hours a semester is considered full time, but will increase your time and cost to a degree.

ABAC grants academic credit based on the following Credit Hour definition:

- ABAC grants one semester hour for work equivalent to a minimum of one hour (50 minutes) of in-class or other direct faculty instruction AND two hours of student work outside of class per week for approximately fifteen weeks
- For each course, the syllabus will document the amount of in-class and out-of-class work required to earn the credit hour(s) assigned to the course. Out-of-Course work will include all forms of credit bearing activity, including, but not limited to assignments, readings, observations, etc.
- Where available, ABAC grants credits for students who verify, via competency-based exam, that they have accomplished the learning outcomes associated with a course that would normally meet the requirements outlined above (i.e. AP credit, CLEP, etc.).

When registering, students should plan to study two hours per week for each one credit hour earned. Taking 15 credit hours would equate to 30 hours of study time a week, making full time enrollment equivalent to a 45-hour work week.

Academic Advising

New students are assigned to an academic advisor following their orientation day. Students work closely with their advisor to develop an academic program map and plan classes accordingly for each semester. Students who declare a major upon admission to the college are advised by faculty in that department. Those who have not declared a major are advised by faculty in various schools.

Students must see their advisor prior to registration each semester. In fact, your advisor will enable your Banner PIN, which will allow you to register.

Early Registration

A special advisement and early registration period is held each semester. During this time, all advisors post schedules for advising. Students are encouraged to make an appointment to meet with their advisor in order to assure ample time to plan the next semester's work. After meeting with their advisor, students may register by logging into Banner, the Student Information System. Registration is available according to priority based on number of credit hours completed. Students who experience difficulties registering should visit the Academic Support Center on the first floor of the Carlton Center.

Drop/Add

Students who want to drop or add courses must do so during the scheduled Drop/Add periods as noted in the Academic Calendar (<http://www.abac.edu/academics/registrar>). Dropping a course during the Drop period may result in a tuition refund, whereas adding a course almost always results in tuition owed. Before dropping a course, check with your academic advisor and Student Financial Services to make sure the change you want to make will not affect such things as your financial aid, athletic eligibility, etc.

Please be aware that dropping classes will adversely affect financial aid. It can cause the student to pay money back or lose their aid.

Withdrawals from Class

After the drop/add period, if a student must withdraw from a class, the course will remain on the student's record for the semester and a grade of W or WF will be entered. A grade of W, indicating a withdrawal without academic penalty, will be assigned up until midterm. After midterm a grade of WF, indicating student was failing at the time of withdrawal, will be assigned.

Complete Withdrawal from ABAC

If you decide not to attend ABAC for a semester for which you have registered and paid your fees, you must fill out a Student Withdrawal Form (<http://www.abac.edu/wp-content/uploads/2012/11/WithdrawalForm1.pdf>) and consult with the Office of Student Development. Withdrawing from ABAC includes the following statutes:

1. The student will be awarded a withdrawal grade (W or WF) in each course based on the withdrawal deadline (See the Academic Calendar).
2. The student's account will remain active for one calendar year from the term of withdrawal.
3. The student must meet with an appropriate Academic Advisor prior to the beginning of registration for the term in which he/she decides to return.

DO NOT MERELY STOP ATTENDING CLASS. You must officially withdraw or you will receive a grade of F in all of your courses for the semester. Student Financial Services will be able to tell you if a partial refund is due or if you are required to return a portion of your financial aid.

Academic Standing

The college recognizes five categories of academic standing: Good Standing, Academic Probation, Academic Suspension 1, Academic Suspension 2 and Learning Support Suspension. Each student's academic standing will be determined by academic performance as reflected in the institutional grade point average, calculated at the end of each semester.

Appeal of Grades

A student wishing to contest a grade earned in fall semester must initiate the appeal in writing to the instructor

within the first thirty calendar days (from the first day of class) of the following spring semester. A student wishing to contest a grade earned in spring semester or summer semester must initiate the appeal within the first thirty calendar days (from the last day of class). A student must first appeal the matter in writing to the instructor(s) who taught the course. The appeal must specify reasons indicating why the assigned grade is incorrect or inappropriate. The instructor(s) will respond to the student in writing within ten working days of the date of the appeal. Should this response not satisfy the appeal, the student will appeal in writing within ten working days from the date of the instructor's response to the department head/dean of the academic school in which the course was taught. The department head/dean may conduct a conference including the dean, the department head, the student, and the instructor. The department head/dean may convene an impartial committee in the discipline to review pertinent documents. Within ten working days from the date of the student's appeal to the department head/dean, the department head/dean will respond to the student in writing. Should this procedure fail to resolve the appeal, the student must provide a written appeal to the Provost and Vice President for Academic Affairs within ten working days from the date of the school department head/dean's response. The Provost and Vice President for Academic Affairs will then take the appeal to the Academic Review Committee, where further hearings may be conducted. Should this procedure fail to resolve the appeal, the student must provide a written appeal to the President of the college within ten working days of the Vice President's response. The judgment of the President will be considered the final and binding decision on the matter.

The appeals process is intended to provide a venue whereby a student may voice a claim of discrimination, capricious or unfair dealings, or denial of due process.

Academic Probation

A student is required to maintain a minimum overall grade point average (OGPA) to remain in good academic standing. Minimum standards are set at an OGPA of no less than a 2.0. A student with a cumulative OGPA below the minimum standard will be placed on Academic Probation. For freshmen being placed on academic probation for the first time, they will be automatically enrolled in an Academic Success Seminar. A student on Academic Probation is also restricted to enrollment in a maximum of 14 semester hours and is encouraged to seek assistance through the Academic Support Center, for free tutoring and Abraham Baldwin Agricultural College workshops addressing special issues and the Student Development Center, for counseling, career development, or learning disability testing. Students on Academic Probation may be in jeopardy of losing financial aid.

If a student is on Academic Probation and he/she brings their OGPA back up to a 2.0 or greater, then he/she will come off of academic probation in the subsequent semester. If the student does not bring their OGPA back up to a 2.0 in the next semester, but makes a 2.0 term GPA, then they will remain on Academic Probation. Those who do not make a 2.0 who are already on Academic Probation will be suspended. Please see the next section regarding suspension policies.

Academic Suspension

A student not attaining minimum academic standards subsequent to being placed on Academic Probation will be suspended from the college. The minimum standard for avoiding Academic Suspension is an OGPA of 2.0. Consecutive terms of probation in which the student continues to make a Semester OGPA of 2.0 or greater will prevent suspension. However failure to maintain the 2.0 in a subsequent term will result in a suspension.

Any student with an OGPA below the minimum level will be suspended from the college after one term of probation. The first suspension will be for one semester; subsequent suspensions will be for one calendar year (3 terms). A student may appeal academic suspension by notifying in writing the Office of Academic Affairs. This appeal will be heard by the Academic Review Committee. An additional appeal may be made to the Provost and Vice President for Academic Affairs.

A student returning to ABAC after suspension will be placed on post-suspension probation and be subject to probation requirements as noted above. Students on post-suspension probation status and attaining a minimum term GPA of 2.0 or higher will be allowed to continue in the probationary status until the IGPA for good academic standing is reached.

Learning Support Suspension

If a student does not complete requirements for learning support English, reading, and the first mathematics course in eight hours/two semesters, he/she will be suspended without an appeal. The student will be considered for readmission in one year/three semesters. Students placed in LS mathematics have twelve hours/three semesters to complete both LS courses of Learning Support math, after which time, they will be suspended without appeal. The student will be considered for readmission in one year/three semesters.

Academic Honors and Awards

PRESIDENT'S HONOR LIST

Superior achievement in academics is recognized each semester by the publication of a President's Honor List, which includes those students who complete 12 or more academic hours (non-Learning Support) with a Term Institutional grade point average of 4.0.

DEAN'S HONOR LIST

Excellence in scholastic achievement is recognized each semester by the publication of a Dean's Honor List naming those students who complete all academic work for which they are registered during the semester with a minimum Term Institutional grade point average of 3.5, and who carry at least 12 hours of academic (non- Learning Support) work.

DISTINGUISHED ACHIEVEMENT LIST

The Distinguished Achievement List, published at the end of each semester, recognizes excellence in scholastic achievement among part-time students. To be included on the Distinguished Achievement List, a student must have completed between six and eleven semester hours of academic (non-Learning Support) course work with a Term Institutional grade point average of 3.5 or higher.

HONORS PROGRAM

The Abraham Baldwin Honors Program is a combination of special experiences during the freshman and sophomore years which together provide a more meaningful college career for academically talented students than would otherwise be the case.

All courses in the Honors program encourage student participation through interactive classroom techniques; all classes require the students to engage in some substantial research and/or use of sources beyond the assigned textbook to supplement and enhance the students' understanding of the course material and assignments.

The Honors Program requires the completion of a minimum of 15 credit hours from designated Honors courses listed below, and must include HNRS 1101 and HNRS 1102. These courses are scheduled alongside other courses required for completion of the student's degree. Normally, membership in the Honors Program is gained by invitation to the Honors Director. For further information on the Honors Program, contact Dr. Cindy Hall (chall@abac.edu), Conger Hall, Room 324.

HONORS DAY

Honors Day was introduced to give public recognition to students who achieve high scholastic records. A student is selected for honors on the basis of the following criteria:

1. completing 15 non-institutional semester hours at Abraham Baldwin with a 3.2 cumulative Overall grade point average qualifies a student as an Honor Student.
2. completing 15-44 non-institutional semester hours at Abraham Baldwin with a 3.75 cumulative Overall grade point average qualifies a student as a Superior Honor Student.
3. completing 45 non-institutional semester hours at Abraham Baldwin with a 3.75 cumulative Overall grade point average qualifies a student as a Distinguished Honor Student.

Student Services

ABAC provides a wide variety of services to students to support the academic mission of the College and enhance student life. The following is an overview of services. If you cannot find what you need, please check the ABAC web site or visit the Office of Dean of Students, on the second floor of the Branch J. Lamar Branch.

Academic Support Center

The Academic Support Center, located on the first floor of the Carlton Center, includes various departments, all of which center on student success in academics at ABAC. Students can find the following support services in the Center: Student Development, Tutoring (Math, Writing, and Reading), Academic Testing and Learning Support. In addition, the Center has Academic Support Counselors available to assist all current students with their academic needs.

Student Development encompasses counseling, career development counseling and placement, disability services, national and distance learning testing, ADA compliance, and advising for students who have not declared a major.

Academic Support Counselors assist students with a variety of academic needs, including but not limited to dropping/adding a class, completing ABAC withdrawals, processing transient permission, verifying student readiness for graduation, counseling students regarding degree options and standards of academic progress, assisting students with scholarship applications, helping student identify opportunities for internships and extracurricular activities, referring students to other campus resources, and providing supplemental academic advising as needed.

Tutoring services are available at no cost to all ABAC students. Tutoring in mathematics and English are provided on a drop-in basis. Students should check each term for tutoring schedules for all other courses. Writing tutors serve the needs of student writers across the curriculum. Students receive assistance with all aspects of writing, from developing a thesis to reviewing a draft. Math tutoring provides assistance for all levels of mathematics courses from Learning Support through calculus.

Bookstore

The ABAC Bookstore, located on the bottom floor of the Branch J. Lamar Branch, offers new and used textbooks for the courses taught at ABAC. Books for courses taught in Moultrie are available in the Book Depot at ABAC on the Square. Rentals are also available at the Bookstore

In addition to textbooks, study guides, school supplies, greeting cards, and a wide variety of ABAC apparel and other items are found in the store. Purchases may be made using cash, personal check, or credit card. An ABAC ID is required when paying by check or credit card.

The Bookstore conducts a Book-Buy-Back at the end of each term. Watch for posters and email announcing dates. The Bookstore reserves the right to reject any book offered for sale.

The Bookstore is open from 8 AM to 5:30 PM, Monday through Thursday, and from 8 AM to 3 PM on Friday, and during extended hours at the beginning of each semester. Students can also order online from the Bookstore web site, <http://bookstore.abac.edu>.

Campus Alert System

The ABAC Campus Alert System, utilizes the Regroup System, allows campus administrators to communicate quickly with students, faculty, and staff in the event of an urgent situation on campus such as class cancellations, campus closings, severe weather, or security incidents.

ABAC also utilizes an outdoor siren for emergency alerts, primarily for weather related events. The ABAC Web home page provides the most recent emergency updates; National Oceanic Atmospheric Administration (NOAA) weather radios are located in many ABAC office buildings; telephone trees (where assigned individuals call others with emergency messages) are utilized; and announcements are made over police vehicle PA systems when warranted.

Computer Services and Technology

Do you need to use a computer to type a paper, complete homework, surf the internet to research a project, or maybe just chat with your family and friends? If so, visit the Baldwin Library, AAC and J. Lamar Branch where computers and printers are available for student use during regular operating hours. PCs are also available for use by residents at ABAC Place and Lakeside.

All library computers have high-speed internet access, as well as course-specific software and Microsoft Office. Laser and color printing are available. Your ABAC Gold Card entitles you to ten dollars in printing services for full-time students and five dollars in printing services for part-time students each semester. Additional printing can be paid for using General Dollars, which can be added to your Gold Card at any VTS or PHIL. The PHILs are located on the main floor of the library, J. Lamar Branch near the vending machines, Town Center computer lab, Lakeside lobby and Moultrie on the Square. Funds can also be added at the cashier window located on the second floor of J. Lamar Branch.

Wireless internet access is available in many academic buildings, the J. Lamar Branch, library, dining hall, Town Center at ABAC Place, and ABAC Lakeside. Visit Tech Support, located on the bottom floor of the Carlton Center, for assistance with troubleshooting connection problems.

MyABAC for Accessing Online Websites

MyABAC provides students with a single sign-on website. Students log in using their Stallions email username and password. Four resources are then available to students: Stallion email, online course management (Desire 2 Learn – D2L), Banner for student registration, and eStallion for paying online.

Office 365 for Email

All students are given an ABAC email account and assigned a Stallions email address upon acceptance to the College. **This email account is the official means of communication between the student and ABAC faculty and staff.** Students should check their account frequently to keep up to date on College announcements and other communication.

For information regarding account issues, setting-up email on your mobile device, etc. visit www.abac.edu/myabac.

D2L for On-Line Learning and Classroom Support

All on-line course instructors use D2L. Also, many instructors use D2L as an on-line resource for classroom enhancement in traditionally taught courses. To access your login for D2L, go to the BannerWeb home page from MyABAC page and key in the requested information. You can also find email, BannerWeb, and advisor information at this location.

Helpful Links

ABAC's home page is located at www.abac.edu. Access MyABAC on the top right hand corner of ABAC homepage for student important links. And for easy access to answers about almost anything at ABAC, visit the on-line knowledgebase "Ask the Stallion" on the ABAC homepage.

Copy Machines

A self-service photocopier machine is located in the Baldwin Library. There is a small charge per copy. Student clubs and organizations may use a photocopier located on the bottom floor of J. Lamar Branch. The key to the copier room may be checked out at the Office of Dean of Students on the second floor of the J. Lamar Branch. On-campus residents can use printers located in their residence halls.

Counseling

Career Development Counseling

The Student Development Center, located on the first floor of the Carlton Center, Suite 109, assists students in choosing academic majors and identifying career alternatives. Career counselors provide individual career counseling utilizing interest, skills, values and abilities inventories, and other testing. The computerized career planning program, DISCOVER, is available for student use. Individual and group sessions and workshops on resume writing, interviewing, dress for success, and job search strategies are available to all students. At least two Career Leaders' Forums, which showcase professionals in particular fields of study, are presented annually. Students are encouraged to utilize these services early in their college career, as well as close to the graduation date.

Personal Counseling and Testing

The Student Development Center provides a wide variety of services to promote personal growth and development to help students address problems of daily living. These services include personal, individual or group counseling, study skills assessment, crisis intervention, and interpersonal skills training. Other educational opportunities such as leadership training, human relations skill building, assertiveness training, decision making skills, and stress and anxiety management are provided. In addition, proactive and preventative group workshops, programs and outreach services are available. Consultation, referral services and crisis intervention services are also provided.

The office administers national and college-wide tests such as the SAT, ISAT, ACT, CLEP, MELAB, CAT, and DSST. Staff offer individual test proctoring services for eCore and other web based and distance learning classes. Individual personality testing services are utilized by the Counselors when appropriate.

Dining Services

Finding your favorite foods on campus is a snap. Sodexo Dining is proud to offer a dining program complete with signature brands and menu selections that entail just about every item you can imagine whether it's a hot and hearty breakfast, a home-style dinner, or a fun filled special event for you and your friends. Purchases can be made in all dining locations by using cash, credit cards, or your Dining Dollars. Hours of operation for all locations are posted on the web page at www.abac.edu/dining.

Donaldson Dining Hall

The main dining location for students with meal plans, the Donaldson Dining Hall offers fresh flavors and a great value in a fun atmosphere and restaurant-quality dining experience. Donaldson features a wide selection of food destinations, each designed to offer a variety of choices. All-you-care-to-eat meals are offered during breakfast, lunch, and dinner Monday through Friday, and brunch and dinner on weekends.

Pizza Hut & Subconnection

Pizza Hut is the USA's #1 choice. Fresh, hot pizza, chicken wings, and breadsticks are made fresh daily. At Subconnection, you get enticing subs made with high quality meats, garden-fresh produce, and fresh breads. Portions are generous and made to order. Pizza Hut & Subconnection are located on the north side of Donaldson Dining Hall.

Aggie's Convenience Store

The Aggie's C-Store, located in Town Hall, ABAC Place, provides a wide selection of grab and go meals, sandwiches, salads, and smoothies as well as supplies to stock your refrigerator and residence hall pantry.

Lakeside Convenience Store

Located next to the cyber café at ABAC Lakeside, the C-Store offers grab and go meals, sandwiches, salads, and food items to stock your refrigerator.

Disability Services

Services to students with physical and/or learning disabilities are provided through the Student Development Center. ABAC is committed to providing an equal educational opportunity (including academic, cultural and recreational experiences, and facilities) for all qualified students with documented disabilities. These opportunities include support services, auxiliary aids and accommodations for qualified individuals, based on a student's individual and documented needs in compliance with Section 504 of the Federal Rehabilitation Act of 1973 and the Americans with Disabilities Act (1990) and the ADA Reauthorization Act of 2009 (ADAAA). Fostering a positive and supportive attitude towards students with any disability is important to the College's mission.

Approved documentation must be on file before accommodations can be allowed. Students with physical disabilities who plan to live on campus must give the College at least two months' notice so that living accommodations can be arranged. These accommodations may include physical and service/support animal requests. Please request accommodations prior to June 1.

For complete information on disability services, go Student Life on the ABAC website and click Dean of Students then Student Development or visit the Student Development Center on the first floor of the Carlton Center, Suite 109.

FINANCIAL AGREEMENT AUTHORIZATION:

READ CAREFULLY – THIS IS A LEGALLY BINDING AGREEMENT.

In exchange for the opportunity to enroll in courses at Abraham Baldwin Agricultural College and to receive educational and other services, I understand and agree to the following terms and conditions:

I understand and agree:

1. To pay all tuition and fees when due to Abraham Baldwin Agricultural College (including, but not limited to, tuition, mandatory student fees, room and board). I understand that my eligibility to register for courses is expressly conditioned upon my agreement to pay all fees and tuition when due.
2. That I am personally responsible for payment of all sums when due regardless of my eligibility for financial aid or other financial assistance.
3. That my failure to pay any sums when due to Abraham Baldwin Agricultural College may result in the submission of my account to a collection agency, in which case, I agree to pay the fees of any collection agency, which may be based on a percentage at a maximum of 33.3% of the debt and all costs and expenses, including reasonable attorney's fees, Abraham Baldwin Agricultural College incurs in such collection efforts.
4. That failure to pay any sums when due to Abraham Baldwin Agricultural College will result in the placement of a hold on my student account until the account and all collection agency fees, including reasonable attorney's fees, have been paid. A hold on my student account will prevent me from registering for courses and obtaining transcripts.
5. That I authorize Abraham Baldwin Agricultural College or any working on behalf of Abraham Baldwin Agricultural College, including third party vendors, to contact me regarding my unpaid student account at the

current or any future number that I provide for my cellular phone or other wireless device using automated telephone dialing equipment or artificial or pre-recorded voice or text messages.

I further understand and agree that my authorization to enroll in courses at Abraham Baldwin Agricultural College is expressly conditioned upon acceptance of all terms and conditions set forth in the Agreement.

Student Financial Services

The Office of Student Financial Services is located on the second floor of the Branch J. Lamar Branch. For complete information on programs to assist with your college expenses, eligibility requirements for these programs and application procedures visit the Financial Aid website at www.abac.edu/fa.

Financial aid is awarded to the student on the basis of financial need and academic achievement. Determination of a student's need is accessed by the completion of the Free Application for Federal Student Aid (FAFSA) located via www.fafsa.ed.gov. The Free Application for Federal Student Aid (FAFSA) may be completed any time after January 1 before the intended academic year starts. Although applications can be submitted throughout the academic year, students who apply for financial assistance after July 1 for fall or after November 15 for spring should not expect aid to be finalized before fee payment deadline therefore be prepared to pay outstanding balances by the deadline to keep schedules from being dropped and/or moving into housing. The award year begins with fall semester and ends with summer semester. Compliance to receive federal and/or state financial assistance includes not in default of educational loans, does not have a balance of repayment on any Title IV educational grant or loan, has not exceeded the Pell or Direct Loan lifetime limit eligibility, and males must comply with the selective service.

Applying for Financial Aid

Applying for financial aid programs, students must complete the Free Application for Federal Student Aid (FAFSA). The application can be signed electronically by requesting a PIN at www.pin.ed.gov for both parent and student if you are dependent. The FAFSA is available online at www.fafsa.ed.gov. Students who wish to apply for the HOPE Scholarship only and do not wish to be considered for federal financial aid programs may complete the Georgia Scholarship/Grant Application (GSFAPPS), available online at www.gacollege411.org.

Types of Financial Aid

Financial aid programs offered at ABAC include both federal and state programs.

Federal programs include Pell Grants, Supplemental Educational Opportunity Grants (SEOG), Federal College Work-Study, and Student and Parent Direct Loans. More information on these programs is contained in the Federal Student Guide, a free booklet about federal financial aid from the US Department of Education. The booklet is available in the Office of Student Financial Services. Information is also available online at www.abac.edu/fa. The Federal Work-Study Program provides jobs for students with financial need, allowing them to earn money to help with expenses. Work-study positions are located on campus; however, some off-campus positions are available. The Student Financial Services Office, located on the second floor of the Branch J. Lamar Branch, administers the work-study program and the Human Resources Office coordinates all other employment opportunities for students. Information is available via http://www.abac.edu/wpcontent/uploads/2013/01/Student_Job_Listings/ but students may visit SFS or HR Offices during regular business hours.

State financial assistance includes Scholarships, Grants and Loans. Information on these programs is available via www.gacollege411.org. Each year the ABAC Foundation grants many different scholarships which are made available through the generosity of alumni, friends, and supporters of ABAC. Academic excellence, financial need and major field of study are just a few of the criteria used for selecting recipients. Information for scholarships are available via <http://www.abac.edu/funding-my-education/scholarships/>.

Standards of Academic Progress for Financial Aid

Students who receive financial aid through the College must meet minimum standards of academic progress in order to continue to receive aid. These standards apply to all institutionally awarded federal and state funds including Pell

Grant, Federal Supplemental Education Grants, Federal Work-Study, HOPE scholarships, Federal Direct Student loans, and Federal Direct Parent Loans (PLUS).

1. **GPA Rule**— Students must maintain the minimum cumulative adjusted grade point average based upon the institutional standards outlined in the Academic Progress Policy. However, all students who have attempted 48 credit hours must have a cumulative grade point average of 2.0. Attempted hours include all courses that have been transferred, withdrawn, and those that are unsuccessfully completed,

***EXCEPTION:** Students at any credit hour level that have attended Abraham Baldwin Agriculture College for at least 4 consecutive terms must maintain at least a 2.0 Overall GPA or have an Overall GPA consistent with your programs graduation requirement. Developmental/remedial courses and transfer courses are included in the calculation of successful completions*

2. **Successful Completion**—A student enrolled in six (6) or more credit hours must satisfactorily complete at least 67% of the credit hours attempted. A student enrolled in less than six (6) credit hours must satisfactorily complete all hours attempted. Satisfactory completion is defined as a letter grade of A, B, C, D, S or IP. Unsatisfactory completion is defined as a letter grade of F, I, W, U or WF.

NOTE: Developmental/remedial courses, repeated courses and transfer courses are included in the calculation of successful completions.

3. **Time Frame**—Federal regulations limit receipt of federal financial aid to no more than 150% of the coursework required for any particular degree or certificate. The average certificate program at ABAC requires approximately 30 credit hours, 150% of which is 45. The average two-year degree program at ABAC requires 60 credit hours, 150% of which is 90. The average four-year degree program at ABAC requires 120 credit hours, 150% of which is 180. Therefore, no further aid will be awarded when a student has attempted 45 credit hours in the one-year certificate program, 90 credit hours in the Associate degree program; or 180 credit hours in a Bachelor degree program.

Developmental/remedial courses will be included in the required number of credits for the degree program and included in the hourly limitation. Transfer credit will be included in the hourly limitation. *All nursing and pre-nursing students who transfer credit to Abraham Baldwin must also be in compliance with the GPA, Successful Completion and Timeframe Rules at the time of admission.* Financial aid eligibility is re-established for pre-nursing majors once accepted into the nursing program.

The Office of Student Financial Services will evaluate satisfactory progress at the end of each semester. At the end of each semester any student who has attempted 6 or more hours and is failing to make satisfactory progress will be informed of the ineligibility to receive future financial aid at the college.

Appeals Process for consideration of Reinstatement of Financial Aid Eligibility

A student that has lost their financial aid eligibility because of failure to meet the above standards may appeal to have their eligibility considered for reinstatement. An appeal is not a guarantee for the receipt of student aid. Students with mitigating circumstances, who is notified of ineligibility for financial assistance, may appeal such decisions by submitting the Satisfactory Academic Appeals Form along with all requested documentation on the form using the following channels, in the following order:

1. **Student Financial Aid Committee:** Students may submit a written appeal, including any appropriate third-party documentation of the circumstances. Students are encouraged to present at least one letter of support from their academic advisor or faculty member familiar with their situation. The Committee will notify students in writing of their decision within one week. The Committee reserves the right to advise students as to their course loads and the possible need for counseling and/or academic advisement. The Committee will hear only one appeal per student per circumstance.
2. **Director of Student Financial Services:** Students who have had their initial appeal denied by Committee may request a meeting with the Director of Student Financial Services to present additional information that may have been omitted in the initial appeal. The Director will inform such students in person and in

writing of their decision. The Director will read only one appeal per student per circumstance and the **decision of the Director of Student Financial Services is final.**

3. **Vice President for Finance and Operations:** Students who have been denied by both the Committee and the Director of Student Financial Services, are eligible to appeal to the Vice-President for Finance and Operations, if they can show that one of the following has occurred:
 - The student has not received due process.
 - The student has been discriminated against.
 - The student has not been treated in an equitable manner.
 - The decision of the Student Financial Aid Committee or Director of Student Financial Services was arbitrary and capricious.

The student will be notified in writing of all decisions.

Availability of Funds: The Student Financial Services Office awards aid on a first-come first-serve basis. Students who have their financial aid awards cancelled for failure to meet the standards of academic progress should be aware that receipt of originally awarded funds following reinstatement depends upon whether those funds have been awarded to other students and are available.

Out-of-State/Nation Tuition Waivers

ABAC offers a limited number of out-of-state and out-of-nation tuition differential waivers each semester to outstanding students from other states or nations. These waivers are administered through the Admissions Office. Students must re-apply for these waivers each semester. Information and an application are available online under Future Students Tuition and Fees.

Veterans' Educational Benefits

The Office of Student Financial Services processes enrollment certifications and advises students on procedures pertaining to their educational benefits. Abraham Baldwin Agricultural College is approved to provide educational training for veterans, certain eligible spouses, and dependents of veterans. The Office of Student Financial Services at ABAC is not directly affiliated with the United States Department of Veterans Affairs. Our office does not determine eligibility for benefits or have access to any student's Department of defense VA records. Veterans and other eligible persons interested in obtaining educational benefits must meet all applicable requirements for admission. Questions regarding the eligibility of a veteran or dependent can be answered by calling the Department of Veterans Affairs at 1-888-GIBILL1. The Veterans Certifying Official is located in the Office of Student Financial Services on the second floor of the J. Lamar Branch J. Lamar Branch.

Student Accounts

ABAC partners with TouchNet to provide students easy access to their student financial accounts and to pay tuition and fees. Students may also set up authorized user accounts for parents and other individuals who will be paying on their behalf.

Students or authorized users may pay on line using Visa, MasterCard, Discover Card, and American Express. Visa is not accepted. There is a 2.75% credit card transaction fee. On-line payments can also be made via Webcheck, an ACH transaction, with no additional fees.

Refunds of Tuition and Fees

Although situations vary according to individual circumstances, students who withdraw totally from ABAC during a semester may be eligible for a partial refund of tuition and fees. Fees are prorated for the time spent in class. If a student completes at least 60 percent of the semester, then no refund is given. Students who continue to attend one or more classes are not eligible for any refund.

For more information on student financial services, go to www.abac.edu/fa or visit the Office of Student Financial Services on the second floor of the J. Lamar Branch.

Gold Card

Your ABAC Gold Card is your ID card and much more. In addition to being a required photo ID for ABAC events and services, you can use your Gold Card to purchase items in vending machines on campus, make copies, and enjoy dining and convenience store services.

All students are required to carry a picture ABAC ID with them whenever they are on campus. Do not lend your ID to anyone for any reason. IDs must be surrendered to any ABAC college official (ABAC Police, faculty, staff, CA, etc.) upon request. IDs will be required to enter the ABAC Dining Hall and other campus activities. IDs are made in the John Hunt Town Center. **IDs are to be worn between 7pm and 7am Monday through Friday, and all day on Saturday, Sunday, and holidays.** Fake IDs are prohibited and the student will be turned over to the Police for prosecution. A new ID will be issued each fall. Lost IDs will incur a \$25 charge, while damaged IDs are replaced at no cost.

You must deposit money into your ABAC Gold Card general dollars account in order to activate the debit card function. You can make deposits at any of several VTS locations around campus: on the second floor of the J. Lamar Branch, Town Center at ABAC Place, the lobby at ABAC Lakeside, or the library. Or you can make a deposit with the cashier at a \$50 minimum. When you make purchases, the amount of the purchase is automatically deducted from your Gold Card account up to the available balance. And, best of all, you pay no interest, monthly service charges, or annual maintenance fees to use your card!

For complete information on the ABAC Gold Card, including policies and procedures for acquiring and using your card can be found on ABAC website under Student Life.

Lost, Stolen, or Replacement Cards

Report immediately any lost or stolen card or unauthorized card usage in person to the ABAC Gold Card Office in Town Center at ABAC Place or by phone at 229-391-5140, during regular business hours. After hours, contact ABAC Police at 229-391-5060 and then return to the Gold Card Office the following business day to purchase a new card. You are responsible for all usage of the card prior to proper notification to the ABAC Gold Card Office or ABAC Police.

If possible, in all circumstances of card replacement, the old card should be turned in to be destroyed. There is no charge for the first replacement card. There is a fee of \$25 for all lost cards. Damaged cards are replaced at no cost as long as the damaged card is returned. New IDs are issued each fall. Residential students will receive new cards upon check in to the residence halls and commuter students may pick up their Gold Cards beginning the second week of July from the John Hunt Town Center.

Discounts

A number of local businesses, including restaurants, provide discounts to ABAC students with their ABAC Gold Cards. The Gold Card can be found on ABAC website under Student Life which contains a complete listing of these discount offers.

Health Center

ABAC provides students with health care services and health-related educational programs consistent with its mission and reflecting the needs of the campus community. The ABAC Student Health Center is located in the Health Sciences Building, through the rear entrance. The Health Center is staffed by nurses, and nurse practitioners who provide care for acute illnesses, minor injuries, immunizations, and well-woman care such as Pap smears and contraception. All student health records are held in strict confidence by the Health Center staff.

Students with serious illness or injury should seek emergency health care in the community or call "911".

Student Health Center Hours

Monday – Thursday: 9 AM to 4:30 PM; Friday: 9 AM to 2 PM

The Student Health Center is open from the first day of classes until the last day of final examinations each semester for patient care. The Health Center is open during semester breaks for immunizations and access to records. Visit the Health Center website under Student Life for updated information on hours and services.

Cost of Services

Health insurance is accepted. The Health Center does not bill students or parents for deductibles or copays. Students registered for six or more hours pay a health fee at registration and are eligible for services. There is no additional charge to see the nurse or nurse practitioner. However, charges may apply to cover the cost of some medical supplies, laboratory tests, immunizations, and medications for uninsured students. The Student Health Center has a limited formulary of the most commonly used prescription and non-prescription medications used in college health and these medications are more economical than buying them at a pharmacy. Students seeking health care in the community by referral from the Student Health Center are responsible for any costs incurred.

Required Immunizations

Each student must submit a certificate of immunization to the Health Center prior to admission to the College. This form is part of the admission paperwork.

- MMR: Students born in 1957 or later must prove immunity to measles, mumps, and rubella by taking two MMR vaccinations or by providing laboratory evidence of immunity.
- Tetanus, diphtheria and acellular pertussis:
Students must have taken a tetanus booster within 10 years of matriculation. This booster must have the pertussis component.
- Varicella Students must prove immunity to varicella (chicken pox). This may be accomplished by giving a history of chicken pox or shingles illness to a health care provider with the date of illness or by taking two varicella vaccinations or by providing laboratory evidence of immunity.
- Hepatitis B: Students under the age of 19 years must prove immunity to Hepatitis B. This may be accomplished by taking three Hepatitis B vaccines or providing laboratory evidence of immunity.
- Meningitis: Students planning to reside in campus housing will receive information regarding meningococcal disease. For students electing to take the vaccine, one dose is recommended with a booster in five years. Otherwise, students must sign a form that documents that they decline the vaccine.

NOTE: It is strongly recommended that students make a copy of their immunization records and keep these records among their important papers. The Student Health Center archives student health records for five years. After five years the records are destroyed.

Housing and Residence Life

Campus residence life is an important part of the college experience. Students who live on campus are generally retained at higher levels, undergo greater personal growth and development, and are more engaged in extra-curricular activities than students who live off campus. Besides, living on campus is really convenient!

All first-year students are required to live on campus unless they qualify and apply for an exemption. All freshmen who have earned fewer than 24 semester hours of collegiate level credit and who have not cleared Learning Support requirements are required to live on campus. However, ABAC offers state-of-the-art on-campus housing opportunities for students in all stages of their college career. For complete information on housing at ABAC, visit the web site at www.abac.edu/housing.

ABAC Place

ABAC Place has 835 beds in apartment-style units. The majority of the units are 4-bedroom, 2-bathroom, but a limited number of 3-bedroom, 2-bath, and 2-bedroom, 2-bath units are also available.

Each private bedroom is fully furnished with a full-size bed, chest of drawers, desk, and chair. The common living room is furnished with sofa, loveseat, and tables. Kitchens are equipped with dishwashers, microwaves, garbage disposals, full-size ranges, and refrigerators. Cable television and high speed internet access are also available in each apartment unit. Laundry facilities and group study spaces are located on each floor of the apartment complex.

ABAC Place also includes the Town Hall. This facility contains administrative offices, recreational facilities, a fitness center, group meeting space, a computer lab, and a convenience store.

ABAC Lakeside

ABAC Lakeside provides housing for 489 freshmen in 2-person and 4-person suites. Rooms in each suite are fully furnished with extra-long twin size bed, chest of drawers, desk, and chair. Kitchenettes in each suite contain a full-size refrigerator, microwave, and sink. All utilities, including wireless connectivity and cable television, are provided.

Community spaces at Lakeside include two spacious lobbies, a multi-purpose meeting room, kitchen, game room and lounge. Study rooms are located on each floor. A convenience store, vending machines, and laundry facilities are located on the first floor.

Residence Life

Residence Life has the purpose to develop the community in on-campus housing, while providing a safe, secure, and education living environment for the students residing on campus. These ends are achieved through programmatic opportunities and a structured living environment. Residence Life also addresses issues of student conduct and community standards. The Residence Hall Association has been established to give the residents of on-campus housing the opportunity to give input into his/her community and living experience.

Community Assistants

Leadership and employment opportunities are available to on-campus residents through the Community Assistant (CA) program. CAs receive free housing in either Lakeside or ABAC Place in exchange for assigned responsibilities as part of the Housing staff. Complete information on the CA program is available online at www.abac.edu/housing, or interested students can see the Director of Residence Life in Town Center at ABAC Place.

Immunizations

State law requires that each student living in on-campus housing be vaccinated against meningitis or to document that he/she is aware of the vaccine but elects not to be vaccinated. The meningitis vaccine may be obtained from a student's local health department or physician or through the ABAC Health Center.

Insurance

An affordable student health insurance plan is available through United Healthcare/Student Resources. Insurance is required for the following types of students:

1. All International students holding F or J visas.
2. All students enrolled in the Nursing program.

The cost that will be charged is based on the age of the students and may range from \$1102 - \$2700 annually for the student alone. Family and Spouse plans are available as well.

Waivers are subject to the discretion of United Healthcare for certain situations. Student Health Insurance is not refundable through the institution. All F1 Visa Status Athletes are required to purchase an additional Rider for insurance coverage during practice and competition events. Waivers for the Rider are also subject to the discretion of United Healthcare and must be applied for through the provider as well

Baldwin Library

The Baldwin Library, located on the second and third floors of the Carlton Center, serves as the central learning center for the College. Its collections include approximately 74,000 volumes, 3,500 pieces of microfilm, an audiovisual (CDs and DVDs) collection, the Georgiana Collection, and the College archives. *Discover GALILEO* is an Internet-based collection of over 260 databases on many subjects, plus it offers access to GIL, Baldwin Library's online catalog, as well as the GIL Universal Catalog (all USG libraries).

Students should come to the Library to have their Gold Cards (ID) activated for library use. The off-campus password to *Discover GALILEO* will be given only to students with activated Gold Cards.

Computers for student use are located on each floor of the Library. The Library also has Wi-Fi access. The Library has eight study rooms on the top floor, seven of which are first-come, first-served; the eighth study room is reserved for students in the Honors Program. The library offers extended hours of operation during final exam week.

Cell phone use in the library is restricted to the front lobby and the study rooms with the door closed. Food is not allowed in the library. Drinks must be in containers that have tight-fitting screw on lids. Open containers and fast-food drinks are now allowed.

Visit the library web site under the Academics for current hours of operation, access to the Library's online resources, and other information.

Mail Center

The ABAC Mail Center is located on the first floor of the Branch J. Lamar Branch. Mail boxes are available to students on a first-come, first-served basis. There is no charge for this service. Your name, ABAC box number, 2802 Moore Highway, Tifton, GA 31793, is the correct mailing address. Anyone desiring to receive mail at the mail center must have an assigned mail box.

The mail center window is open for service Monday – Thursday from 8:30 AM to 4:45 PM and Friday hours are 8:30 AM to 2:00 PM

Student Life

ABAC provides various types of student activities which furnish training and leadership, afford opportunities for diversion, and promote growth and development of the student. These activities enhance and support the academic life of the College, and students who participate in College sponsored extra-curricular activities generally perform better in the classroom than students who do not participate. There are many choices; so consider your options and get involved!

Student Government Association (SGA)

The SGA is the voice of the students at ABAC and provides many opportunities for leadership. Through its three branches—executive, legislative, and student conduct—the SGA fulfills its purpose to act as an agent in the presentation of matters of student welfare, to advise in all matters affecting the affairs of the student body and its organizations, and to promote and further the interests of the student body.

The SGA office is located on the first floor of the Branch J. Lamar Branch.

The executive branch includes the president and vice-president (elected by the student body); the secretary, treasurer, club-coordinator, and parliamentarian (appointed by the president of SGA); and class officers (elected by members of their class).

The student conduct branch is made up of the Student Conduct Committee, Traffic Court, and other lower courts as appointed by the SGA president with Senate approval.

Elections for SGA president and vice president and sophomore, junior, and senior class officers are held in the spring. Freshman class officers are elected in the fall.

Inter-Club Council & Student Clubs

The Inter-Club Council (ICC) serves to register and guide all student clubs and organizations at ABAC. The ICC acts as a reference, leadership forum, and advocacy group for student organizations. The Inter-Club Council strives to ensure that student groups at ABAC work cooperatively and within the guidelines set forth by the institution.

With approximately 40 student clubs in addition to the organizations described above, ABAC has at least one group to match the interests of every student. Most major fields of study have an affiliated club, which sponsors activities and programs to supplement students' learning in the classroom. Phi Theta Kappa, the Honors Club, and Alpha Beta Gamma & Entrepreneurial Society cater to honors students. The College Republicans, College Democrats, and Political Science Club provide opportunities for students to debate and participate in current events. The Cultural Latina Club and the Student Diversity Alliance focus on various cultural interests. Other clubs, such as the Baptist Collegiate Ministries (BCM) and Christian Student Fellowship, emphasize the spiritual side of college life. So, choose a club (or start a new one!) that looks interesting and check it out. Don't be a wallflower!

Campus Activities Board

ABAC's Campus Activities Board (CAB) plans and administers recreational, social, cultural, and educational activities for the members of the ABAC community. Campus Activities Board is an open organization, meaning any student can become a member. We highly encourage ABAC students to participate in campus events, provide feedback, and get involved in the process of making Abraham Baldwin Agricultural College a more student-centered campus. Contact Alan Kramer for more information at akramer@abac.edu.

Student Communications Media

The Stallion

ABAC's student newspaper has been the state's top college newspaper in its class for more than 30 years. Members of the newspaper staff provide news, features, sports stories, entertainment, photography, cartoons, editorial comment, and advertisements relative to the College campus and its people. The *Stallion* also creates Stallion TV, producing video stories about ABAC and providing live coverage of college events such as graduation. The *Stallion* office and TV studio are located on the first floor of Carlton Center (the library). Participation is open to all interested students. Email advisor, Tom Grant at tgrant@abac.edu.

Pegasus

ABAC's award-winning literary magazine is issued during spring semester. *Pegasus* features poetry, essays, fiction, feature articles, art, and photography by ABAC students, faculty, staff, and alumni. Submissions are solicited from Georgia high school students and undergraduate students from Georgia colleges, as well. In addition to publishing the magazine, *Pegasus* hosts a number of well attended events during the school year, such as open mic nights and readings from visiting writers.

The *Pegasus* office is located on the third floor of the Branch J. Lamar Branch. Opportunities are available for students who want to contribute material to the magazine, work on editing and publishing, or participate in events. No prior experience necessary. One credit hour per semester is available to students who sign up for JRNL 1100A. Additional information is available at www.abac.edu/pegasus.

WPLH (103.1)

Completely operated by students, the campus radio station features a full-time broadcast schedule which offers a wide variety of musical entertainment as well as news, features, and other entertainment. You can even listen online at www.wplh.net.

The broadcasting studio and office are located on the third floor of the Branch J. Lamar Branch. DJs are always needed as well as student managers of the station.

Baldwin Players

Any student whose interests include carpentry, sound and light technology, public relations, clothing design, theatrical production, or acting should consider joining the Baldwin Players. The Players stage two productions each year. Auditions are announced well in advance and are open to all students. For more information, interested students should contact Dr. Brian Ray (bray@abac.edu) in the School of Liberal Arts. Dr. Ray's office is located on the third floor of Conger Hall.

Music Organizations

Concert Band, Jazz Ensemble, Concert Choir, Chamber Singers, and Jazz Choir are open to all students who are interested in music, but auditions may be required for membership. In addition to a highly anticipated on-campus concert every semester, each group performs at various civic group events, community festivals, and at various high schools. The Jazz Ensemble recently toured and performed in Europe, while the choirs have performed in New York and at Disney World. For information on participation in the Concert Band, Jazz Ensemble and choral groups, see Dr. Susan Roe (sroe@abac.edu), also located in the Music Building.

ABAC Ambassadors

The Ambassadors, a select group of students chosen for their enthusiasm, premier leadership ability, and exceptional communication skills, represent ABAC in Tifton and across the state of Georgia. The ABAC Ambassadors provide official campus tours, host visiting dignitaries, and assist with on-campus functions. The Ambassadors *are* the face of ABAC.

Ambassadors are chosen at the beginning of each fall semester. Applications are available online or can be picked up from the Public Relations Office in Tift Hall. Mandatory personal interviews and a social are critical in the highly competitive selection process.

For further information about becoming an ABAC Ambassador contact, Ashley Mock amock@abac.edu, Donna Webb dwebb@abac.edu or Ms. Lindsey Roberts lroberts@abac.edu.

Greek Social Organizations

ABAC recognizes the value of Greek organizations as a co-curricular experience which provides students with unique leadership and social opportunities. Therefore, the College has three fraternities (Kappa Sigma, Alpha Gamma Rho and Lambda Sigma Upsilon) and one sorority (Sigma Alpha) on campus. ABAC envisions Greek Life will grow even more in the coming years. For more information about Greek life at ABAC, please visit <http://www.abac.edu/student-life/campus-life/greek-life>.

Athletics and Recreation

Intercollegiate Athletics

Intercollegiate athletics, both male and female, are an integral part of student life at ABAC. The College participates in six intercollegiate sports--baseball, golf, men's and women's tennis, women's softball, and women's soccer. Each full-time student is invited and strongly encouraged to try out for collegiate athletic teams.

ABAC is a member in good standing of Region 17 of the Georgia Collegiate Athletic Association and the National Junior College Athletic Association. The “Golden Stallions” and “Fillies” are always strong competitors against the best college competition available.

All home athletic contests are free to full-time students, so come out and support your teams! For more information, visit www.abac.edu/athletics , email Ms. Shirley Wilson at swilson@abac.edu or call (229) 391-4930.

Recreational Sports

Through a program of recreational sports including basketball, bowling, softball, flag football, volleyball, soccer, golf, and tennis, every student has the opportunity to engage in sports and recreational activities. All ABAC students can register for intramural events at www.imleagues.com. Participation is entirely voluntary; however, varsity athletes are not allowed to participate in the sport in which they compete on an intercollegiate level. Students participating must be in good academic and financial standing with the college. A student is required to maintain a minimum institutional grade point average (IGPA) of 2.0 to remain in good academic standing. The desire for fun, exercise, social contact, and friendly competition in a wholesome, satisfying atmosphere furnishes the stimulation for the activities and tournaments offered.

ABAC has been a member of the National Intramural-Recreational Sports Association (NIRSA) since 1980 and has a full-time Director on staff who has been certified (CRSS) by NIRSA. This office is committed to providing quality recreational sports programs and facilities to the ABAC community.

For more information on Recreational Sports, visit www.abac.edu/athletics and click Recreational Sports, email Mr. Stoney Hart at shart@abac.edu, or call (229) 391-4935.

Athletic Field Regulations

- Field reserved for current ABAC Students, Faculty and Staff ONLY.
- No SMOKING within 25 feet of facility.
- No Pets.
- Fields may be closed by college officials when conditions necessitate.

MUST PROVIDE VALID ABAC ID AT ALL TIMES – NO EXCEPTIONS

ABAC Swimming Pool

Opening Date: April 18, 2014
Closing Date: September 30, 2014

Hours of Operation

Monday-Thursday: 3:00PM-7:00PM
Friday-Sunday: 1:00PM-6:00PM

ABAC Pool will be closed if it is below 50 degrees. It will also close if it is under bad weather conditions.

MEMBERSHIPS: (NOTICE: EFFECTIVE June 1, 2011)

Current ABAC students will be admitted to the pool area by using their ABAC identification cards. ABAC employees and retirees can get free ABAC Pool Membership Passes at the Student Financial Services Office on the second floor of the J. Lamar Branch J. Lamar Branch. These free passes are available only for the employees and retirees immediate family living in their house. [Pool Pass Application](#) to be completed only by ABAC Faculty or Staff at www.abac.edu/athletics/facilities.

Employees of the University of Georgia Tifton Campus and employees of the United States Department of Agriculture at the Coastal Plain Experiment Station and their immediate families living in their house can also receive free pool membership passes with proper identification as employees of the UGA Tifton Campus or the USDA at the Coastal Plain Experiment Station.

Outside memberships other than those listed above will be allowed on the following basis:

- INDIVIDUAL Membership \$100
- FAMILY Membership \$200

Memberships can be purchased from the Student Financial Services Office (J. Lamar Branch, second floor). If you have a membership, you can purchase a one-day guest pass for \$4 at the Student Financial Services office.

SWIMMING POOL REGULATIONS

Guest: Each guest MUST be accompanied by a member. Guest passes should be purchased ahead of time from the Cashier in the Student Financial Services Office, 2nd Floor, J. Lamar Branch by 4:00 pm Monday-Thursday and by 12:30 PM each Friday.

Parties: Parties must be coordinated through Randi Walden in Tift Hall or (229) 391-5068 or rwalden@abac.edu. Parties can be booked only after pool is closed for regular hours. There is a requirement of one lifeguard for every 15 party members. ABAC lifeguards will be used.

Specific rules and regulations regarding personal conduct are posted in the pool area. A proper identification card is required.

Failure to comply with rules and regulations will result in the forfeiture of membership and all fees paid.

Forest Lakes Golf Club

About the Course

Forest Lakes Golf Club, located at 80 Moorman Drive in Tifton, is owned by the ABAC Foundation and operated by ABAC. The course is maintained by an elite group of turfgrass students who use the golf facility as a learning lab for future employment in the turfgrass and golf course management industry. Forest Lakes Golf Club features a challenging, yet beautiful layout that encompasses many different aspects of the surrounding environment.

Hours of Operation

The 9-hole course is open from 8 AM until sunset seven days a week.

Course Details

The par 72 course plays 6,970 yards from the gold tees over 18 holes. Forest Lakes features Tifdwarf bermudagrass greens and Tifway bermudagrass fairways.

Cost

ABAC students can play 9 holes on weekdays for \$13, and 18 holes for \$20. On weekends and holidays, the cost is \$15 for 9 holes, and \$21 for 18 holes. Students must show their ABAC ID.

Lake Baldwin

School of Agriculture and Natural Resources Aquatics Laboratory

REGULATIONS

Fishing: Restricted to ABAC students only. **Permit Required**

When: Daylight to Dark

Bait: Only artificial lures, worms and crickets allowed. **BAIT FISH ARE NOT PERMITTED**

Creel Limits: Bream any size, 25, Bass over 12", 4. All other bass **MUST** be returned to lake.

Secure Fishing Permit: ABAC Forestry and Wildlife Club – Yow Building

Swimming: **NOT PERMITTED**

Boating: **NOT PERMITTED** (except as a part of a class or a supervised camp or group outing)

REGULATIONS WILL STRICTLY BE ENFORCED. \$25 fine, permit voided and/or disciplinary may be taken

Awards

Donaldson Award

The George P. Donaldson Award is presented by the ABAC Alumni Association to the most outstanding graduate in both the fall and spring graduation. The award recognizes students who have distinguished themselves through scholarship, leadership and citizenship. This award is named in honor of a former ABAC President, Dr. George P. "Pete" Donaldson, and those students with an institutional grade point average of 3.0 or higher are eligible to apply.

Student Code of Conduct and Disciplinary Procedures

I. Purpose

Abraham Baldwin Agricultural College (ABAC) has the dual responsibility of educating students and helping them develop into mature citizens who take their place in the larger community. In order to accomplish this mission, the College seeks to develop an environment which fosters respect and integrity among its members. To facilitate this environment and to meet its educational goals, the College has adopted conduct regulations for individuals and organizations and has established a student conduct process for dealing with alleged violations of those regulations.

Conduct which is of a disorderly nature and in violation of written policy shall subject the student or organization to disciplinary action. The student is also subject to city, state, and federal law. The College will not intervene nor will it ask special treatment for a student who has violated any law.

Proceedings under this Code may be instituted against students charged with a violation of a city, state, or federal law when the alleged conduct is also a violation of this Code. Proceedings under this Code may be carried out before, simultaneously with, or following civil or criminal proceedings, and will not be subject to challenge on the ground that criminal charges involving the same incident have been dismissed or reduced.

Generally, College conduct regulations shall apply to conduct which occurs on College premises. Further, the conduct regulations shall apply to conduct which occurs while a student is attending or participating in any College sponsored activity wherever that activity may take place, or any behavior, on or off College premises, which adversely affects the College community or the pursuit of its objectives.

All students are subject to the regulations outlined in the Code of Conduct, College Catalog, and Student Handbook. Unfamiliarity with these regulations is not a valid excuse for infractions.

Provisions of the Student Code of Conduct may be revised, supplemented, or amended as necessary at any time by the appropriate College authorities. The students and administration of Abraham Baldwin Agricultural College are bound by the regulations set forth in the following as well as any additional rules and regulations resulting from revisions to the Code during any academic year.

II. Definitions

When used in this Code:

1. The terms "College" and "Institution" mean Abraham Baldwin Agricultural College and all of its schools, divisions, departments, and programs.
2. The term "organization" means a number of persons who have complied with College requirements for recognition (charter).
3. The term "student" means any person who is taking or auditing classes at the College, or is matriculated in any College program.
4. The terms "College premises" and "College property" mean buildings or grounds owned, leased, operated, controlled, or supervised by the College.
5. The term "weapon" is defined in accordance with state law, and includes any object or substance designed to inflict a wound or cause injury.
6. The term "College sponsored activity" means any activity on or off College premises that is directly initiated or supervised by the College.
7. The terms "will" or "shall" are used in the imperative sense.

III. Academic Conduct Code

A. Code

Academic integrity is the responsibility of all ABAC faculty and students. Faculty members should promote academic integrity by including clear instruction on the components of academic integrity and clearly defining the penalties for cheating and plagiarism in their course syllabi. Students are

responsible for knowing and abiding by Code of Conduct and the faculty members' syllabi. All students are expected to do their own work and to uphold a high standard of academic ethics.

B. Academic Dishonesty

Academic irregularities include, but are not limited to, giving or receiving unauthorized assistance in the preparation of any academic assignment; taking or attempting to take, stealing, or otherwise obtaining in an unauthorized manner any material pertaining to the education process; selling, giving, lending, or otherwise furnishing to any person any question and/or answers to any examination known to be scheduled at any subsequent date; fabricating, forging, or falsifying lab or clinical results; plagiarism in any form related to themes, essays, term papers, tests, and other assignments; breaching any confidentiality regarding patient information.

C. Disciplinary Procedures

1. If a student admits responsibility in a case of suspected academic dishonesty which does not involve a grade penalty significant enough to alter the student's final grade in the course, the faculty member may handle the case on an informal basis by talking with the student and securing a signed statement from the student admitting responsibility and acknowledging the penalty to be imposed, if any. In all cases of suspected academic dishonesty in which the student does not admit responsibility or in which the grade penalty would alter the student's final grade in the course, the faculty member will contact the Office of the Provost and Vice President for Academic Affairs. The Provost and Vice President for Academic Affairs will appoint a facilitator from among the faculty or staff to meet with the faculty member who reported the matter and the student(s) believed to have engaged in academic dishonesty. The purpose of the meeting will be to provide a facilitated discussion about what may have occurred. The faculty member who reported the matter, the student(s) believed to have engaged in academic dishonesty, and the facilitator are the only participants in the meeting. Audio nor video recordings of these proceedings will be permitted. Following the discussion, the facilitator will submit a form summarizing results of the proceedings to the Office of the Provost and Vice President for Academic Affairs.
2. The faculty member and student(s) may reach an agreement about the matter and, if dishonesty is involved, may determine the appropriate consequences. If no resolution is agreed upon, the matter will be forwarded to the Dean of Students, who will convene the Student Conduct Committee to make recommendations.
3. Guidelines for disciplinary procedures as outlined in Section V of the Student Code of Conduct will be applicable in cases involving alleged academic dishonesty. A written copy of the recommendations by the Student Conduct Committee shall be sent not only to the student but also to the faculty member who made the allegations of academic dishonesty against the student, to the Provost and Vice President for Academic Affairs, and to the President.
4. Prior to any finding of responsibility on the part of the student, the faculty member shall permit the student to complete all required academic work and shall evaluate and grade all work except the assignment(s) involved in the accusation of dishonesty. The faculty member may, however, take any action reasonably necessary to collect and preserve evidence of the alleged violation and to maintain or restore the integrity of exam or laboratory conditions.
5. A student may not withdraw from a course to avoid penalty of plagiarism or other forms of academic dishonesty.

D. Appeals Process

Students have the right to appeal a Student Conduct Committee hearing recommendation in accordance with the following procedures:

1. Requests for appeals must be submitted in writing to the Office of the Provost and Vice President for Academic Affairs within five business days of the date of the letter notifying the student of the original decision. Failure to appeal within the allotted time will render the original decision final and conclusive.
2. Written requests for appeals must be specific and detailed as to the nature and substance of the student's complaint and must clearly indicate what action is requested. The written request should specify the grounds for appeal. Student conduct recommendations may be appealed on the following grounds:
 - A violation of due process
 - Prejudicial treatment by the original hearing body
 - New evidence has become available which was not available at the time of the hearing.

3. Appeals shall be decided upon the record of the original proceedings, the written appeal submitted by the defendant, and any written briefs submitted by other participants. Cases will not be reheard on appeal.
4. If the student is dissatisfied with the decision of Provost and Vice President for Academic Affairs, the student may request in writing that the President consider the appeal, but such request must be made within five business days of the Provost and Vice President's decision will be considered final and conclusive.
5. Within five business days of receiving the appeal, the President will either rule on the appeal or refer the appeal to a special Presidential Panel. The Presidential Panel will review all facts and circumstances connected with the case and within five business days make a report of its findings to the President. After consideration of the Panel's report, the President will within five business days make a decision which shall be final so far as the College is concerned.
6. Should the student be dissatisfied with the President's decision, written application may be made to the Board of Regents for a review of the decision. This application must be submitted within twenty days following the decision of the President. Additional information regarding procedures for appealing to the Board is available in the President's Office. The decision of the Board shall be final and binding for all purposes.

IV. Non-Academic Conduct Code

A. Alcohol

1. The possession, consumption, and/or manufacture of alcoholic beverages on Abraham Baldwin Agricultural College property are prohibited.
2. If a student is under the age of 21 and determined to be under the influence of alcohol, he/she will be cited for underage consumption of alcohol and referred to the appropriate authorities for disposition by the appropriate disciplinary process.
3. A student in an intoxicated state manifested by boisterousness, rowdiness, obscene or indecent appearance, or by vulgar, profane, lewd language or other disorderly behavior will be cited and referred to the appropriate authorities for disposition by the appropriate disciplinary process.
4. No student shall furnish or cause to be furnished any alcoholic beverage to any person under the legal drinking age of 21.

B. Drugs

1. The possession or use (without valid medical or dental prescription), manufacture, distribution, or sale of any drug controlled by federal or Georgia law is prohibited.
2. Possession and/or use of drug paraphernalia, including but not limited to any form of bong or smoking device, such as a hookah, even if not used or used for tobacco products, is prohibited.

C. Tobacco

In accordance with the University System of Georgia (USG) policy, all USG institutions will become tobacco free on October 1, 2014. Use of all forms of tobacco, including e-cigarettes will not be allowed on any campus property.

D. Damage to Property

1. Malicious or unnecessary damage or destruction of property belonging to Abraham Baldwin Agricultural College, its visitors, or to a member of the college community is prohibited.
2. Improper disposal of any form of litter on campus is prohibited.
3. Unauthorized writing on or defacing of College property is prohibited.

E. Disorderly Assembly

1. The Board of Regents (BOR) Policy Manual, Section 1902, states, "Any student, faculty member, administrator, or employee, acting individually or in concert with others, who clearly obstructs or disrupts, or attempts to obstruct or disrupt any teaching, research, administrative, disciplinary, or public service activity, or any other activity authorized to be discharged or held on any campus of the University System is considered by the Board to have committed an act of gross irresponsibility and shall be subject to disciplinary procedures, possibly resulting in dismissal or termination of employment" (BR Minutes, 1968-69, pp. 166-168; 1970-71, p. 98).

2. No person or group of persons shall obstruct the free movement of other persons about the campus, interfere with the authorized use of facilities, or prevent the normal operation of the College.
3. This section should not be construed so as to deny any students the right of peaceful assembly, within reasonable time, manner, and place regulations.

F. Disorderly Conduct

1. Disorderly or obscene conduct or breach of the peace on College property or at any function sponsored or supervised by the College or any recognized College organization is prohibited.
2. No person shall push, strike, or physically assault any member of the faculty, administration, staff, student body, or any visitor to the campus.
3. Conduct on College property or at functions sponsored or supervised by the College or any recognized College organization which materially interferes with the normal operation of the College or the requirements of appropriate discipline is prohibited.
4. No student shall enter or attempt to enter any dance, social, athletic, or any other event sponsored or supervised by the College without credentials for admission (official ABAC identification card ticket, invitation, etc.) or in violation of any reasonable qualifications established for attendance. At such College functions a student must present proper credentials to properly identified College faculty or staff upon request.
5. Conduct and/or expressions which are obscene or which are offensive to the prevailing standards of an academic community are prohibited.
6. No student shall interfere with, give false name to, or fail to cooperate with any properly identified College officials while these persons are in performance of their duties.
7. Verbal or sexual harassment, terroristic threats or abuse, and sexual assault are prohibited.
8. No student shall deliberately fail to heed a disciplinary summons, oral or written, to report to an administrative official or an authorized Student Government Association (SGA) official or student conduct committee.
9. Failure to comply fully with a disciplinary sanction is prohibited.
10. The use of cell phones, pagers, or any other electronic devices in a manner that causes a disruption in the classroom, library, or other college facilities is prohibited.

G. Falsification of Records

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

H. Explosives

No student shall possess, furnish, sell or use explosives of any kind on College property or at functions sponsored or supervised by the College or any registered College organization.

I. Fire Safety

1. No person shall tamper with, damage, or disconnect any fire safety equipment.
2. No student shall set or cause to be set any unauthorized fire in or on College property.
3. The possession or use of fireworks on College property or at events sponsored by or supervised by the College or any registered College organization is forbidden. Fireworks are defined as any substance prepared for the purpose of producing a visible or audible effect by combustion, explosion, or detonation.
4. The unlawful possession, sale, furnishing, or use of any incendiary device is prohibited.
5. No student shall make, or cause to be made, a false fire alarm or issue a false bomb threat.
6. Remaining in a campus facility during a fire alarm without permission by the appropriate authorities is strictly prohibited.

J. Weapons

1. Student possession of weapons on College property or at events sponsored by the College or any registered College organization is prohibited.
2. Permission to bring a weapon on campus for class demonstrations, training, etc., must be secured from ABAC Police Department.

K. Hazing

All rites and ceremonies of induction, initiation, orientation, or private actions by individuals which tend to cause or allow mental or physical suffering are prohibited. Specifically, hazing is defined as

any action taken or situation created intentionally, whether on or off campus, to produce mental or physical discomfort, embarrassment, harassment, ridicule, or the breaking of College rules.

L. Joint Responsibility for Infractions

1. Students who knowingly act in concert to violate College regulations will be given joint responsibility for such violation.
2. Students are liable for the actions of their visitors, if the student is aware of, or in the presence of the visitor, when the visitor violates articles of the Student Code of Conduct.

M. Misuse of Student Identification Cards or Permits

1. Lending, selling, or otherwise transferring a student identification card or parking permit is prohibited.
2. The use of a student identification card or parking permit by anyone other than its original holder is prohibited.
3. No student may obtain under false pretenses any additional student identification cards or permits.
4. The creation of a fake identification card or parking permit as well as the altering of a valid student identification card or parking permit is prohibited. The replication and distribution of the same is also prohibited.
5. Failure to surrender a College identification card or permit to a properly identified and authorized College official is prohibited.
6. Intentionally damaging an ABAC identification card is prohibited. It is the student's responsibility to have a damaged card replaced.
7. Failure to display ID during campus break, holidays, weekends, and evenings (7:00pm to 7:00am) is prohibited.

N. Theft

1. No student shall sell anything not his or her own without written permission of the owner.
2. No student shall take, attempt to take, or keep in his or her possession items of Abraham Baldwin Agricultural College property or items belonging to students, student groups, College employees, or visitors without proper authorization.
3. The illegal or unauthorized use of another's personally identifiable information is prohibited. Violations include, but are not limited to, knowingly and willfully assuming and using any and all personal identifying information, including photographs, without the consent or authorization of said owner for the purpose of misrepresenting oneself. Using, selling, or transferring that information to obtain any benefits, credit, goods, services or other items of value in the name of said owner or to otherwise do harm to said owner is a violation of the Code of Conduct.

O. Unauthorized Entry or Use of College Facilities

1. No student shall make unauthorized entry into any building, office, or other facility; nor shall any student remain without authorization in any building after normal closing hours.
2. No student shall allow, aid, or assist persons in making unauthorized entry into any building, office, or other facility.
3. No student shall make unauthorized use of any facility. Upon appropriate notice by officials, authorization for the use of facilities may be withdrawn or otherwise restricted.
4. The possession of illegal articles on College property or in campus facilities is prohibited.
5. No student shall knowingly use College or student organization owned equipment, supplies, or property without proper authorization.

P. Traffic Violations

Traffic regulations as specified in the Abraham Baldwin Parking and Traffic Regulations booklet are considered to be part of the Student Code of Conduct. These rules and regulations will be used as a standard for all cases pertaining to the Traffic Court. Continued on page 33

Q. Inappropriate Use of College Computing Facilities and Equipment

Rules and regulations regarding appropriate use of College computing facilities and equipment as specified in the Policy on Student Use of Technology Resources are considered to be a part of the Student Code of Conduct. Students are responsible for being aware of these policies and of abiding by them. The Policy on Student Use of Technology Resources can be found on page 55 in the Policies section of this Handbook.

R. Student Housing Policy

1. ABAC requires all freshmen who have earned fewer than 24 semester hours of collegiate level credit and who have not cleared Learning Support requirements to live on campus unless they meet one of the following criteria: (1) Living with and commuting daily from the legal residence of a parent, legal guardian, or grandparent within a 50-miles of Tifton as indicated by Google Maps; (2) married; (3) single parent; (4) 21 years of age prior to September 1, of the academic year.
2. The Guide to Residential Living, provided to each student online, contains procedures and rules for living in College residence halls. This booklet, the Housing Contract, and any “house rules” which have been approved by the Dean of Students and posted in the residence halls are considered a part of the Student Code of Conduct.
3. Minor infractions of Residence Life & Housing policies and procedures will be dealt with through informal conferences with Residence Life staff. Students subject to an informal conference conducted by a member of the Residence Life staff are accorded the following procedural protections:
 - a. Written notice of charges prior to the scheduled conference.
 - b. An explanation of the evidence against them.
 - c. An opportunity to respond to evidence against them and to produce evidence on their behalf.
 - d. The right to request administrative review of their case at the next highest level.
4. In cases where the alleged misconduct may result in expulsion, suspension, or disciplinary removal from College housing, the student defendant shall be afforded the opportunity for a hearing before the Dean of Students or the Student Conduct Committee.

V. Student Code of Conduct

A. Organization and Jurisdiction

1. Section 401.01 of the Board of Regents policies delegates to individual institutions the duty to discipline students within the framework of regulations of the Board of Regents. According to this policy, “Students violating rules and regulations of an institution may be punished, suspended, excluded, or expelled as may be determined by the institution” (BOR Policy Manual, Section 401.01). In carrying out the responsibility to discipline its students, Abraham Baldwin Agricultural College will apply disciplinary sanctions only after the requirements of due process, non-discrimination, and fairness have been met.
2. The President of ABAC has delegated the function of student discipline to the Provost and Vice President of Academic Affairs, who has, in turn, designated the Dean of Students and his/her staff to handle the day-to-day disciplinary process.
3. The Dean of Students is assisted in the student disciplinary process by the Student Conduct Committee. Cases may be assigned to the Student Conduct Committee at the discretion of the Dean or upon request by the accused student or students.
4. Students whose cases are adjudicated in disciplinary conferences with the Dean of Students or his/her designee are provided the following procedural protections:
 - a. Written notice of the specific charges at least 72 hours prior to the scheduled conference.
 - b. Reasonable access prior to and during the conference to any materials which would be considered “educational records” under the Family Educational Rights and Privacy Act of 1974. Personal notes of College staff members or complainants are not included.
 - c. An opportunity to respond to the evidence and to call relevant and necessary witnesses.
 - d. A right to be accompanied by an advisor. An attorney attending a conference may not actively represent the accused student but may give advice to the student regarding how to present his or her defense.
 - e. Written notification of the decision of the hearing officer within five business days of the conference.
 - f. The right to appeal to a higher student conduct body or College administrative official within five business days of receiving the student conduct decision for any of the following causes:
 - (1) Violation of due process and/or student rights

- (2) New evidence
 - (3) Prejudicial treatment by the hearing officer
 - g. The right to have access to a recording of the disciplinary conference for the purposes of preparing for an appeal. Students may not bring their own recording devices to disciplinary conferences.
- 5. The Student Conduct Committee will meet at the call of the Dean of Students. Proceedings of the committee shall be in accordance with the College Catalog and the Student Code of Conduct. The findings and recommendations of the committee will be forwarded to the Dean of Students for such action as may be deemed appropriate. The committee shall be composed of at least six faculty members and one staff member appointed for two-year terms and eight students. Student members will be selected by an application process through the office of the Dean of Students. The President of SGA shall appoint one sophomore, junior, or senior student member to be Chief Justice. The President's nominee shall be approved by a 2/3 vote of the Senators present.
- 6. All cases involving violation of ABAC traffic rules and regulations shall be heard by the Traffic Court. The Traffic Court consists of seven students, who are appointed by the SGA President. One of the sophomore, junior, or senior justices will be appointed by the SGA President to serve as chairperson of the Traffic Court. His/her nomination shall be approved by 2/3 vote of the Senate present.

B. Student Rights in the Disciplinary Process

In any disciplinary process at ABAC, an accused student shall be afforded the following rights:

- 1. The right to a fair and impartial hearing.
- 2. The right to a presumption of not being responsible for a violation until proven responsible as determined by clear and convincing evidence.
- 3. The right to be notified in writing of the charges against him or her; the specific rule or policy violated; and the time, date, and place of the scheduled hearing. This notification must occur in writing at least 72 hours prior to the hearing (except when the accused student postpones the hearing) provided that the student has informed the College of his or her current contact information. If the student has not furnished the College with current contact information, College officials have only to make a responsible attempt to notify the student with the most recent contact information provided.
- 4. The right to an advisor of his or her choice. An attorney attending a hearing may not actively represent the accused student but may give advice to the student regarding how to present his or her defense.
- 5. The right to question all witnesses who testify at the hearing and/or to challenge all written statements presented at the hearing.
- 6. The right to present witnesses to testify in his or her defense. The Dean of Students shall have the authority to limit the number of witnesses in order to avoid unreasonable delays where the testimony would be repetitious or unnecessary.
- 7. The right to be present during the entire hearing (except for closed student conduct deliberation) and to know all evidence used in the proceeding. The student may, however, elect not to appear, and failure to appear shall not be construed as an admission of responsibility.
- 8. The right to remain silent and such silence shall not be construed as an admission of responsibility.
- 9. The right to be notified in writing of the decision of the student conduct body or hearing officer within five business days of the date of the hearing.
- 10. The right to appeal to a higher student conduct body or College administrative official within five business days of receiving the student conduct decision for any of the following causes:
 - a. Violation of due process and/or student rights
 - b. New evidence
 - c. Prejudicial treatment by the original hearing body
- 11. The right to have access to a recording of his or her hearing for the purposes of preparing for an appeal. Students may not bring their own recording devices to disciplinary hearings.

C. Procedures for Disciplinary Hearings

Disciplinary hearings at ABAC are hearings to arrive at corrective recommendations regarding alleged student misbehavior. The administration of discipline is viewed as an educational process, not a criminal or civil trial proceeding. As such, the disciplinary procedures used are determined and administered by educators within the requirements of due process and protection of student rights. The procedures used by all disciplinary committees are as follows:

1. Student conduct hearings are presided over by the chair of the Student Conduct Committee or his or her designee. The chair may exclude any person from the hearing who is materially interfering with the student conduct hearing proceedings. Any disruptions of a student conduct hearing can result in the possible immediate interim suspension of the student(s) involved in the disruption. The chair of the committee makes such a determination, and when that determination is made, those causing the disruption will be asked to leave the hearing and its premises. If they do not voluntarily leave, ABAC Police will escort them off the premises.
2. Recommendations of the Student Conduct Committee are by a simple majority vote. A Student Conduct quorum is more than 50% of its membership being present. A hearing may proceed with less than a quorum if the accused elects to proceed.
3. The student conduct hearing will follow this sequence:
 - a. An oath is administered to the accused.
 - b. The alleged charge or charges are presented to the accused (Charges are prepared and presented by the Dean of Students or his/her representative).
 - c. The chair calls for a response to each charge from the accused.
 - d. Witnesses and documentation supporting the alleged violation(s) are presented.
 - e. Comments and documentation supporting the accused's position are presented.
 - f. Examination and questioning by the committee follow presentation of documentation and witness comments.
 - g. Closing comments are presented by both parties, first the administration and then the accused.
 - h. The Student Conduct Committee goes into closed session to deliberate.
 - i. The Student Conduct Committee reconvenes and reads its findings and/or recommendation(s) to the accused. The accused is also notified of the right to appeal.
 - j. The hearing is adjourned.
4. All comments in the hearing are given under oath.
5. The accused student may bring an advisor of his or her own choosing to the hearing. An attorney attending a hearing may not actively represent the accused student but may give advice to the student regarding how to present his or her defense.
6. The Student Conduct Committee has four charges: to determine the facts; to decide on the question of responsibility for any or all charges; to develop a suitable disciplinary recommendation; and to produce a well documented record of all proceedings.
7. Committee deliberations are closed to all but members of the Student Conduct Committee. The Student Conduct Committee will hear only that information pertinent to the charge(s). Student Conduct Committee deliberations concerning possible sanctions may draw upon the Dean of Students or his/her designee.
8. The Student Conduct Committee will advise the accused of its recommendation(s) at the conclusion of the deliberations. The recommendation(s) of the Student Conduct Committee will also be communicated to the accused in writing following the conclusion of the hearing.
9. The accused is also informed both verbally and in writing of the right to an appeal and is informed of how to pursue the appeals process.
10. An audio recording of the hearing will be made and a transcription made available in the office of the Dean of Students.

D. Disciplinary Sanctions

One or more of the following sanctions may be imposed for violations of the Student Code of Conduct. This list is not exhaustive and may be enlarged or modified as needed.

1. **EXPULSION:** permanent separation of the student or organization from the College. The student or organization will be barred from College premises. Students who are expelled

from the College are not entitled to any refund of tuition, housing, meal plan, or other fees.

2. **SUSPENSION:** separation of the student or organization from the College for a period of time with two conditions: (1) the student may not return or the organization be reinstated before a specified date; and (2) readmission is not automatic. The student or organization shall not participate in any College sponsored activity and may be barred from the College's premises. Students who are suspended from the College are not entitled to any refund of tuition, housing, meal plan, or other fees.
3. **INTERIM SUSPENSION:** The Dean of Students or a designee may suspend a student for an interim period pending disciplinary proceedings, such interim suspension to become immediately effective without prior notice, whenever there is evidence that the continued presence of the student on the College campus poses a substantial threat to the student or to others or to the stability and continuance of normal College functions. A student suspended on an interim basis shall be given an opportunity to appear personally before the Dean of Students or a designee within five business days from the effective date of the interim suspension in order to discuss the following issues only: (a) the reliability of the information concerning the student's conduct; (b) whether the conduct and surrounding circumstances reasonably indicate that the continued presence of the student on the College campus poses a substantial threat to self or to others or to the stability and continuance of normal College functions.
4. **DISCIPLINARY PROBATION:** notice to the student or organization that any further violations of College rules and regulations will likely result in suspension. Disciplinary probation may also include the setting of restrictions on participation in College activities or entry into certain College facilities.
5. **DISCIPLINARY WARNING:** notice to the student or organization that further misconduct may result in more severe disciplinary action.
6. **RESTRICTION:** exclusion from participation in campus organization leadership or membership; involvement in campus social, recreational, sporting, or recruitment activities; residence hall visitation or access; the use of campus facilities; identification card privileges; or parking or driving privileges on campus.
7. **RESTITUTION:** the student or organization is required to make payment to the College or to other persons or groups for damages incurred as a result of a violation of the Code of Conduct. Restitution may take the form of appropriate service or other compensation.
8. **FORCED WITHDRAWAL:** from the academic course within which an offense occurred, without credit for the course.
9. **CHANGE IN GRADE:** with the concurrence of the instructor, for the course in which an offense occurred.
10. **REFERRAL/PROFESSIONAL ASSESSMENT:** referral to the Student Development Center or other professional counseling/evaluation service.
11. **PARENTAL AND/OR GUARDIAN NOTIFICATION:** The Family Educational Rights and Privacy Act (20 USCS 1232g.i) provides in pertinent part that institutions of higher education are not prohibited “. . . from disclosing, to a parent or legal guardian of a student, information regarding any violation of any federal, state, or local law, or of any rule or policy of the institution, governing the use or possession of alcohol or a controlled substance, regardless of whether that information is contained in the student's education records, if (A) the student is under the age of 21; and (B) the institution determines that the student had committed a disciplinary violation with respect to such use or possession.”
12. **OTHER SANCTIONS:** other sanctions may be imposed instead of or in addition to those specified above.

E. Appeals Process

Students/organizations have the right to appeal a Student Conduct Committee or administrative hearing recommendation in accordance with the following procedures:

1. Requests for appeals must be submitted in writing to the Office of the Provost and Vice President for Academic Affairs within five business days of the date of the letter notifying the student of the original decision. Failure to appeal within the allotted time will render the original decision final and conclusive.
2. Written requests for appeals must be specific and detailed as to the nature and substance of the student's complaint and must clearly indicate what action is requested. The written request should specify the grounds for appeal. Student conduct recommendations may be appealed on the following grounds:
 - A violation of due process
 - Prejudicial treatment by the original hearing body
 - New evidence has become available which was not available at the time of the hearing.
3. Appeals shall be decided upon the record of the original proceedings, the written appeal submitted by the student, and any written briefs submitted by other participants. Cases will not be reheard on appeal.
4. If the original decision in the case was not rendered by the Provost and Vice President for Academic Affairs, he/she shall consider the appeal and give a decision.
5. If the student is dissatisfied with the decision of the Vice President, the student may request in writing that the President consider the appeal, but such request must be made within five business days of the Vice President's decision or the Vice President's decision will be considered final and conclusive.
6. Within five business days of receiving the appeal, the President will either rule on the appeal or refer the appeal to a special Presidential Panel. The Presidential Panel will review all facts and circumstances connected with the case and within five business days make a report of its findings to the President. After consideration of the Panel's report, the President will within five business days make a decision which shall be final so far as the College is concerned.
7. Should the student be dissatisfied with the President's decision, written application may be made to the Board of Regents for a review of the decision. This application must be submitted within twenty days following the decision of the President. Additional information regarding procedures for appealing to the Board is available in the President's Office. The decision of the Board shall be final and binding for all purposes.

College Policies and Procedures

The following policies and procedures are reproduced here for the convenience of students. This is not a complete list of ABAC policies. The Policy Manual of the Board of Regents, the ABAC Policy Manual, the College Catalog, and the ABAC web site contain additional policies which govern the lives of students at ABAC. It is the student's responsibility to know and abide by all University System of Georgia and College policies.

Student Role in Institutional Decision Making

Students at ABAC have the right to participate in policy making of the Institution. There is a minimum of two student members on all College committees that make decisions related to students. These students, appointed by the president of the SGA, have full voting rights in the individual committees and are encouraged to be active participants. Student representatives on each committee are encouraged to report all committee actions and considerations to the Student Senate. This right is subject to supervision as delineated in the Policies of the Board of Regents of the University System of Georgia and the policies of this institution.

SGA Constitution and By-Laws

CONSTITUTION

(Revised and Ratified by the Student Body Spring Semester 2012)

Preamble

We, the students of Abraham Baldwin Agricultural College, desiring a more representative and efficient Student Government, wanting better communications between students and the college's administration, faculty and staff; seeking to cultivate and preserve the ideals of good citizenship on the campus, and hoping to maintain a more complete and fruitful atmosphere of learning at this college, do hereby establish this Constitution for the Student Government.

ARTICLE I: Name

The name of this organization shall be the Student Government Association of Abraham Baldwin Agricultural College.

ARTICLE II: Purpose

The purpose of this organization is to act as an agent in the presentation of matters of student welfare, to advise in all matters affecting the affairs of the student body, and to promote and further the interests of the student body.

ARTICLE III: Membership

Section 1. The Student Government Association shall be composed of a Legislative, an Executive, and a Student conduct Branch.

Section 2. The Student Senate shall constitute the Legislative Branch of this government and shall have legislative authority within the limits established by this Constitution and its By-Laws.

Membership of this Senate shall consist of 2 Senators per each school at ABAC, and 1 Senator that is an undeclared major at the time of election. Additionally, 3 senators shall be elected at-large. The Senate will fill vacancies within the constituency where the vacancy occurs and with attention to maintaining equal representation among the membership of the Senate. The Vice-President will be an ex-officio member of the Senate. The Vice-President of SGA, or an officer acting in his or her absence, may cast a vote only in order to make or break a tie.

Section 3. The Executive Branch of this Student Government shall execute authority within the limits of this Constitution. The Executive Branch shall consist of the SGA Officers (President, Vice-President, Attorney General,

Executive Secretary, Chief-of-Staff, and Parliamentarian). The members of the Executive Branch shall be charged with the execution of all procedures established by this Constitution and By-Laws and by all mandates of the Student Senate. The President, Vice-President, and Attorney General shall be elected during the spring semester. The Executive Secretary, Chief-of-Staff, and Parliamentarian, as non-voting, administrative members of the executive branch, shall be nominated by the President of SGA and confirmed by a two-third vote of the senate.

Section 4. The Student conduct Branch of the Student Government shall have student conduct authority as specified under the Rules of Procedure.

The Student conduct Branch shall consist of a Student Conduct Committee, Traffic Court, and other lower courts as appointed by the President of the SGA with 2/3 vote approval of the Student Senate present.

The Student Conduct Committee shall consist of at least six (6) faculty members and one staff member appointed for two-year terms and eight (8) students. Student members will be selected by an application process through the office of the Dean of Students. The President of SGA shall appoint one sophomore, junior or senior student member to be Chief Justice. The President of the College or one of his/her designees will select all members of the Student Conduct Committee.

The Chief Justices shall report to the Attorney General each executive meeting the number, type, and disposition of cases heard.

The Traffic Court shall consist of seven (7) students, who are appointed by the SGA President. One of the sophomore, junior, or senior justices will be appointed by the SGA President to serve as Chief Justice of the Traffic Court. His/her nomination shall be approved by 2/3 vote of the Senate present. The Traffic Court Chief Justice shall report to the SGA each week the number, type, and disposition of cases heard.

The Dean of Students or his/her designee serves as advisor to the Traffic Court.

Section 5. The SGA agrees to adhere to all policies and procedures of ABAC and all local, state, and federal laws.

ARTICLE IV: Elections

Section 1. Only persons registered in classes as an ABAC student shall be entitled to vote for the officers and representatives, referendums, and recalls.

Section 2. The Election Committee shall supervise all election activity.

Section 3. The procedure and timeline for an election shall be posted on the SGA website or submitted for publication in the student newspaper prior to the election.

ARTICLE V: Provisions for Meeting

Section 1. The Senate shall meet bi-weekly, beginning with the second week of every semester at an established time and place, and at such times deemed necessary by the President of SGA.

Section 2. All members of the Senate shall be required to attend all its meetings.

Section 3. The meeting of the Student Senate shall be open to all members of the college community and proceedings shall be made available on the SGA website, with the exception of the special closed session as defined in Section 5.

Section 4. The President of the SGA may call a meeting of officers of the SGA and Chairpersons of Standing Committees for the purpose of (1) preparing the agenda for the general meeting; (2) advising the President; or (3) directing proposals, inquiries, resolutions, regulations, etc. to the appropriate standing committee for consideration.

Section 5. Once annually, the Vice-President will call a special closed meeting for the purpose of voting on the Impact Award. This meeting and vote will be open only to voting members of the Senate, the SGA Executive Board, and representatives of the RHA and CAB. This session is not recorded in the minutes.

ARTICLE VI: Method of Replacing or Amending the Constitution

Section 1. The Senate shall propose amendments to this Constitution whenever 2/3 of its membership deems it necessary.

Amendments shall be submitted to the Student Body in session for explanation.

One week after the explanatory session, the Elections Committee shall submit the proposed amendment to the Student Body for ratification or rejection.

Ratification shall require a 2/3 vote of the votes cast.

Section 2. The Senate shall propose replacing this Constitution whenever 2/3 of its membership deems it necessary.

The proposed constitution will be published for review by the Student Body.

One week after publication, the Senate will hold a public forum for discussion of the proposed constitution.

One week after the public forum, the Elections Committee shall submit the proposed constitution to the Student Body for ratification or rejection.

Ratification shall require a 2/3 vote of the votes cast.

Section 3. All Amendments to this Constitution shall take effect on July 1st the following year, unless otherwise specified.

STUDENT GOVERNMENT ASSOCIATION BY-LAWS
(Revised and Ratified by the Student Senate Spring 2012)

ARTICLE I: Qualifications of Officers

Section 1. President

1. Must be a rising sophomore, junior, or senior in good standing and have been a member of SGA for at least one year prior to running for office.
2. Must have a 2.5 cumulative Regents grade point average at the time of election and must maintain a 2.5 cumulative grade point average throughout the term of office.
3. Must plan to attend ABAC through spring semester of the next year.
4. Must carry and complete a minimum of six credit hours per semester at ABAC during the term of office.
5. Must attend the Executive Board retreat at the end of the spring semester prior to taking office.
6. Must not be enrolled at any college or university other than ABAC during the term of office.
7. Must comply with all rules and regulations of the Student Code of Conduct.
8. Must not be an officer in any other club or campus organization.

Section 2. Vice President

1. Must be a rising sophomore, junior, or senior in good standing and have been a member of SGA for at least one semester prior to running for office.
2. Must have a 2.5 cumulative Regents grade point average at the time of election and must maintain a 2.5 cumulative grade point average throughout the term of office.
3. Must plan to attend ABAC through spring semester of the next year.
4. Must carry and complete a minimum of six credit hours per semester at ABAC during the term of office.
5. Must attend the Executive Board retreat at the end of the spring semester prior to taking office.
6. Must not be enrolled at any college or university other than ABAC during the term of office.
7. Must comply with all rules and regulations of the Student Code of Conduct

Section 3. Attorney General

1. Must be a rising sophomore, junior, or senior in good standing and have been a member of SGA for at least one semester prior to running for office.
2. Must have a 2.0 cumulative Regents grade point average at the time of election and maintain it throughout the term of office.
3. Must be planning to attend ABAC through spring semester of the next year.
4. Must carry and complete a minimum of six hours per semester at ABAC during the term of office.
5. Must attend the Executive Board retreat at the end of the spring semester prior to taking office.
6. Must not be enrolled at any college or university other than ABAC during the term of office.
7. Must comply with all rules and regulations of the Student Code of Conduct.

Section 4. Other SGA Officers, including Executive Secretary, Chief of Staff, and Parliamentarian

1. Must be a rising sophomore, junior, or senior in good standing and have been a member of SGA for at least one semester prior to being appointed to office.
2. Must have a 2.0 cumulative Regents grade point average at the time of election and maintain it throughout the term of office.
3. Must be planning to attend ABAC through spring semester of the next year.
4. Must carry and complete a minimum of six hours per semester at ABAC during the term of office.
5. Must attend the Executive Board retreat at the end of the spring semester prior to taking office.
6. Must not be enrolled at any college or university other than ABAC during the term of office.
7. Must comply with all rules and regulations of the Student Code of Conduct.

Section 5. Senator

1. Must represent the School from which he/she are elected or the Student Body at large.

2. Must have a 2.0 cumulative Regents grade point average upon election and maintain it throughout the term of office.
3. Must plan to attend ABAC through spring semester of the academic year for which elected.
4. Must carry and complete a minimum of six hours per semester at ABAC during the term of office.
5. Must not be enrolled at any college or university other than ABAC during the term of office.
6. Must comply with all rules and regulations of the Student Code of Conduct.

Section 6. Members of the Conduct

1. Must have a 2.0 cumulative Regents grade point average at the time of taking office, with the exception of freshman members, and must maintain it throughout the term of office.
2. Must plan to attend ABAC through spring semester of the academic year for which appointed.
3. Must carry and complete a minimum of six semester hours per semester at ABAC during the term of office.
4. Must not be enrolled at any college or university other than ABAC during the term of office.
5. Must comply with all rules and regulations of the Student Code of Conduct.

Section 7. Chairs of Committees

1. Must have and maintain a minimum 2.0 cumulative grade point average.
2. Must carry and complete a minimum of six hours per semester at ABAC during the term of office
3. Will report to the Senate every meeting their findings
4. Must not be enrolled at any college or university other than ABAC during the term of office.
5. Must comply with all rules and regulations of the Student Code of Conduct.

Article II: Duties of Officers

Section 1. President

1. Function as head of the Student Body in all student affairs and in student relations with the various constituencies of the College.
2. Call and preside over all meetings of the Student Body.
3. Appoint all committee chairpersons subject to the majority approval of the Student Senate and serve as an ex-officio member on all committees of the Senate.
4. Appoint required student members to the Standing Committees of the College during the spring semester before taking office.
5. See that all elections are announced and held as prescribed by the SGA Constitution.
6. Appoint with 2/3 approval of the Senate the following officers: Executive Secretary, Chief of Staff, Parliamentarian, and Chief Justice.
7. Shall have the power with 2/3 approval of the Senate to remove any officer whom he/she has appointed.
8. Attend all regularly scheduled meetings of the Student Senate.

Section 2. Vice President

1. Act in the full capacity of the SGA president in case of his/her absence and succeed him/her in case of vacancy.
2. Preside over meetings of the Student Senate.
3. Prepare an agenda for each Senate meeting.

Section 3. Attorney General

1. Shall act as a liaison between the Executive and Student conduct Branches.
2. Shall make eligibility checks each academic term on all SGA Officers and Senators.
3. Shall inquire, investigate, and gather evidence, testimony, or written statements relevant to possible or alleged violations of the Constitution and all other governing documents by any elected or appointed official other than the President, Vice President, Executive Secretary, or Justices.
4. Shall report to the Senate at each meeting the number and type of cases handled by the Student Conduct.
5. Shall serve as the chair of the Elections Committee
6. Shall serve as chair of the Censure Committee

Section 3. Executive Secretary

1. Record, preserve, and have available for inspection to all members of the Student Senate upon request and sufficient notice all papers, proceedings, rolls of attendance, and any other records of the Senate.
2. Supply minutes from the weekly meetings of the Student Senate to the SGA Advisor within two business days of each meeting.
3. Record, preserve, and have for inspection to all members of the Student Senate upon request and sufficient notice all financial transactions of the Senate.
4. Assist the faculty advisor in preparing the Student Activities Budget Request each spring
5. Perform all other duties of the Executive Secretary of the Senate and the Student Body.
6. Attend all regularly scheduled meetings of the Senate.

Section 4. Chief of Staff

1. Update the SGA webpage and ensure that all other SGA media is kept up to date.
2. Post events and announcements to the SGA webpage and create advertisements as necessary.
3. Ensure that all correspondence is answered.
4. Conduct all other duties as the Chief of Staff.
5. Attend all regularly scheduled meetings of the Student Senate.

Section 6. Parliamentarian

1. Record, preserve, and have available for inspection an up-to-date list of all chartered student clubs and organizations and their officers.
2. Serve as chairperson of the Rules Committee.
3. Keep order in the Student Senate according to Robert's Rules of Order, Revised.
4. Attend all regularly scheduled meetings of the Senate.

Section 7. The Senate

1. Represent the entire Student Body in all matters affecting students.
2. Take charge of all mass meetings of the Student Body and all matters requiring a definite expression of the student sentiment.
3. Keep an annual report of its proceedings and accomplishments in the SGA office and archives of the information for all interested persons.
4. Elect a President Pro Tempore for its membership to act in full capacity in the absence of the presiding officer of the Senate.
5. Reserve the right at any time to call for a financial standing of any Senate committee.

Section 8. The Student Conduct

1. Enforce the SGA Constitution.
2. Hear cases involving violations of the Student Code of Conduct, subject to the legal powers vested in the College officials by the Legislature and the Board of Regents, and upon assignment by the Dean of Students.
3. Recommend to the President of the SGA the establishment of lower courts.
4. Shall have the authority by 2/3 agreement to recommend impeachment proceedings against any member of the SGA; such action may be taken as a result of the violation of any of the principles in the Student Code of Conduct or the SGA Constitution.
5. One member shall execute the Oath of Office as written in Article IV of these Bylaws.
6. The Chief Justice shall attend all regularly scheduled meetings of the Executive Board

Section 9. The Traffic Court

1. Hear student appeals of cases involving violations of the ABAC Parking Rules and Regulations.
2. The Chief Justice of the Traffic Court shall attend all regularly scheduled meetings of the Executive Board.

Article III: Committees and Councils

Section 1. All Committees and Councils are subject to the authority of the SGA.

Section 2. Standing Committees

1. There shall be three (4) major committees of the Student Government Association: the Student Life Committee, the Academic Affairs Committee, External Affairs Committee, and the Rules Committee
2. Chairpersons of these committees shall be appointed by the President of SGA, subject to approval by the Senate.
3. The Chairperson of any committee, at his/her discretion, may form a subcommittee to investigate an item under jurisdiction of that committee. A subcommittee will have a life span of the semester in which it is formed plus the following semester to complete its work.
4. The Student Life Committee shall deal with all non-academic items, including financial aid, residence life, dining facilities, and any other items related to student life at ABAC. After doing research, the committee will report its findings before the Senate for further action, if needed. This committee will work directly with the Dean of Students. The full Student Life Committee shall meet at least twice per semester.
5. The Academic Affairs Committee shall deal with academic items, including institutional credits, courses, the College Catalog, and any other items related to academic matters. After doing research, the committee will report its findings before the Senate for further action, if needed. This committee will work directly with the Provost and Provost and Vice President for Academic Affairs. The full Academic Affairs Committee shall meet at least twice per semester.
6. The External Affairs Committee shall deal with items which affect students off campus and outside the immediate realm of the SGA. This committee is especially interested in how students are affected by the local, state, and federal governments; student life off campus; and other issues normally outside the direct influence of the SGA. This committee will work directly with the Vice President of External Affairs and Advancement. The full External Affairs Committee shall meet at least twice per semester.
7. The Rules Committee shall each semester set the operating procedures, calendar, and events of the Student Senate.

Section 3. Special Committees

1. Censure Committee

- i. Shall consist of the SGA President, SGA Vice President, SGA Executive Secretary, Standing Committee Chairs, and one SGA Advisor. The SGA Attorney General shall be the chairperson.
- ii. Shall consider absences of the SGA members (all those directly connected with the SGA and its subsidiaries) from regularly scheduled meetings and recommend actions to the Senate, at the next regularly scheduled meeting, concerning those cases. All SGA members must submit a written excuse for their absence, either 24 hours prior to, or within 24 hours following the Senate meeting. Failure to submit a written excuse shall result in an unexcused absence ruling by the Censure Committee.
- iii. Shall have the prerogative to make recommendations to the Senate concerning actions to be taken with regard to the SGA officials and their failure to perform their appointed duties.
- iv. Any SGA member who has less than a 2.0 grade point average will be given a semester's probation. At the end of that semester, voting rights can be reinstated if the GPA is raised to 2.0. If the GPA is not raised to 2.0, the Censure Committee will recommend suspension. Students may challenge the recommendation of the Censure Committee before the Senate. Suspension will be enforced by a majority vote of the Senate present.

2. Elections Committee

- i. The Attorney General of SGA shall serve as chair of the Elections Committee

ii. Shall supervise all election activity according to the guidelines set forth in the SGA Constitution and Bylaws.

iii. Shall establish the official campaign period of all elections; this period will last not less than three consecutive class days and no more than one calendar week prior to the election.

iv. Shall hold elections immediately after the close of the official election campaign.

v. Shall certify that every candidate fulfills the qualifications for the office to which he/she aspires.

Every candidate shall personally file with the Elections Committee an official application to qualify as a candidate. No candidate may file an application for more than one SGA office in an election. The Elections Committee shall set and publicize a deadline for filing application and will furnish the proper forms of this application.

A candidate shall be approved by the Elections committee only upon submission of a valid and complete application, after checking the student's cumulative grade point average, and securing the signature of the Dean of Students.

The Elections Committee shall be the judge of a valid and complete application. After the Elections Committee has approved the application of the candidate, the name of the candidate shall appear on the ballot unless the candidate submits a written request for withdrawal to the chair of the Elections Committee at least 72 hours prior to an election.

Shall post to the SGA web page and submit to the student newspaper for publication an announcement of the election, including dates, prior to receiving applications.

Any regular SGA election shall be held no sooner than the second full week and no later than the sixth week of the term, the specific date being set by the Elections Committee.

The elections of SGA Officers shall be held during the spring term of the school year preceding the year in which they are to serve.

The election of Senators shall be held during the fall term of the school year during which they are to serve.

vi. Shall supervise balloting.

Each student shall have the right of voting for as many candidates as there are seats to be filled from his or her School or proper electoral unit in the election.

The Elections Committee shall post to the SGA web page full proceedings and instructions for guidance of voters at each election. These regulations shall be submitted at least one week prior to the election.

If a voter experiences technical difficulties while voting, it is the responsibility of the voter to inform the election officials of the difficulty before the close of the polls. He/she may report such difficulties by emailing sga@stallions.abac.edu or calling the SGA office. Individual difficulties reported after the polls close will not alter the results of the election. If for any reason it is impossible to determine the voter's choice for any office to be filled, his/her ballot shall not be counted for that office, but this shall not invalidate the ballot so far as it is properly marked.

In all elections, the polls shall be opened and remain opened as deemed necessary by the Elections Committee; however, the hours of election shall be posted to the SGA web page prior to an election.

In case of a tie for representative or lack of a majority for SGA the election for that office will be declared indecisive and a run-off between the two candidates receiving the highest number of votes shall be held within one week of the original election.

vii. Shall oversee contested elections.

The contesting candidate(s) shall give written notice, within 24 hours or within one school day after the official results are announced, to the chairperson of the Elections Committee of intentions to contest the election and reasons for doing so. The Elections Committee shall hear the appeal of the candidate(s) contesting the election and make a recommendation to the Senate. The Senate shall hear the final appeal of the candidate(s) contesting the election at its next meeting and the recommendation of the Elections Committee.

The Senate shall, by 2/3 vote, act on the recommendation of the Elections Committee.

viii. Shall have the authority with the consent of the SGA to make all rules and regulations necessary for the conduct of any election in all cases not otherwise provided for herein.

The President shall set up any additional special committees when necessary. Chairpersons of these committees shall be appointed by the President of SGA, subject to approval by the Senate.

Article IV: Methods of Admitting and Removing Members

Section 1. All duly elected and appointed members of the SGA will be admitted for membership upon taking an Oath of Office, administered by a member of the Student Conduct Committee.

The Oath is as follows:

I, _____, solemnly swear to persevere in my duties as a representative for the students of Abraham Baldwin Agricultural College, to work for a better student government and to maintain the dignity of the office during my term. I do solemnly swear to execute my office faithfully and honestly and to respect and preserve the Constitution and Bylaws on which our Student Government is founded.

Section 2. No member of the Senate may serve two interests in the SGA.

Section 3. All SGA officers must maintain the specific qualifications for their offices throughout the term of office. If these qualifications are not maintained, the Censure Committee shall recommend appropriate action to be taken by the Senate. Dismissal from office will require a 2/3 vote of the Senate.

Section 4. Any member of the SGA who is arrested and convicted of a crime or who is found guilty of violating the Student Code of Conduct shall be presented before the Censure Committee for review. The Censure Committee shall then recommend appropriate action to be taken by the Senate.

Section 5. Any member of the SGA who has two unexcused absences in one semester, as determined by the Censure Committee, may be removed from office by recommendation of the Censure Committee and approval by the Senate.

Section 6. If an elected representative position becomes vacant due to resignation or dismissal, the SGA will issue a public call for interested parties as needed. This public call shall consist of flyers posted giving the opening and closing date of the applications. Applicants will then be screened by the Elections Committee to ensure that eligibility requirements for the position are met. Applicants will then be given an opportunity to address the SGA (maximum of two

minutes). Applicants will then be presented to the SGA for approval or rejection by secret ballot. A 2/3 majority of voting members present is required for acceptance. Those applicants approved according to the above procedure will hold the office until such time as that office comes up for regularly scheduled election.

The President of SGA is responsible for orientation of the approved representatives.

Section 8. If the President of SGA submits a letter of resignation, the Vice President of SGA shall replace the President. If the Vice-President is in another leadership role at the time of taking the place of the President, they must immediately resign. The President's letter of resignation shall be submitted to the President Pro Tempore of the Senate and to the Chief Justice of the Student Conduct.

Section 9. Any SGA officer may request a leave of absence for one semester to improve his/her grade point average.

Article V: Custody of Funds

Section 1. All funds of the SGA are kept in custody of ABAC and under the authority of the Vice President of Planning and Operation

Section 2. Expenditures over \$1000 shall require 2/3 vote of the Student Senate.

Article VI: Definition of a Quorum

Section 1. A quorum of the Senate shall consist of 50 percent plus one of the voting membership of the Senate, and no official business shall be transacted without a quorum.

Section 2. All motions pertaining to regular business shall be passed by a simple majority of those present and voting.

Article VII: Parliamentary Authority

Robert's Rules of Order, Revised, shall be the final authority on the parliamentary procedure observed at all meetings of the Senate when not in conflict with the provisions of this Constitution.

Article VIII: Impact Award

Awarded annually by the SGA, the Impact Award recognizes the contributions of a college administrator, faculty, or staff member to students' extracurricular activities. Only one Impact Award will be given each year. Members of the SGA select the recipient of the award. Voting for the award shall be by secret ballot in a special closed meeting for the purpose of voting on the Impact Award. The Dean of Students, or his or her designee, and the SGA President will count the ballots and shall lock the results in a ballot box. If the Vice President for Student Affairs is among the nominees for the award, the President of SGA shall choose another person who is not nominated to assist in counting the votes. The result of the voting shall not be revealed until the night of the Student Leadership Banquet. All ballots shall be kept until after the Student Leadership Banquet.

Article IX: Method of Amending the Bylaws

Section 1. The Bylaws of this Constitution shall be proposed by the student Senate and passed by 2/3 majority vote of the Senate.

Section 2. Amendments of the Bylaws may be proposed at any scheduled Senate meeting. All amendments must be tabled for one week, and no final action can be taken until the next scheduled Senate meeting. All amendments will require a 2/3 vote of the Senate during a meeting.

ABAC Parking Decals & Guidelines

The campus has plenty of parking spaces for students, faculty, and visitors. It is the responsibility of all members of the campus community to acquaint themselves with the rules and regulations regarding parking on the ABAC campus. The Department regulates traffic and parking on this campus pursuant to Georgia law 20-3-21

- The college reserves the right to refuse, restrict, or revoke the privilege of having a motor vehicle on College property. Abraham Baldwin Agricultural College is state property. Uniform rules of the road (OCGA Title 40) are applicable, as well as the appropriate rules and regulations of the Board of Regents. **The College reserves the right to remove, at the owner's expense, or to lockdown with an immobilization device any vehicle that is illegally parked, abandoned, or determined to be a hazard the ABAC Police Department.** The registrant of a vehicle is legally responsible for the safe and proper use of said vehicle while on the campus.
- FACULTY/STAFF parking areas are identified and clearly marked throughout the campus by the designation F/S. All privately owned vehicles belonging to the Faculty Staff will be parked in an authorized parking space or area designated for Faculty Staff.
- ABAC does not assume any liability resulting from damage to a registrant's or visitor's vehicle, nor of damage resulting from a registrant or visitor's vehicle. The ABAC Police is the primary agency responsible for law enforcement and traffic/parking management on the ABAC campus.
- The driver of any vehicle that becomes involved in an accident on campus will stop his or her vehicle and contact the ABAC Police at (229) 391-5060. The driver will remain on the scene until the accident investigation is completed.
- The speed limit in all parking lots is 10 MPH. Speed limits on roadways are posted.
- All privately owned two and three wheeled motorized vehicles are subject to the provisions of the parking services regulations.
- Student employees of all types are considered students as far as parking regulations are concerned.

Traffic Appeals

1. The Traffic Appeals Committee requires receipt of the Citation appeal within 7 calendar days of the issue date. The appeals are submitted electronically to the Police Office in Evans Hall.
2. All appeals must be submitted electronically.
3. There is no hearing to attend. Therefore, any evidence or documentation must be submitted with the appeal to be considered by the appeals committee.
4. Immobilizations and tow fines will not be considered for appeal.
5. Notifications of appeal decisions are made via email to a student's @stallions.abac.edu email account.
6. Traffic Appeals Committee meets every Thursday, with the exception of school holidays.
7. Traffic appeals must be submitted by Wednesday at noon to be considered for the following day's committee consideration. Submissions after Wednesday at noon will be considered the following week.

Click here for Traffic Appeal Form <http://apps.abac.edu/Police/Appeal/>

Policies and Procedures Governing Student Activity and Other Mandatory Student Fees

The College policy on the collection and use of mandatory student fees can be found in Section 7.3.2.1 of the ABAC Policy Manual (www.abac.edu/policies). In keeping with that policy, the following procedures have been established for the administration of Student Activity Fee funds.

I. Responsibility for Administration of Funds

Section 1.Chain of Authority. Board of Regents policy dictates that “all mandatory student fees collected by an institution shall be budgeted and administered by the president using proper administrative procedures, which shall

include the advice and counsel of an advisory committee composed [of] at least 50 percent students. Students shall be appointed by the institution's student government association. All payments from funds supported by student mandatory fees shall be made according to approved business procedures and the appropriate business practices of the institution." At Abraham Baldwin Agricultural College (ABAC), the President has delegated responsibility for allocation and accountability of Student Activity Fee (SAF) funds to the Dean of Students and has established a Student Activity Fee Committee (SAFC) to allocate SAF funds.

Section 2. *Composition of the Student Activity Fee Committee.* The Student Activity Fee Committee (SAFC) shall consist of ten (10) persons to include the following:

- a. The president of the ABAC Student Government Association (SGA)
- b. Four (4) students to be selected by SGA
- c. One (1) non-student member to be appointed by the Vice President for Finance and Operations
- d. One (1) non-student member to be appointed by the Dean of Students
- e. One (1) non-student member to be appointed by the Provost and Vice President for Academic Affairs
- f. Two (2) members to be appointed by the President.

Section 3. *Procedures of the Student Activity Fee Committee.* The committee meets in the Spring to review budgets of all recognized clubs and organizations to determine allocations for the upcoming fiscal year. The Vice President for Finance and Operations and in accordance with this Policy provides the committee with amount available for the following year. Proceedings of the committee are open to ABAC students and personnel, and records of the meetings are available upon request. The student members of the SAFC, under the direction of the Dean of Students, shall be responsible for the solicitation of student input prior to the meeting of the SAFC.

The Dean of Students shall provide a written report to the President to include the proposed Student Activities Budget and comments from the SAFC on the budget.

Upon receiving the aforementioned report, the President shall present a proposed Student Activity Budget to the Cabinet for consideration. Upon Cabinet approval the Student Activity Budget shall be incorporated into the College budget.

Section 4. *Notification.* Student clubs and organizations will be notified in writing of the amount of funds allocated to the club or organization by the SAFC with approval by the President and his Cabinet. Information regarding allocations will also be available at www.abac.edu/sga.

Section 5. *Amendments.* Changes to allocations may be made as a result of budget requirements to control expenditures, requests for budget amendments from clubs or organizations, or sanctions imposed as a result of failure to adhere to standards of accountability as set forth in this Policy. The SAFC will be reconvened monthly to review new or amended requests.

I. Statement of Purpose

The purpose of SAF funds is to provide financial support for activities, projects, and events which benefit the students of ABAC. Activities, projects, and events which are funded will meet at least one, and preferably several, of the following criteria:

- Directly or indirectly benefits students
- Leads to students' personal, physical, social, intellectual, academic, or cultural growth
- Increases the participation of students in campus activities
- Provides service to the community
- Encourages local community members' participation in campus activities
- Improves the quality of campus life
- Supports co-curricular activities
- Encourages harmony, understanding, and an appreciation of diversity among various student cultures and groups
- Supports retention and graduation rates

SAF allocations for (FY14)

- SAF proposed by ABAC and approved by BOR = \$50/student/semester
- Allocation categories
 - Category 1 – Capital Reserves
 - Category 2 – Institutional programs
 - Category 3 – Academically-allied programs
 - Category 4 – Interclub Council

SAF funding categories for FY14

- Cat. 1 – Budgeted reserves – to be used to support capital needs in support of student activities. Operational budget management will be with the VPPO.
- Cat. 2 – Institutional programs – salary, benefits and operating funds to support student activities associated with SGA, Student Judiciary, Intramural Sports, Ambassadors, Aquatics, Campus Activity Board and license fees. Operational budget management will be with the Dean of Students.
- Cat. 3 – Academically-allied student activity programs – programs that are tied directly to academic programs. See qualifying criteria. Operational budget management will be with the Academic Deans.
- Cat. 4 – Interclub Council – financial support for clubs/interests groups not covered under categories 1, 2 or 3. Operational budget management will be with the Dean of Students.

Criteria for Category 3 organizations

- Clubs, teams, groups, etc. linked directly with the offering of an academic program, and
- Clubs, teams, groups, etc. that are linked to regional or national organizations that have collegiate education as a part of their mission, and
- Clubs, teams, groups, etc. that contribute to at least one of the following: leadership, career development or scholarship.

Category 3 Clubs for FY14

Organization	Proposed Category	School
4-H Club	3	ANR
AET Club	3	ANR
Agribusiness Club (NAMA)	3	ANR
Cattlemen’s Club	3	ANR
FFA	3	ANR
Horticulture Club	3	ANR
Society of American Foresters	3	ANR
Turfgrass Club	3	ANR
Wildlife Society	3	ANR
Family and Consumer Sciences Club	3	HS
Rural Studies Club	3	HS
Student Professional Association of Georgia Educators (SPAGE)	3	HS
George Scott Day	3	LA
Music	3	LA
Student Publications – Pegasus	3	LA
Student Publications – The Stallion	3	LA
WPLH Radio	3	LA
Alpha Beta Gamma	3	SSOB

Category 4 Clubs for FY14

Organization	Proposed Category
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ABAC Equestrian Club	4
ABAC History Club	4
ABAC Shooting Sports Club	4
Baptist Collegiate Ministry (BCM)	4
Bass Fishing Club	4
Campus Cats	4
Canterbury Club (Episcopal Campus Ministry)	4
College Democrats	4
College Republicans	4
Collegiate Fitness and Health Club	4
Christian Student Fellowship	4
Criminal Justice Club	4
Cultural Latina Club	4
Helping Professionals Club	4
Honors Club	4
Political Science	4
Pre-Vet/Animal Science Club	4
Raccooner's Club	4
Residence Hall Association	4
SPECTRA	4
Student African American Brotherhood (SAAB)	4
Student Diversity Alliance	4

V. Accountability

Section 1.Reimbursement Timing. ALL reimbursements or payments using SAF must be approved by the Dean of Students Office. It is recommended that all requests for reimbursement and payments from SAF funds be submitted within 7 days of the date on the receipt or invoice. In exceptional circumstances, the Vice President for Finance and Operations may approve reimbursement requests submitted after this deadline, solely at his/her discretion.

Section 2.Reimbursement Procedures. It is the responsibility of the club or organization advisor to manage SAF funds in accordance with standard business policies and procedures of the Board of Regents, Abraham Baldwin Agricultural College, and the Policy of the SAFC. All requests for expenditures or reimbursement of expenditures must be submitted to the Office of the Dean of Students. If the Dean of Students or his/her designee approves the request, he/she will submit it to the ABAC Business Office for payment.

Section 3.Annual Reports. All organizations receiving SAF funds will submit a report at the end of the budget year comparing the budget plan and actual expenditures over the academic year. Failure to submit a report by the deadline published by the Office of the Dean of Students shall constitute a major infraction of the Policy of the SAFC and shall result in appropriate penalties.

Section4.Investigations. The SGA President, the Dean of Students, or the Vice President for Finance and Operations may call for a review of the finances of any student organization. The review will be conducted by the SAFC.

Section5.Sanctions. If a review finds any misuses of funds, the following steps can be taken at the discretion of the Vice President for Finance and Operations:

- a. For minor infractions (as defined by the Vice President for Finance and Operations), the club or organization will receive a written notice of the infraction and a warning of future possible consequences should additional infractions occur.
- b. For repeated minor infractions, an amount equal to the total amount involved in the infractions shall be re-encumbered and an equivalent amount deducted from the organization's next budget.

- c. For major infractions (as defined by the Vice President for Finance and Operations), the organization shall be prohibited from using its budget for the remainder of the fiscal year and shall be ineligible to request or receive budget funding in the following fiscal year.
- d. For repeated major infractions, the organization shall be prohibited from using its budget for the remainder of the fiscal year, shall be ineligible to request or receive budget funding for the following three (3) fiscal years, and shall be referred to the SGA for consideration of possible charter suspension or revocation.

Student Grievance Policy and Procedures

ABAC recognizes the importance of providing procedures for fair and equitable resolution of student grievances.

A grievance may not be filed in relation to administrative decisions regarding the routine operation of the College, including but not limited to the scheduling of classes, tuition and fee assessments, financial aid awards, reservation of facilities, or policies of the Board of Regents. There is a separate process for the appeal of grades, reinstatement of financial aid, academic exclusion, and matters which pertain to the Student Code of Conduct.

Resolution of grievances should be achieved at the lowest administrative level and in the most equitable way possible. The burden of proof rests with the student who claims a grievance. Students who elect to use the grievance process should not fear prejudice or reprisal for initiating the process or participating in its resolution.

Grievance Procedures

1. A student who has a grievance should first seek to resolve the problem by discussion with the individual involved within five business days of the occurrence. If this informal means fails to resolve the problem, the student should discuss the grievance with the individual's immediate supervisor within five business days of the meeting with the individual involved.
2. The supervisor will meet with the student and will offer a solution to both the student and the individual involved. The supervisor will forward a written summation of the grievance and action taken to the appropriate chief administrator or vice president.
3. If the solution is satisfactory to both parties, no further action will be required. If the solution is not acceptable to the student, an appeal can be made within five business days.
4. Within five business days of the end of the Step 2 process, the student may appeal in writing to the appropriate chief administrator or vice president, i.e., the administrator who is responsible to the President of the college for the function in which the grievance has been filed. The chief administrator or vice president will meet with the student to determine the nature of the grievance. The chief administrator or vice president may ask for time to conduct an investigation to determine the merit of the case. If it is determined that the grievance has merit, a solution will be provided to both the student and the individual involved. If the solution is satisfactory to both parties, no further action will be required. If the student is not satisfied, he/she may within five business days appeal in writing to the President. The chief administrator or vice president will forward a written summation of the grievance and reply to the President of the College.
5. Within five business days of the end of the Step 3 process, the student may appeal in writing to the President of the College. The President may choose to refer the grievance to a Student Grievance Hearing Committee. If the grievance is referred to the committee, the committee will review the case and make a recommendation to the President. The President will inform the student of the decision. The decision of the President will become the final decision on the grievance. There is no further appeal.

Procedure for Student Grievance Hearing Committee

The committee shall be composed of one administrator, two faculty members, one staff member, and two students. The committee will be appointed by the President of the College on an as needed basis. A quorum will consist of at least five of the six members being present to hear the complaint.

The Student Grievance Hearing Committee shall establish its own procedures in accordance with the following stipulations:

1. Only committee members, parties to the action and their advisors, and witnesses testifying before the committee shall be permitted in the hearing.
2. At the hearing, the student with a grievance, appropriate College personnel, and witnesses for each party may testify and may be questioned by committee members.
3. A tape recording or other record of the hearing shall be preserved for reference and review until the case has been finally resolved.

After all evidence has been heard, the committee will make a written recommendation to the President.

Upon receipt of the committee's written recommendation, the President of the College shall render a final decision on the grievance.

ABRAHAM BALDWIN AGRICULTURAL COLLEGE

Notice of Non-Discrimination

Abraham Baldwin Agricultural College (ABAC) does not discriminate on the basis of race, color, national origin, gender or sex, disability, religion, age, veteran status, or genetic information in its programs and activities, including admissions and employment, as required by Title IX of the Education Amendments of 1972, the Americans with Disabilities Act of 1990, Section 504 of the Rehabilitation Act of 1973, Titles VI and VII of the Civil Rights Act of 1964, the Age Discrimination Act of 1975, and other applicable statutes, regulations, and USG and ABAC policies.

ABAC prohibits inappropriate conduct based on gender or sex, sexual discrimination and harassment, sexual assault and sexual violence in its programs and activities. Sexual harassment is unwelcome conduct of a sexual nature, including sexual advances, requests for sexual favors, or other verbal or physical conduct of a sexual nature such as sexual touching, sexual comments, jokes, or gestures, or distributing sexually explicit material. Sexual violence is a physical sexual act taken against a person's will or when a person is incapable of consenting due to alcohol or drug use. Sexual violence includes rape, sexual battery, and sexual coercion.

The following person has been designated as the Title IX Coordinator to serve as the campus coordinator for overall Title IX campus compliance and discrimination policies relating to the employment arena: Richard L. Spancake, Director of Human Resources/Title IX Coordinator at 229-391-4887 or rspancake@abac.edu.

ABAC Title IX Deputy Coordinators for students: Bernice Hughes, Dean of Students at 229-391-5129 or bhughes@abc.edu and Alan Kramer, Athletic Director/Assistant Dean of Students at 229-391-4928 or akramer@abac.edu. Students and employees are encouraged to report issues involving inappropriate conduct/harassment/ discrimination based upon protected factors. Sexual assault and sexual violence should be immediately reported to the ABAC Police Department at 229-391-5660 or if off campus call 911.

For confidential counseling and assistance: Contact Dr. Maggie Martin, at 229-391-5133 or mmartin@abac.edu; or Shubha Chatterjee at 229-391-5134 or schatterjee@abac.edu.

Responsible Employees have an obligation to report issues regardless of whether information is witnessed firsthand, second hand, or rumored whether confirmed or not. Responsible Employees include: All ABAC Managers/Deans, Department Heads, Community Assistants (CA's), school and department administrative assistants, and ABAC Health Clinic employees.

ABAC also prohibits discrimination on the basis of disability in its programs and activities, including admissions, employment, treatment, and access. The following person has been designated to handle inquiries or assistance - Dr. Maggie Martin, Director of Student Development and Counseling at 229-391-5133 or mmartin@abac.edu.

ABRAHAM BALDWIN AGRICULTURAL COLLEGE
SEXUAL MISCONDUCT GUIDELINES & PROCEDURES

INAPPROPRIATE CONDUCT/SEXUAL HARASSMENT/ASSAULT/VIOLENCE

Abraham Baldwin Agricultural College (ABAC) is committed to maintaining a fair and respectful environment for living, work, and study.

In accordance with federal and state law and Board of Regents' policy, the College prohibits any member of the faculty, staff, administration, student body, volunteers or visitors to campus, whether they be guests, patrons, independent contractors, or clients, from harassing and/or discriminating against any other member of the College community because of that person's gender (sex) including inappropriate conduct, sexual harassment, sexual assault, and sexual violence.

ABAC does not condone and will not tolerate sexual misconduct or sexually exploitative or harassing behavior of any kind. Incidents of harassment and discrimination will be met with appropriate disciplinary action and sanctions, up to and including termination or expulsion from the College.

The College affirms its responsibility to respond promptly and effectively to unlawful discrimination, including sexual harassment and sexual violence:

- Take immediate steps to eliminate the sexual harassment or sexual violence, prevent its recurrence, and address its effects; and
- Support all students and employees with appropriate resources regardless of their status as complainant or accused.

Specifically, sexual inappropriate conduct/harassment/assault and violence against employees or students 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:

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

Sexual assault and sexual violence includes physical sexual acts perpetrated against a person's will or where a person is incapable of giving consent due to the victim's use of drugs or alcohol, or due to an intellectual or other disability. Sexual violence includes rape, sexual assault, sexual battery, and sexual coercion. Sexual assault and sexual violence reports will result in both a criminal investigation and a timely institutional investigation. There is no geographical limitation to this policy. This applies to any complaint of sexual misconduct against a student or employee no matter the distance from campus.

PERSONS WHO MAY BE INVOLVED IN SEXUAL HARASSMENT

Sexual harassment most frequently occurs when a person in authority harasses someone with less power, e.g., faculty member and student, administrator and faculty member, supervisor and staff member. However, it is possible for a person with less power to harass a person in authority. Sexual harassment may also take place between persons of the same status, e.g., faculty-faculty, student-student, staff-staff. It may take place between persons of the opposite sex, or between persons of the same sex.

REPORTING OF ISSUES AND CONFIDENTIALITY

The college encourages all students and employees to immediately report issues of inappropriate conduct and harassment based upon protected factors including gender or sex.

Victims of sexual assault or violence should immediately report issues to the ABAC Police Department or call 911 if off campus. Victims who report sexual assault and violence will not be subject to normal Student Judiciary Process sanctions for drug and alcohol violations.

Counseling and support are available through ABAC confidential employees who will not divulge information to authorities; this includes both the Director and the Professional Counselor in the Office of Student Development and Counseling.

Other reporting resources include ABAC responsible employees who will maintain as much confidentiality as possible, but must report issues to authorities. This includes all Managers, Deans and Department Heads, Academic and Department Administrative Assistants, Community Assistants (CA's), and employees within the ABAC Student Health Center.

ACADEMIC FREEDOM AND FREEDOM OF EXPRESSION

ABAC is committed to protecting, maintaining and encouraging both freedom of expression and full academic freedom of inquiry, teaching, service, and research. However, these freedoms come with a responsibility that all members of the education community benefit from these freedoms without intimidation. In recognition and support of academic freedom for faculty in the pursuit of teaching, academic freedom and freedom of expression shall be strongly considered in investigating and reviewing complaints and reports of discrimination and/or harassment. However, raising issues of academic freedom and freedom of expression will not excuse behavior that constitutes a violation of federal legally protected areas which include gender and sex, USG Policies, and ABAC Sexual Misconduct Guidelines & Procedures.

PROHIBITION AGAINST RETALIATION

Students and employees who, in good faith, report what they believe to be discrimination or harassment, or who cooperate in any investigation, will not be subjected to retaliation. Any student or employee who believes he or she has been the victim of retaliation for reporting discrimination or harassment or cooperating in an investigation should immediately contact the Title IX Coordinator. Any person who makes a fraudulent report is a violation and subject to sanctions. Any person found to have retaliated against a person who has cooperated in an investigation will be in violation and will be subject to disciplinary action.

Sexual Misconduct by students and other inappropriate conduct involving protected factors (race, color, national origin, gender or sex, disability, religion, age, veteran status, and genetic information) will be investigated by the Dean of Students/Deputy Title IX Coordinator outside of the Student Judiciary System. Complaints involving employees will be investigated by the Director of Human Resources.

- A. *Definition of Sexual Misconduct.* Sexual misconduct encompasses a broad range of unwelcome behaviors that are committed without consent or by force, intimidation, coercion, or manipulation. The term includes, but is not limited to, criminal sexual assault, sexual harassment, sexual exploitation, and sexual intimidation. +Sexual misconduct can be committed by men or women, and it can occur between people of the same or different sex.
- B. *Consent.* Consent is a freely and affirmatively communicated willingness to participate in particular sexual activity or behavior, expressed either by words or clear, unambiguous actions. “Non-consent” means without either explicit verbal consent or overt action clearly expressing consent. Such signals of consent must be mutual and ongoing, as well as offered freely and knowingly. If at any time during a sexual interaction any confusion or ambiguity should arise on the issue of consent, the sexual initiator should stop and clarify the other individual’s willingness to continue. Non-communication constitutes lack of consent.
- C. *Persons unable to give consent.* By definition, the following conditions cause a person to be unable to give consent:
1. Persons who are asleep or unconscious;
 2. Persons incapacitated by drugs, alcohol, or medication;
 3. Persons who are unable to communicate consent due to a physical or mental impairment;
 4. Persons who have been threatened or coerced into giving their consent; or
 5. Persons under the age of 16.

Engaging in sexual activity with someone who is unable to give consent is considered by law to be sexual misconduct. Indications of consent are irrelevant if the person is incapacitated. When there is ambiguity about whether consent has been given, a person can be charged with, and found responsible for, committing a sexual assault or another form of sexual misconduct.

Examples of incapacitation include, but are not limited to, being highly intoxicated, passed out, or asleep. Consumption of alcohol, in and of itself, does not relieve a person of the responsibility to obtain ongoing consent.

Victims of sexual assault or violence will not be subject to student alcohol or drug offenses with Student Judiciary System.

- D. *Examples of Sexual Misconduct.* Sexual misconduct may vary in its severity and consists of a range of behaviors or attempted behaviors. Sexual misconduct includes, but is not limited to, the following examples of prohibited conduct as further defined below:
1. sexual assault (paragraph E)
 2. sexual harassment (paragraph F)
 3. sexual exploitation (paragraph G)
- E. *Definition of sexual assault.* Sexual assault is a form of sexual misconduct and represents a continuum of conduct that includes non-consensual sexual contact between an individual and another person. Examples of sexual assault under this policy include, but are not limited to, the following behaviors, if non-consensual:
1. Sexual intercourse;
 2. Any sexual touching, including penetration, with any object. Sexual touching is contact of a sexual nature, however slight;
 3. Touching of intimate body parts such as mouth, genitalia, groin, breast, buttocks, inner thighs, or any clothing covering them;
 4. The removal of another person's clothes;

5. Touching a person with one's own intimate body parts;
 6. Compelling another to touch one's intimate body parts.
- F. *Definition of sexual harassment.* Sexual harassment is a form of misconduct that includes verbal, written, or physical behavior of a sexual nature, directed at someone, or against a particular group, because of that person's sex, or based on gender stereotypes when that behavior is unwelcome. Sexual harassment may include unwelcome sexual advances, unwelcome requests for sexual favors, and other unwelcome conduct of a sexual nature where:
1. Submission to or tolerance of such conduct is made either an explicit or implicit term or condition of employment or student admission, enrollment, participation, or programming;
 2. Submission to or tolerance or rejection of such conduct is used as a basis for employment or for academic, athletic, or other educational decisions affecting an individual;
 3. The conduct has the purpose or effect of substantially interfering with an individual's work or academic, athletic, or other educational performance; or
 4. The conduct creates an intimidating, hostile, or offensive work or educational environment.

If in the past a person has welcomed sexual advances or other harassing conduct (whether sexual or otherwise) by active participation in or encouragement of such activity, he/she should specifically inform the alleged harasser if such conduct is no longer welcome in order for any subsequent conduct to be deemed unwelcome. However, failure to give such notice does not prevent ABAC officials from taking appropriate corrective and/or disciplinary action against the alleged harasser for his/her behavior.

- G. *Definition of sexual exploitation.* Sexually exploitative behavior which occurs when a person takes non-consensual or abusive sexual advantage of another for his/her own benefit, or to benefit anyone other than the one being exploited. Examples of sexual exploitation include, but are not limited to, engaging in voyeurism; forwarding of pornographic or other sexually inappropriate material via email or other channels to non-consenting students/groups; and any activity that goes beyond the boundaries of consent, such as recording of sexual activity, letting others watch consensual sex, or knowingly transmitting a sexually transmitted disease (STD), including HIV, to another.

Policy & Programs to Prevent Drug & Alcohol Abuse

Policy

To prevent the use of illicit drugs and the abuse of alcohol, the ABAC Student Code of Conduct prohibits the unlawful manufacture, distribution, sale, possession, or use of illicit drugs and alcohol by students on College property or as part of any College-related activities.

Health Risks

Abuse and dependence upon alcohol and other psychoactive drugs are classified as organic mental disorders by the American Psychiatric Association and the World Health Organization, and as such they are associated with distressing psychological, behavioral, and biological symptoms; impairment in one or more important areas of functioning; or significantly increased risk of suffering, death, pain, or important loss of freedom.

Counseling Services

The Student Development Center provides individual counseling to ABAC students for substance abuse and other personal concerns. There is no charge for this service. Clients are informed of the nature and purpose of any assessment, treatment, educational or training procedure and are given freedom of choice with regard to participation. When the Student Development Center is not able to provide the necessary services, clients are informed of alternative resources and appropriate referrals are made.

To the extent permitted by law and ethical standards, all information received in counseling is considered confidential and is not disclosed to any other person or campus unit without the written permission of the clients.

In matters of student discipline, the Student Development staff may provide assessment and consultative services to clients, colleagues, or units of the College in ways which improve the campus environment, maintain the anonymity of clients, and preserve the confidential nature of all counseling relationships.

Sanctions

In addition to possible fines and imprisonment for violation of local, state, and federal drug and alcohol laws, students are subject to sanctions under the ABAC Student Code of Conduct for violation of policies governing alcohol and other drugs. These sanctions may include but are not limited to fines, community service, mandatory courses on drug and alcohol abuse, parental notification, probation, and suspension or expulsion from the College. The following policies of the Board of Regents of the University System of Georgia also apply to ABAC students who violate drug and alcohol policy:

406.01 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 expelled from the campus for a minimum of one calendar year from the date of determination of guilt. Such organization shall also be prohibited from using any property or facilities of the institution for a period of at least one year. Any lease, rental agreement or other document between the Board of Regents or the institution and the student organization which relates to the use of the property leased, rented or occupied shall be terminated for knowingly having permitted or authorized the unlawful actions described above. All sanctions imposed by this policy shall be subject to review procedures authorized by the Board of Regents (Article VIII of the Bylaws).

An appeal to the Board of Regents shall not defer the effective date of the adverse action against the student organization pending the Board's review unless the Board so directs. Any such stay or suspension by the Board shall expire as of the date of the Board's final decision on the matter (BR Minutes, 1989-90, p. 384).

This Policy amendment is intended to implement The Student Organization Responsibility for Drug Abuse Act of 1990 (Ga. Laws, 1990, p. 2033).

406.04 (Paragraph 3) Disciplinary sanctions for students convicted of a felony offense involving the manufacture, distribution, sale, possession or use of marijuana, controlled substances or other illegal or dangerous drugs, shall include the forfeiture of academic credit and the temporary or permanent suspension or expulsion from the institution. All sanctions imposed by the institution shall be subject to review procedures authorized by the Board of Regents (Article VIII of the Bylaws).

Academic Freedom Policy

Abraham Baldwin subscribes to the "1940 Statement of Principles on Academic Freedom and Tenure" published by the American Association of University Professors. With respect to academic freedom and related responsibilities, these principles are as follows:

The purpose of this statement is to promote public understanding and support of academic freedom and tenure and agreement upon procedures to assure them in colleges and universities. Institutions of higher education are conducted for the common good and not to further the interest of either the individual teacher or the institution as a whole. The common good depends upon the free search for truth and its free exposition.

Academic freedom is essential to these purposes and applies to both teaching and research. Freedom in research is fundamental to the advancement of truth. Academic freedom in its teaching aspect is fundamental for the protection of the rights of the teacher in teaching and of the student to freedom in learning. It carries with it duties correlative with rights.

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

The teacher is entitled to freedom in the classroom in discussing his subject, but he should be careful not to introduce into his teaching controversial matter which has no relation to his 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.

The college or university teacher is a citizen, a member of a learned profession, and an officer of an educational institution. When he speaks or writes as a citizen, he should be free from institutional censorship or discipline, but his special position in the community imposes special obligations. As a man {sic} of learning and an educational officer, he should remember that the public may judge his profession and his institution by his utterances. Hence he 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 is not an institutional spokesman. ("1940 Statement," AAUP)
In the classroom, faculty members should make every effort to create an environment in which intellectual diversity is valued and students have the assurance that they will not be penalized for expressing opinions or beliefs that differ from others' views.

Students who feel they have been penalized because of expressed opinions or beliefs have the right to file a formal written complaint to this effect with the Provost and Provost and Vice President for Academic Affairs or the appropriate dean. The complaint will be investigated and a determination will be made as to whether disciplinary action is necessary. If students remain unsatisfied with the outcome of the investigation, they have the right to appeal in writing to the Academic Vice President.

A State College of the University System of Georgia

Family Educational Rights and Privacy Act of 1974 (FERPA)

Institutional Policy

The Family Educational Rights and Privacy Act (FERPA) affords students certain rights with respect to their education records. They are:

1. The right to inspect and review the student's education records within 45 days of the day the college receives a request for access. Students should submit to the Registrar written requests that identify the record(s) they wish to inspect. The Registrar official will make arrangements for access and notify the student of the time and place where the records may be inspected.
2. The right to request the amendment of the student's education records that the student believes are inaccurate or misleading. Students may ask the College to amend a record that they believe is inaccurate or misleading. They should write the College official responsible for the record, clearly identify the part of the record they want changed, and specify why it is inaccurate or misleading. If the College decides not to amend the record as requested by the student, the College will notify the student of the decision and advise the student of his or her right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the student when notified of the right to a hearing.

3. The right to consent to disclosures of personally identifiable information contained in the student's education records, except to the extent that FERPA authorizes disclosure without consent. One exception which permits disclosure without consent is disclosure to school officials with legitimate educational interests. A school official is a person employed by the College in an administrative, supervisory, academic or research, or support staff position (including law enforcement unit personnel and health staff); a person or company with whom the College has contracted (such as an attorney, auditor, or collection agent); or a student serving on an official committee, such as a disciplinary or grievance 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 education record in order to fulfill his or her professional responsibility.
4. The right to file a complaint with the U.S. Department of Education concerning alleged failures by the College to comply with the requirements of FERPA. The name and address of the Office that administers FERPA are:

Family Policy Compliance Office
U.S. Department of Education
400 Maryland Avenue, SW
Washington, DC 20202-4605

No personally identifiable information from the education records of a student will be disclosed to any third party by any official or employee of the College without written consent of the student. FERPA guidelines state that institutions may release, without written consent, those items specified as public or directory information for currently enrolled students and for former students unless the student completes a written request with the Enrollment Services Office to prohibit the release of directory information. The request must be completed in the Enrollment Services Office by the end of the published official drop/add period or it will be assumed that directory information may be disclosed for the current academic term. A request to prohibit the release of directory information will remain in effect until the student notifies the Enrollment Services Office in writing. FERPA defines directory information as information contained in an educational record of a student that generally would not be considered harmful or an invasion of privacy if disclosed. Directory information includes, but is not limited to, student's name, address, telephone listing, email address, photo, date and place of birth, major field of study, grade level (freshman, sophomore, junior, senior), enrollment status (full-time, part-time, or number of credit hours), participation in officially recognized activities and sports, weight and height of members of athletic teams, dates of attendance, degrees, honors and awards received (including honors such as Dean's list) and the most recent previous educational agency or institution attended by the student.

Student Use of Technology Resources Policy

The technology resources at ABAC support the educational programs of the College. Since computing resources are limited, it is important that these resources be used in an efficient manner for meaningful projects. This policy is not intended to be exhaustive and ABAC reserves the right to limit, restrict, or extend computing privileges and access to its technology resources.

General Guidelines for Computer Lab Users

Users of the labs are expected to be responsible in their use of equipment and respectful of the rights of other individuals.

In support of its mission of teaching and service, ABAC provides access to technology resources for students, faculty, staff, and other authorized users within institutional priorities and financial capabilities. The technology resources of ABAC, including facilities, hardware, software, networks, and computer accounts, are the property of the State of Georgia. The use of these resources is a privilege granted by ABAC to authorized users to conduct business. ABAC requires all persons authorized to use its technology resources to do so responsibly and in compliance with all state and federal laws, all contractual and license agreements, and all policies of ABAC and the

Board of Regents of the University System of Georgia. Authorized users of the College's technology resources must act responsibly to maintain the integrity and security of these resources. Each user of a college's computing resources is ultimately responsible for the use of that computing resource and for the use of his or her computer account.

Inappropriate Use of Technology Resources

1. No one shall knowingly endanger the security of any College technology resource, nor willfully interfere with authorized usage by circumventing or attempting to circumvent normal resource limits, logon procedures, or security regulations.
2. No technologies shall be connected to the institution's technology resources that interfere with authorized usage of those resources. The College reserves the right to restrict the use of any technologies that may endanger the security and/or integrity of its technology resources.
3. Encroaching on or disrupting another person's use of College computers is prohibited.
4. The institution's technology resources and network facilities shall not be used for personal gain or commercial purposes.
5. Misrepresenting a person's identity or relationship to the College when obtaining or using institutional computer or network privileges is prohibited.
6. Attempting to access any files or accounts other than your own, reading, altering, or deleting any other person's computer files or electronic mail without specific authorization is prohibited.
7. Copying, downloading, installing, distributing, infringing, or otherwise using any software, data files, images, text, or other materials in violation of copyrights, trademarks, service marks, patents, other intellectual property rights, contracts, or license agreements is prohibited. All usage of technology resources shall be in compliance with federal and state copyright laws and in full conformance with the Regents Guide to Understanding Copyright and Fair Use.
8. Creating, installing, or knowingly distributing a computer virus, "Trojan horse," or other surreptitiously destructive program on any institutional computer or network facility, regardless of whether any demonstrable harm results, is prohibited.
9. Modifying or reconfiguring any College computing resource or network facility is prohibited.
10. Users of ABAC technology resources shall have no expectation of privacy of materials stored on those resources. The College reserves the right to access any of its computer resources when federal or state laws or institutional policies may have been violated or where institutional contractual obligations or institutional operations may be impeded. Computer users should not place confidential information in computers without protecting it appropriately. The College cannot and will not guarantee the privacy or confidentiality of computer files, electronic mail, or other information stored or transmitted by its computers. All computer usage on ABAC technology resources and network facilities is subject to the provisions of the Georgia Open Records Act, O.C.G.A. §50-18-70 et seq.
11. Authorized computer users shall take full responsibility for messages that they transmit through the College's technology resources. The College's technology resources shall not be used to transmit any communications prohibited by law, including but not limited to fraudulent, harassing, or threatening messages.
12. Except for resources made available for public use in the library, all College technology resources and facilities are provided exclusively for the use of ABAC faculty, staff, and students, and individuals associated with programs and institutions approved by the OITS. Unescorted children and other individuals not approved by the OITS are expressly prohibited from using either institutional resources or facilities. Similarly, approved users are solely responsible for the actions of unapproved users (children, friends) with them in labs and other facilities, and may be asked to leave if any actions by these individuals are deemed disruptive. Repeated offenses may result in the loss of facility privileges.

Student Misuse of Technology Resources

Persons misusing the College's technology resources in violation of federal and state laws, Board of Regents and institutional policies are subject to disciplinary actions by the institution and/or forfeiture of their computer privileges.

In the event such misuse of computer resources threatens to compromise the integrity or jeopardize the security of institutional computer resources or harm authorized users of those resources, the Chief Information Officer or his/her designee is authorized to take any and all necessary actions, including the immediate confiscation and/or disabling of an institutional computer resource or the temporary or permanent termination of a computer account, to protect, investigate, and ensure the security and proper use of the computer resources.

Definitions

Technology Resource: Technology resources comprise all computers, computer peripherals, and electronic data replication, storage, transmission, and manipulation devices owned and/or controlled by any part of ABAC or connected to the institution's communications facilities, including departmental computers and the institution's computing network facilities accessed by anyone from anywhere.

Authorized Use: Authorized use of ABAC technology resources is use of technology resources that is consistent with the education and service mission of the institution and consistent with this policy.

Authorized User: Authorized users are as follows:

Current faculty, staff, and students of ABAC

Individuals with explicit permission from OITS

Individuals whose access furthers the mission of the institution and whose usage does not interfere with other users' access to technology resources.

ABRAHAM BALDWIN AGRICULTURAL COLLEGE FREE SPEECH POLICY

Abraham Baldwin Agricultural College is committed to providing an educational and work climate that is conducive to the personal and professional development of each individual. In fulfilling its multiple missions as an institution of higher learning, it encourages the free exchange of ideas. The College will protect the rights of freedom of speech, expression, petition, and peaceful assembly as set forth in the U.S. Constitution. Abraham Baldwin Agricultural College maintains its right to regulate reasonable time, place, and manner restrictions concerning acts of expression and dissent. Any act that is disruptive to the normal operations of the College including classes and College business or invades the rights of others will not be tolerated. Faculty, staff, and students engaging in a disruptive activity may be subject to disciplinary action. Any participant in a disruptive activity may face criminal charges.

Registration and Use of Free Speech Area

Abraham Baldwin Agricultural College has a designated Free Speech Area. Individuals or groups wishing to use Free Speech Area must request use of the space through the Office of Student Life and Housing in the John Hunt Town Center. The attached form for your reservation should be made at least 48 hours (two working days) in advance of the event to be scheduled in the Free Speech Area. Usually, use of the space will be assigned to the person or organization that requests the area first. College sponsored events have first priority on the use of campus facilities. **The College reserves the right to locate any assembly so as to ensure that the activity does not interfere with the normal operation of the College or interfere with the rights of others.**

An officer of the sponsoring organization must be present at the event.

A. Time: Use of the Free Speech Area is limited to normal business hours, which is 8:00 a.m. – 5:30 p.m. Monday through Thursday and 8:00 a.m. – 3:00 p.m. on Friday.

B. Place: Fountain near Library and Conger Hall.

C. Conduct and Manner:

Those who schedule speech activities on campus must conform to the following guideless for use of the Free Speech Area:

1. **Disruptive Activity—**Obstruction, disruption, or interference with classes, administrative functions, or other college activities is not permitted. Likewise, infringement on the rights of others is prohibited. Any attempt by repeated demands, threats, or otherwise to coerce passersby into stopping and participating in debate or discussion is prohibited.
2. **Reasonable Access—**It is important to provide reasonable access to and exit from any office, classroom, laboratory, or building. Likewise, vehicular and pedestrian traffic should not be obstructed.
3. **Picketing and Distribution of Literature—**Picketing in an orderly manner or distributing literature outside of the Free Speech Area is acceptable with the appropriate permit. Picketing is not permitted inside campus buildings. Literature may be distributed in public areas of the campus and in public areas in certain campus buildings after receiving the appropriate permit. It is not permissible to post materials on any walls, windows, doors, sidewalks, trees, light poles, etc., or on any other college equipment without prior approval.
4. **Symbolic Protest—**Displaying a sign, gesturing, wearing symbolic clothing, or otherwise protesting silently is permissible unless it is a disruptive activity or impedes access. In addition, such acts should not block the audience's view or prevent the audience from being able to pay attention.
5. **Noise—**Making sustained or repeated noise in a manner, which substantially interferes with a speaker's ability to communicate his/her message, is not permitted. Noise levels should not interfere with classes, meetings, or activities in progress or the privacy of residence hall students.
6. **Force of Violence—**Any attempt to prevent a college activity or other lawful assembly by the threat or use of force or violence is not permissible.
7. **Presenting Identification—**It is not permitted for any person on any property either owned or controlled by the College to refuse to identify him/herself by presenting a student or faculty/staff ID card or driver's license.
8. **Damage to Property—**Care should be taken to ensure that College and personal property is not damaged or destroyed. This includes the campus lawns, shrubs, and trees.
9. **Other College Regulations—**All applicable College regulations should be followed whenever engaging in activities on campus. Consult the ABAC Student Handbook for further information.

All individuals participating in scheduled events are expected to comply with state and federal law, municipal ordinances, ABAC regulations, and the above guidelines. Failure to do so may result in immediate removal from the campus and any other appropriate action by college officials.

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