

# Catalog Home

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 contact 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 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.

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## General Information

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## Vision Statement

ABAC aspires to an institutional destination of greatness, a college where committed students seek a life-changing experience and are prepared to contribute positively to the communities in which they live and work.

## Mission Statement

Abraham Baldwin Agricultural College (ABAC) is a State College within the University System of Georgia. ABAC's mission is to provide excellent education by engaging, teaching, coaching, mentoring, and providing relevant experiences that prepare the graduate for life.

# Diversity at ABAC

Diversity includes more than race, gender, and age; at ABAC, diversity is about inclusion and respect for people. Inclusion and respect for people from diverse backgrounds and perspectives will ensure that the institution fully leverages the talents and 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 Education, or Director of Human Resources.

## 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 Title IX (Sexual Harassment) Coordinator serves as the ABAC coordinator for overall Title IX compliance and discrimination policies relating to the employment arena. The Title IX (Sexual Harassment) Deputy Coordinator assists the Title IX Coordinator while working with students.

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) 391-5060 or if off campus call 911.

For confidential counseling and assistance contact Counseling Services on your campus, or any ABAC Health Center employee on the Tifton campus.

ABAC also prohibits discrimination on the basis of disability in its programs and activities, including admissions, employment, treatment, and access. Contact Disability Services on your campus with any student inquiries or assistance.

## Title VI and Title VII Compliance

ABAC subscribes to a policy of nondiscrimination with regards 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, the Americans with Disabilities Act (ADA) of 1990 and the ADA Amendment Act (ADAAA) of 2008, which prohibits discrimination against individuals with disabilities. In its efforts to comply with these regulations, ABAC has designated the Director of Student Development as the individual responsible for compliance in areas related to students, and the Director of Human Resources as the individual responsible in the areas related to employment 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 Title IX Coordinator and Deputy Title IX Coordinator should be contacted with all questions and concerns.

# **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.

# **Family Educational Rights and Privacy Act of 1974 (FERPA) Institutional Policy**

The Family Educational Rights and Privacy Act (FERPA) affords eligible students certain rights with respect to their education records. (An "eligible student" under FERPA is a student who is 18 years of age or older or who attends a postsecondary institution.) These rights include the following:

1. The right to inspect and review the student's education records within 45 days after the day Abraham Baldwin Agricultural College receives a request for access. A student should submit to the registrar, dean, head of the academic department, or other appropriate official, a written request that identifies the record(s) the student wishes to inspect. The school official will make arrangements for access and notify the student of the time and place where the records may be inspected. If the records are not maintained by the school official to whom the request was submitted, that official shall advise the student of the correct official to whom the request should be addressed.
2. The right to request the amendment of the student's education records that the student believes is inaccurate, misleading, or otherwise in violation of the student's privacy rights under FERPA. A student who wishes to ask the school to amend a record should write the school official responsible for the record, clearly identify the part of the record the student wants changed, and specify why it should be changed. If the school decides not to amend the record as requested, the school will notify the student in writing of the

decision and the student's 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 provide written consent before Abraham Baldwin Agricultural College discloses personally identifiable information (PII) from the student's education records, except to the extent that FERPA authorizes disclosure without consent.

The school discloses education records without a student's prior written consent under the FERPA exception for disclosure to school officials with legitimate educational interests. A school official is a person employed by Abraham Baldwin Agricultural College in an administrative, supervisory, academic, research, or support staff position (including law enforcement unit personnel and health staff); a person serving on the board of trustees; or a student serving on an official committee, such as a disciplinary or grievance committee. A school official also may include a volunteer or contractor outside of Abraham Baldwin Agricultural College who performs an institutional service of function for which the school would otherwise use its own employees and who is under the direct control of the school with respect to the use and maintenance of PII from education records, such as an attorney, auditor, or collection agent or a student volunteering to assist another school official in performing their tasks. A school official has a legitimate educational interest if the official needs to review an education record to fulfill their professional responsibilities for Abraham Baldwin Agricultural College.

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 is:

Family Policy Compliance Office

U.S. Department of Education 400 Maryland Avenue, SW Washington, DC 20202

Source: <http://www2.ed.gov/policy/gen/guid/fpco/ferpa/ps-officials.html>

# Freedom of Expression Policy

## A. Purpose and Overview of Policy

Abraham Baldwin Agricultural College (ABAC) follows the USG 6.5 Freedom of Expression Policy. For more information, see the University System of Georgia's Policy on Freedom of Expression, which can be found here: <https://www.usg.edu/policymanual/section6/C2653>

ABAC is committed to providing an educational environment and work climate that is conducive to the personal and professional development of each individual and to protecting the rights set forth in the First Amendment, which provides for freedom of speech, freedom of expression, and the right to assemble peaceably. In fulfilling its multiple missions as an institution of higher learning, ABAC encourages the free exchange of ideas and remains firmly committed to affording groups and individuals the opportunity to engage in expression on campus. In order to achieve this objective, while at the same time ensuring that the College fulfills its educational mission, the College may regulate the time, place, and manner of expression in order to assure equal opportunity for all persons, to preserve order within the campus community, to protect and preserve College property, to provide a secure environment to individuals exercising freedom of expression, or to further other important institution objectives.

This policy in no way prohibits individuals enrolled at or employed by ABAC ("members of the College community") from engaging in conversations on campus and does not apply to College-sponsored activities, but rather only establishes a designated public forum on ABAC's locations and sets forth requirements for the reservation and use of the Public Forum Area in the following limited circumstances:

(1) members of the College community who plan an event with 30 or more persons; and, (2) individuals or groups who are not members of the College community who wish to speak on an ABAC location. By placing reasonable limitations on time, place, and manner of speech, ABAC does not take a position on the content or viewpoint of the expression, but allows for a diversity of viewpoints to be expressed in an academic setting.

## **B.Designation of Public Forum on ABAC's Campus**

To better facilitate the free exchange of ideas, ABAC has designated the Public Forum area on different ABAC locations. In Tifton, the area surrounding the fountain near the Carlton Center and Conger Hall is the public forum area on ABAC's campus ("Public Forum Area"). At the ABAC at Bainbridge site, the public forum area is directly outside the Library. At the ABAC at Blakely site, the Public Forum area is in the outdoor Common area. These Public Forum Areas are generally available from 9:00 a.m. until 7:00 p.m., Monday through Friday, provided that the area has not previously been reserved. Though reservations to use the Public Forum Area are only required as set forth in Section C and Section D below, the College recommends that all parties interested in using any Public Forum Area submit a completed Forum Reservation Request Form to the Office of Dean of Students, which is located on the second floor of Branch Hall, prior to use so that the College may minimize scheduling conflicts, accommodate all interested users, and provide for campus safety and security. Reservations will only be processed on days that ABAC's Administrative Offices are open for business ("college business days").

## **C.Provisions for Members of the College Community**

Members of the College community who plan to engage in expressive activity on campus in a group that is expected to consist of 30 or more persons must submit a completed Forum Reservation Request Form to ABAC's Office of Dean of Students two (2) college business days prior to the scheduled activity and must receive approval in writing from a Student Affairs official prior to engaging in such activity. Prior notice is required to ensure that there is sufficient space for the large group event, that necessary College resources are available for crowd control and security, and that the academic and other operations of the College are not disrupted. The Student Affairs official may grant a reservation for a Public Forum Area or another available area of campus, as requested by the applicant, and may only deny a reservation for the limited reasons set forth in the Section E below.

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

## **D.Provisions for Outside Speakers**

Individuals or groups of persons who are not enrolled at or employed by ABAC may only engage in expressive activity in the Public Forum Area and only after submitting a completed Forum Reservation Request Form to ABAC's Office of Dean of Students at least two (2) college business days prior to the scheduled speech and obtaining approval for such use in writing from a Student Affairs official pursuant to the procedures set forth in Section E below. Organizers are encouraged to submit their requests as early in the planning stages of the event as possible. This provision does not apply to any classroom instruction or College-sponsored events.

## **E.Procedures for Forum Reservation Requests and Appeals**

Completed Forum Reservation Request Forms should be submitted to ABAC's Office of Dean of Students, which is located on the second floor of Branch Hall, at least two (2) college business days prior to the scheduled expression.

This form can be found at: <http://www.abac.edu/wp-content/uploads/2012/11/ABAC-Forum-Reservation-Request-Form.pdf>.

Reservation scheduling will be coordinated by a Student Affairs official who will grant reservations on a first-come, first-served basis. The Student Affairs official will respond to all requests as soon as possible, but in no event more than one college business day after receipt of the reservation request, either authorizing the reservation and noting any special instructions, if applicable, or setting forth the reason for denial of the reservation.

The Student Affairs official may only deny a reservation request for one of the following reasons:

1. The Forum Reservation Request Form is not fully completed;
2. The Forum Reservation Request Form contains a material falsehood or misrepresentation;
3. The Public Forum Areas have been previously reserved, in which case the College will designate another appropriate date, time, or location to accommodate the expression;
4. The use or activity intended by the applicant would conflict with or disturb previously planned programs organized and conducted by the College;
5. The Public Forum Areas are not large enough to accommodate the expected or actual number of persons engaging in large group expression, in which case the College must provide a reservation for the applicant at an alternate location that can safely accommodate the expression provided that the applicant is a member of the College community and that such a location exists on campus of the College;
6. The use or activity intended by the applicant would present a danger to the health or safety of the applicant, other members of the College community, or the public; or
7. The use or activity intended by the applicant is prohibited by law, ABAC policy, or Board of Regents policy.

When assessing a reservation request, the Student Affairs official must not consider or impose restrictions on the expression based on the content or viewpoint of the expression.

Any denial of a reservation request may be appealed to the Vice President for Academic Affairs (VPAA)

in writing setting forth the reasons why the appeal should be granted. The VPAA or designee must respond to the appeal in writing within one college business day. The decision of the VPAA or designee is final.

## **F. Written Material**

Members of the College community may distribute non-commercial pamphlets, handbills, circulars, newspapers, magazines, and other materials that are protected by the First Amendment on a person-to-person basis in open outdoor areas of campus. An individual who is not a member of the College community may only distribute written materials within the Public Forum Area and only during the time in which the individual has been granted a reservation to use the Public Forum Area. Handbills cannot be placed on cars. The College maintains a position of neutrality as to the content of any written material distributed on the campus under this policy.

## **G. General Provisions**

In addition to the requirements set forth above, all individuals expressing themselves on ABAC's campus must comply with the following provisions:

1. **Disruptive Activity** - Obstruction, disruption, or interference with classes, administrative functions, or other college activities or events 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** - Expression must not block access to or 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 the 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. Noise - Sound amplification is not permitted. Noise levels should not interfere with classes, meetings, or activities in progress or the privacy of residence hall students.
5. 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.
6. 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. Malicious or unwarranted damage to or destruction of property owned or operated by the College or students, faculty, staff, or visitors to the College is prohibited. Persons or organizations causing such damage may be held financially and/or legally responsible.
7. Prohibition on Litter - All structures, signs, and litter resulting from any expression must be removed following the expression. Persons or organizations involved in or sponsoring the expression may be held financially responsible for cleanup costs.
8. Compliance with Laws, Policies, and Regulations - All individuals expressing themselves on campus must comply with state, federal, and local law; municipal ordinances; ABAC policies and regulations; Board of Regents policies and regulations; and the above guidelines and must not engage in violence or incite others to engage in violence or commit illegal or dangerous acts.

Failure to comply with all applicable laws, ordinances, policies, and regulations may result in immediate removal from the campus and any other appropriate action legal or disciplinary action.

**Questions about ABAC's Freedom of Expression Policy** may be addressed to ABAC's Office of Dean of Students at (229) 391-5130 or deanofstudents@abac.edu.

## Student Sexual Misconduct Policy

ABAC Student Sexual Misconduct Policy reflects the Georgia Board of Regents Policy at:  
<https://www.usg.edu/policymanual/section6/C2655/>

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

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

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

### Reporting Structure

All Equal Opportunity directors and others having responsibility for coordination of Title IX ("Coordinators") at USG institutions shall have a direct reporting relationship to both the institution's

President or the President's designee and the USG System Director for Equity and Investigations ("System Director"). The President of each institution shall determine the organizational and operating reporting relationships for the

Coordinators at the institution and exercise oversight of institutional issues relating to sexual misconduct. However, the System Director shall have authority to direct the Coordinators' work at each institution as needed to address system-wide issues or directives. The President of each institution shall consult with the System Director on significant personnel actions involving Coordinators, to include but not be limited to, appointment, evaluation, discipline, change in reporting structure, and termination.

For more information, see ABAC Title IX Sexual Misconduct Policy on the Human Resources website:  
<https://www.abac.edu/human-resources/#Title-IX>

## Student Complaint Procedures

*Purpose:* ABAC recognizes the importance of providing procedures for fair and equitable resolution of student complaints.

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

*Definition:* For these purposes, a complaint is defined as dissatisfaction or disagreement with any decision or action that affects ABAC students. However, a complaint 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 the policies of the Board of Regents of the University System of Georgia. 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. Complaints covered by policies already in place (e.g., Student employment, grade appeals, sexual harassment, discrimination, student conduct, etc.) are excluded from these guidelines.

*Procedures:*

1. A student who has a complaint should first seek to resolve the problem by discussion with the individual involved. If this informal means fails to resolve the problem, the student should submit a written complaint using the **Student Complaint Form** on the Dean of Students website.
2. The complaint process will follow the chain of command of the department/office in question until a resolution is found.

The goal of the process is a successful resolution of the problem.

## Academic Information

The information below does not supersede or replace information contained in the official College Catalog. The following information is included in the Student Handbook for ease of access by students.

- The Catalog
- Attendance Policy
- Semesters and Credit Hours
- Academic Advising
- Registration
- Change of Schedule (Drop/Add)
- Withdrawals
- eCore Classes
- Appeal of Grades

- Academic Standing
- Academic Honors and Awards

## The Catalog

The ABAC Catalog [<https://catalog.abac.edu>] 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.

## Attendance Policy

Students need to attend class every scheduled session, especially during the drop/add period (see the Academic Calendar [[http://apps.abac.edu/Registrar/Academic\\_Calendar](http://apps.abac.edu/Registrar/Academic_Calendar)]). There is no official college-wide attendance policy, but in each course, the attendance policy is under the instructor's discretion. Since classes and faculty differ greatly, students should be certain they understand the attendance requirements, outlined in the syllabus, for each course in which they are enrolled. A professor may lower students' grades for excessive absences.

## Semesters and Credit Hours

To graduate in four (4) years with a baccalaureate degree, a full-time student should take 15 credit hours per fall and spring semester or 30 hours per academic year (Fall/Spring/Summer). Taking 12 credit hours in a semester is considered full-time, but will increase students' time and cost to earn a degree. Students should plan to study a minimum of two (2) hours per week for each one-hour credit taken. Enrolling in 15 credit hours would require a minimum of 30 hours of study-time each week.

## Academic Advising

New students are assigned to an academic advisor following Orientation. Students work closely with their academic 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 the department of the declared major. Those students who have not declared a major are advised by Academic Support Counselors. Students must see their academic advisor prior to registration each semester. During a student's advising appointment, the academic advisor will enable the student to register in Banner Web. See Academic Support Counselors for more information.

## Registration

A special advisement and early registration period occurs each semester. During this time, all academic advisors post schedules for advising. Students are encouraged to make an appointment to meet with their academic advisor to assure ample time to plan the next semester's course schedule. After meeting with their academic advisor, students may register by logging into Banner Web, the student information system. Registration is available according to priority based on number of credit hours earned. Further, students may view holds, if any, blocking registration in Banner Web. Students who experience difficulties registering or have questions should visit the Academic Support counselors or site coordinator for more information.

# Change of Schedule (Drop/Add)

Students are discouraged from changing schedules after classes begin. However, consideration is given to every request for a change in students' programs, and recommendations are made in accordance with the educational goals and the individual needs of the students. If a change in schedule becomes necessary, all changes should be made at the beginning of the semester during the official drop/add period as a result of communication with an academic advisor. The official drop/add period is published in the official Academic Calendar. No refund will be made for a dropped course after the official drop/add period. During the drop/add period, students may change their schedule through Banner Web.

## Withdrawals

**Dropping Classes:** The start of each term has a "drop/add" period. Drop/add is the only time during which students may "drop" a course completely without either academic or financial penalties. After this period, students will need to officially "withdraw" from their courses, with academic or financial penalties as stated in the following.

**Single Course Withdrawal:** If students need to reduce their course load during a semester, they may officially withdraw from a class with a grade of W, provided they complete this action before the mid-point in the semester or session (see the academic calendar - last day to withdraw with a W). After midterm, students withdrawing from a class will receive a grade of WF. Students withdrawing from a course must first see their instructor for permission to withdraw. After the instructor completes a drop form, the students should submit the signed form to the Academic Support Center. See the "Change of Schedule" section below for further information. Although a grade of W has no impact on the GPA, the student should be aware that negative effects on Financial Aid result when withdrawing from any class. A grade of WF has an impact on the GPA and may also have negative effects on Financial Aid.

**Total Withdrawal from the College:** Students who voluntarily withdraw from the College must first consult with the Academic Support Center and complete a "Student Withdrawal Form." Students who withdraw from the College prior to midterm will receive a grade of W in all classes in which they are enrolled. Students who withdraw from the College after midterm will receive a grade of WF.

**Withdrawal from Learning Support Courses:** Students who wish to withdraw from a co-requisite Learning Support course must also withdraw from the college-level course for which the Learning Support course is a co-requisite.

**Medical Withdrawal:** Prior to mid-term, medical withdrawals are the same as any other official withdrawal from the College. Students will receive a "W" in all classes. However, students are encouraged to complete the medical withdrawal process if appropriate, even if the withdrawal is before mid-term. After mid-term, students seeking a medical withdrawal must submit the appropriate medical documentation on medical doctor's letterhead, signed and dated by the treating physician who is not a family member, to the Student Development Center. A student must also submit a signed and dated statement requesting a medical withdrawal. If it is determined that a student must withdraw from classes for a given term for medical reasons, the Student Development Center will notify the student's instructors, the Registrar's Office, Office of Financial Aid and the Housing Office. Students will be given the grade of "W" in classes if they had passing grades in the class at the time of withdrawal. If students were not passing at the time of withdrawal, the grade of "WF" will be assigned. In all cases, students should make every effort to keep instructors informed of any situation which affects class attendance. A medical withdrawal is for the student's illness or medical issue only. A medical withdrawal is from all classes for that term. The deadline for submitting complete appropriate medical documentation is one hour before the College closes on the last day of classes for the term. After the last day of class, students must follow the Grade Appeal process.

**Medical Withdrawals for Prior Semesters:** Medical withdrawals for prior semesters will be granted only if students can provide adequate documentation that the medical condition for which the student withdrew was such that the students or family members could not contact the College before the semester ended.

# eCore Classes

eCore offers students the opportunity to complete undergraduate requirements in Core Areas A-E completely online via public colleges and universities within the University System. eCore courses are taught by instructors from SACSCOC accredited institutions within the system and are transferable within the USG as well as to most regionally accredited schools. Visit ABAC's eCore website [<http://www.abac.edu/academics/ecore>], for more information.

## Appeal of Grades

Students wishing to contest a grade must initiate the appeal in writing to the instructor within 30 calendar days from the last day of class of the term in which the grade was recorded. Students must first appeal the matter in writing to the instructor(s) who taught the course. The appeal must specify reasons the assigned grade is incorrect or inappropriate. The instructor(s) will respond to the student in writing within ten (10) working days of the date of the appeal.

Should this response not satisfy the appeal, the student can appeal in writing to the department head (or dean, if there is no department head), of the academic school in which the course was taught. If the student does not appeal within ten days, the grade is final. 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 and 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 (10) working days from the date of the department head/dean's response. The Provost and Vice President for Academic Affairs will take the appeal to the Academic Review Committee where further hearings may be conducted. The judgment of the Provost and Vice President will be considered the final and binding decision on the matter.

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

## Academic Standing

The College recognizes five (5) categories of academic standing: Good, Academic Probation, Academic Suspension 1, Academic Suspension 2, and Learning Support Suspension.

**Good.** Students are required to maintain a minimum Overall Grade Point Average (OGPA) of to obtain and maintain good standing.

**Academic Probation.** Students are required to maintain a minimum Overall Grade Point Average (OGPA) of 2.0. When students' OGPA falls below 2.0, they will be placed on probation. Freshmen who are placed on probation for the first time will be required to attend an Academic Success Workshop before the start of the following semester. All students who are on academic probation will be restricted to taking no more than 12 semester credit hours and are encouraged to seek assistance through the Academic Support Center. Students on academic probation may be in jeopardy of losing Federal Financial Aid.

Students earning a semester (term) Institutional GPA (SIGPA) of 2.0 or greater the semester immediately following a probation will be removed from probation if their OGPA is 2.0 or greater. If the OGPA remains below 2.0, they will remain on probation. Any student whose semester (term) Institutional GPA (SIGPA) is less than 2.0 during the semester following probation will be suspended in accordance with ABAC's academic standing policy.

**Academic Suspension.** Students 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 subsequent to

being placed on academic probation is a SIGPA of 2.0. Consecutive terms of probation in which students continue to earn a SIGPA of 2.0 or greater will prevent suspension. However, failure to earn a SIGPA of 2.0 while on academic probation will result in a suspension. The first suspension will be for the first 16-week semester (fall or spring, not summer) immediately following the suspension; subsequent suspensions will be for one full academic year (3 terms).

**Appeal of Academic Suspension.** Students may appeal an academic suspension, due to a mitigating circumstance\*, by notifying in writing the Registrar's Office. This appeal will be heard by the Academic Review Committee. An additional appeal may be submitted to the Provost and Vice President for Academic Affairs. The judgment of the Provost and Vice President for Academic Affairs will be considered the final and binding decision on the matter.

The appeals process is intended to provide a venue whereby students may voice a claim of discrimination, capricious or unfair dealings, or denial of due process. Students returning to ABAC after suspension will be placed on post-suspension probation and be subject to probation requirements as noted above unless they have a minimum OGPA of 2.0. Students returning on post-suspension probation status who earn a minimum SIGPA of 2.0 will be allowed to continue in the probationary status until the minimum OGPA of 2.0 for good academic standing is reached.

**Learning Support Suspension.** ABAC adheres to the Learning Support Policy [[http://www.usg.edu/academic\\_affairs\\_handbook/section2/C769](http://www.usg.edu/academic_affairs_handbook/section2/C769)] set forth by the University System of Georgia.

## 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 non- Learning Support (LS) credit hours with a semester institutional grade point average (SIGPA) of 4.0. Excluded from the selection criteria:

- I grades and credit hours
- LS grades and credit hours
- Repeated courses with excluded grades and credit hours
- Grade changes processed after grades are posted in Banner

**Dean's Honor List.** Excellence in scholastic achievement is recognized each semester by the publication of a Dean's Honor List, which includes those students who complete 12 or more non- Learning Support (LS) credit hours with a minimum semester institutional grade point average (SIGPA) of 3.5. Excluded from the selection criteria:

- I grades and credit hours
- LS grades and credit hours
- Repeated courses with excluded grades and credit hours
- Grade changes processed after grades are posted in Banner

**Distinguished Achievement List.** Excellence in scholastic achievement among part-time students is recognized each semester by the publication of a Distinguished Achievement List. To be included on the Distinguished Achievement List, students must complete between 6 and 11 semester hours of non- Learning Support course work with a minimum semester institutional grade point average (SIGPA) of 3.5. Excluded from the selection criteria:

- I grades and credit hours
- LS grades and credit hours
- Repeated courses with excluded grades and credit hours
- Grade changes processed after grades are posted in Banner

**Honors Day.** Honors Day was introduced to give public recognition to students who achieve high scholastic marks. Students are selected for honors on the basis of the following criteria:

1. Completing 45 or more non-Learning Support semester hours at ABAC with a minimum 3.25 overall grade point average (OGPA) recognizes a student as an Honor Student.

2. Completing 45 or more non-Learning Support semester hours at ABAC with a minimum 3.5 overall grade point average (OGPA) recognizes a student as a Superior Honor Student.
3. Completing 45 or more non-Learning Support semester hours at ABAC with a minimum 3.75 overall grade point average (OGPA) recognizes a student as a Distinguished Honor Student.

**Academic Recognition Day Scholar/J. G. Woodroof Scholar.** All units of the University System select a top student to represent their institution. These students are recognized statewide with resolutions from the State Senate and the House of Representatives. ABAC's Academic Recognition Day student is chosen by the school deans based on the following: outstanding scholastic achievement, must have a GPA of 4.0 GPA (or close to it), and be a Georgia resident. This student is also designated as the J.G. Woodroof Scholar and presented an award at Honors Day each spring. This award is named in honor of the first President of ABAC, Dr. J. G. Woodroof.

**Alumni Association Award.** The ABAC Alumni Association Award is presented by the ABAC Alumni Association to the most outstanding bachelor-degree graduate at both fall and spring graduation to recognize a student who has distinguished themselves through scholarship, leadership and citizenship. This award is open to students with an IGPA of 3.0 or higher.

**Donaldson Award.** The George P. Donaldson Award is presented by the ABAC Alumni Association to the most outstanding associate-degree graduate in both the fall and spring graduation, recognizing a student who has distinguished themselves through scholarship, leadership and citizenship. Named in honor of former ABAC President Dr. George P. "Pete" Donaldson, this award is open to students with an IGPA of 3.0 or higher.

## Campus Housing and Residence Life

• Campus Housing and Housing Facilities	• Community Assistants	• Immunizations
• Insurance	• Library	• Mail Center

### Campus Housing

Abraham Baldwin Agricultural College offers on-campus housing at the Tifton campus only. Campus residence life is an important part of the college experience. On-campus living is much more than simply a convenience to students. Students living in a community of fellow students are positively influenced regarding retention, personal growth and development, participation in extra-curricular activities, and overall successful adaptation to the college experience. ABAC requires all freshmen to live on campus unless they meet one of the following criteria:

- Earned a minimum of 30 semester hours of collegiate level credit after high school graduation and have satisfied Learning Support requirements,
- Living with and commuting daily from the legal residence of a parent, legal guardian, or grandparent within a 50-mile radius of Tifton,
- Married,
- Single parent,
- 21 years of age prior to September 1 of the academic year, or
- Enroll only in courses online or on the Moultrie, Bainbridge, Blakely, or Donalsonville sites.

To be exempted from this requirement, a student must apply for exemption through the Housing Portal at <https://abac.starrezhousing.com/StarRezPortal>.

### Housing Facilities

- ABAC Lakeside

- ABAC Place

Housing facilities at ABAC are managed by Corvias. Any facility-related issues at ABAC Place or Lakeside should be directed to the Corvias representative located in Town Hall or by calling (229) 391- 5350. Residents may also submit work orders for specific issues via the work order link at <http://www.abac.edu/housing>.

Housing is available to students during the fall, spring, and summer semesters. All students must move out of housing during the break between the summer and fall semesters to allow Corvias and Residence Life the opportunity to prepare the building for the next academic year. For more information about on-campus housing, contact the ABAC Housing office at (229) 391-5140 or visit <http://www.abac.edu/housing>.

Residence Life has the purpose to develop the community in on-campus housing while providing a safe, secure, and educational living environment for the student 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 provide input on their 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](http://www.abac.edu/housing), or interested students can see the Assistant 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.

## 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 website or contact the Office of Dean of Students.

<ul style="list-style-type: none"> <li>• Academic Support</li> </ul>	<ul style="list-style-type: none"> <li>• Financial Aid</li> </ul>
<ul style="list-style-type: none"> <li>• Tutoring in Academic Achievement Center</li> </ul>	<ul style="list-style-type: none"> <li>• Grants</li> </ul>
<ul style="list-style-type: none"> <li>• Campus Alert Systems</li> </ul>	<ul style="list-style-type: none"> <li>• Loans</li> </ul>
<ul style="list-style-type: none"> <li>• Safety App: LiveSafe</li> </ul>	<ul style="list-style-type: none"> <li>• Work Opportunities</li> </ul>
<ul style="list-style-type: none"> <li>• Computer Services and Technology</li> </ul>	<ul style="list-style-type: none"> <li>• Scholarships</li> </ul>
<ul style="list-style-type: none"> <li>• Student Development Center</li> </ul>	<ul style="list-style-type: none"> <li>• Students' Rights and Responsibilities for Financial Aid</li> </ul>

• Dining Services	• Refund Policy
• Textbook Purchases	• Satisfactory Academic Progress
• Gold Card	• College Level Examination Program (CLEP) Tests
• Health Center	• Evaluation Periods and Communication
	• Appeal Process
	• Financial Aid Status
	• Unusual Enrollment History (UEH)
	• Eligibility
	• Availability of Funds
	• English as a Second Language (ESL)
	• HOPE Scholarship Provisions
	• Nursing Students

## Student Accounts

- Methods of Payment
- Refund Policy
- State Department of Vocational Rehabilitation
- Tuition and Fees
- Veterans' Services

## Tuition and Fees

Abraham Baldwin Agricultural College tuition and fees are assessed according to the policies of the Board of Regents of the University System of Georgia. Registration is not complete until all tuition and fees have been paid. Students are responsible for determining account balances and securing payment by the established payment deadline. The College's website is the most up-to-date reference for registration and payment deadlines, but notices are also sent to College email accounts. ABAC email is an official means of communication with students.

Failure to fulfill financial obligations may result in denial of readmission, registration, certification of attendance, transcripts, graduation, etc. Official transcripts will not be issued and graduation will be denied for students whose accounts are delinquent. The College reserves the right to cancel a student's registration for non-payment at any time after the payment deadline.

ABAC reserves the right to use a collection agency and to pursue legal action to collect any debt. Once an account is placed in collection or legal action is pursued by the collection agency, the student will be liable for all collection fees, which will be in addition to the amount of the original debt. At this point, the student will no longer be able to pay the

College directly, and any communication or correspondence with the College about such debt must be directed through the collection agency.

ABAC Net Price Calculator is available to view at the following web page: <http://apps.abac.edu/npc/2017-2018>.

## Tuition and Fee Schedule

Students who are enrolled in fewer than fifteen (15) semester hours within a semester are charged by the credit hour. Additional tuition is not charged for semester hours greater than fifteen (15) semester hours within a semester; eCore classes do not count toward the fifteen (15) semester hours. Students are classified either as a resident or non-resident of Georgia for tuition purposes in accordance with the regulations of the Board of Regents of the University System of Georgia. Tuition and fees can be found here: <https://www.abac.edu/funding/tuition-and-fees/>.

### Tuition:

Georgia Resident, 15 or more hours	\$1,602.00
Georgia Resident, 14 or fewer hours	\$106.80 (per semester hour)
Non-resident, 15 or more hours	\$5,918.00
Non-resident, 14 or fewer hours	\$394.53 (per semester hour)
eCore classes	\$159.00 (per semester hour)

## Mandatory Fees Per Semester:

### Tifton and Moultrie

Fee	Students taking six (6), or more semester credit hours*	Students taking fewer than six (6) semester credit hours*
Access Card	\$20.00	\$20.00
Activity	\$50.00	\$25.00
Athletic	\$88.00	\$44.00
Health	\$63.00	\$30.00
Institutional Fee	\$200.00	\$200.00
Technology	\$50.00	\$25.00
Transportation	\$30.00	\$30.00
<b>Total</b>	<b>\$501.00</b>	<b>\$374.00</b>

## Bainbridge, Blakely & Donalsonville

Fee	Students taking six (6), or more semester credit hours*	Students taking fewer than six (6) semester credit hours*
Access Card	\$20.00	\$20.00
Activity	\$50.00	\$25.00
Institutional Fee	\$200.00	\$200.00
Technology	\$50.00	\$25.00
Transportation	\$30.00	\$30.00
<b>Total</b>	<b>\$330.00</b>	<b>\$280.00</b>

\*Students attending Bainbridge, Blakely, or Donalsonville are not subject to the athletic or health fees.

The cost of textbooks and supplies will vary with the courses selected by the individual student.

## Special Fees and Charges

Each returned check given to the College by an individual will result in a service charge of \$20. If three (3) checks are returned for the same student or family, no other checks will be accepted by the College.

An **orientation fee** of \$40 will be charged to each student entering ABAC for the first time. For more details, please visit <https://www.abac.edu/admissions/orientation/>.

**Housing charges** are subject to the contract signed. For more details, click on the link: <https://www.abac.edu/campus-life/residence-life-and-housing/>.

**Meal plan** requirements vary by student status. For detail on the meals plans available, visit <https://www.abac.edu/campus-life/dining-services/>.

**Other fees** are associated with particular classes; examples include science labs, golf and bowling courses.

All tuition, fees, or other charges are subject to change at the end of any academic term.

## Student Life

ABAC provides various types of student activities which offer training and leadership, afford opportunities for fun recreation, 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)
- Inter-Club Council & Student Clubs (ICC)
- Campus Activities Board (CAB)
- Student Communications Media

- Athletics and Recreation

# Standards for Institutional Student Conduct

## Investigation and Disciplinary Proceedings

ABAC Standards for Institutional Student Conduct Investigation and Disciplinary Proceedings reflect the Georgia Board of Regents Policy, Section 4.6.5 at: <http://www.usg.edu/policymanual/section4/policy/C332>

This Policy establishes minimum procedural standards for investigations and resolutions of alleged student conduct violations, which each institution must incorporate into its respective student conduct policies. The purpose of this Policy is to ensure uniformity in the quality of investigations while providing for due process that affords fairness and equity in all student conduct investigations.

These procedures apply to matters relating to student misconduct, except matters relating to academic dishonesty, which may be covered under separate institutional policies. ABAC shall inform students of their procedures governing student misconduct complaints and investigations.

Students participating in Study Abroad programs are expected to follow the ABAC Student Code of Conduct while also complying with the laws of the region they are visiting. See the Study Abroad Handbook for clarification.

- Reports of Student Misconduct
- Process for Investigating and Resolving Disputed Reports
- Academic Conduct Code
- Non-Academic Conduct Code

## 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 website 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
- Statement of Student Rights and Responsibilities
- ABAC Parking Decals & Guidelines
- Policies and Procedures Governing Student Activity and Other Mandatory Student Fees
- Definitions and Prohibited Conduct
- Reporting Sexual Misconduct
- Policy & Programs to Prevent Drug & Alcohol Abuse
- Academic Freedom Policy
- Student Use of Technology Resources Policy

## ABAC Lakeside

ABAC Lakeside provides housing for 489 freshmen in two-person and four-person suites. Rooms in each suite are fully furnished with a 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. A cyber café, convenience store, social lounge, laundry facilities, and community kitchen are located on the main floor of Lakeside. Study rooms are located throughout the building.

## **ABAC Parking Decals & Guidelines**

All ABAC locations have 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 Bainbridge, Blakely, Donalsonville, Moultrie and Tifton locations. The ABAC Police 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 by 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 or Employee Parking. All privately owned vehicles belonging to the Faculty/Staff will be parked in an authorized parking space or area designated for Faculty/Staff/Employee. 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 ABAC property will stop their 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 on the Tifton campus 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.

Students may apply for a parking decal at the ABAC Police Department in Evans Hall or online at <http://www.abac.edu/campus-life/police-department/parking-decals> by clicking on parking decal signup form.

All vehicles parked on campus are required to be registered with the ABAC Police Department.

## **Traffic Appeals**

- The Traffic Appeals Committee requires receipt of the Citation appeal within 7 calendar days of ticket issuance. The appeals are submitted electronically to the ABAC Police Office in Evans Hall in Tifton.
- All appeals must be submitted electronically. The Traffic Appeal Form can be found here: <https://www.abac.edu/campus-life/police-department/parking-decals/#Parking-Citation-Appeals>
- There is no hearing to attend.
- Immobilizations and tow fines will not be considered for appeal.
- Notifications of appeal decisions can be determined by contacting the ABAC Police Department the following Monday after the appeal is heard in traffic court.

- Traffic Appeals Committee meets every Thursday, with the exception of school holidays.
- Traffic appeals must be submitted by Thursday 3 PM of the day of traffic court to be considered on that docket or they will be heard the following Thursday.
- Decals must be acquired by the first week of class every semester.
- Students should only display one current decal on their vehicle.
- Decals are valid for one year. New decals are given every August for the new school year.

## **ABAC Place**

ABAC Place has 835 beds in apartment-style units. The majority of the apartment units are 4-bedroom, 2-bathroom, but a limited number of 3-bedroom, 2-bathroom, and 2-bedroom, 2-bathroom units are also available. Each private bedroom is fully furnished with a full bed, chest of drawers, built-in desk, and chair. The common living room is furnished with a sofa, love seat, 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, group meeting space, a computer lab, and a convenience store.

## **Academic Conduct Code**

### **Honor Code**

Students are responsible for following ABAC's Honor Code:

ABAC Stallions conduct themselves with honor and integrity at all times and expect their fellow Stallions to do so as well. A Stallion does not lie, steal, or cheat.

Academic integrity is the responsibility of all ABAC faculty and students. Faculty members and students should promote academic integrity. Further, faculty members should include clear instruction on the components of academic integrity and clearly define the consequences for cheating and plagiarism in their course syllabi.

### **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.

### **Disciplinary Procedures**

The following procedures are designed to adjudicate situations involving alleged academic misconduct, recognizing the interest of each of the parties involved:

1. In any situation in which an instructor suspects academic dishonesty, the instructor should initiate a conversation with the student as soon as possible to assess if further investigation is appropriate.
2. 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 the student acknowledging the penalty to be imposed, if any.
  - The instructor will fill out an Academic Integrity statement on the website of the Dean of Students. The incident will be documented.
  - Faculty will notify their Department Head or academic Dean about the incident
3. In all cases of suspected academic dishonesty in which the student does not admit responsibility or in which the student requests a hearing, the faculty member will contact the Dean of Students. The Office of the Dean of Students will conduct a hearing. The purpose of the proceedings will be to provide a facilitated discussion about what may have occurred. The student(s) believed to have engaged in academic dishonesty, and the Dean of Students are the only participants in the hearing. No audio or video recordings of these proceedings will be permitted. Following the discussion, the designee will submit a form summarizing results of the proceedings to the Office of the Provost and Vice President for Academic Affairs.
  - 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 Dean of Students will make a decision. The alleged dishonesty could lead to suspension or expulsion, the matter will be resolved according to the process outlined in Section IV above (Investigation and Disciplinary Proceedings)
  - 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.
  - A student may not withdraw from a course to avoid penalty of plagiarism or other forms of academic dishonesty.
  - If a student is found not responsible of academic misconduct, the hearing body will refer the paper, assignment, or test to the appropriate department head/school dean who will facilitate a resolution concerning a fair grade for the work in question.

Upon a finding or acceptance of responsibility, the following sanction will be imposed:

1. If the instructor has published a minimum academic sanction for academic dishonesty in the course or in a written syllabus or other document distributed to members of the class, this minimum sanction will be followed.
2. In the absence of a published minimum sanction, the student will receive, at a minimum, a grade of zero for the work involved.
3. The offense will be documented with the Office of Student Affairs.

## Multiple Offenses

If a student is found responsible for academic misconduct as a second offense, the minimum sanction will be:

- A grade of "F" in the course, and
- Student Conduct Probation for a defined period of time, by the Dean of Students.

If a student is found responsible for academic misconduct as a third offense (or more), the minimum sanction will be:

- A grade of "F" in the course,
- Suspension from the College for a minimum of one academic semester (excluding summer session), and

- Other sanctions greater than those listed, recommended to the Provost and Vice President of Academic Affairs or her/his designee.

## Appeals

Should this procedure fail to resolve the issue, a student must provide a written appeal to the Provost and Vice President for Academic Affairs within ten (10) working days from the date of the decision. If the Provost believes the appeal to have merit, it will be forwarded to the Academic Review Committee where further hearings may be conducted.

## Academic Freedom Policy

ABAC 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.
- Teachers are entitled to full freedom in research and in the publication of the results, subject to the adequate performance of their other academic duties; but research for pecuniary return should be based upon an understanding with the authorities of the institution.
- Teachers are entitled to freedom in the classroom in discussing their subject, but they should be careful not to introduce into their teaching controversial matter which has no relation to their 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.
- College and university teachers are citizens, members of a learned profession, and officers of an educational institution. When they speak or write as citizens, they should be free from institutional censorship or discipline, but their special position in the community imposes special obligations. As scholars and educational officers, they should remember that the public may judge their profession and their institution by their utterances. Hence, they 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 they are not speaking for the institution.
- 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 appropriate school 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 Provost and Vice President for Academic Affairs.

Source: <http://www.aaup.org/report/1940-statement-principles-academic-freedom-and-tenure>

## Academic Support

Academic Support houses the Academic Support Counselors, the Academic Achievement Center (AAC, tutoring services), and the Testing Center to provide a wide range of support services and programs to all undergraduates at ABAC. The goals of Academic Support are to foster and support academic achievement from orientation to graduation, help students succeed through advising, academic counseling, and targeted intervention programs, and provide an environment that is diverse, inclusive, and free from discrimination. Academic Support services are available on the Tifton campus as well as the ABAC site locations in Bainbridge, Blakely, Moultrie, and Donalsonville. For additional information, please visit: <https://www.abac.edu/academics/academic-support>.

## **Appeal Process**

Students with mitigating circumstances may appeal financial aid ineligibility in writing. All students must complete the Satisfactory Academic Progress Appeal form and submit all the documentation requested on the form. Failure to supply all the requested documentation by the appeal deadline will result in a continued suspension until the next appeal deadline for a future semester. All appeals should be forwarded to the Office of Financial Aid by the published deadline.

Mitigating circumstances are defined as unanticipated and unavoidable events or situations beyond students' control that prevent them from successfully meeting the standards of academic progress. If an appeal is granted, students are expected to adhere to all the stipulations set forth in the reinstatement letter as well as any academic plans that are required for the students to regain compliance with the standards as outlined above. Students who regain eligibility and subsequently fail to maintain progress or fail to abide by the stipulations for reinstatement are no longer eligible for appeal.

If the appeal is denied, the students will need to enroll using their own resources until they are in compliance with the measures of academic progress for financial aid.

## **Levels of Appeal**

### **Financial Aid Office**

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 a faculty member familiar with their situation. A financial aid counselor will notify students in writing of a decision within two (2) weeks of submission of all requested documents. The financial aid counselor reviewing the file reserves the right to advise students as to their course load and the possible need for counseling and/or academic advisement.

The Financial Aid Office will hear only one appeal per student per circumstance.

### **Director of Financial Aid**

Students who have had their initial appeal denied by a counselor may request a meeting with the Director of Financial Aid to present additional information that may not have been included in the initial appeal. The Director will inform such students in person and/or in writing of the appeal decision. The Director will read only one appeal per student per circumstance.

### **Student Financial Aid Appeals Committee**

Students who have been denied by both a counselor and the Director of Financial Aid are eligible to appeal to the Student Financial Aid Appeals Committee if they can reasonably show that one of the following has occurred:

- The student has not received due process or
- The student is the object of discrimination or
- The student has not been treated in an equitable manner or
- The decision of the Financial Aid Counselor or Director of Financial Aid was arbitrary and capricious

Students seeking to appeal to the Student Financial Aid Appeals Committee should do so in writing. The written appeal should contain an explanation of why an additional appeal should be heard, based on the criteria above. The written appeal should be submitted to the Financial Aid Office at least two

weeks before the beginning of the semester for which the student is seeking to be reinstated. The Committee meets to review appeals once at the beginning of each semester and will notify students in writing of their appeal decision. The decision of the Student Financial Aid Appeals Committee will be final.

## **Athletics and Recreation**

Intercollegiate athletics, both male and female, are an integral part of student life at ABAC. The College participates in six (6) intercollegiate sports--baseball, golf, men's and women's tennis, women's softball, and women's soccer. These intercollegiate sports teams are located on the Tifton campus.

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 XVII 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 all current students with an ABAC ID, so come out and support your teams. Please visit <http://athletics.abac.edu/landing/index> or call (229) 391-4930 for more info.

## **Campus Recreation**

ABAC offers all current students the opportunity to engage in campus recreation through Intramural Sports programming, Thrash Wellness Center, the Legacy Foundation Swimming Pool, and outdoor sports fields at the Tifton campus. The Student Wellness Center in Bainbridge and the work out room in Blakely is also available.

## **Intramurals**

Intramural participation is entirely voluntary, and students are encouraged to become involved, whether for competition or fun, in a group or as an individual; no additional fees are required. Intramural activities include basketball, bowling, softball, flag football, soccer, tennis, volleyball, and other special events. 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- and part-time director on staff. This office is committed to providing quality recreational engagement opportunities. For more information on ABAC's Campus Recreational Sports, visit <https://athletics.abac.edu/intramurals/landing>, or contact Recreational Sports in Tifton or in Bainbridge.

## **ABAC Thrash Wellness Center and Foundation Legacy Swimming Pool**

Thrash Wellness Center and the Legacy Foundation Swimming Pool have recently been renovated on the Tifton campus, and all students, faculty & staff are encouraged to incorporate new equipment and facilities into their routine toward a fit and healthy lifestyle. More information on hours of operation and guidelines can be found at [https://abac.prestosports.com//Facilities/Thrash\\_Wellness\\_Center](https://abac.prestosports.com//Facilities/Thrash_Wellness_Center) and [https://abac.prestosports.com//Facilities/Foundation\\_Legacy\\_Pool\\_Complex](https://abac.prestosports.com//Facilities/Foundation_Legacy_Pool_Complex).

## Sports Field Regulations

- Recreational Fields reserved for current ABAC Students, Faculty and Staff only.
- No Pets.
- Fields may be closed by college officials when conditions necessitate.
- Must provide valid ABAC ID at all times - No Exceptions

## Bainbridge Student Wellness Center and Blakely Workout Room

Students have access to these facilities for the promotion of fun, fitness and wellness.

## Forest Lakes Golf Club at ABAC

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 8:00 AM until sunset seven (7) days a week.
- Course Details: The par 72 course plays 6,970 yards from the gold tees over 18 holes. Forest Lakes features Tiftway Bermudagrass Greens and Tiftway Bermudagrass fairways.
- Cost: On weekdays, ABAC students can play 9 holes for \$14.40 and 18 holes for \$20.70. On weekends and holidays, the cost is \$16.20 for 9 holes and \$22.50 for 18 holes. These prices include cart rental. 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.

- Students must secure a fishing permit from the ABAC Wildlife Society - Yow Building.
- 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.
- Swimming: Not permitted.

**Boating:** Not permitted (except as a part of a class or a supervised camp or group outing). Regulations will be strictly enforced. Violations could result in a \$25 fine, a voided permit, and/or disciplinary action.

# Availability of Funds

The Office of Financial Aid awards aid on a first come first served basis. Students who have their financial aid awards cancelled for failure to satisfy 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.

# Campus Activities Board (CAB)

ABAC's Campus Activities Board (CAB) plans and administers recreational, social, cultural, and educational activities for students. Any student can become a member of CAB. 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 Campus Activities Board on either the Tifton or Bainbridge locations, or the Site Coordinators for Blakely, Donalsonville or Moultrie sites for more information.

# Campus Alert Systems

The ABAC Campus Alert Systems allows site administrators to communicate quickly with students, faculty, and staff at all site locations in the event of an emergency at any of the ABAC locations or affecting its operations such as class cancellations, site closures, severe weather or security incidents. Further, ABAC utilizes O365 email for communication to all students, faculty, and staff for emergency communications.

ABAC also utilizes an emergency siren system located at the Tifton campus for emergency alerts, primarily for weather-related events. The Tifton campus also provides LiveSafe mobile device application to all its students, faculty, and staff without cost to get notifications during an emergency and to able to report incidents to ABAC Police which is always monitored. The ABAC home page provides the most recent emergency updates; National Oceanic Atmospheric Administration (NOAA) weather radios are posted in strategically-located offices and buildings at the various ABAC sites; telephone trees (where assigned individuals call others to relay emergency messages) are utilized; and announcements are broadcast over police vehicle PA systems when warranted.

# College Level Examination Program (CLEP) Tests

If credit is earned via a CLEP test, the results are recorded by course, course number, and semester hours earned. Successful CLEP tests are credited toward graduation. Successfully completed tests will be counted in the maximum timeframe to complete a program but not in the GPA or successful completion calculation. A grade of K is awarded for successful CLEP tests in which students earn the minimum score.

# Computer Services and Technology

Do you have questions about where to access computers? Are you having issues getting online? If so, Visit Tech Support for assistance with troubleshooting connection problems. Tech Support is located on the 2nd Floor of Branch Hall in Tifton.

All ABAC computers have high-speed internet access and Microsoft Office. Laser black/white and color printing are also available. Your ABAC Gold Card entitles you to \$10 in printing services for full-time students, and \$5 in printing services for part-time students, each semester. Additional printing can be paid for by adding funds to your Gold Card at any PHIL station.

Wireless internet access is available in many academic buildings. Visit Tech Support for assistance with troubleshooting connection problems.

### **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 <http://www.abac.edu/myabac>.

### **GeorgiaView (D2L) for On-Line Learning and Classroom Support**

All online course instructors use GeorgiaView (D2L). Also, many instructors use GeorgiaView as an online resource for classroom enhancement in traditionally-taught courses. To access your login for GeorgiaView, click on the MyABAC link in the upper right corner of the ABAC home page look for the GeorgiaView icon and follow the directions.

### **Helpful Links**

ABAC's home page is located at <http://www.abac.edu>. Access MyABAC on the top right-hand corner of ABAC home page for important student links.

## **Definitions and Prohibited Conduct**

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

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

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

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

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

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

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

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

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

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

**Responsible Employees:** Those employees who must promptly and fully report complaints of or information regarding sexual misconduct to the Coordinator. Responsible Employees include any administrator, supervisor, faculty member, or other person in a position of authority who is not a Confidential Employee or Privileged Employee. Student employees who serve in a supervisory, advisory, or managerial role are in a position of authority for purposes of this Policy (e.g., teaching assistants, residential assistants, student managers, orientation leaders).

**Sexual 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.

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

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

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

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

**Stalking:** Engaging in a course of conduct directed at a specific person that would cause a reasonable person to fear for their safety or the safety of others or suffer substantial emotional distress. Course of conduct means two (2) or more acts, including, but not limited to, acts in which the stalker directly, indirectly, or through third parties, by any action, method, device, or means, follows, monitors, observes, surveils, threatens, or communicates to or about a person, or interferes with person's property. Reasonable person means a reasonable person under similar circumstances and with similar identities to the victim. Substantial emotional distress means significant mental suffering or anguish that may, but does not necessarily require, medical or other professional treatment or counseling.

## Dining Services

In Tifton, ABAC 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 Dining Dollars.

### Donaldson Dining Hall

The main dining location for students with meal plans in Tifton, the Donaldson Dining Hall, which offers breakfast, lunch, and dinner Monday through Friday, and brunch and dinner on weekends.

### Aggie's Convenience Store

The Aggie's C-Store, located in Tifton 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.

## Eligibility

## **Determining Title IV Aid Eligibility**

ABAC has established policies and procedures to determine whether the documentation obtained supports the student's explanation and demonstrates that the student did not enroll for the purpose of receiving a Title IV credit balance payment. ABAC must document the decision in the student's file.

### **Eligibility Approved**

If the documentation supports an assertion that the student did not enroll in multiple schools/programs solely to obtain the credit balance payment, the student is eligible for additional Title IV funds. ABAC must document its determination in the student's file and process the student's Title IV aid accordingly.

### **Eligibility Denied**

The student loses eligibility for all Title IV aid if both of the following are true: (1) The student did not earn academic credit at one or more of the prior schools. (2) After reviewing a student's submitted UEH

Appeal Form, ABAC determines that the documentation fails to disprove that the student enrolled in multiple programs solely to obtain the credit balance payment.

ABAC must document its determination in the student's file and provide the student with an opportunity to question and appeal the decision. The Office of Financial Aid will also provide students with information about regaining eligibility. Reinstatement of Eligibility

All students who have lost eligibility for all Title IV aid and would like to appeal for reinstatement must complete a UEH Appeal Form. If granted, students must adhere strictly to all conditions of their reinstatement.

*Note: The school's policies require that the student complete academic credit as at least a part of the basis for a UEH appeal and potential reinstatement of Title IV aid.*

When students regain eligibility under these provisions, eligibility for Pell Grant and campus-based aid begins in the payment period during which the students regained that eligibility. For Direct Loans, eligibility begins with the period of enrollment during which the students regained eligibility.

## **English as a Second Language (ESL)**

English as a Second Language courses are not required for degree completion and, therefore, do not increase the maximum timeframe for program completion

## **Evaluation Periods and Communication**

The Office of Financial Aid will evaluate satisfactory academic progress at the end of each term. All credit hours are measured whether the student received financial aid or not to pay for those credits. Students will not receive credit hours earned for courses that are audits. Withdrawals and Incompletes are counted as attempted courses and these grades will negatively affect a student's satisfactory academic progress.

All communications regarding satisfactory academic progress will be sent by mail and email after all grades have been posted and the evaluations complete. The status is also posted in the Financial Aid Status section of students' Banner accounts. In addition, letters are sent via the US Postal Service when students have utilized their appeal process.

# Financial Aid

The Office of Financial Aid has two locations: 1) Second floor of Branch Hall (Tifton) 2) Mobley Administrative building (Bainbridge). Please visit the office nearest you. Through a program of institutional, state and federal aid, ABAC can assist a qualified student in obtaining a college education. Students with limited resources can be offered a package which will help further their education beyond the high school level. One purpose of the Financial Aid Program is to recognize students who appear to have outstanding potential (merit-based awards). Another purpose is to provide assistance to students who, without such aid, would be unable to attend college (need-based awards).

Financial aid is awarded on the basis of financial need and scholastic achievement. The college uses the Free Application for Federal Student Aid (FAFSA) to determine financial need. The FAFSA is available online at <http://www.FAFSA.gov>. Male students receiving financial aid are required to comply with the Selective Service registration procedure. Students must certify that they are not in default on any Title IV educational loans, do not owe a repayment on any Title IV educational grants, and have not borrowed in excess of loan limits. Students must be working toward a degree to receive federal financial aid. The school defines an academic year as 24 credit hours and 30 weeks of instruction for financial aid purposes and a student must take 12 or more credit hours each semester to be considered as a full-time student.

Enrollment Schedule	Enrollment Hours	Payment Status
Full-Time	12 or more	100%
Three-Quarter-Time	9-11	75%
Half-Time	6-8	50%
Less-than-Half-Time	5 or less	25%

Applicants for financial aid are requested to have the results from the FAFSA and all other required documentation in the Office of Financial Aid by May 1 for returning students and July 1 for new students to ensure completed processing for fall term. Applications received after this date will be considered provided funds are available, in the order of the date of receipt. Students enrolled less than full-time will receive full consideration for financial aid. In planning for their college years, students should understand that all financial aid programs operate on a first come, first served basis. **Students are encouraged to make application for financial aid (merit or need-based) at least 10 weeks in advance of the time they intend to enroll.** Failure to apply on a timely basis may significantly reduce the amount of aid students receive.

Eligibility for receiving financial assistance at ABAC is determined by comparing the cost of attending college with the ability of the students (and parents or spouse) to satisfy these expenses. Cost of attendance is calculated for each of several groups of students at ABAC using criteria such as resident status and living accommodations. For each of these student groups, cost of attendance includes anticipated expenses such as room and board, books and supplies, personal expenses, and the ability of the students (and parents or spouse) to contribute to college expenses. The ability of the students (and parents or spouse) to contribute to college expenses (also called the Expected Family Contribution) is determined by the U.S. Department of Education using criteria established by that agency. Factors used in determining ability to pay include, but are not limited to, all appropriate assets and income (earned and unearned). The factors vary from year-to-year.

A FAFSA must be filed for each year that students wish to be considered for aid. Awards for each year are based upon proper completion and timely filing of the FAFSA; completion of the verification process, if warranted; the availability of federal, state and/or institutional funds; and eligibility for the individual programs for which students are applying and the applicant's continued enrollment and ability to maintain satisfactory academic progress. The amount of assistance may increase or decrease from one year to the next depending upon educational costs, the financial circumstances of the family and the level of program funding. Eligibility does not carry over from one year to the next.

A number of applications are randomly selected for verification purposes each year. When students' applications are selected, they will be required to submit documentation as requested to verify specific information from their financial aid application. Failure to submit the appropriate documentation in a timely manner will prevent the award of federal financial aid.

- Grants
- Loans
- Refund Policy
- Satisfactory Academic Progress
- Scholarships
- Students' Rights and Responsibilities for Financial Aid
- Work Opportunities
- Appeal Process
- College Level Examination Program (CLEP) Tests
- Evaluation Periods and Communication

## **Financial Aid Status**

### **Financial Aid Warning Status**

The Financial Aid Warning status is used for students who are not meeting (1) the overall GPA or (2) 67% completion requirement for the first time. Students who are placed on financial aid warning are not required to appeal. Financial aid warning is an automatic grace period that allows students one term to satisfy the standards of academic progress. A student can be placed on warning only once.

### **Financial Aid Suspension Status**

Students who are not making satisfactory progress at the end of the semester they are on Financial Aid Warning will be placed on Financial Aid Suspension and will not be eligible for financial aid until they are again making progress. Students may appeal if they have extraordinary circumstances.

### **Financial Aid Probation Status**

All students who have been reinstated to financial aid eligibility through appeal are reinstated on a provisional basis. Students who are reinstated on provisional/probationary status and are expected to satisfy the standards of academic progress after one term of attendance will not require an academic

plan. Students who are reinstated on provisional/probationary status and are not expected to satisfy the standards of academic progress after one term of attendance will require an academic plan.

Provisional/probationary students for purposes of financial aid will continue to be eligible for financial aid as long as the students adhere to the reinstatement conditions and academic plan as outlined in the agreement.

The purpose of the academic plan is to ensure the students satisfy the standards of progress within a specified time period or are able to complete a program of study successfully within a specific time frame.

## Gold Card

Your ABAC Gold Card is your official ABAC ID card. In addition to being a required photo ID for ABAC events and services, you can use your Gold Card to make purchases where services are available. All students are expected to carry a picture ABAC ID with them whenever they are on an ABAC location. 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. Fake IDs are prohibited and the student will be turned over to the Office of Dean of Students for sanctioning. In Tifton, Gold Cards are made in the John Hunt Town Center. At the instructional sites in Bainbridge, Blakely, Donalsonville, and Moultrie, please see your site coordinator.

New ID will be issued each fall. Lost IDs will incur a \$25 charge, while damaged IDs are replaced at no cost. Money must be deposited into your ABAC Gold Card general dollars account in order to activate the debit card function. Deposits can be made at several locations using the allocated deposit machines. Deposits of \$50 minimum, can be made at the cashier's window in Branch Hall in Tifton. When purchases are made, the amount of the purchase is automatically deducted from the Gold Card account up to the available balance. There are no interest charges, monthly service charges, or annual maintenance fees to use your card.

Complete information on the ABAC Gold Card, including policies and procedures for acquiring and using your card, can be found on the 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 or speak with your coordinator on your location 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.

If possible, in all circumstances of card replacement, the old card should be turned in to be destroyed. There is no charge for the replacement of damaged cards. 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. Commuter students on the Tifton campus 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. A complete listing of these discount offers can be found under the Student Accounts tab of the Inside ABAC page: [https://stallionsabac.sharepoint.com/sites/Business Office/SitePages/Student-Accounts.aspx](https://stallionsabac.sharepoint.com/sites/Business%20Office/SitePages/Student-Accounts.aspx)

## Grants

## **Federal Pell Grant**

This federal aid program is designed to assist undergraduate students who demonstrate they are unable to attend college without financial assistance. This form of financial assistance is a grant with no repayment required. Applicants must be enrolled at ABAC in a degree program and be citizens or permanent United States residents. The amount of the grant is governed by financial need and the cost of attending ABAC for an academic year. The duration of the students' eligibility for a Pell Grant is limited to the time students are enrolled in an undergraduate degree or certificate program of four (4) years or less and are making satisfactory academic progress. Application is made by completing the FAFSA online.

## **Federal Supplemental Educational Opportunity Grant (SEOG)**

Grants ranging from \$100 to \$4,000 per academic year are available through this federally funded program. These grants are awarded to students who have demonstrated financial need. Grants are renewable each year during undergraduate study, provided students show satisfactory academic progress and financial need. Funding for this program is limited, so not all students who are eligible will receive a SEOG award. Application is made by completing the FAFSA.

## **Helping Outstanding Pupils Educationally (HOPE)**

The HOPE Scholarship and Zell Miller Scholarship are funded by the Georgia Lottery for Education and are available to eligible Georgia high school graduates. Students may gain HOPE eligibility by having a 3.0 overall GPA at the 30th, 60th, or 90th attempted hour. Full time enrollment is not a requirement.

Students attending public colleges or universities receive a HOPE Award Amount based upon a per hour rate payable up to 15 hours at the institution they are attending. Grade point eligibility for entering freshmen is based on a minimum 3.0 HOPE GPA as calculated by Georgia Student Finance Commission (GSFC) and meet specific rigor course requirements; and for Zell Miller, the requirements are either a minimum 3.7 Zell Miller grade point average, as calculated by GSFC, combined with a minimum score of 1200 on the math and reading portions of the SAT test or a minimum composite score of 26 on ACT as determined by the high school and reported to the GSFC, or the student was the salutatorian or valedictorian at their high school.

ABAC students currently receiving HOPE or Zell Miller may renew the scholarship based on ABAC's certification of their grade point eligibility on their course work attempted and the completion of their financial aid application. All HOPE Scholarship recipients must have a 3.0 GPA and Zell Miller must have a 3.3 GPA (however, they can continue with HOPE if they fall below 3.3 and have at least a 3.0) at the end of having attempted 30 hours, 60 hours, 90 hours, AND at the end of each spring semester, to continue their eligibility. If new students are enrolled in fewer than twelve (12) credit hours for each of their first three (3) terms in a row, they are considered a three-term checkpoint and are checked at the end of the third term. After the three-term checkpoint is applied once to students, the end-of-spring checkpoints must be applied to the students regardless of the number of hours enrolled each term.

Students who have lost HOPE eligibility may regain it upon having attempted 30 hours, 60 hours and 90 hours, if their GPA has reached 3.0 and it can only be regained once. But HOPE eligibility cannot be gained or regained at the end-of-spring checkpoint. HOPE Scholarship recipients will have a paid-hours limit in addition to an attempted hours limit. The total cumulative credit hours for which students can receive payment from any combination of credit hours from the Dual Enrollment (through spring term 2011) program plus HOPE Grant hours plus HOPE Scholarship hours are 127 semester hours.

Students applying for HOPE must complete a FAFSA or the GSFAPPS (state application at <https://www.gafutures.org/hope-state-aid-programs/state-aid-applications>). Transfer students who previously received HOPE at other institutions will be evaluated based on their GPA on all previous course work attempted after high school graduation. HOPE recipients who wish to enroll as transient students at other HOPE eligible institutions are eligible to receive HOPE funds at the host institution.

## Health Center

The Tifton campus provides students with health care services and health-related educational programs consistent with its mission and reflecting the needs of the campus community. The Health Center is located in the Health Sciences Building in Tifton. The Health Center is staffed by nurse practitioners and registered nurses who provide care for acute illnesses and minor injuries.

Health Center Hours:

Monday - Thursday, 8:00 a.m. - 5:00 p.m.

Friday, 8:00 a.m. - 2 p.m.

The Health Center is open from the first day of classes until the final 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 at <https://www.abac.edu/campus-life/health-center> for updated information on hours and services. Students with serious illness or injury should seek emergency health care in the community or call "911".

Charges may apply to cover the cost of some medical supplies, laboratory tests and medications. The Health Center has a limited formulary of the most commonly used prescription and non-prescription medications used in college health. Students seeking health care in the community by referral from the Health Center are responsible for any costs incurred.

## Student Health Insurance Plan

ABAC's Student Health Insurance Plan (SHIP) is a comprehensive health insurance plan available to students. This plan complies with the Affordable Care Act (ACA) requirements. Health insurance is required of athletes, international students holding J or F visas and nursing students. All other students should strongly consider obtaining health insurance from this or another source. Parents and students may find ABAC's SHIP is an affordable alternative for health insurance. More information can be found regarding SHIP at <https://www.abac.edu/faq/student-health-insurance>.

## Using Health Insurance at the Health Center

The Health Center accepts all major insurances. Students are encouraged to bring their health insurance cards to the clinic when they come for services. Insurance will be filed for clinic visits. The cost of the visit is applied to the deductible, and the Health Center does not bill the patient for the unpaid balances.

## Required Immunizations

Students must submit a certificate of immunization to the Admissions Office prior to admission to the College. This form is part of the admission requirements.

MMR	Students born in 1957 or later must prove immunity to measles, mumps, and rubella by taking two (2) Measles, Mumps, and Rubella
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	vaccinations or by providing laboratory evidence of immunity.
Tdap	Students must have taken a Tetanus-Diphtheria-Pertussis (Tdap) booster within 10 years of acceptance.
Varicella	Students must prove immunity to varicella (chicken pox). This proof may be established by giving a history of chicken pox or shingles to a health care provider with the date of illness or by taking two (2) 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 proof may be established by taking three (3) Hepatitis B vaccines or providing laboratory evidence of immunity.
Meningitis	Students planning to reside in campus housing must receive information regarding meningococcal disease. The Center for Disease Control (MenACWY) vaccine for first-year college students living in residence halls. If they received it before their 16th birthday, they need not get it at college. Otherwise, students must sign a form that documents that they decline the vaccine.

*Note: Students are strongly encouraged to make a copy of their immunization records and keep these records among their important papers.*

## HOPE Scholarship Provisions

To maintain eligibility for the HOPE Scholarship, degree-seeking HOPE scholars have the following additional GPA requirements, as set forth by the State of Georgia: Such students will be required to demonstrate a minimum overall GPA of 3.00 and degree seeking Zell scholars are required to demonstrate a minimum overall GPA of 3.30 when they have attempted 30, 60, and 90 hours and at the end of the spring term.

## Insurance

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

All International students holding F or J visas.

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 \$1,700 - \$2,700 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. For more information on insurance click on link: <https://www.abac.edu/funding/student-accounts/#InsideABAC-Student-Accounts> or contact the Office of Student Accounts.

## Inter-Club Council & Student Clubs (ICC)

The Inter-Club Council (ICC) serves to register and guide all student clubs and organizations on the various ABAC locations. The ICC on the Tifton campus and the ABAC at Bainbridge site acts as a resource, 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 50 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 Kappa Phi and Phi Theta Kappa cater to honors students. The College Republicans and College Democrats provide opportunities for students to debate and participate in current events. The Cultural Latina Club and the Brother 2 Brother focus on various cultural interests. Other clubs, such as the Baptist Collegiate Ministries (BCM) and Young Life, emphasize the spiritual side of college life. So, choose a club (or start a new one!) that looks interesting and check it out <https://www.abac.edu/campus-life/clubs-and-organizations>. Don't be a wallflower!

## Learning Support Credits

Learning Support credits will be added to the number of credit hours needed for degree completion and evaluated as stated above.

## Library

The mission of the ABAC Libraries is to support ABAC through being a dedicated resource for engaging and encouraging teaching and learning opportunities. This mission is focused on access to information for the ABAC community. In keeping with this mission, the ABAC Libraries will provide access to resources and information for life-long learning. ABAC Libraries support students and faculty by providing access to library services through its collections both physical and digital. The materials provided by the library focus on supporting the curriculum and learning community. The library will make materials available to all students, faculty, and staff, assisting them in the use of these materials including but not limited to critically evaluating resources. The ABAC Libraries will also provide access to materials not located in the library through partnerships with other colleges in Georgia.

The ABAC Libraries are dedicated to providing library resources that meet student academic needs. In alignment with the Libraries' mission and Collection Development Policy, the Libraries contain resources that support and augment the College's curriculum. All materials except for equipment, special collections and course reserves are stored on open shelves. Items in the physical collections are catalogued and shelved according to the Library of Congress Classification System. Physical items are loaned to currently enrolled students with their Gold Card. Physical resources that are not available through the ABAC Libraries may be requested via GIL Express and/or Interlibrary Loan. Access to online collections is provided through the Georgia Virtual Library and GALILEO (GeorgiA LIBrary LEarning Online). Students access GIL and GALILEO using their College email account and password. LibGuides are available to help guide students and faculty through research. These guides are topic specific to help students find information easier.

The ABAC Libraries provide access to wifi, computers, printers, photocopying, etc. The Libraries also provide study spaces, library instruction, one-on-one reference, and research assistance. Help is available for technology in the library.

For more information about library services on each location, hours, policies, and events, please visit <https://www.abac.edu/academics/abac-libraries>.

## Loans

## Federal Direct Parents Loan to Undergraduate Students (PLUS)

Parents may borrow up to the cost of attendance minus any other financial aid per academic year on behalf of eligible dependent students. Applicants do not have to demonstrate financial need. Application is made by completing the FAFSA and Direct Parent Loan Application.

## Federal Direct Loans

Students may qualify for a "subsidized" Federal Direct Loan which is based on financial need. The federal government will pay the interest on the subsidized loan while students are in college. Any first-time borrower, or borrowers who have paid off their loan prior to July 1, 2013 and are borrowing again, can receive subsidized loans only within 150% of the length of their program of study. Students may qualify for an "unsubsidized" Federal Direct Loan, regardless of need. Interest will accrue on unsubsidized loans during the in-school and repayment periods. Dependent undergraduate students can borrow up to \$5,500 as a freshman; up to \$6,500 as a sophomore; and \$7500 as a junior or senior in a bachelor's degree program. Independent undergraduate students and students whose parents are unable to obtain the PLUS Loan can borrow up to \$9,500 as a freshman (at least \$6,000 of this amount must be unsubsidized); up to \$10,500 as a sophomore (at least \$6,000 of this amount must be unsubsidized); and up to \$12,500 as a junior or senior in a bachelor's degree program (at least \$7,000 of this amount must be unsubsidized). Applicants will complete the FAFSA to determine eligibility. Direct Loans for first-time borrowers carry a variable interest rate, capped at 8.25%. An origination fee of varying amounts may be deducted from the students' loan proceeds. Repayment is not required as long as students are enrolled at least half-time. Students will have a six-month grace period after they cease to be enrolled before repayment must begin. The total outstanding loans that dependent undergraduate students may have cannot exceed \$31,000. Independent undergraduate students may borrow up to a total of \$57,500.

These annual loan limit amounts are the maximum yearly amounts students can borrow in both subsidized and unsubsidized loans. Students can have one type of loan or a combination of both. Students cannot borrow more than their cost of attendance minus any other financial aid received. Also, students must be enrolled at least half-time in a qualifying program of study and must complete online Entrance Counseling and a Master Promissory Note.

## Mail Center

The ABAC Mail Center is located on the first floor of the Branch Hall in Tifton. Any residential student desiring to receive mail in the Mail Center must have an assigned mailbox. There is no charge for this service. The correct mailing address is Student name, ABAC box number, 2802 Moore Highway, Tifton, GA 31793. The student's box number must be on all mail. The Mail Center window is open for service Monday - Thursday from 11:00 AM to 3:00 PM and Friday from 11:00 AM to 2:00 PM.

## Methods of Payment

Acceptable methods of payment are as follows:

- Web check/electronic check via the eStallion student account
- Web credit card via the eStallion student account (MasterCard, American Express, Visa, Discover)
- Check or money order via US Postal Service delivered to the following address:  
Abraham Baldwin Agricultural College  
ABAC #42  
2802 Moore Highway  
Tifton, GA 31793
- Cash, check, money order, or credit card (MasterCard, American Express, VISA, Discover) in person at the Cashier's Window on the second floor of Branch Hall in the Office of Student Accounts.

ABAC uses an electronic billing system, eStallion, through Stallion email accounts to notify students of any outstanding balances. Students are encouraged to check their email account on a regular basis, as this is the official means of sending billing notification even after the enrollment period may have ended. eStallion provides 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 MasterCard, Discover Card, VISA, and American Express. The cardholder will pay a credit card transaction fee of 2.85% of payment amount, or a minimum of \$3.00, regardless of place or time of payment. Alternatively, on-line payments can be made via Webcheck or an ACH transaction, with no additional fees.

Students will be required to acknowledge that they understand and agree to the Financial Agreement Authorization in Banner. This authorization is a legally binding agreement that explains the student's responsibility in regard to the student's financial account with Abraham Baldwin Agricultural College.

The student receivable process begins when charges are posted to a student's account. If the student's account is not paid by the due date, a past due balance hold will be placed and further collection efforts will be made to collect the amount owed. If the account is sent to a collection agency, additional fees will be added to the balance due. These fees may add up to over 33.33% of the original balance due. In addition, a delinquency report may be filed with a credit bureau.

## **Non-Academic Conduct Code**

### **Alcohol**

The possession, consumption, and/or manufacture of alcoholic beverages on Abraham Baldwin Agricultural College property is prohibited.

If a student is under the age of 21 and determined to be under the influence of alcohol, he/she will be legally cited for underage consumption of alcohol and the case will be referred to the appropriate legal authorities for disposition by the appropriate judicial process.

A student in an intoxicated state manifested by boisterousness, rowdiness, obscene or indecent appearance, or by vulgar, profane, lewd language or other disorderly behavior may be cited and referred to the appropriate authorities for disposition by the appropriate disciplinary process.

No student shall furnish or cause to be furnished any alcoholic beverage to any person under the legal drinking age of 21.

### **Drugs**

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.

Possession and/or use of drug paraphernalia, including but not limited to any form of bong or smoking device, such as a hookah is prohibited.

### **Tobacco**

In accordance with the University System of Georgia (USG) policy (BOR Policy Manual, Section 9.1.7), all USG institutions became tobacco free on October 1, 2014. Use of all forms of tobacco, including e-cigarettes and vapors, is prohibited on all campus property.

## **Damage to Property**

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.

Improper disposal of any form of litter is prohibited.

Unauthorized writing on or defacing of College property is prohibited.

## **Disorderly Assembly**

The Board of Regents (BOR) Policy Manual, Section 12.2, 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 at any USG institution 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).

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.

This section should not be construed so as to deny any students the right of peaceful assembly, within reasonable time, manner, and place regulations (See Freedom of Expression Policy in this Handbook).

## **Disorderly Conduct**

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.

No person shall push, strike, or physically assault any member of the faculty, administration, staff, student body, or any visitor to the campus.

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.

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.

Conduct and/or expressions which are obscene, or which are offensive to the prevailing standards of an academic community are prohibited.

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.

Verbal or sexual harassment, terroristic threats or abuse, and sexual assault are prohibited.

No student shall deliberately fail to heed a disciplinary summons, oral or written, to report to an administrative official or student conduct committee.

Failure to comply fully with a disciplinary sanction is prohibited.

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.

## **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.

## **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.

## **Fire Safety**

No person shall tamper with, damage, or disconnect any fire safety equipment.

No student shall set or cause to be set any unauthorized fire in or on College property.

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.

The unlawful possession, sale, furnishing, or use of any incendiary device is prohibited.

No student shall make, or cause to be made, a false fire alarm or issue a false bomb threat.

Remaining in a campus facility during a fire alarm without permission by the appropriate authorities is strictly prohibited.

## **Weapons**

For information on Campus Carry (House Bill 280), please refer to House Bill 280, commonly known as the "campus carry" legislation, effective July 1, 2017. Here are guidelines developed by the Office of Legal Affairs for the implementation of House Bill 280 that must be followed on all University System campuses on and after that date. Learn more at <http://www.usg.edu/hb280>.

## **Hazing**

All 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.

## **Joint Responsibility for Infractions**

Students who knowingly act in concert to violate the Student Code of Conduct (SCC) may be disciplined jointly, except where sanction could lead to suspension or expulsion, in which case students shall be dealt with individually under Level 2 or Level 3 process (see disciplinary process).

Under the SCC, 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 SCC.

## **Misuse of Student Identification Cards or Permits**

Lending, selling, or otherwise transferring a student identification card or parking permit is prohibited.

The use of a student identification card or parking permit by anyone other than its original holder is prohibited.

No student may obtain under false pretenses any additional student identification cards or permits.

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.

Failure to surrender a College identification card or permit to a properly identified and authorized College official is prohibited.

Intentionally damaging an ABAC identification card is prohibited. It is the student's responsibility to have a damaged card replaced.

Failure to display ID during campus break, holidays, weekends, and evenings (7:00 PM to 7:00 AM) is prohibited.

## **Theft**

No student shall sell anything not their own without written permission of the owner.

No student shall take, attempt to take, or keep in their possession items of Abraham Baldwin Agricultural College property or items belonging to students, student groups, College employees, or visitors without proper authorization.

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.

## **Unauthorized Entry or Use of College Facilities**

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.

No student shall allow, aid, or assist persons in making unauthorized entry into any building, office, or other facility.

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.

The possession of illegal articles on College property or in campus facilities is prohibited.

No student shall knowingly use College or student organization owned equipment, supplies, or property without proper authorization.

## **Traffic Violations**

Traffic regulations as specified in the Abraham Baldwin Parking and Traffic Regulations booklet are considered part of the Student Code of Conduct. These rules and regulations will be used as a standard for all cases pertaining to the Traffic Appeals Committee. (See section on Traffic Appeals Committee in this Handbook.)

## **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. (See Policies section on Student Use of Technology Resources in this Handbook.)

## **Student Housing Policy**

Abraham Baldwin Agricultural College offers on-campus housing at the Tifton campus only. Campus residence life is an important part of the college experience. On-campus living is much more than simply a convenience to students. Students living in a community of fellow students are positively influenced regarding retention, personal growth and development, participation in extra-curricular activities, and overall successful adaptation to the college experience. ABAC requires all freshmen to live on campus unless they meet one of the following criteria:

- Earned a minimum of 30 semester hours of collegiate level credit after high school graduation and have satisfied Learning Support requirements,
- Living with and commuting daily from the legal residence of a parent, legal guardian, or grandparent within a 50-mile radius of Tifton,
- Married,
- Single parent,
- 21 years of age prior to September 1 of the academic year, or
- Enroll only in courses on the Moultrie, Bainbridge, Blakely, or Donalsonville sites.

To be exempted from this requirement, a student must apply for exemption through the Housing Portal at:

<https://abac.starrezhousing.com/StarRezPortal/Default.aspx?Params=L9ezxPcQnQuRGKTzF%2b4sxeNblvAA%2b26c>. 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.

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:

- Written notice of charges prior to the scheduled conference.
- An explanation of the evidence against them.
- An opportunity to respond to evidence against them and to produce evidence on their behalf.

- The right to request administrative review of their case at the next highest level.

In cases where the alleged misconduct may result in expulsion, suspension, or disciplinary removal from College housing, the case shall be adjudicated according to the procedures outlined in Sections III-V above.

## Nursing Students

Nursing students should be aware that additional requirements must be met for the successful completion or entry into the program. Students must consult with their advisor to ensure they are on track for successful completion of the program.

*Note: All nursing students who transfer credit to ABAC must also be in compliance with the GPA Rule, 67% Successful Completion, and 150% Maximum Timeframe at the time of admission.*

## Policies and Procedures Governing Student Activity and Other Mandatory Student Fees

The College follows/uses the USG policy on the collection and use of mandatory student fees. This policy can be found at the following link:

[http://www.usg.edu/business\\_procedures\\_manual/section24/C2050/#p24.3.1\\_mandatory\\_student\\_fees](http://www.usg.edu/business_procedures_manual/section24/C2050/#p24.3.1_mandatory_student_fees)

In keeping with that policy, the following procedures have been established for the administration of Student Activity Fee funds:

### Responsibility for Administration of Funds

*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." The President has delegated responsibility for allocation and accountability of Student Activity Fee (SAF) funds to the Vice President for Finance and Operations (VPFO) and the Provost and Vice President for Academic Affairs (VPAA). In turn, the VPFO and the VPAA rely heavily on the Comptroller and the Dean of Students, respectively, for day- to-day administration of funds.

*Purpose and principles for use of SAF funds:* In 2013, through a process that involved input from students, faculty, and administrators, ABAC developed a structured (tiered) approach to the allocation of funds received from Student Activity Fees. The goal was to develop an allocation model that:

1. Funds a range of current and future student activities that meet the student life and learning environment needs of students,
2. Provides a simple and transparent allocation process that meets BOR and ABAC policy requirements with respect to allocation of SAF, and
3. Assigns fiscal accountability and responsibility to the deans for the expenditure of funds for Student Activity Funds that are associated with certain co-curricular activities.

Revenues received from Student Activity Fees are allocated to three (3) categories:

1. **Category 1 - Budgeted reserves** - to be used to support capital needs in support of student activities. Management for this budget category shall reside with the Vice President for Finance and Operations.
2. **Category 2 - Institutional programs** - salary, benefits, and operating funds to support student activities associated with SGA, Intramural and Recreational Sports, Ambassadors, Aquatics, Campus Activity Board (Interclub Council), Wellness Centers, Forest Lakes Golf Course, Phi Kappa Phi, Phi Theta Kappa, Student Publications, Student Radio Stations, and license fees. Management for this budget category shall reside with the Dean of Students.
3. **Category 3 - Academically-allied student activity programs** - programs that are tied directly to academic programs. Management for this budget category shall reside with the Academic Deans. Qualifying criteria for Category 3 are:
  - 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.

The Vice President for Finance and Operations and the Dean of Students maintain a list of the organizations approved to receive funds within each of the categories listed above.

## Process

*Student Activity Fee Allocation Committee:* The President, or his designee, shall appoint a Student Activity Fee Allocation Committee (SAFAC) consisting of ten (10) persons to include the following:

- The President of the ABAC Student Government Association (SGA),
  - Three (3) students to be selected by SGA,
  - One (1) non-student member to be appointed by the Vice President for Finance and Operations,
  - One (1) non-student member to be appointed by the Dean of Students,
  - One (1) non-student member to be appointed by the Provost and Vice President for Academic Affairs, and
- Three (3) student members to be appointed by the President.

*Allocation Process:* The Vice President for Finance and Operations shall be responsible for preparing the proposed Student Activities Budget, in accordance with the aforementioned allocation model. The annual budget shall be based upon best available projected revenue information. The annual budget shall reflect debits and credits to the Student Activity Reserve Account. Then, the Vice President for Finance and Operations, working with the Dean of Students, shall convene the Student Activity Fee Allocation Committee and seek its approval of the budget, in accordance with BoR and ABAC policies.

The student members of the SAFAC, under the direction of the Dean of Students, shall be responsible for the solicitation of student input prior to meeting when the SAFAC will take action on the proposed budget. The Vice President for Finance and Operations shall report to the Cabinet on the actions and recommendations of the SAFAC during annual budget development.

At the end of spring semester and before closure of the fiscal year, the Dean of Students, working with the Vice President for Finance and Operations, or his designee, shall prepare a final report on the expenditure of Student Activity Funds. The report shall include budgeted amounts, actual revenues, actual expenditure, and reserves on hand in accordance with the four (3) funding categories.

## Accountability

*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 seven

(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 their discretion.

*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 SAFAC. 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 designee, approves the request, he/she will submit it to the ABAC Business Office for payment.

*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 SAFAC and shall result in appropriate penalties.

*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 SAFAC.

*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:

1. 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.
2. 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.
3. 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.
4. 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.

## **Policy & Programs to Prevent Drug & Alcohol Abuse**

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.

## Education

The College provides alcohol and sexual assault education through EVERFI, an online course. This training is designed to assist students in making appropriate choices with respect to alcohol use.

## 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: Section

4.6.1 of the Board of Regents Policy Manual states the following:

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 (1) 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 Policy 8.6 Application for Discretionary Review (BOR Minutes, Feb. 2015)

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 (BOR Minutes, 1989-90, p. 384).

This Policy amendment is intended to implement The Student Organization Responsibility for Drug Abuse Act of 1990.

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 BOR Policy 8.6 Application for Discretionary Review (BOR Policy Manual 4.6.4, BOR Minutes, Feb. 2015) Source:  
<http://www.usg.edu/policymanual/section8/C2363>

## Process for Investigating and Resolving Disputed Reports

**Jurisdiction:** ABAC will take necessary and appropriate action to protect the safety and well-being of its community. Accordingly, student conduct should be addressed when such acts occur on ABAC property, at ABAC-sponsored or affiliated events, or otherwise violate ABAC's student conduct policies, regardless as to where such conduct occurs. If the student has admitted responsibility and has voluntarily decided to participate in the informal process, the procedures outlined in this section will not apply.

**Access to Advisors:** The respondent and alleged victim (where applicable), as parties to these proceedings, shall have the right to have an advisor (who may or may not be an attorney) of their choosing, and at their own expense, for the express purpose of providing advice and counsel. The advisor may be present during meetings and proceedings during the investigatory and/or resolution process at which their advisee is present. The advisor may advise the advisee in any manner, including providing questions, suggestions, and guidance on responses to any questions posed to the advisee, but shall not participate directly during the investigation or hearing process. ABAC shall not prohibit family members of a party from attending the hearing if the party requests such attendance but may limit each participant to having two (2) family members present.

**Initial Evaluation of Student Conduct Reports:** Regardless of how ABAC becomes aware of misconduct, ABAC shall ensure a prompt, fair, and impartial review and resolution of complaints alleging student misconduct. Where a report of student misconduct has been made to the appropriate department and/or person, ABAC shall review the complaint to determine whether the allegation(s) describes conduct in violation of ABAC's policies and/or code of conduct. If the reported conduct would not be a violation of ABAC's policies and/or code of conduct, even if true, then the report should be dismissed. Otherwise, a prompt, thorough, and impartial investigation, and review shall be conducted into each complaint received to determine whether charges against the respondent should be brought.

Where a report of student misconduct alleges sexual misconduct or other forms of harassment and/or discrimination, the report will be referred to and the investigation will be conducted through or as directed by the appropriate office trained and equipped to investigate such matters.

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

during the course of the investigation that would require oversight from the System Director, then the ABAC shall report that case to the System Director or designee prior to proceeding.

## Interim Measures

Interim measures may be provided by ABAC at any point during an investigation and should be designed to protect the alleged victim and the community. To the extent interim measures are imposed, they should minimize the burden on both the alleged victim and the respondent, where feasible. Interim measures may include, but are not limited to:

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

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

Before an interim suspension is issued, ABAC must make all reasonable efforts to give the respondent the opportunity to be heard on whether their presence on campus poses a danger. If an interim suspension is issued, the terms of the suspension take effect immediately. Upon request, the respondent will have an opportunity to be heard by the respective conduct officer, Title IX Coordinator, or System Director, as appropriate, within three (3) business days in order to determine whether the interim suspension should continue.

## Investigation

Throughout any investigation and resolution proceedings, a party shall receive written notice of the alleged misconduct, shall be provided an opportunity to respond, and shall be allowed to remain silent or otherwise not participate in or during the investigation and resolution process without an adverse inference resulting. If a party chooses to remain silent or otherwise not participate in an investigation, the investigation may still proceed, and policy charges may still result and be resolved. Additionally, in any investigation involving allegations of sexual misconduct, timely notice of meetings shall be provided to each party of any meeting at which the complainant, respondent or alleged victim may be present.

Timely and equal access to information that will be used during the investigation will be provided to the complainant, respondent and alleged victim (where applicable).

Where the potential sanctions for the alleged misconduct may involve a suspension or ABAC's investigation and resolution procedures must provide the additional minimal safeguards outlined below:

1. The alleged victim and respondent shall be provided with written notice of the complaint/allegations, pending investigation, possible charges, possible sanctions, and available support services. The notice should also include the identity of any investigator(s) involved. Notice should be provided via ABAC email to the address on file.
2. Upon receipt of the written notice, the respondent shall have at least three (3) business days to respond in writing. In that response, the respondent shall have the right to admit or to deny the allegations, and to set forth a defense with facts, witnesses, and supporting materials. A non-response will be considered a general denial of the alleged misconduct. Any alleged victim shall also be provided three (3) business days to respond to or to supplement the notice.

3. If the respondent admits responsibility, the process may proceed to the sanctioning phase or may be informally resolved, if appropriate.
4. If at any point the investigator determines there is insufficient evidence to support a charge or to warrant further consideration of discipline, then the complaint should be dismissed.
5. An investigator shall conduct a thorough investigation and should retain written notes and/or obtain written or recorded statements from each interview. The investigator shall also keep a record of any party's proffered witnesses not interviewed, along with a brief, written explanation of why the witnesses were not interviewed.
6. The initial investigation report shall be provided to the respondent and the alleged victim (where applicable). This report should clearly indicate any resulting charges (or alternatively, a determination of no charges), as well as the facts and evidence in support thereof, witness statements, and possible sanctions. For purposes of this Policy, a charge is not a finding of responsibility, but indicates that there is sufficient evidence to warrant further consideration and adjudication.
7. The final investigation report should be provided to the misconduct panel or hearing officer for consideration in adjudicating the charges brought against the respondent. A copy shall also be provided to the respondent and alleged victim (where applicable) before any hearing. The investigator may testify as a witness regarding the investigation and findings but shall otherwise have no part in the hearing process and shall not attempt to otherwise influence the proceedings outside of providing testimony during the hearing.

## Resolution/Hearing

In no case shall a hearing to resolve the charge(s) of student misconduct take place before the investigative report has been finalized.

Where the respondent indicates that he or she contests the charges, the matter shall be set for a hearing and once the investigative report has been finalized and copies provided to the respondent and

alleged victim (where applicable); however, the alleged victim (where applicable) and respondent may have the option of selecting informal resolution as a possible resolution in certain student misconduct cases where they mutually agree, except where deemed inappropriate by the Dean of Students or designee.

Where a case is not resolved through informal resolution or informal resolution is not available due to

the nature of the charges, the respondent shall have the option of having the charges heard either by an administrator (hearing officer) or a hearing panel. However, all cases involving charges of sexual misconduct that go to a hearing shall be heard by a panel of staff and/or faculty. Sexual misconduct panel members shall receive appropriate annual training as directed by the System Director or Coordinator and required by the Clery Act. If an administrative hearing is requested, the respondent shall use their discretion to determine whether the case should be heard by a hearing panel. Notice of the date, time, and location of the hearing shall be provided to the respondent, complainant, and alleged victim (where applicable) at least five (5) business days prior to the hearing. Notice shall be provided via ABAC email where applicable. Additionally, the following standards will apply to any such hearing:

The respondent shall have the right to present witnesses and evidence to the hearing officer or panel. Witness testimony, if provided, shall pertain to knowledge and facts directly associated with the case being heard. Both parties shall have the right to confront any witnesses, including the other party, by submitting written questions to the hearing officer for consideration. Advisors may actively assist in drafting questions. The Panel shall ask the questions as written and will limit questions only if they are unrelated to determining the veracity of the charge leveled against the respondent(s). In any event, the Panel shall err on the side of asking all submitted questions and must document the reason for not asking any particular questions.

Where the hearing officer or panel determines that a party or witness is unavailable and unable to be present due to extenuating circumstances, the hearing officer or panel may establish special procedures for providing testimony from a separate location. In doing so, the hearing officer or panel must determine whether there is a valid basis for the unavailability, ensure proper sequestration in a manner that ensures testimony has not been tainted, and make a determination that such an arrangement will not unfairly disadvantage any party. Should it be reasonably believed that

a party or witness who is not physically present has presented tainted testimony, the hearing officer or panel will disregard or discount the testimony.

In sexual misconduct cases, the hearing officer reserves the right to allow a party to testify in a separate room, so long as no party is unfairly disadvantaged by this procedure. A party must still give testimony in the presence of the Panel, and the opposing party must have the opportunity to view the testimony remotely and to submit follow-up questions.

Formal civil rules of evidence do not apply to the investigatory or resolution process.

The standard of review shall be a preponderance of the evidence; however, any decision to suspend or to expel a student must also be supported by substantial evidence at the hearing.

ABAC should maintain documentation of the proceedings, which may include written findings of fact, transcripts, audio recordings, and/or video recordings.

Following a hearing, both the respondent and alleged victim (where applicable) shall be simultaneously provided a written decision via ABAC email (where applicable) of the outcome and any resulting sanctions. The decision should include details on how to appeal, as outlined below. Additionally, the written decision must summarize the evidence in support of the sanction. The same form will be completed, regardless of whether the student opts for a hearing panel or an administrative proceeding accept responsibility; previous institutional response to similar conduct; strength of the evidence; and the wellbeing of the college community. The hearing panel, hearing officer or administrator that found that a policy violation occurred will determine sanctions and issue notice of the same, as outlined above.

The broad range of sanctions includes: expulsion; suspension for an identified time frame or until satisfaction of certain conditions or both; temporary or permanent separation of the parties (e.g., change in classes, reassignment of residence, no contact orders, limiting geography of where parties can

go oncampus) with additional sanctions for violating no-contact orders; required participation in sensitivity training/awareness education programs; required participation in alcohol and other drug awareness and abuse prevention programs; counseling or mentoring; volunteering/community service; loss of institutional privileges; delays in obtaining administrative services and benefits from the institution (e.g., holding transcripts, delaying registration, graduation, diplomas); additional academic requirements relating to scholarly work or research; financial restitution; or any other discretionary sanctions directly related to the violation or conduct.

## Appeals

Where the sanction imposed includes a suspension or expulsion (even for one held in abeyance), the following appellate procedures must be provided. The alleged offender (and in cases involving sexual misconduct or other forms of discrimination and/or harassment, the alleged victim) shall have the right to appeal the outcome on any of the following grounds: (1) to consider new information, sufficient to alter the decision, or other relevant facts not brought out in the original hearing, because such information was not known or knowable to the person appealing during the time of the hearing; (2) to allege a procedural error within the hearing process that may have substantially impacted the fairness of the hearing, including but not limited to whether any hearing questions were improperly excluded or whether the decision was tainted by bias; or (3) to allege that the finding was inconsistent with the weight of the information.

Appeals may be made for the above reasons in any case where sanctions are issued, even when such sanctions are held "in abeyance," such as probationary suspension or expulsion.

The appeal must be made in writing and must set forth one or more of the bases outlined above and must be submitted within five (5) business days of the date of the final written decision. The appeal should be made to the Provost and Vice President for Academic Affairs or designee.

The appeal shall be a review of the record only, and no new meeting with the respondent or any alleged victim is required. The Provost or designee may affirm the original finding and sanction, affirm the original finding but issue a new sanction of lesser severity, remand the case back to the decision-maker to correct a procedural or factual defect, or reverse or dismiss the case if there was a procedural or factual defect that cannot be remedied by remand. The Provost or designee shall then issue a decision in writing to the respondent within a reasonable time-period. The decision of the Provost or designee may be appealed in writing within five (5) business days (as determined by the date of the decision letter) to the President of ABAC solely on the three (3) grounds set forth above.

The President may affirm the original finding and sanction, affirm the original finding but issue a new sanction of greater or lesser severity, remand the case back to the decision maker to correct a procedural or factual defect, or reverse or dismiss the case if there was a procedural or factual defect that cannot be remedied by remand. The President's decision shall be simultaneously issued in writing to the complainant, the respondent and the alleged victim (where applicable) within a reasonable time period. The President's decision shall be the final decision of ABAC.

Should the respondent or alleged victim (where applicable) wish to appeal the President's decision, he or she may request review by the Board of Regents in accordance with the Board of Regents' Policy on Discretionary Review.

## Recusal/Challenge for Bias

Any party may challenge the participation of any ABAC official, employee or student panel member in the process on the grounds of personal bias by submitting a written statement to the ABAC designee setting forth the basis for the challenge. The designee shall not be the same individual responsible for investigating or adjudicating the conduct allegation. The written challenge should be submitted within a reasonable time after the individual knows or reasonably should have known of the existence of the bias. ABAC's designee will determine whether to sustain or deny the challenge and, if sustained, the replacement to be appointed.

## Refund Policy

Students who withdraw from college may be entitled to a refund depending on the date of withdrawal. Any refund to which students receiving financial aid may be entitled will be first applied against accounts in the following priority:

- Unsubsidized Federal Direct Loans
- Subsidized Federal Direct Loans
- Federal PLUS Loans
- Federal Pell Grants
- Federal SEOG
- Other Title IV financial aid programs
- Other federal, state, private or institutional sources of aid
- Student

## Refund Policy

Students officially withdrawing from the College after paying tuition and fees for the term will be issued a 100% refund for tuition and mandatory fees, provided the official withdrawal occurs **NO LATER THAN** the official drop/add day for the term. Students officially withdrawing from **ALL** classes **AFTER** the official drop/add day will receive a refund based upon the following official refund policy:

The refund amount shall be based on a pro rata percentage determined by dividing the number of calendar days in the semester that the student completed by the total calendar days in the semester. The total of calendar days in a semester

includes weekends but excludes scheduled breaks of five (5) or more days and days that students were on an approved leave of absence. The unearned portion shall be refunded up to the time that the amount earned equals 60%.

Students who withdraw when the calculated percentage of completion is greater than 60% are not entitled to a refund of any portion of institutional charges. A refund of all nonresident fees, matriculation fees, and other mandatory fees shall be made in the event of the death of students at any time during the academic session.

Housing fees and post office box fees are non-refundable fees. Refunds of elective charges upon withdrawing from the Institution during a term will be made on a prorated basis determined by the date of withdrawal. Gold card charges and à la carte meal plans are refundable only to the extent they are unspent.

Students are responsible for withdrawing officially in accordance with College regulations, which are provided in this handbook. Students receiving funds and financial aid monies will have their refunds restored to the following programs in this precise order: outstanding balances on unsubsidized loans, subsidized loans, PLUS loans, Pell, SEOG, other Title IV student assistant programs, HOPE, private scholarships, and finally to the student.

No other refunds or reductions are allowed unless such reductions are necessitated by schedule changes initiated by the College. Students suspended or expelled for disciplinary reasons are not entitled to a refund of any deposits, tuition, or fees paid. Additionally, students who are asked to vacate their residence hall rooms as a result of disciplinary actions are not eligible for refunds.

## **Reporting Sexual Misconduct**

A complainant of sexual misconduct may, but not need, file a criminal complaint with law enforcement officials; file a misconduct report with a Responsible Employee or Coordinator; or file both. A report may be filed anonymously, although anonymous reports may make it difficult for the institution to address the complaint. Any individual who believes that he or she has been a victim of sexual misconduct is encouraged to report allegations of sexual misconduct promptly.

All reports of sexual misconduct alleged to have been committed by a student must be handled consistently with requirements set forth in Section 4.6.5, Standards for Institutional Student Conduct Investigation and Disciplinary Proceedings.

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

## **Institutional Reports**

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

The Coordinator's identity and contact information shall be published by each institution prominently on the institution's website, as well as in any relevant publication. Each institution may choose to have Deputy Title IX Coordinators to whom reports may be made, as well. Institutions should encourage complainants to report their complaints in writing, though oral complaints should also be

accepted, taken seriously, and investigated, to the extent possible. While complaints should be made as quickly as possible following an alleged incident of sexual misconduct, all reports should be accepted regardless of when reported.

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

## **Law Enforcement Reports**

Because sexual misconduct may constitute criminal activity, a complainant also has the option, should he or she so choose, of filing a report with campus or local police, for their own protection and that of the surrounding community. The institution may assist the complainant in reporting the situation to law enforcement officials.

1. Complainants considering filing a report of sexual misconduct with law enforcement should preserve any evidence of sexual misconduct, including, but not limited to, the following:
2. Clothing worn during the incident including undergarments;
3. Sheets, bedding, and condoms, if used;
4. Lists of witnesses with contact information;
5. Text messages, call history, social media posts;
6. Pictures of injuries; and/or
7. Videos.

## **Anonymous Reports**

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

## **Retaliation**

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

## **False Complaints**

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

## **Amnesty**

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

## **Handling Reports of Sexual Misconduct**

### **Support Services**

Once a student or employee makes a complaint or receives notice that a complaint has been made against him or her, or the coordinator otherwise learns of a complaint of sexual misconduct, the complainant, respondent and alleged victim (where applicable) should receive written information about support services, such as counseling, advocacy, housing assistance, academic support, disability services, health and mental services, and legal assistance, available at the student's institution.

Information on support services will be provided regardless as to whether an individual elects to go forward with filing a formal complaint of sexual misconduct or with notifying law enforcement.

Information on support services will also be provided to students and employees, regardless of where the alleged misconduct occurs.

Other available support services should also be listed on the institution's Title IX website at:  
<http://www.abac.edu/more/human-resources/titleix>

### **Interim Measures**

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

Before an interim suspension is issued, the institution must make all reasonable efforts to give the respondent the opportunity to be heard, consistent with the provisions in Policy 4.6.5.

### **Jurisdiction**

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

### **Advisors**

Both the alleged victim and respondent, as parties to the matter, shall have the opportunity to use an advisor (who may or may not be an attorney) of the party's choosing at the party's own expense for the express purpose of providing advice and counsel, pursuant to the provisions of Policy 4.6.5.

## **Informal Resolutions**

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

1. When complainant(s) and respondent agree to an informal resolution, and
2. When the initial allegation could not result in expulsion, and
3. When the complainant(s) and respondent(s) agree to the terms of the informal resolution, and
4. When the investigator concludes that informal resolution is in the best interest of the parties and the institution's community, and
5. The alleged victim(s) and respondent(s) have the option to end informal resolution discussions and request a formal process at any time before the terms of an informal resolution are reached. However, matters resolved informally shall not be appealable.

## **Timeframe**

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

## **Investigations**

All sexual misconduct investigations involving a student respondent, whether overseen by the institution's Coordinator or the System Director, shall follow the investigation process set forth in Section 4.6.5, Standards for Institutional Student Conduct Investigation and Disciplinary Proceedings.

## **Hearings, Possible Sanctions and Appeals**

All sexual misconduct hearings, sanctions, and appeals involving a student respondent, whether overseen by the institution's Coordinator or the System Director, shall follow the investigation process set forth in Section 4.6.5, Standards for Institutional Student Conduct Investigation and Disciplinary Proceedings. Source:  
<http://www.usg.edu/policymanual/section4/policy/C332/>

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

## **Reports of Student Misconduct**

ABAC adheres to the USG Policy 4.6.5.1 on reporting student misconduct. ABAC provides clear notice to students and other campus community members as to how to file complaints of misconduct. Link:  
[https://www.usg.edu/policymanual/section4/C332/#p4.6.5\\_standards\\_for\\_institutional\\_student\\_conduct\\_investigation](https://www.usg.edu/policymanual/section4/C332/#p4.6.5_standards_for_institutional_student_conduct_investigation)

Complaints to the appropriate department and/or person(s) should include as much information as possible - such as: (1) the type of misconduct alleged; (2) the name and contact information of the individual(s) accused of misconduct; (3) the date(s), time(s), and place(s) of the misconduct; (4) the name(s) and contact information of any individual(s) with knowledge of the incident; (5) whether any tangible evidence has been preserved; and (6) whether a criminal complaint has been made. Information from complaints may be shared as necessary to investigate and to resolve the alleged misconduct.

Complaints shall be investigated and resolved as outlined below. The need to issue a broader warning to the community in compliance with the Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act ("Clery Act") shall be assessed in compliance with federal law.

Where appropriate, complainants may file a law enforcement report as well as an institutional report, but are not required to file both.

**Confidentiality:** Where a complainant or alleged victim requests that their identity be withheld or the allegation(s) not be investigated, ABAC will consider whether or not such request(s) can be honored while still providing a safe and nondiscriminatory environment for ABAC and conducting an effective review of the allegations. ABAC should inform the requesting party that the institution cannot guarantee confidentiality.

**Retaliation:** Anyone who, in good faith, reports what she or he believes to be student misconduct participates or cooperates in, or is otherwise associated with any investigation, shall not be subjected to retaliation. Anyone who believes he or she has been the target of retaliation for reporting, participating or cooperating in, or otherwise being associated with an investigation should immediately contact the appropriate department or individual(s). Any person found to have engaged in retaliation in violation of the student conduct policy shall be subject to disciplinary action, pursuant to ABAC's policy.

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

**Amnesty:** Students are encouraged to report violations of the law and/or the student code of conduct, notwithstanding their own improper use of alcohol or drugs. Any student(s) who voluntarily and in good faith reports information to ABAC faculty or staff prior to any investigation concerning use of drugs or alcohol will not be voluntarily reported to law enforcement; nor will information that the individual provides be used against the individual for purposes of conduct violations. Nevertheless, these students may be required to meet with staff members in regards to the incident and may be required to participate in appropriate educational program(s). The required participation in an educational program under this amnesty procedure will not be considered a sanction.

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

## Safety App: LiveSafe

LiveSafe puts a mobile security system in the hands of students at the Tifton campus so they can feel involved and empowered to do something when they see something. Users can send text, photos, videos and precise location information to report incidents ranging from routine maintenance needs to suspicious activity to safety threats. LiveSafe's cloud-based command dashboard receives tips in real-time and allows the ABAC Police to respond via secure live chat.

### LiveSafe in 3 Easy Steps

1. **Download** - Search for and download "LiveSafe" from iTunes or Google Play app stores. Open LiveSafe on your device.

2. **Sign up and verify your account** - Register using your mobile phone number or tap "use email" to sign up with your email instead. Follow the verification instruction (either via SMS text if registering with your phone number or via email if using your email account). Once verified, fill out your profile and create a password. Tap "next."
3. **Select your organization** - Your organization should appear at the top of the list if it is nearby. Otherwise, search for and select it. You'll know you are in the right place when you see your organization's logo at the top. When prompted, enable push notifications and location services to receive full benefits of the LiveSafe app. You're set!
  - **Share info with safety and security.** Submit tips related to safety concerns and attach a photo, video, or audio file. You can even do it anonymously.
  - **Access resources.** Have quick access to emergency information, site resources, and more.
  - **Tab navigation: Home.** Keeps ABAC-related functionality in one place within the app.
  - **Get LiveSafe.** Download "LiveSafe" from the App Store or Google Play. Register and fill out your profile. Select ABAC. You're set!
  - **Request help in an emergency.** Quickly access emergency numbers. Safety officials can leverage location-data in an emergency, allowing for faster response times.
  - **Help ensure you get home safely.** Request a police escort.
  - **Tab navigation: SafeWalk and Notifications.** Makes it easier to quickly start a peer-to-peer SafeWalk and access broadcast messages.

## Satisfactory Academic Progress

The Higher Education Act of 1965, as amended by Congress, mandated institutions of higher education to establish minimum standards of "satisfactory progress" for students receiving financial aid. The College makes these standards applicable to all institutionally awarded federal and state funds to include Federal Pell Grant, Federal Supplemental Educational Grants, Federal Work-Study, HOPE Scholarships, Federal Direct Student Loans, and Federal Direct Parent Loans to Undergraduate Students (PLUS), for the purpose of maintaining a consistent policy for all students receiving assistance.

Effective with the beginning of the Spring Term 2011, the following standards will apply to all students receiving any type of financial aid outlined above. Satisfactory academic progress must be maintained by satisfying three (3) requirements: the GPA Rule, the 67% Successful Completion Rule, and the 150% Maximum Time Frame Rule.

## First Semester and Transfer Recipients

To receive federal financial assistance for the first time at ABAC, each eligible person will have met the admission requirements of the College.

## Continuing Recipients

Students will be expected to achieve certain minimum levels of progress toward the successful academic completion of course requirements for a degree or certificate. Progress is measured both quantitatively and qualitatively. At ABAC, standards for maintaining such progress are as follows:

### GPA Rule

To maintain eligibility for financial aid, students must maintain a minimum OVERALL GPA (OGPA) of 2.0. The OGPA will be checked at the end of each term for satisfactory academic progress. The OGPA includes grades of A, B, C, D, F, and WF. WF (withdrew with a failing grade) counts as an F. All grades for repeated coursework will count in the GPA calculation. All courses that are transferred in from another institution will also count in the overall GPA evaluation. Students do not earn quality points for incomplete grades until the grade is resolved. Learning Support, repeated, and transfer courses are included in the calculation of the GPA.

## 67% Successful Completion

Students must successfully complete a minimum of 67% of the cumulative credit 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, U, W, or WF. Learning Support, repeated, and transfer courses are included in the calculation of completions.

## 150% Maximum Timeframe

Federal regulations limit receipt of federal financial aid to no more than 150% of the course work required for any particular degree or certificate. Learning Support credits, transfer credits, and repeated credits will all be included in the hourly limitation.

Program Requirements	Maximum Attempted Credit Hours
30	45
60	90
120	180

## Scholarships

### Foundation Scholarships

Each scholarship offered via the Abraham Baldwin Agricultural College Foundation, Inc. will be awarded on the basis of pre-determined criteria mutually agreed upon by the College, the Foundation, and the Donor that recognize the donor's affiliation with the institution while supporting the needs of ABAC and its students. These criteria include, but are not limited to, prior academic achievement and exceptional leadership. Economic need is not a criterion for the selection of recipients except where specifically stated. Scholarships are generally awarded for a two-semester period, with half of each award payable each semester unless specifically otherwise allowed by scholarship criteria. In the case of scholarships that carry awards for more than one semester, recipients must maintain a minimum grade point average (GPA) established by the College throughout the period of the award and must not drop below a full load during the semester unless otherwise allowed by scholarship criteria. Transfer to another institution will result in the termination of a scholarship. Withdrawal will result in termination unless withdrawal was for circumstances beyond the student's control. Unused portions of a scholarship resulting from withdrawal during a semester, failure to maintain the prescribed GPA, or suspension will revert to the scholarship fund. Reinstatement of the scholarship after withdrawal must be initiated by students where permitted by the fund agreement; however, a request for reinstatement of a forfeited scholarship award does not guarantee reinstatement. Any deviation from this standard requires written approval from the Provost and Vice President for Academic Affairs and the Foundation's Chief Operating Officer.

Scholarships are awarded based upon availability of funds, as determined by the Abraham Baldwin Agricultural College Foundation, Inc. All scholarships may not be available for award during a given academic year. Detailed information for ABAC Foundation Scholarships and the application process may be obtained online at <https://www.abac.edu/funding/#Scholarships> .

## **External Scholarships**

The ABAC website provides links to several financial aid related websites. These websites can be used by ABAC students for assistance in locating outside scholarship sources. For further information on this service, contact the Office of Financial Aid. This listing of outside sources of financial aid is provided as a service to ABAC students. Students are encouraged to actively research and seek out other possible sources of financial aid and/or scholarships.

## **State Department of Vocational Rehabilitation**

Students who have a physical or an emotional disability may receive financial assistance to attend college through their nearest vocational rehabilitation office. For details, students may contact the Office of Student Accounts or their local rehabilitation office.

## **Statement of Student Rights and Responsibilities**

As a member of the ABAC community, students possess certain rights and responsibilities in their pursuit of a life-changing experience which affords them the opportunity to prepare for their role in the communities in which they will live and work. All members of the ABAC community bear a responsibility to contribute to an environment that is conducive to the educational experiences of teaching, studying, learning, and participating.

In their pursuit of a life-changing experience, students have the right to a safe and productive learning environment in which they enjoy freedom of speech, expression, and association. Students have the right to study, to pursue grievances, and to due process in student discipline. They have the right to privacy and the right to review their academic records as outlined by College policies and procedures.

Within this right, the College will release educational records only with written permission as outlined in the Family Educational Rights and Privacy Act of 1974 (FERPA) Institutional Policy (FERPA or Buckley Amendment).

## **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 ABAC locations 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 Tifton campus. Participation is open to all interested students. The Stallion Newspaper website is

<https://www.abacstallion.com> and the advisor is Tom Grant ([tgrant@abac.edu](mailto:tgrant@abac.edu)). Stallion TV can be viewed at:  
[https://www.youtube.com/chann/UCSb3VSf59\\_rISeNXKeXarMg?view\\_as=subscriber](https://www.youtube.com/chann/UCSb3VSf59_rISeNXKeXarMg?view_as=subscriber)

## **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 Tifton campus. 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 is necessary.

## **Adroit**

The annual creative arts journal of ABAC at Bainbridge, Adroit, is an artistic forum for students, faculty, staff, alumni, and the community. The journal features poetry, fiction and non-fiction prose, art, and photography.

## **WPLH (103.1 FM)**

Operated by students, the ABAC Tifton campus radio station, WPLH, features a full-time broadcast schedule, which offers a wide variety of musical genres and styles, news, features, and other entertainment. The broadcasting studio and office are located in Tifton. Student DJs and managers are always needed for the station. If interested, send an email to: [wplh@stallions.abac.edu](mailto:wplh@stallions.abac.edu) or call (229) 391-4977.

## **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 on the Tifton campus. The Players stage two (2) college-produced productions each year. Auditions are announced well in advance and are open to all students. For more information, interested students should contact the School of Arts & Sciences.

## **Music Organizations**

The ABAC Concert Band and Concert Choir on the Tifton campus are open to all students who are interested in music. To be a member of the ABAC Jazz Ensemble, Voices of ABAC/Jazz Choir, or Chamber Singers, auditions are required for membership and one must belong to the larger ensemble first. 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 has 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, contact the School of Arts and Sciences.

## **ABAC Ambassadors**

The Ambassadors, a select group of students chosen at the beginning of each fall semester for their enthusiasm, premier leadership ability, and exceptional communication skills, represent ABAC. The ABAC Ambassadors provide official campus tours, host visiting dignitaries, and assist with on-campus functions. The Ambassadors are the face of ABAC. Applications are available online or can be picked up from the Public Relations Office in Tift Hall on Tifton site or from the Executive Director at Bainbridge site. Mandatory personal interviews and a social are critical in the highly competitive selection process.

## **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, ABAC Tifton hosts three (3) 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 <https://www.abac.edu/campus-life/clubs-and-organizations/greek-life/>.

## **Student Development Center**

The Student Development Center is a multipurpose department that addresses personal, academic, educational, intellectual, physical, recreational, cultural and social growth and development, as well as career development, to promote the success of prospective and currently enrolled students. Consultation and referral services are provided to alumni, faculty and staff. The Center consists of five components: Personal Counseling, National SAT and ACT Testing, Career Development Counseling, Disabilities Services and ADA Compliance. See Student Development Services at your site for contact information or visit <http://www.abac.edu/student-life/dean-of-students-resources-services/student-development>.

## **Personal Counseling & 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. Concerns commonly addressed:

- college adjustment
- stress and time management
- sexual orientation and gender diversity
- art therapy
- family issues
- grief/loss issues
- substance use
- interpersonal skills

Other educational opportunities such as leadership training, human relations skill building, assertiveness training and decision-making skills 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. National ACT and SAT administrations are offered through the Student Development Center. Individual personality testing services are utilized by the counselors when appropriate.

## **Career Development**

The Career Development component of the Student Development Center helps to foster career exploration and decision-making processes to help individuals achieve their maximum educational and career potential under a holistic life-span perspective. The goal of the Career Development component is to offer a process that helps bring individuals to a decision regarding academic major and/or career choice. Help with resume writing, interviewing and dress for success are also offered.

## Disability Services and ADA Compliance

ABAC is committed to providing an equal educational opportunity (including academic, cultural and recreational experiences, and facilities) for all qualified students with documented disabilities. Fostering a positive and supportive attitude towards students with any disability is important to the College's mission.

Services to students with disabilities are provided through the Student Development Center. These opportunities include 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, the Americans with Disabilities Act (ADA) (1990), the ADA Amendments Act (ADAAA) (2008), policies of the Board of Regents of the University System of Georgia and guidelines provided from the University System of Georgia's Regents Center for Learning Disorders. The Tifton office serves students in Tifton and Moultrie; the Bainbridge office serves students in Bainbridge, Blakely and Donalsonville.

Approved documentation must be on file *before* accommodations can be allowed. Disability categories:

- learning disability
- attention-deficit hyperactivity disorder
- autism spectrum disorder
- acquired brain injury
- psychological disorder
- sensory disorder
- mobility disorder
- systemic disorder
- communication disorder
- other disabilities

Students who request accommodations must contact Student Development Center at least two months prior to the first day of class with appropriate documentation for the disability to have accommodations approved and in place prior to the beginning of class. Students with physical disabilities who plan to live on-campus at the Tifton campus, must give the College at least two (2) months' notice so that living accommodations can be arranged. Please request Residential Life and Housing accommodations prior to June 1.

Students with a disability who wish to receive academic accommodations to allow them equal access to an education at ABAC need to initiate the process by completing a Voluntary Declaration of Disability. To determine whether a student meets the criteria for disabilities as outlined by the Board of Regents of the University System of Georgia, students must complete a Release of Information form to authorize the Student Development Center to release all confidential psychological and/or medical and other records to the Regents Center for Learning Disorders for review, evaluation and approval. Students are responsible for the cost of psychoeducational testing and evaluation.

For additional information on the Student Development Center, visit the Student Development Center in Tifton on the second floor of Branch Hall, Suite 216. Direct correspondence at the Tifton and Moultrie sites can be sent to Director of Student Development, ABAC 48, 2802 Moore Highway, Tifton, GA 31793. For Bainbridge, Blakely and Donalsonville sites, direct correspondence to Disability Services, 2500 East Shotwell Street, Bainbridge, GA 39819.

## Student Government Association (SGA)

The Student Government Association (SGA) is the voice of the students at ABAC and provides many opportunities for leadership. 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 to promote and further the interests of the student body. The SGA office is located on the third floor of Branch Hall on the Tifton campus or the 2nd floor of the Wellness Center on the ABAC at Bainbridge site.

## **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 (2) 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 SGA. 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.

## **Student Use of Technology Resources Policy**

ABAC abides by the University System of Georgia IT Handbook Guidelines 5.1.3. It is USG policy to provide an environment that encourages the free exchange of ideas and sharing of information. Access to this environment and the USG's IT resources is a privilege and must be treated with the highest standard of ethics. The USG expects all organizations and their users to use IT resources in a responsible manner, respecting the public trust through which these resources have been provided, the rights and privacy of others, the integrity of facilities and controls, state and federal laws, and USG policies and standards. USG organizations may develop policies, standards, and guidelines based on their specific needs that supplement, but do not lessen, the intent of this policy. This guideline outlines the standards for appropriate use of USG IT resources, which include, but are not limited to, equipment, software, networks, data, and telephones whether owned, leased, or otherwise provided by USG organizations. This guideline applies to all users of USG IT resources including faculty, staff, students, guests, external organizations and individuals accessing network services, such as the Internet via USG resources.

### **Guidelines**

Preserving the access to information resources is a system-wide effort that requires each institution to act responsibly and guard against abuses. Therefore, USG organizations and its users have an obligation to abide by the following standards of appropriate and ethical use:

- Use only those IT resources for which you have authorization
- Protect the access and integrity of IT resources
- Abide by applicable local, state, federal laws, organizational policies and respect the copyrights and intellectual property rights of others, including the legal use of copyrighted material
- Use IT resources only for their intended purpose
- Respect the privacy and personal rights of others
- Do no harm

Failure to comply with the appropriate use of these resources threatens the atmosphere for the sharing of information, the free exchange of ideas, and the secure environment for creating and maintaining information property, and subjects one to discipline. Any user of any USG organization found using IT resources for unethical and/or inappropriate practices has violated USG policy and is subject to disciplinary proceedings including suspension of system privileges, expulsion from school, termination of employment and/or legal action as may be appropriate. Although all members of the USG have an expectation of privacy, if a user is suspected of violating USG policy, his or her right to privacy may

be superseded by the USG's requirement to protect the integrity of IT resources, the rights of all users, and the property of the USG and the state. The USG thus reserves the right to examine material stored on or transmitted through its resources if there is cause to believe that the standards for appropriate use are being violated by an organization, user, or a trespasser onto its systems or networks.

The guidelines outline the responsibilities USG organizations and its users accept when using USG's computing and IT resources. This is put forth as a minimum set of standards for all areas of the USG and

may be supplemented with specific organization-level guidelines. However, such additional guidelines must be consistent with this document and cannot supersede this document. These guidelines include the use of information systems and resources, computers, telephones, Internet access, electronic mail (email), voicemail, reproduction equipment, facsimile systems, and other forms of electronic communications.

## User Responsibilities

Use of USG IT resources is granted based on acceptance of the following specific responsibilities:

Use only those computing and IT resources for which you have authorization. For example, it is a violation:

- To use resources you have not been specifically authorized to use
- To use someone else's account and password or share your account and password with someone else
- To access files, data, or processes without authorization
- To purposely look for or exploit security flaws to gain system or data access

Protect the access and integrity of computing and IT resources. For example, it is a violation:

- To use excessive bandwidth
- To release a virus or a worm that damages or harms a system or network
- To prevent others from accessing an authorized service
- To send email that may cause problems and disrupt service for other users
- To attempt to deliberately degrade performance or deny service
- To corrupt or misuse information
- To alter or destroy information without authorization

Abide by applicable laws and USG policies and respect the copyrights and intellectual property rights of others, including the legal use of copyrighted software.

For example, it is a violation:

- To download, use or distribute copyrighted materials, including pirated software or music or videos or games
- To make more copies of licensed software than the license allows
- To operate and participate in pyramid schemes
- To upload, download, distribute, or possess pornography
- To upload, download, distribute, or possess child pornography

Use computing and IT resources only for the intended purposes. For example, it is a violation:

- To use computing or network resources for advertising or other commercial purposes
- To distribute copyrighted materials without express permission of the copyright holder
- To send forged email
- To misuse Internet Relay Chat (IRC) software to allow users to hide their identity, or to interfere with other systems or users

- To send terrorist threats or "hoax messages"
- To send chain letters
- To intercept or monitor any network communications not intended for you
- To attempt to circumvent security mechanisms
- To use privileged access for other than official duties
- To use former privileges after graduation, transfer or termination, except as stipulated by the USG organization

Respect the privacy and personal rights of others. For example, it is a violation:

- To use electronic resources for harassment or stalking other individuals
- To tap a phone line or run a network sniffer or vulnerability scanner without authorization
- To access or attempt to access other individual's password or data without explicit authorization
- To access or copy another user's electronic mail, data, programs, or other files without permission
- To disclose information about students in violation of USG Guidelines

## Cybersecurity Caveat

Be aware that although computing and IT providers throughout the USG are charged with preserving the integrity and security of resources, security sometimes can be breached through actions beyond their control. Users are therefore urged to take appropriate precautions such as:

- Safeguarding their account and password
- Taking full advantage of file security mechanisms
- Backing up critical data on a regular basis
- Promptly reporting any misuse or violations of the policy
- Using virus scanning software with current updates
- Using personal firewall protection
- Installing security patches in a timely manner

## Violations

Every user of USG IT resources has an obligation to report suspected violations of the above guidelines. Reports should be directed to the institution, unit, center, office, division, department, school, or administrative area responsible for the particular system involved.

## Students' Rights and Responsibilities for Financial Aid

Students receiving financial aid have rights and responsibilities. Student applicants must, without exception, report any of the following changes to the Office of Financial Aid:

- withdrawal from school
- transfer to another school
- any change in enrollment status
- name changes

- address change or parents' address change
- joining military service

Students are responsible for obtaining, completing, and filing the proper financial aid application, statements, forms, etc., each year on a timely basis. Students have the right to seek and receive full information and counseling from the Office of Financial Aid in regard to any financial aid matter. If the family's financial circumstances have changed due to death, divorce, marriage, disability, long-term unemployment or low income, students' eligibility may change. Students must take the initiative in notifying the Office of Financial Aid of these changes.

Correct information must be provided on all financial aid forms. False reporting of information on financial aid application and/or forms is a violation of law and may be considered a criminal offense which could result in indictment under the U.S. Criminal Code. Students applying for financial aid must return all additional documentation, verification, corrections, and/or additional information requested by either the Office of Financial Aid or the agency to which the financial aid application or confidential statement was submitted. Students are responsible for reading and understanding all forms requiring signature and for obtaining copies of them. Students must accept responsibility for all agreements signed. Students are also responsible for understanding the College's refund policies and procedures.

## Textbook Purchases

Retail purchase of textbooks can be made in Tifton, Moultrie, and Bainbridge. Please see your nearest location for more information or visit <https://bookstore.abac.edu>.

## Tutoring in Academic Achievement Center

The Academic Achievement Center (AAC) is an internationally certified tutoring center through the College Reading and Learning Association, and its tutors meet the requirements of this certifying body. The AAC tutors are peer tutors trained each semester and meeting specific grade point average requirements. Tutoring services are provided at no additional cost to students and are available on the Tifton Campus and the Bainbridge, Blakely, and Moultrie site locations. Tutoring is provided on a drop-in basis in Tifton and by appointment at the other sites. Although ABAC does not guarantee that tutoring is available for all subjects, tutors can generally assist in most subjects. Along with tutoring, the AAC in Tifton has numerous computers and a printer for students to use, as well as a coffee station and whiteboards for studying. For additional information on the AAC, please visit: <https://www.abac.edu/academics/academic-support/academic-achievement-center-aac>.

## Unusual Enrollment History (UEH)

Beginning with the 2013-14 award year, the U.S. Department of Education added the Unusual Enrollment History (UEH) Flag to the Institutional Student Information Record (ISIR). The purpose of the UEH Flag is to identify instances of potential fraud and abuse of the Federal Pell Grant Program. Although some students have legitimate reasons for unusual enrollment histories, other students may enroll in post-secondary schools long enough to receive credit balance payments, leave the institutions, and repeat the process at other schools.

Students with an unusual enrollment history, based on the school's criteria, will have one of the following UEH flags and C codes on their ISIRs.

UEH Flag Value	C Code	Comment Code	Flag Description	School Action to Resolve Flag
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N	No	None	Enrollment pattern not unusual	No school action required.
2	Yes	359	Possible enrollment pattern problem	School must review enrollment/academic and financial aid records for past four (4) years.
3	Yes	360	Questionable enrollment pattern	School must review enrollment/academic and financial aid records for past four (4) years.

## Veterans' Services

Veterans can receive assistance with applying for educational military benefits in the Office of Student Accounts, located on the Tifton campus. All veterans, active duty service members, members of the reserves, and dependents of disabled or deceased veterans, should contact the Office of Student Accounts immediately upon deciding to enroll in the College so that proper administrative procedures can be initiated.

Veterans experiencing academic difficulty may be eligible for additional benefits to help defray the costs of tutoring services. Such veterans should consult with the personnel in the Office of Student Accounts to determine the proper procedure to obtain these additional benefits.

Students who wish to be considered for Veterans' Benefits at ABAC must present a copy of their form DD-214 to the Office of Student Accounts for evaluation.

## Work Opportunities

### Federal Work-Study Program (FWS)

Students who qualify (by completing the FAFSA) may work on campus or at an approved off-campus location to help earn money to satisfy educational expenses. To qualify for FWS, students must be permanent residents or citizens of the United States, registered at ABAC, show financial need, and make satisfactory academic progress. Federal Work-Study is awarded on a first come, first served basis.

### Regular Work Program

A few jobs are also available to students under the regular program of work. The College provides information concerning these opportunities. Please check the Human Resources website for jobs available for FWS and regular positions, listed under Student Job Listings.