

# **S t u d e n t   S e r v i c e s**

## **POLICY ON SEXUAL HARASSMENT**

Sexual harassment is a violation of Title VII of the Civil Rights Act of 1964. In the classroom, it is a violation of Title IX of the Education Amendments of 1972.

Sexual harassment of employees or students in the University System is prohibited and shall subject the offender to dismissal or other sanctions after compliance with procedural due process requirements. Unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature constitutes sexual harassment when:

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

A student who feels subjected to any type of sexual harassment should consult with the Director of Student Development, second floor of the J. Lamar Branch Student Center, or the Vice President for Student Affairs, second floor of the Branch Student Center.

## **POLICY ON RACIAL HARASSMENT**

It is the policy of Abraham Baldwin Agricultural College to conduct and provide programs, activities and services to students, faculty, and staff in an atmosphere free from racial harassment. Racial harassment is any behavior that would verbally or physically threaten, torment, badger, heckle, or persecute an individual because of his/her race. Racial harassment of college faculty, staff, students, or visitors is prohibited and shall subject the offender to appropriate disciplinary action including dismissal.

Students, faculty and staff who feel they have been subjected to racial harassment can seek advice from:

Civil Rights Issues (Students)—The Vice President for Student Affairs, J. Lamar Branch Student Center (second floor), or Dean of Student Life Bernice Hughes, ABAC Place Town Hall.

Civil Rights Issues (Faculty)—Dr. Niles Reddick, Vice President for Academic Affairs, J. Lamar Branch Student Center (second floor).

Civil Rights Issues (Staff)—Ms. Bertha Daniel, Director of Human Resources, J. Lamar Branch Student Center (third floor).

## **STUDENT DEVELOPMENT CENTER**

The Student Development Center services are available without charge to any student to facilitate achieving maximum educational development under a holistic approach. Services provided through the Student Development Center include personal counseling, testing, career development counseling and placement, ADA compliance, disability services, and medical withdrawals. The Center is located on the second floor of Branch Student Center.

## Student Services

Direct correspondence to Dr. Maggie Martin, Director of Student Development, ABAC 48, 2802 Moore Highway, Abraham Baldwin College, Tifton, GA 31793. The e-mail address is [mmartin@abac.edu](mailto:mmartin@abac.edu).

### **Disability Services**

The College complies with the Rehabilitation Act of 1973, Section 504, the 1990 Americans with Disabilities Act, and the policies of the Board of Regents' of the University System of Georgia. ABAC seeks to assist students with disabilities in gaining equal educational opportunities by providing reasonable accommodations for those who are qualified. Students with a learning disability, attention deficit disorder, physical, mental, emotional, and/or a hearing impairment must contact the College at least two months prior to the first day of class with appropriate documentation of the disability. Documentation provided must be approved before accommodations can be allowed. Students with physical disabilities who plan to live on campus must give the College at least two months advance notice so that living accommodations can be arranged.

Anyone with any impairment should contact the Student Development Center, located on the second floor of the J. Lamar Branch Student Center.

### **Counseling**

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

### **Testing**

National and college-wide test administrations are offered such as the NSAT, ISAT, ACT, CLEP, MELAB, CAT, DSST (formerly DAN TES), and individual test proctoring services for eCore and other web based and distance learning classes. Individual personality testing services are utilized by the counselors when appropriate.

### **Career Development**

The Career Development component of the Student Development Center assists students in assessing choices of academic majors and career alternatives. These choices are guided through individual career counseling utilizing interest, skills, values and abilities inventories, and other testing. The Career Center also offers the use of the computerized career planning program, DISCOVER. Information about other colleges and universities is available for students desiring to transfer to a four-year institution. The center also oversees academic advising for undecided/undeclared majors to facilitate the career decision making process under a life span perspective.

### **Career Placement**

The Career Placement component is geared toward helping students in career-technological programs with their career job search. This component offers resume writing, interviewing, dress for success and job search strategies through individual and group sessions and workshops available to all students. Two Career Leaders' Forums that showcase professionals in particular fields of study are presented annually, as well as a Career Fair that showcases prospective employers. Students

are encouraged to utilize these services early in their college career as well as close to their graduation date.

### **Student Administrative Withdrawals**

A student may be administratively withdrawn from the College when in the judgment of the Vice President for Student Affairs in consultation with the Director of Student Development and/or the College Physician, it is determined that the student suffers from a physical, mental, emotional, or psychological health condition which (a) poses significant danger or threat of physical harm to the student or to the person or property of others or (b) causes the student to interfere with the rights of other members of the college community or with the exercise of any proper activities or functions of the College or its personnel, or causes the student to be unable to meet institutional requirements for admission and continued enrollment, as defined in the Student Conduct Code and the Catalog.

Except in emergency situations, a student shall, upon request, be accorded an appropriate hearing prior to final decision concerning his/her continued enrollment at the College. Policies and appeal procedures are contained in the Student Code of Conduct section of the *Student Handbook*.

### **Medical Withdrawal**

Prior to mid-term, medical withdrawals are the same as any other official withdrawal from the College. The student will receive "W's" in all classes. After mid-term, a student seeking a medical withdrawal must submit medical documentation from a physician and/or hospital to the Student Development Center. If the Medical Withdrawal Committee determines that a student must withdraw from classes for a given term for medical reasons, the Student Development Office will notify the student's instructors and the Enrollment Services Office. The student will be given the grade of "W" in all classes. If an instructor is not notified by the Student Development Office of the student's medical withdrawal, assignment of a "W" is strictly up to the individual instructor's discretion. In all cases, the student should make every effort to keep the instructor informed of any situation which affects class attendance.

### **Medical Withdrawals for Prior Semesters**

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

## **STUDENT SUCCESS**

The Office of Student Success coordinates a variety of programs and activities designed to help students make a successful transition to college life and to maximize their academic success at ABAC.

Services include the Academic Assistance Center, Academic Advising, ABAC 1000 (Freshman Seminar), Living/Learning Communities, Placement Testing, and Welcome Week. For detailed information select <http://www.abac.edu/ls>.

## **JOB PLACEMENT**

The Job Placement Office is located in the Office of Financial Aid and Veterans Affairs in J. Lamar Branch Student Center (second floor). It is staffed by a Financial Aid and Job Placement Officer. The Job Placement Office provides a wide range of services, including employment referral opportunities for all Federal Work Study students and for all other enrolled students seeking part-time and full-time, on-

## Student Services

campus or off-campus employment.

Direct correspondence to Coordinator of Job Placement, ABAC 18, 2802 Moore Highway, Abraham Baldwin College, Tifton, GA 31793.

### STUDENT HEALTH CENTER

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

#### Student Health Center Hours:

Monday - Thursday, 9:00 AM-4:30 PM and Friday, 9:00 AM-2:00 PM

The Student 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 Student Health Center web site for updated information on hours and services.

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

Students registered for 6 or more hours pay a health fee at registration and are eligible for services. There is no charge to see the physician, nurse, or nurse practitioner. However, modest co-payments may be charged to cover medical supplies, laboratory tests and medications. The Student 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 Student Health Center are responsible for any costs incurred.

**REQUIRED IMMUNIZATIONS:** Each student must submit a certificate of immunization to the Admissions Office prior to admission to the College. This form is part of the admission paperwork.

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

NOTE: It is strongly recommended that students make a copy of their immunization

records and keep these records among their important papers. The Student Health Center archives student health records for five years. After five years the records are destroyed.

## CAMPUS HOUSING AND RESIDENTIAL LIFE

Campus residential 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 with regard to retention, personal growth and development, participation in extra-curricular activities, and overall successful adaptation to the college experience.

In order to facilitate students' success and to help them make a successful transition to college, Abraham Baldwin Agricultural College has a Freshman Residency Requirement. All freshmen are required to live on campus. To be exempted from this requirement, a student must [apply for exemption](#) and meet one of the following criteria:

- 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
- Have attended another college for a minimum of two semesters.

ABAC offers state-of-the-art on-campus housing opportunities for students. ABAC Lakeside provides housing for 489 freshmen in two-person and four-person suites. Rooms in each suite are fully furnished with bed, chest of drawers, desk, and chair. Kitchenettes in each suite contain a full-size refrigerator, microwave, and sink. All utilities, including common-area phone line, wireless connectivity, and cable television, are provided. 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-bath, and 2-bedroom, 2-bathroom units are also available.

Each private bedroom is fully furnished and the common living room is furnished with sofa, oversized chair and tables. Kitchens are equipped with dishwashers, microwaves, garbage disposals, full-size ranges and refrigerators. A common phone line, cable television, and high speed internet access are also available in each apartment unit. Laundry facilities and group study spaces are located on each floor of the apartment complex.

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

In accordance with state law, each student living in on-campus housing is required to 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 one's local health department or physician, or through the ABAC Health Center.

For more information about on-campus housing, contact the ABAC Housing office at 229-391-5140 or visit [www.abac.edu](http://www.abac.edu).

## CONDUCT INFORMATION AND REGULATIONS

An Abraham Baldwin Agricultural College student is expected to show proper respect for order, morality, and the rights of others. Conduct which is normally reprehensible or which is of a disorderly nature and in violation of written policy shall subject the student to disciplinary action.

Anyone registered as a student at the College is subject to the regulations outlined in the *Student Handbook*. He/she is also subject to city, state, and federal law. The College will not intervene nor will it ask special treatment for a student who

has violated any law.

College regulations apply to both on- and off-campus students.

The College reserves the right to apply the Code of Conduct to a student's actions which occur off-campus when the student's behavior and conduct pose a risk or threat to the ABAC community and/or the normal operation of the College.

## **VIOLATIONS**

A student who violates College regulations regarding conduct may be sanctioned by expulsion, suspension, disciplinary probation, disciplinary warning, restriction, restitution, or other appropriate sanctions. The nature of the offense will determine the severity of the punishment.

A student who has broken a regulation may have the case adjudicated by the Dean of Student Life or designee, or the case may be referred to the Student Judiciary Committee. The student will be given written notification of a hearing at least three days before the hearing is scheduled. He/she will also be informed of the charges against him/her and of his/her right to counsel. The Judiciary Committee will hold a hearing and make its recommendations regarding disciplinary action. Appeals may be made in accordance with the *Student Handbook* and the published policy of the Board of Regents.

Any student who is charged with or indicted for a violation of state or federal law is subject to disciplinary action by the College while the case is pending. When very severe violations of state or federal law occur, a student may be administratively suspended until the hearing is concluded.

Any student who is guilty of violating College regulations or who is financially indebted to the College will not be eligible for readmission until he/she receives the appropriate clearance. Under these circumstances, a student's ineligibility for readmission will become a part of his/her record.

## **BOARD OF REGENTS' STATEMENT ON DISRUPTIVE BEHAVIOR**

The following is the policy of the Board of Regents regarding disruptive behavior in any institution of the University System:

The Board of Regents of the University System of Georgia reaffirms its policies to support fully freedom of expression by each member of the academic community and to preserve and protect the rights and freedom of its faculty members and students to engage in debate, discussions, peaceful and non-disruptive protest and dissent. The following statement relates specifically to the problem described below. It does not change or in any way infringe upon the Board's existing policies and practices in support of freedom of expression and action. Rather, it is considered necessary to combat the ultimate effect of irresponsible disruptive and obstructive actions by students and faculty which tend to destroy academic freedom and the institutional structures through which it operates.

In recent years, a serious problem has appeared on many college and university campuses in the nation. Some students, faculty members, and others have on occasion engaged in demonstrations, sit-ins, and other activities that have clearly and deliberately interfered with the regular and orderly operation of the institution concerned. Typically, these actions have been the physical occupation of a building or campus area for a protracted period of time or the use of display of verbal or written obscenities involving indecent or disorderly conduct.

These actions have gone beyond all heretofore recognized bounds of meetings for discussion, persuasion, or even protest, in that: (1) acquiescence to demands of the demonstrators is the conditioning for dispersal, and (2) the reasonable and written

directions of institutional officials to disperse have been ignored. Such activities thus have become clearly recognizable as an action of force, operating outside all established channels on the campus, including that in intellectual debate and persuasion which are at the very heart of education.

The Board of Regents is deeply concerned by this problem. Under the Constitution of the State of Georgia, under all applicable court rulings, and in keeping with the tradition of higher education in the United States, the Board is ultimately responsible for the orderly operation of the several institutions of the University System and the preservation of academic freedom in these institutions. The Board cannot and will not divest itself of this responsibility.

Of equal or even greater importance, such action of force as has been described above destroys the very essence of higher education. The essence is found in the unhampered freedom to study, investigate, write, speak, and debate on any aspect or issue of life. This freedom, which reaches its full flowering on college and university campuses, is an essential part of American democracy, comparable to the jury system or the electoral process.

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

The Board reaffirms its belief that all segments of the academic community are under a strong obligation and have a mutual responsibility to protect the campus community from disorderly, disruptive, or obstructive actions which interfere with academic pursuits of teaching, learning, and other campus activities.

The Board of Regents understands that this policy is consistent with resolutions adopted by the American Association of University Professors in April, 1968, and by the Executive Committee of the Association for Higher Education in March, 1968, condemning actions taken to disrupt the operations of institutions of higher education.

## **DRUG FREE SCHOOLS POLICY STATEMENT**

In order to comply with the Drug Free Schools and Communities Act Amendments of 1989 (Public Law 101-226) signed by President George Bush on December 12, 1989, Abraham Baldwin Agricultural College hereby prohibits the unlawful possession, use, or distribution of drugs and alcohol by students and employees on the properties of Abraham Baldwin Agricultural College and will impose sanctions on students and employees which are consistent with local, state, and federal law. (See *Student Handbook*, and the *Policy Manual*.)

## **STUDENT ACTIVITIES**

Abraham Baldwin is committed to the philosophy that in a total educational process the student activity program should supplement the academic program and that such a program should be student oriented. Faculty and staff members act as advisors but students plan and implement the programs. The College provides a variety of extra-curricular activities that not only supplement the academic program but also provide training and leadership opportunities as well as entertainment. In order to keep the student activity program one of the best in the state, each student is personally encouraged to take part in one or more of the programs offered. The

*Student Handbook* contains more detailed information about the student activity program.

## STUDENT GOVERNMENT ASSOCIATION

**SENATE**—The Senate is made up of student-elected representatives from each chartered student club and organization and from the student body at large, representatives from the Residential Housing Association, class officers, and officers of the Student Government Association. The body meets one night each week to plan and discuss activities and other matters which concern the student body. This group tries to maintain and strengthen the bonds among students, faculty, and administration, recognizing that a characteristic of an educated person is the ability to cooperate with colleagues. The Vice President for Student Affairs is the administrative advisor for the Senate. Faculty advisors are selected by the Senate.

Listed below are the clubs on campus that are dependent upon student participation for their existence: ABAC Cattleman's Association; ABAC Leadership on the Square; AET Club (Agricultural Equipment Technology); Alpha Beta Gamma; Ambassadors; Assisting Students with Knowledge (ASK); Baldwin Players; Baptist Collegiate Ministries; Campus Activities Board; Cultural Latina Club; Circle K; College Democrats; College Republicans; Christian Student Fellowship; Family and Consumer Sciences; Forestry Wildlife Club; FFA; Georgia Association of Nursing Students; Georgia Association of Educators Student Program; Helping Professions Association; Horticulture Club; MASDA (Minority Academic Social Development Association); Music Educators National Conference (MENC); Pegasus; Political Science; Pre-Vet Club; Phi Theta Kappa; Quiz Bowl; Raccoon Hunters Club; Residential Housing Association; Rodeo Club; Stallion; Turf Club; WPLH. New clubs can be chartered through the Student Government Association as student interests grow. A more complete description of each club can be found in the *Student Handbook*.

## STUDENT COMMUNICATIONS MEDIA

Student communications media on the Abraham Baldwin Agricultural College campus include the following:

**STALLION**—The campus newspaper is published biweekly to provide news and features focused on campus events as well as to present opinion and comment. For several years, the newspaper has earned national recognition and has been named Georgia's top two-year college paper.

**PEGASUS**—This annual literary magazine provides a means for creative expression among students, faculty, and alumni. The magazine features poetry, essays, fiction, articles, art, and photography.

**WPLH-FM**—The College radio station, located at 103.1 on the FM dial, has studios located in the J. Lamar Branch Student Center.

## RECREATIONAL SPORTS

Through a program of recreational sports including basketball, ultimate Frisbee, bowling, softball, flag football, and volleyball, the Department of Health, Physical Education and Recreation and the Student Activities Program offer to every student the opportunity to engage in sports and recreational activities. Participation is entirely voluntary; however, varsity athletes are not allowed to play in the sport in which they participate. The desire for fun, exercise, social contact, and friendly competition in a wholesome, satisfying atmosphere furnishes the stimulation for the activities and tournaments offered.

## **ATHLETICS PROGRAMS**

Intercollegiate athletics, both male and female, are an integral part of the Division of Health, Physical Education and Recreation and the student activities program. The College participates in eight intercollegiate sports - men's and women's basketball, baseball, golf, men's and women's tennis, women's softball, and women's soccer. Each full-time student is invited and strongly encouraged to try out for collegiate athletic teams.

The College is a member in good standing of Region 17 of the Georgia Junior College Athletic Association and the National Junior College Athletic Association. The "Golden Stallions" and "Fillies" are always strong competitors against the best two-year college competition available. Successful academic endeavors are also stressed to athletes. All home athletic contests are free to full-time students.

## **FINE ARTS GROUPS**

Musical groups on the Abraham Baldwin Agricultural College campus are open to all students, although some groups require auditions for membership. Performing groups include Jazz Ensemble, Concert Band, Concert Choir, Jazz Choir, and Chamber Singers. These groups perform at various high schools, civic group events, and community festivals.

The Baldwin Players, consisting of students from throughout the college who are interested in theater, stage two major productions each year. Opportunities for participation include acting, set design and construction, publicity, stage management, and all other aspects of theater production.