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

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<tr>
<td><strong>Academic Schools</strong></td>
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<tr>
<td>School of Agriculture &amp; Natural Resources</td>
<td>Dr. Baker</td>
<td>Ag Sciences Building</td>
</tr>
<tr>
<td></td>
<td><a href="mailto:jbaker@abac.edu">jbaker@abac.edu</a></td>
<td></td>
</tr>
<tr>
<td>Stafford School of Business</td>
<td>Mr. Driscoll</td>
<td>Lewis Hall</td>
</tr>
<tr>
<td></td>
<td><a href="mailto:ddriscoll@abac.edu">ddriscoll@abac.edu</a></td>
<td></td>
</tr>
<tr>
<td>School of Human Sciences</td>
<td>Dr. Sewell</td>
<td>Bowen Hall</td>
</tr>
<tr>
<td></td>
<td><a href="mailto:dsewell@abac.edu">dsewell@abac.edu</a></td>
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<tr>
<td>School of Liberal Arts</td>
<td>Dr. Robinson</td>
<td>King Hall</td>
</tr>
<tr>
<td></td>
<td><a href="mailto:brobinson@abac.edu">brobinson@abac.edu</a></td>
<td></td>
</tr>
<tr>
<td>School of Nursing &amp; Health Sciences</td>
<td>Mr. Spicer</td>
<td>Health Sciences</td>
</tr>
<tr>
<td></td>
<td><a href="mailto:tspicer@abac.edu">tspicer@abac.edu</a></td>
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</tr>
<tr>
<td>School of Science &amp; Math</td>
<td>Dr. Evans</td>
<td>Britt Hall</td>
</tr>
<tr>
<td></td>
<td><a href="mailto:jevans@abac.edu">jevans@abac.edu</a></td>
<td></td>
</tr>
<tr>
<td><strong>Academic Support Center</strong></td>
<td>Mr. Urquhart</td>
<td>1st Floor, Carlton Center</td>
</tr>
<tr>
<td></td>
<td><a href="mailto:nurquhart@abac.edu">nurquhart@abac.edu</a></td>
<td></td>
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<tr>
<td><strong>Admissions</strong></td>
<td>Ms. Webb</td>
<td>1st Floor, Herring Hall</td>
</tr>
<tr>
<td></td>
<td><a href="mailto:dwebb@abac.edu">dwebb@abac.edu</a></td>
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<tr>
<td><strong>Alumni Affairs</strong></td>
<td>Ms. Fisher</td>
<td>Alumni House</td>
</tr>
<tr>
<td></td>
<td><a href="mailto:lfisher@abac.edu">lfisher@abac.edu</a></td>
<td></td>
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<tr>
<td><strong>Athletics</strong></td>
<td>Mr. Kramer</td>
<td>Gressette Gym</td>
</tr>
<tr>
<td></td>
<td><a href="mailto:akramer@abac.edu">akramer@abac.edu</a></td>
<td></td>
</tr>
<tr>
<td><strong>Books and Supplies</strong></td>
<td>Ms. Dyal</td>
<td>1st Floor, J. Lamar Branch</td>
</tr>
<tr>
<td></td>
<td><a href="mailto:tdyal@abac.edu">tdyal@abac.edu</a></td>
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<tr>
<td><strong>Clubs and Organizations</strong></td>
<td>Mr. Kramer</td>
<td>Gressette Gym</td>
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<td></td>
<td><a href="mailto:akramer@abac.edu">akramer@abac.edu</a></td>
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<tr>
<td><strong>Counseling</strong></td>
<td>Dr. Martin</td>
<td>1st Floor, Carlton Center</td>
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<tr>
<td></td>
<td><a href="mailto:mmartin@abac.edu">mmartin@abac.edu</a></td>
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<tr>
<td><strong>Dean of Students</strong></td>
<td>Ms. Hughes</td>
<td>2nd Floor, J. Lamar Branch</td>
</tr>
<tr>
<td></td>
<td><a href="mailto:bhughes@abac.edu">bhughes@abac.edu</a></td>
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<tr>
<td><strong>Dining Services</strong></td>
<td>Mr. Miller</td>
<td>Donaldson Dining Hall</td>
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<td></td>
<td><a href="mailto:dmillner@abac.edu">dmillner@abac.edu</a></td>
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<tr>
<td><strong>Disability Services</strong></td>
<td>Dr. Martin</td>
<td>1st Floor, Carlton Center</td>
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<td></td>
<td><a href="mailto:mmartin@abac.edu">mmartin@abac.edu</a></td>
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<tr>
<td><strong>Diversity</strong></td>
<td>Mr. Spancake</td>
<td>1st Floor, Herring Hall</td>
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<tr>
<td></td>
<td><a href="mailto:rspancake@abac.edu">rspancake@abac.edu</a></td>
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<td></td>
<td>Ms. Hughes</td>
<td>2nd Floor, J. Lamar Branch</td>
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<td></td>
<td><a href="mailto:bhughes@abac.edu">bhughes@abac.edu</a></td>
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<tr>
<td></td>
<td>Mr. Gonzalez</td>
<td>1st Floor, Conger Hall</td>
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<td></td>
<td><a href="mailto:jgonzalez@abac.edu">jgonzalez@abac.edu</a></td>
<td></td>
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<tr>
<td><strong>Employment (on campus)</strong></td>
<td>Ms. Jones</td>
<td>1st Floor, Herring Hall</td>
</tr>
<tr>
<td></td>
<td><a href="mailto:kjones@abac.edu">kjones@abac.edu</a></td>
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<tr>
<td><strong>Financial Aid</strong></td>
<td>Mr. Wright</td>
<td>2nd Floor, J. Lamar Branch</td>
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<tr>
<td></td>
<td><a href="mailto:mwright@abac.edu">mwright@abac.edu</a></td>
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<tr>
<td>Service</td>
<td>Contact Person</td>
<td>Contact Email</td>
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<tr>
<td>Health Clinic</td>
<td>Ms. Dubravcic</td>
<td><a href="mailto:cdubravcic@abac.edu">cdubravcic@abac.edu</a></td>
</tr>
<tr>
<td>Honors Program</td>
<td>Dr. Hall</td>
<td><a href="mailto:chall@abac.edu">chall@abac.edu</a></td>
</tr>
<tr>
<td>Housing</td>
<td>Dr. Kinsey</td>
<td><a href="mailto:ckinsey@abac.edu">ckinsey@abac.edu</a></td>
</tr>
<tr>
<td>I.D. Cards</td>
<td>Dr. Kinsey</td>
<td><a href="mailto:ckinsey@abac.edu">ckinsey@abac.edu</a></td>
</tr>
<tr>
<td>Intramural Sports</td>
<td>Mr. Hart</td>
<td><a href="mailto:shart@abac.edu">shart@abac.edu</a></td>
</tr>
<tr>
<td>Learning Support</td>
<td>Ms. Terrell</td>
<td><a href="mailto:cterrell@abac.edu">cterrell@abac.edu</a></td>
</tr>
<tr>
<td>Lost and Found</td>
<td>Dean of Students Office</td>
<td></td>
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<tr>
<td>Medical Emergencies</td>
<td>ABAC Police or 911</td>
<td></td>
</tr>
<tr>
<td>Orientation</td>
<td>Mr. Urquhart</td>
<td><a href="mailto:nurquhart@abac.edu">nurquhart@abac.edu</a></td>
</tr>
<tr>
<td>Parking Information</td>
<td>ABAC Police</td>
<td></td>
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<tr>
<td>Police</td>
<td>Chief Golden</td>
<td><a href="mailto:bgolden@abac.edu">bgolden@abac.edu</a></td>
</tr>
<tr>
<td>President’s Office</td>
<td>Ms. Leonard</td>
<td><a href="mailto:pleonard@abac.edu">pleonard@abac.edu</a></td>
</tr>
<tr>
<td>Student Accounts</td>
<td>Ms. Swords</td>
<td><a href="mailto:jswords@abac.edu">jswords@abac.edu</a></td>
</tr>
<tr>
<td>Study Abroad</td>
<td>Ms. Seibert</td>
<td><a href="mailto:lseibert@abac.edu">lseibert@abac.edu</a></td>
</tr>
<tr>
<td>Title IX (Sexual Harassment)</td>
<td>Mr. Spancake</td>
<td><a href="mailto:rspancake@abac.edu">rspancake@abac.edu</a></td>
</tr>
<tr>
<td></td>
<td>Ms. Hughes</td>
<td><a href="mailto:bhughes@abac.edu">bhughes@abac.edu</a></td>
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<td></td>
<td>Dr. Martin</td>
<td><a href="mailto:mmartin@abac.edu">mmartin@abac.edu</a></td>
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<td></td>
<td>Mr. Kramer</td>
<td><a href="mailto:akramer@abac.edu">akramer@abac.edu</a></td>
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</table>
Welcome to Abraham Baldwin Agricultural College!

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

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

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

About this Handbook

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

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

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

The College reserves the right to alter or change the regulations and policies stated in this handbook. This handbook is prepared for the convenience of students, faculty, and staff at ABAC and is not to be construed as an official publication of the Board of Regents of the University System of Georgia. In case of any divergence from or conflict with the Bylaws and Policies of the Board of Regents, the official Bylaws and Policies of the Board of Regents shall prevail.

Vision Statement

Abraham Baldwin Agricultural College 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

The mission of Abraham Baldwin Agricultural College is to engage, teach, coach, mentor, and provide relevant experiences to students so as to prepare graduates for life.
Diversity at ABAC
Diversity includes more than race, gender, and age; at ABAC, diversity is about inclusion and respect for people. Our goal of inclusion and respect for people from different backgrounds and perspectives will ensure that our institution fully leverages the abilities of all faculty, students, and employees. The institution has a standing Diversity Committee. For questions about diversity, please contact either the Dean of Students, Director of Multicultural Programs, or Director of Human Resources.

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

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

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

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

The information below does not supersede or replace information contained in the official College Catalog: http://www.abac.edu/academics/registrar/academic-catalog. The following items are included in the Student Handbook for ease of access by students.

Academic Support Center

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

Learning Support is a program of courses and advisement to help build the foundational skills needed for success in college-level courses. Special academic advising is provided by Academic Support to speed students’ progress toward enrollment in college credit courses.

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

The Catalog

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

Students are evaluated and graduated based on the requirements in the Catalog.

Attending Class

Students need to attend class every scheduled session, especially during the drop/add period (see the Academic Calendar at http://www.abac.edu/academics/Registrar). Because 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 two years with an associate degree or four 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 a semester is considered full time, but will increase students’ time and cost to earn a degree.

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

Academic Advising

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

Students must see their advisor prior to registration each semester. During a student’s advising appointment, the advisor will enable the student to register in Banner Web.
Registration

A special advisement and early registration period occurs each semester. During this time, all advisors post schedules for advising. Students are encouraged to make an appointment to meet with their advisor to assure ample time to plan the next semester’s course schedule. After meeting with their 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. Students who experience difficulties registering should visit the Academic Support Center on the first floor of the Carlton Center.

Drop/Add

Students who want to drop or add courses must do so during the scheduled Drop/Add periods as noted in the Academic Calendar (http://www.abac.edu/academics/registrar). Dropping a course during the Drop period may result in a tuition refund, whereas adding a course may result in additional charges. Before students drop a course, they should check with their academic advisor and Financial Aid to make sure the change will not adversely affect financial aid, athletic eligibility, etc.

Students should be aware that dropping classes will adversely affect their financial aid. Students may owe money due to losing their financial aid.

Withdrawals from Class

If a student withdraws from a class after the drop/add period, the course will remain on the student’s record for the semester and a grade of W or WF will be assigned. A grade of W, indicating a withdrawal without academic penalty, will be assigned through midterm. A grade of WF, indicating course failure at the time of withdrawal, will be assigned after midterm.

Complete Withdrawal from ABAC

If students decide not to attend ABAC for a semester for which they have registered and paid fees, they must complete a Withdrawal Form (http://apps.abac.edu/registrar/Student_Resources/WithdrawalForm.pdf), consult with the Office of Student Development, and submit the completed form to the Academic Support Center counselors. Withdrawal from ABAC includes the following regulations:

1. Students will be assigned a withdrawal grade (W or WF) in each course based on the withdrawal deadline (See the Academic Calendar at http://www.abac.edu/academics/registrar).
2. Students’ accounts will remain active for one calendar year from the term of withdrawal.
3. Students must meet with an appropriate academic advisor prior to the beginning of registration for the term in which they decide to return.

DO NOT STOP ATTENDING CLASS. Students must officially withdraw or they will receive a grade of F in all of their enrolled courses for the semester. The Office of Student Accounts can advise students if a partial refund is due. The Office of Financial Aid can advise students if they are required to return a portion of their financial aid.

eCore Classes

eCore is an abbreviation for electronic core-curriculum, which allows University System of Georgia (USG) students the opportunity to complete the first two years of their collegiate careers in an online environment. eCore courses are taught entirely online, except for occasional proctored exams. eCore courses are designed, developed, taught, and supported by faculty and staff from the USG.

eCore is a convenient and adaptable option for getting started in college, taking a class close to home during summer, or resuming college after a break. The Core Curriculum primarily consists of courses required during the first two years of college for a given degree. Not all core curriculum classes are available via eCore, and students may need to take some core classes in a traditional classroom setting.

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 10 working days of the date of the appeal.

Should this response not satisfy the appeal, the student can appeal in writing within 10 working days from the date of the instructor’s response to the department head/dean of the academic school in which the course was taught. The department head/dean may conduct a conference including the dean, the department head, the student, and the instructor. The department head/dean may convene an impartial committee in the discipline to review pertinent documents. Within 10 working days from the date of the student’s appeal to the department head/dean, the department head/dean will respond to the student in writing.

Should this procedure fail to resolve the appeal, the student must provide a written appeal to the Provost and Vice President for Academic Affairs within ten working days from the date of the 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.

Should this procedure fail to resolve the appeal, the student must provide a written appeal to the President of the College within 10 working days of the Provost’s response. The judgment of the President will be considered the final and binding decision on the matter.

**Academic Standing**

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

**Good Standing**

Students are required to maintain a minimum Institutional Grade Point Average (IGPA) of 2.0 to obtain and maintain good standing.

**Academic Probation**

Students are required to maintain a minimum Institutional Grade Point Average (IGPA) of 2.0. When students’ IGPA falls below 2.0, they will be placed on probation. Freshmen who are placed on probation for the first time will automatically be enrolled in an Academic Success Seminar. All students who are on academic probation will be restricted to taking no more than 14 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 probation will be removed from probation if their IGPA is 2.0 or greater. If the IGPA 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 is an IGPA 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 in a subsequent term will result in a suspension.

Students with a SIGPA below a 2.0 will be suspended from the College after one term of probation. The first suspension will be for one semester; subsequent suspensions will be for one calendar year (3 terms). Students may appeal academic suspension by notifying in writing the Office of Academic Affairs. This appeal will be heard by the Academic Review Committee. An additional appeal may be submitted to the Provost and Vice President for Academic Affairs.

Should this procedure fail to resolve the appeal, the student must provide a written appeal to the President of the College within 10 working days of the Provost’s response. The judgment of the President will be considered the final and binding decision on the matter.

Students returning to ABAC after suspension will be placed on post-suspension probation and be subject to probation requirements as noted above. Students on post-suspension probation status and earning a minimum SIGPA of 2.0 or higher will be allowed to continue in the probationary status until the IGPA of 2.0 for good academic standing is reached.
Learning Support Suspension
ABAC adheres to the policy set forth by the University System of Georgia. Please visit the following web page for policies relating to Learning Support. http://www.usg.edu/academic_affairs_handbook/section2/C769

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 credit hours with a semester institutional grade point average (IGPA) 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 credit hours with a minimum semester institutional grade point average (IGPA) 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 (IGPA) 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 records. Students are selected for honors on the basis of the following criteria:
- Completing 15 non-Learning Support semester hours at Abraham Baldwin with a minimum 3.2 overall grade point average recognizes a student as an Honor Student.
- Completing 15-44 non-Learning Support semester hours at Abraham Baldwin with a minimum 3.75 overall grade point average recognizes a student as a Superior Honor Student.
- Completing 45 non-Learning Support semester hours at Abraham Baldwin with a minimum 3.75 overall grade point average recognizes a student as a Distinguished Honor Student.

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 students who have 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.

Alumni Award
The ABAC Alumni Association Award is presented by the ABAC Alumni Association to the most outstanding graduate with a bachelor’s degree in both the fall and spring graduation.
Student Services

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

Academic Support Center

The Academic Support Center, located on the first floor of the Carlton Center, includes various departments, all of which center on student success in academics at ABAC. Students can find the following support services in the Center: Tutoring Services (Academic Achievement Center), Academic Testing, and Learning Support. In addition, the Center has Academic Support Counselors available for all current ABAC students’ academic needs.

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

Tutoring services are available at no cost to all ABAC students. Tutoring is provided on a drop-in basis. A detailed tutor schedule and subject list are provided each term in the Academic Achievement Center and on the center’s website (http://www.abac.edu/academics/academicsupport/tutoring). Writing tutors serve the needs of student writers across the curriculum. Students receive assistance with all aspects of writing, from developing a thesis to reviewing a draft. Math tutoring is provided for all levels of math courses from developmental through calculus. While it is not guaranteed that tutoring is available for all subjects at ABAC, it is generally the case that tutors can assist in most subjects. The AAC is an internationally certified tutoring center through the College Reading and Learning Association and its tutors meet requirements of this certifying body.

Bookstore

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

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

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

The Bookstore is open from 8:00 AM to 5:30 PM, Monday through Thursday, and from 8:00 AM to 3:00 PM on Friday, and during extended hours at the beginning of each semester. Students can also order online from the Bookstore web site, http://bookstore.abac.edu.

Campus Alert System

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

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

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

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

Wireless internet access is available in many academic buildings, J. Lamar Branch, library, dining hall, Town Center at ABAC Place, and ABAC Lakeside. Visit Tech Support, located on the 2nd floor of J. Lamar Branch, 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 www.abac.edu/myabac

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

Helpful Links
ABAC’s home page is located at www.abac.edu. Access MyABAC on the top right hand corner of ABAC homepage for important student links. For easy access to answers about almost anything at ABAC, visit the online knowledgebase “Ask the Stallion” on the ABAC homepage.

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

Counseling

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

Personal Counseling and Testing
The Student Development Office provides a wide variety of services to promote personal growth and development to help students address problems of daily living. These services include personal, individual or group counseling, study skills assessment, crisis intervention, and interpersonal skills training. Other educational
opportunities such as leadership training, human relations skill building, assertiveness training, decision making skills, and stress and anxiety management are provided. In addition, proactive and preventative group workshops, programs and outreach services are available. Consultation, referral services and crisis intervention services are also provided. The office administers national and college-wide tests such as the SAT, ISAT, ACT, CLEP, MELAB, CAT, and DSST. Staff offer individual test proctoring services for eCore and other web based and distance learning classes. Individual personality testing services are utilized by the Counselors when appropriate.

**Dining Services**

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

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

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

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

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

**Disability Services**

Services to students with physical and/or learning disabilities are provided through the Student Development Office. ABAC is committed to providing an equal educational opportunity (including academic, cultural and recreational experiences, and facilities) for all qualified students with documented disabilities. These opportunities include support services, auxiliary aids and accommodations for qualified individuals, based on a student’s individual and documented needs in compliance with Section 504 of the Federal Rehabilitation Act of 1973 and the Americans with Disabilities Act (1990) and the ADA Reauthorization Act of 2009 (ADAAA), and guidelines provided from the University System of Georgia’s Regents Center for Learning Disabilities. Fostering a positive and supportive attitude towards students with any disability is important to the College’s mission. Approved documentation must be on file before accommodations can be allowed. Students with physical disabilities who plan to live on campus must give the College at least two months’ notice so that living accommodations can be arranged. These accommodations may include physical and service/support animal requests. Please request accommodations prior to June 1. For complete information on disability services, go to [http://www.abac.edu/student-life/dean-of-students-resources-services/student-development](http://www.abac.edu/student-life/dean-of-students-resources-services/student-development) or visit the Student Development Office on the first floor of the Carlton Center, Suite 109.
Financial Aid

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

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

Applying for Financial Aid

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

Types of Financial Aid

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

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

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

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 (PLUS) to Undergraduate Students, 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 requirements: the GPA Rule, 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. 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.

<table>
<thead>
<tr>
<th>Program Requirement</th>
<th>Maximum Attempted Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>30</td>
<td>45</td>
</tr>
<tr>
<td>60</td>
<td>90</td>
</tr>
<tr>
<td>120</td>
<td>180</td>
</tr>
</tbody>
</table>

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.

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.

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 of the documentation requested on the form. Failure to supply all of 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

1. **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 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.

2. **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.

3. **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.
   - The student is the object of discrimination.
   - The student has not been treated in an equitable manner.
   - 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.

**Financial Aid Warning Status**
The Financial Aid Warning status is used for students who are not meeting (1) the overall GPA, (2) 67% completion requirement for the first time, or (3) the 150% time frame requirement (if they are within one term of graduation). **Students must notify the Office of Financial Aid, if they are within one term of graduation.** 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 special 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.
Unusual Enrollment History
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.

<table>
<thead>
<tr>
<th>UEH Flag Value</th>
<th>C Code</th>
<th>Comment Code</th>
<th>Flag Description</th>
<th>School Action to Resolve Flag</th>
</tr>
</thead>
<tbody>
<tr>
<td>N</td>
<td>No</td>
<td>None</td>
<td>Enrollment pattern not unusual</td>
<td>No school action required.</td>
</tr>
<tr>
<td>2</td>
<td>Yes</td>
<td>359</td>
<td>Possible enrollment pattern problem</td>
<td>School must review enrollment/academic and financial aid records for past four years.</td>
</tr>
<tr>
<td>3</td>
<td>Yes</td>
<td>360</td>
<td>Questionable enrollment pattern</td>
<td>School must review enrollment/academic and financial aid records for past four award years.</td>
</tr>
</tbody>
</table>

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.

*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.
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 when they have attempted 30, 60, and 90 hours and at the end of the spring term.

Nursing and Pre-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 and pre-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.

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

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.

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

All students are required to carry a picture ABAC ID with them whenever they are on campus. Do not lend your ID to anyone for any reason. IDs must be surrendered to any ABAC college official (ABAC Police, faculty, staff, CA, etc.) upon request. IDs will be required to enter the ABAC Dining Hall and other campus activities. IDs are to be worn between 7:00 PM and 7:00 AM Monday through Friday, and all day on Saturday, Sunday, and holidays. Fake IDs are prohibited and the student will be turned over to the Police for prosecution.

IDs are made in the John Hunt Town Center. A new ID will be issued each fall. Lost IDs will incur a $25 charge, while damaged IDs are replaced at no cost.

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

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

If possible, in all circumstances of card replacement, the old card should be turned in to be destroyed. There is no charge for the 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 and commuter students may pick up their Gold Cards beginning the second week of July from the John Hunt Town Center.
**Discounts**
A number of local businesses, including restaurants, provide discounts to ABAC students with their ABAC Gold Cards. A complete listing of these discount offers can be found under Gold Card on the Student Life tab of the ABAC website.

**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 Health Center is located in the Health Sciences Building, using the rear entrance. The Health Center is staffed by physicians, nurses, and nurse practitioners who provide care for acute illnesses, minor injuries, immunizations, and women’s health. All student health records are held in strict confidence by the Health Center staff, and the Health Center complies with the federal Health Insurance Portability and Accountability Act (HIPAA).

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, immunizations, 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.

**Health Center Hours**
Open Monday — Thursday from 8:30 AM - 4:30 PM and Friday from 8:30 AM - 2 PM.
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 web site at [http://www.abac.edu/student-life/health-center](http://www.abac.edu/student-life/health-center) for updated information on hours and services.

**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 may be found regarding SHIP at [https://studentcenter.uhcsr.com/abac](https://studentcenter.uhcsr.com/abac).

**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 Center when they are seen. 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 paperwork.

<table>
<thead>
<tr>
<th>MMR</th>
<th>Students born in 1957 or later must prove immunity to measles, mumps, and rubella by taking two Measles, Mumps, and Rubella (MMR) vaccinations or by providing laboratory evidence of immunity.</th>
</tr>
</thead>
<tbody>
<tr>
<td>TDAP</td>
<td>Students must have taken a Tetanus-Diphtheria-Pertussis (TDAP) booster within 10 years of acceptance.</td>
</tr>
<tr>
<td>Varicella</td>
<td>Students must prove immunity to varicella (chicken pox). This proof may be established 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.</td>
</tr>
<tr>
<td>Hepatitis B</td>
<td>Students under the age of 19 years must prove immunity to Hepatitis B. This proof may be established by taking three Hepatitis B vaccines or providing laboratory evidence of immunity.</td>
</tr>
<tr>
<td>Meningitis</td>
<td>Students planning to reside in campus housing must receive information regarding meningococcal disease. For students electing to take the vaccine, one dose is recommended with a booster in five years. Otherwise, students must sign a form that documents that they decline the</td>
</tr>
</tbody>
</table>
Note: Students are strongly encouraged to make a copy of their immunization records and keep these records among their important papers.

## Housing and Residence Life

Campus residence life is an important part of the college experience. Students who live on campus are generally retained at higher levels, undergo greater personal growth and development, and are more engaged in extracurricular activities than students who live off campus. Besides, living on campus is really convenient! 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 who have earned fewer than 24 semester hours of collegiate level credit and who have not satisfied Learning Support requirements are required to live on campus. To be exempted from this requirement, a student must apply for exemption using the Freshman Residency Exemption form (http://www.abac.edu/student-life/housing-why-live-on-campus/student-forms-and-resources) and satisfy one of the following criteria (documentation must be provided):

- 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.

Housing facilities at ABAC are managed by Corvias Campus Living. 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 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 Campus Living, and Residence Life the opportunity to prepare the building for the next academic year.

### ABAC Place

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

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

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

### ABAC Lakeside

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

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

### Residence Life

Residence Life has the purpose to develop the community in on-campus housing, while providing a safe, secure, and educational living environment for the students residing on campus. These ends are achieved through programmatic opportunities and a structured living environment. Residence Life also addresses issues of student conduct and community standards. The Residence Hall Association has been established to give the residents of on-campus housing the opportunity to give input into his/her community and living experience.
Community Assistants
Leadership and employment opportunities are available to on-campus residents through the Community Assistant (CA) program. CAs receive free housing in either Lakeside or ABAC Place in exchange for assigned responsibilities as part of the Housing staff. Complete information on the CA program is available online at www.abac.edu/housing, or interested students can see the 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.

Insurance
An affordable student health insurance plan is available through United Healthcare/Student Resources. Insurance is required for the following types of students:
1. All International students holding F or J visas.
2. All students enrolled in the Nursing program.
The cost that will be charged is based on the age of the students and may range from $1102 - $2700 annually for the student alone. Family and Spouse plans are available as well. Waivers are subject to the discretion of United Healthcare for certain situations. Student Health Insurance is not refundable through the institution. All F1 Visa Status Athletes are required to purchase an additional Rider for insurance coverage during practice and competition events. Waivers for the Rider are also subject to the discretion of United Healthcare and must be applied for through the provider as well.

For more information on insurance, please visit http://www.abac.edu/funding-my-education/student-health-insurance or contact the Office of Student Accounts.

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

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

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

Cell phone use in the library is restricted to the front lobby and the study rooms with the door closed.

Food is not allowed in the library. Drinks must be in containers that have tight-fitting screw on lids. Open containers and fast-food drinks are not allowed.

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

Mail Center
The ABAC Mail Center is located on the first floor of J. Lamar Branch. Anyone desiring to receive mail/packages in the Mail Center must have an assigned mail box. There is no charge for this service. Student name, ABAC box number, 2802 Moore Highway, Tifton, GA 31793, is the correct mailing address. The student’s box number must be on all mail/packages.

The Mail Center window is open for service Monday — Thursday from 8:30 AM to 4:45 PM and Friday from 8:30 AM to 2:00 PM.
In compliance with the USPS Privacy Act, only the student is provided with information concerning the student’s box.

**Student Accounts**

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

The ABAC Neighbor Waiver is new for Fall 2015. This waiver allows students from Florida, Alabama, and South Carolina to attend ABAC at the same tuition rate as an in-state student. For more information, please contact the Office of Student Accounts.

**Veterans’ Educational Benefits**
The Office of Student Accounts processes enrollment certifications and advises students on procedures pertaining to their educational benefits. Abraham Baldwin Agricultural College is approved to provide educational training for veterans, certain eligible spouses, and dependents of veterans. The Office of Student Accounts at ABAC is not directly affiliated with the United States Department of Veterans Affairs. Our office does not determine eligibility for benefits or have access to any student’s Department of Defense VA records. Veterans and other eligible persons interested in obtaining educational benefits must meet all applicable requirements for admission.

Questions regarding the eligibility of a veteran or dependent can be answered by calling the Department of Veterans Affairs at 1-888-GIBILL1. The Veterans Certifying Official is located in the Office of Student Accounts on the second floor of J. Lamar Branch.

**Billing and Collections**
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 will be required to acknowledge that they understand and agree to the Financial Agreement Authorization in Banner.

Students or authorized users may pay online using Visa, MasterCard, Discover Card, and American Express. There is a 2.75% credit card transaction fee. On-line payments can also be made via Webcheck, an ACH transaction, with no additional fees.

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 33.3% of the original balance due. In addition, a delinquency report may be filed with a credit bureau.

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

For more information on student accounts, go to www.abac.edu/funding-my-education or visit the Office of Student Accounts on the second floor of J. Lamar Branch.
Student Life

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

**Student Government Association (SGA)**

The SGA is the voice of the students at ABAC and provides many opportunities for leadership. Through its two branches—executive and legislative—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 J. Lamar Branch. The executive branch includes the president and vice-president (elected by the student body), and the legislative branch is comprised of six senators, one from each school (elected by the student body). Elections for SGA officers are held during spring semester.

**Inter-Club Council & Student Clubs**

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

**Campus Activities Board**

ABAC’s Campus Activities Board (CAB) plans and administers recreational, social, cultural, and educational activities for 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 Alan Kramer for more information at akramer@abac.edu.

**Student Communications Media**

The Stallion

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

Pegasus

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

The *Pegasus* office is located on the first floor of the Carlton Center. 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. One credit hour per semester is available to students who sign up for JRNL 1100A. Additional information is available at [http://www.abac.edu/pegasus](http://www.abac.edu/pegasus).

**WPLH (103.1)**

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

The broadcasting studio and office are located on the first floor of the Carlton Center. DJs are always needed as well as student managers of the station.

**Baldwin Players**

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

**Music Organizations**

The ABAC Concert Band and Concert Choir are open to all students who are interested in music. In order to be a member of the ABAC Jazz Ensemble, 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 recently toured and performed in Europe, while the choirs have performed in New York and at Disney World. For information on participation in the Concert Band, Jazz Ensemble and choral groups, see Dr. Susan Roe ([sroe@abac.edu](mailto:sroe@abac.edu)), also located in the Music Building.

**ABAC Ambassadors**

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

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

For further information about becoming an ABAC Ambassador contact Donna Webb ([dwebb@abac.edu](mailto:dwebb@abac.edu)) or Lindsey Roberts ([lroberts@abac.edu](mailto:lroberts@abac.edu)).

**Greek Social Organizations**

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

Intercollegiate Athletics
Intercollegiate athletics, both male and female, are an integral part of student life at ABAC. The College participates in six intercollegiate sports--baseball, golf, men’s and women’s tennis, women’s softball, and women’s soccer. Each full-time student is invited and strongly encouraged to try out for collegiate athletic teams. ABAC is a member in good standing of Region 17 of the Georgia Collegiate Athletic Association and the National Junior College Athletic Association. The “Golden Stallions” and “Fillies” are always strong competitors against the best college competition available.

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

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

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

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

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

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

Opening Date: April 18, 2015
Closing Date: September 30, 2015
Hours of Operation: Monday – Thursday from 3:00 PM -7:00 PM and Friday – Sunday from 1:00 PM to 6:00 PM. The pool will be closed if it is below 50 degrees. It will also close if it is under bad weather conditions.
Regulations: Guest: Each guest must be accompanied by a member. Guest passes should be purchased ahead of time from the Cashier in the Office of Student Accounts, 2nd Floor, J. Lamar Branch, by 4:00 PM Monday-Thursday and by 12:30 PM each Friday.
Parties: Parties must be coordinated through Randi Walden in Tift Hall or (229) 391-5068 or rwalden@abac.edu. Parties can be booked only after pool is closed for regular hours. There is a requirement of one lifeguard for every 15 party members. ABAC lifeguards will be used.

Specific rules and regulations regarding personal conduct are posted in the pool area. A proper identification card is required.
Failure to comply with rules and regulations will result in the forfeiture of membership and all fees paid.
Forest Lakes Golf Club
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 days a week.

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

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

Lake Baldwin
School of Agriculture and Natural Resources Aquatics Laboratory Regulations

*Fishing:* Restricted to ABAC students only. Permit Required
  
  *When:* Daylight to Dark
  
  *Bait:* Only artificial lures, worms and crickets allowed. Bait fish are not permitted.
  
  *Creeal Limits:* Bream any size - 25, Bass over 12” - 4, all other bass must be returned to lake.
  
  *Secure Fishing Permit:* ABAC Forestry and Wildlife Club – Yow Building

*Swimming:* Not permitted.

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

Regulations will be strictly enforced. Violations could result in a $25 fine, a voided permit and/or disciplinary action.
Student Code of Conduct and Disciplinary Procedures

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

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

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

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

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

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

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

III. Academic Conduct Code

A. Code
Academic integrity is the responsibility of all ABAC faculty and students. Faculty members should promote academic integrity by including clear instruction on the components of academic integrity and clearly defining the penalties for cheating and plagiarism in their course syllabi. Students are responsible for knowing and
abiding by the Code of Conduct and faculty members’ syllabi. All students are expected to do their own work and to uphold a high standard of academic ethics.

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

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

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

6. Appeals shall be decided upon the record of the original proceedings, the written appeal submitted by the defendant, and any written briefs submitted by other participants. Cases will not be reheard on appeal.

7. If the student is dissatisfied with the decision of Provost and Vice President for Academic Affairs, the student may request in writing that the President consider the appeal, but such request must be made within five business days of the Provost and Vice President’s decision. Failure to appeal within the allotted time will render the Provost and Vice President’s decision final and conclusive.

8. Within five business days of receiving the appeal, the President will either rule on the appeal or refer the appeal to a special Presidential Panel. The Presidential Panel will review all facts and circumstances connected with the case and within five business days make a report of its findings to the President. After consideration of the Panel’s report, the President will within five business days make a decision which shall be final so far as the College is concerned.

9. Should the student be dissatisfied with the President’s decision, written application may be made to the Board of Regents for a review of the decision. This application must be submitted within twenty days following the decision of the President. Additional information regarding procedures for appealing to the Board is available in the President’s Office. The decision of the Board shall be final and binding for all purposes.

IV. Non-Academic Conduct Code

A. Alcohol
1. The possession, consumption, and/or manufacture of alcoholic beverages on Abraham Baldwin Agricultural College property are prohibited.

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

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

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

B. Drugs
1. The possession or use (without valid medical or dental prescription), manufacture, distribution, or sale of any drug controlled by federal or Georgia law is prohibited.

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

C. 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, is prohibited on all campus property.

D. Damage to Property
1. Malicious or unnecessary damage or destruction of property belonging to Abraham Baldwin Agricultural College, its visitors, or to a member of the college community is prohibited.

2. Improper disposal of any form of litter on campus is prohibited.

3. Unauthorized writing on or defacing of College property is prohibited.

E. Disorderly Assembly
1. The Board of Regents (BOR) Policy Manual, Section 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).

2. No person or group of persons shall obstruct the free movement of other persons about the campus, interfere with the authorized use of facilities, or prevent the normal operation of the College.

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

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

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

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

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

K. Hazing
All rites and ceremonies of induction, initiation, orientation, or private actions by individuals which tend to cause or allow mental or physical suffering are prohibited. Specifically, hazing is defined as any action taken or situation created intentionally, whether on or off campus, to produce mental or physical discomfort, embarrassment, harassment, ridicule, or the breaking of College rules.

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

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

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

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

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

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

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

V. Student Code of Conduct Disciplinary Procedures

A. Organization and Jurisdiction
1. Section 4.1.1 of the Board of Regents Policy Manual delegates to individual institutions the duty to discipline students within the framework of regulations of the Board of Regents. According to this policy, “Students violating rules and regulations of an institution may be punished, suspended, excluded, or expelled as may be determined by the institution” (BOR Policy Manual, Section 4.1.1). In carrying out the responsibility to discipline its students, Abraham Baldwin Agricultural College will apply disciplinary sanctions only after the requirements of due process, non-discrimination, and fairness have been met.
2. The President of ABAC has delegated the function of student discipline to the Provost and Vice President for Academic Affairs, who has, in turn, designated the Dean of Students and his/her staff to handle the day-to-day disciplinary process.
3. The Dean of Students is assisted in the student disciplinary process by the Student Conduct Committee. Cases may be assigned to the Student Conduct Committee at the discretion of the Dean or upon request by the accused student or students.
4. Students whose cases are adjudicated in Student Conduct conferences with the Dean of Students or his/her designee are provided the following procedural protections:
a. Written notice of the specific charges at least 72 hours prior to the scheduled conference.
b. Reasonable access prior to and during the conference to any materials which would be considered “educational records” under the Family Educational Rights and Privacy Act of 1974. Personal notes of College staff members or complainants are not included.
c. An opportunity to respond to the evidence and to call relevant and necessary witnesses.
d. A right to be accompanied by an advisor. An attorney attending a conference may not actively represent the accused student but may give advice to the student regarding how to present his or her defense.
e. Written notification of the decision of the hearing officer within five business days of the conference.
f. The right to appeal to a College administrative official within five business days of receiving the student conduct decision for any of the following causes:
   (1) Violation of due process and/or student rights
   (2) New evidence
   (3) Prejudicial treatment by the hearing officer
g. The right to have access to a recording of the disciplinary conference for the purposes of preparing for an appeal. Students may not bring their own recording devices to disciplinary conferences.

5. The Student Conduct Committee will meet at the call of the Dean of Students. Proceedings of the committee shall be in accordance with the College Catalog and the Student Code of Conduct. The findings and recommendations of the committee will be forwarded to the Dean of Students for such action as may be deemed appropriate. The committee shall be composed of faculty members and one staff member appointed for two-year terms and eight students. Student members will be selected by an application process through the office of the Dean of Students.

6. All cases involving violation of ABAC traffic rules and regulations shall be heard by the Traffic Appeals Committee. The Traffic Appeals Committee consists of students. One of the sophomore, junior, or senior Committee members will be appointed Chair by application to the Office of Dean of Students.

B. Student Rights in the Disciplinary Process
In any disciplinary process at ABAC, an accused student shall be afforded the following rights:

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

11. The right to have access to a recording of his or her hearing for the purposes of preparing for an appeal. Students may not bring their own recording devices to disciplinary hearings.

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

1. Student conduct hearings are presided over by the chair of the Student Conduct Committee or his or her designee. The chair may exclude any person from the hearing who is materially interfering with the student conduct hearing proceedings. Any disruptions of a student conduct hearing can result in the possible immediate interim suspension of the student(s) involved in the disruption. The chair of the committee makes such a determination, and when that determination is made, those causing the disruption will be asked to leave the hearing and its premises. If they do not voluntarily leave, ABAC Police will escort them off the premises.

2. Recommendations of the Student Conduct Committee are by a simple majority vote. A Student Conduct quorum is more than 50% of its membership being present. A hearing may proceed with less than a quorum if the accused elects to proceed.

3. The student conduct hearing will follow this sequence:
   a. An oath is administered to the accused.
   b. The alleged charge or charges are presented to the accused (Charges are prepared and presented by the Dean of Students or his/her representative).
   c. The chair calls for a response to each charge from the accused.
   d. Witnesses and documentation supporting the alleged violation(s) are presented.
   e. Comments and documentation supporting the accused’s position are presented.
   f. Examination and questioning by the committee follow presentation of documentation and witness comments.
   g. Closing comments are presented by both parties, first the administration and then the accused.
   h. The Student Conduct Committee goes into closed session to deliberate.
   i. The Student Conduct Committee reconvenes and reads its findings and/or recommendation(s) to the accused. The accused is also notified of the right to appeal.
   j. The hearing is adjourned.

4. All comments in the hearing are given under oath.

5. The accused student may bring an advisor of his or her own choosing to the hearing. An attorney attending a hearing may not actively represent the accused student but may give advice to the student regarding how to present his or her defense.

6. The Student Conduct Committee has four charges: to determine the facts; to decide on the question of responsibility for any or all charges; to develop a suitable disciplinary recommendation; and to produce a well documented record of all proceedings.

7. Committee deliberations are closed to all but members of the Student Conduct Committee. The Student Conduct Committee will hear only that information pertinent to the charge(s). Student Conduct Committee deliberations concerning possible sanctions may draw upon the Dean of Students or his/her designee.

8. The Student Conduct Committee will advise the accused of its recommendation(s) at the conclusion of the deliberations. The recommendation(s) of the Student Conduct Committee will also be communicated to the accused in writing following the conclusion of the hearing.
9. The accused is also informed both verbally and in writing of the right to an appeal and is informed of how to pursue the appeals process.

10. An audio recording of the hearing will be made and a transcription made available in the office of the Dean of Students.

D. Disciplinary Sanctions

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

1. Expulsion: permanent separation of the student or organization from the College. The student or organization will be barred from College premises. Students who are expelled from the College are not entitled to any refund of tuition, housing, meal plan, or other fees.

2. Suspension: separation of the student or organization from the College for a period of time with two conditions: (1) the student may not return or the organization be reinstated before a specified date; and (2) readmission is not automatic. The student or organization shall not participate in any College sponsored activity and may be barred from the College’s premises. Students who are suspended from the College are not entitled to any refund of tuition, housing, meal plan, or other fees.

3. Interim Suspension: The Dean of Students or a designee may suspend a student for an interim period pending disciplinary proceedings, such interim suspension to become immediately effective without prior notice, whenever there is evidence that the continued presence of the student on the College campus poses a substantial threat to the student or to others or to the stability and continuance of normal College functions. A student suspended on an interim basis shall be given an opportunity to appear personally before the Dean of Students or a designee within five business days from the effective date of the interim suspension in order to discuss the following issues only: (a) the reliability of the information concerning the student’s conduct; (b) whether the conduct and surrounding circumstances reasonably indicate that the continued presence of the student on the College campus poses a substantial threat to self or to others or to the stability and continuance of normal College functions.

4. Disciplinary Probation: notice to the student or organization that any further violations of College rules and regulations will likely result in suspension. Disciplinary probation may also include the setting of restrictions on participation in College activities or entry into certain College facilities.

5. Disciplinary Warning: notice to the student or organization that further misconduct may result in more severe disciplinary action.

6. Restriction: exclusion from participation in campus organization leadership or membership; involvement in campus social, recreational, sporting, or recruitment activities; residence hall visitation or access; the use of campus facilities; identification card privileges; or parking or driving privileges on campus.

7. Restitution: the student or organization is required to make payment to the College or to other persons or groups for damages incurred as a result of a violation of the Code of Conduct. Restitution may take the form of appropriate service or other compensation.

8. Forced Withdrawal: from the academic course within which an offense occurred, without credit for the course.

9. Change in Grade: with the concurrence of the instructor, for the course in which an offense occurred.

10. Referral/Professional Assessment: referral to the Student Development Center or other professional counseling/evaluation service.

11. Parental and/or Guardian Notification: The Family Educational Rights and Privacy Act (20 USCS 1232g.i) provides in pertinent part that institutions of higher education are not prohibited “...from disclosing, to a parent or legal guardian of a student, information regarding any violation of any federal, state, or local law, or of any rule or policy of the institution, governing the use or possession of alcohol or a controlled substance, regardless of whether that information is contained in the student’s education records, if (A) the student is under the age of 21; and (B) the institution determines that the student had committed a disciplinary violation with respect to such use or possession.”
12. Sanctions for Violations of USG Tobacco and Smoke-Free Campus Policy
   a. 1st Violation – Name, 918# (if available) and location of offense is reported to the Dean of Students. This information will be kept in a data base. Students violating the policy will be asked to leave any class or activity on campus if they refuse to comply with first request to stop.
   b. 2nd Violation – Student receives a warning letter from Dean of Students. This letter will include support and cessation resources.
   c. 3rd Violation – Student will be mandated to attend an Awareness class, online or in classroom. Any costs associated with the class will be paid by the student. Student may be sanctioned to prepare and execute an approved educational program or complete bulletin boards in high traffic areas.
   d. 4th Violation – Student will be required to see a counselor in the Student Development Office for 3 meetings.
   e. 5th Violation – Student may be suspended from the college.
   f. Students found using tobacco in student housing will be charged $200 for room restoration each time violation is documented. Repeat violations may result in removal from the residence halls. Student using tobacco products in or around the residence hall will receive the same sanction.

13. Other Sanctions: other sanctions may be imposed instead of or in addition to those specified above.

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

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

Student Role in Institutional Decision Making

Students at ABAC have the right to participate in policy making of the Institution. There is a minimum of two student members on all College committees that make decisions related to students. These students, appointed by the president of the SGA, have full voting rights in the individual committees and are encouraged to be active participants. Student representatives on each committee are encouraged to report all committee actions and considerations to the 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.

SGA Constitution and By-Laws

CONSTITUTION
(Revised Spring Semester 2015)
CONSTITUTION OF ABRAHAM BALDWIN AGRICULTURAL COLLEGE
STUDENT GOVERNMENT ASSOCIATION

Preamble

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

ARTICLE I. NAME

This organization shall be named the Student Government Association of Abraham Baldwin Agricultural College, hereinafter referred to as the SGA.

ARTICLE II. PURPOSE

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

ARTICLE III. MEMBERS

Section One: Composition

The SGA shall consist of a President, Vice-President, an advisor, and six Senators—one from each school: Agriculture and Natural Resources, Liberal Arts, Human Sciences, Nursing and Health Sciences, Science and Mathematics, and the Stafford School of Business. The President and Vice President are referred to as Officers of the Executive Branch; the Senators comprise the Legislative Branch. The Vice President will preside over the Senate and will be a non-voting member, but will cast a deciding vote in the event of a tie.

Section Two: Officers and Senators

A. Election.

Elections of Officers and Senators will be held each spring semester before April 15. Candidates will be selected by majority vote, and only persons registered in classes as an ABAC student shall be entitled to vote. The ballot will be made available to students on ABAC’s website, and the office of the Dean of Students will supervise all election activity. Students may run for one office only.

B. Term of Office.

Officers and Senators will assume their duties of office at the beginning of fall semester, and their term will end upon spring graduation. Officers and Senators elected in the spring must attend
leadership training as determined by the SGA faculty advisor and/or the office of the Provost and Vice President for Academic Affairs and the office of the Dean of Students before they assume the duties of their respective elected office.

C. Removal and Resignation.
Removal from office due to a violation of the rules and regulations set forth in the SGA Constitution will be in accordance with the procedure detailed in the SGA By-Laws. If the President of SGA submits a letter of resignation or is removed from office, the Vice President of SGA will replace the President. The offices of Vice President and Senators shall be offered to the second runner-up in the previous election, provided those candidates still meet eligibility requirements. If not, the third runner-up will take office, and so forth.

D. Vacancies.
Vacancies will be filled using the same procedure as outlined above in “Removal and Resignation.”

Section Three: Advisor
The advisor to the SGA shall be appointed by the Provost and Vice President for Academic Affairs and shall serve a term of office at the discretion of that administrator. The advisor may attend SGA meetings and participate in discussion and debate, but may not vote, make motions or second motions. The SGA advisor will work closely with the Provost and Vice President for Academic Affairs and the Dean of Students to ensure that members of the SGA maintain the integrity of their respective offices, and represent ABAC’s diverse student body. The SGA advisor reserves the right to recommend official administrative removal of Officers and Senators who fail to uphold the Student Code of Conduct and/or respect for ABAC students or faculty. The SGA Advisor will ensure that officers adhere to non-discrimination and non-harassment policies as specified in the Student Handbook.

ARTICLE IV AUTHORITY
Section One: Scope of Authority
A. The SGA shall be the officially recognized organization for communication to and from the student body and ABAC administration, faculty, alumni, the community, and campus organizations.
B. The SGA has the authority to recommend policy changes and communicate students’ concerns to ABAC administration. It is incumbent upon SGA officers to conduct research and present solutions to senior ABAC administration officials when recommending new policy or changes to existing policy.

ARTICLE V. MEETINGS
Section One: Regular Meetings
SGA Officers and Senators shall meet twice a month, beginning with the second week of every semester at an established time and place chosen by SGA’s President.

Section Two: Attendance of Officers and Senators
All SGA Officers and Senators are expected to attend all meetings, but may miss two meetings per semester without penalty. After two absences, students must fill out the Absence Excuse form and provide documentation justifying the absence, to be approved by the SGA advisor. Four absences, however, may result in a recommendation of removal from office at the discretion of the advisor if the officer is found in dereliction of duties. Failure to attend meetings based upon the rules and provisions set forth in the By-Laws may also result in removal from office.

Section Three: Open Meetings
SGA meetings shall be open to all members of ABAC’s community, and proceedings shall be made available to the student body via ABAC’s newspaper and website.

Section Four: Special Meetings
Special meetings of the SGA may be called by the SGA President or upon the written request of four (4) members of SGA. The purpose of the meeting shall be stated in the call. Except in cases of emergency authorized by the Provost and Vice President for Academic Affairs or the Dean of Students, at least five (5) days’ notice shall be given to members by telephone, in writing, or electronic means.

Section Five: Quorum
A. The quorum for regular and special meetings of the SGA shall be a majority of the membership.
B. All motions pertaining to regular business shall be passed by a simple majority of those present and voting. All members, with the exclusion of the SGA advisor, have voting privileges. In case of a tie vote, as a non-voting member of the Senate, the Vice President shall cast the deciding vote.
Section Six: Parliamentary Authority

The most recent edition of *Robert’s Rules of Order Newly Revised* shall govern the SGA in cases to which they are applicable and in which they are not inconsistent with this Constitution and any Standing Rules of Order that the SGA may adopt.

ARTICLE VI AMENDMENTS

Section One: Amendments

A. The Senate shall propose amendments to this Constitution whenever 2/3 of its membership (including Officers) deems it necessary.

B. Amendments shall be posted on the SGA website for student body review at least two weeks before the amendment is voted upon, and the SGA President will call a special meeting to solicit student concerns and feedback.

C. Ratification shall require a majority of Senate votes cast. The SGA President has the authority to veto the amendment, but the Senate may override the veto by a 2/3 vote.

D. New Amendments shall take effect after the next election cycle.

Section Two: Replacing SGA Constitution

A. The Senate may propose replacing this Constitution whenever 2/3 of its members deem it necessary and will immediately notify the SGA advisor, the Provost and Vice President for Academic Affairs, and the Dean of Students of its decision.

B. The Provost and Vice President for Academic Affairs will charge a Constitutional Convention Committee of students to work with the SGA advisor to replace the Constitution. Ratification shall require a 2/3 vote of the votes cast.

ABAC Parking Decals & Guidelines

The campus has plenty of parking spaces for students, faculty, and visitors. It is the responsibility of all members of the campus community to acquaint themselves with the rules and regulations regarding parking on the ABAC campus. The 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 campus will stop his or her vehicle and contact the ABAC Police at (229) 391-5060. The driver will remain on the scene until the accident investigation is completed.

The speed limit in all parking lots is 10 MPH. Speed limits on roadways are posted.

All privately owned two and three wheeled motorized vehicles are subject to the provisions of the parking services regulations.

Student employees of all types are considered students as far as parking regulations are concerned.

Students may apply for a parking decal at the ABAC Police Department in Evans Hall or online at [http://www.abac.edu/police](http://www.abac.edu/police) (click 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 after the second day of ticket issuance. The appeals are submitted electronically to the ABAC Police Office in Evans Hall.
- All appeals must be submitted electronically. The Traffic Appeal Form can be found here: http://apps.abac.edu/Police/Appeal/
- There is no hearing to attend. Therefore, any evidence or documentation must be submitted with the appeal to be considered by the appeals committee.
- Immobilizations and tow fines will not be considered for appeal.
- Notifications of appeal decisions are made via email to a student’s @stallions.abac.edu email account.
- Traffic Appeals Committee meets every Thursday, with the exception of school holidays.
- Traffic appeals must be submitted by Wednesday at noon to be considered for the following day’s committee consideration. Submissions after Wednesday at noon will be considered the following week.

Policies and Procedures Governing Student Activity and Other Mandatory Student Fees

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

I. Responsibility for Administration of Funds

Section 1. Chain of Authority

Board of Regents policy dictates that “all mandatory student fees collected by an institution shall be budgeted and administered by the president using proper administrative procedures, which shall include the advice and counsel of an advisory committee composed of at least 50 percent students. Students shall be appointed by the institution’s student government association. All payments from funds supported by student mandatory fees shall be made according to approved business procedures and the appropriate business practices of the institution.” At Abraham Baldwin Agricultural College (ABAC), the President has delegated responsibility for allocation and accountability of Student Activity Fee (SAF) funds to the Dean of Students and has established a Student Activity Fee Committee (SAFC) to allocate SAF funds.

Section 2. Composition of the Student Activity Fee Committee

The Student Activity Fee Committee (SAFC) shall consist of ten (10) persons to include the following:

- The president of the ABAC Student Government Association (SGA)
- Four (4) 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
- Two (2) members to be appointed by the President.

Section 3. Procedures of the Student Activity Fee Committee

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

The Dean of Students shall provide a written report to the President to include the proposed Student Activities Budget and comments from the SAFC on the budget. Upon receiving the aforementioned report, the President shall present a proposed Student Activity Budget to the Cabinet for consideration. Upon Cabinet approval the Student Activity Budget shall be incorporated into the College budget.

Section 4. Notification

Student clubs and organizations will be notified in writing of the amount of funds allocated to the club or organization by the SAFC with approval by the President and his Cabinet. Information regarding allocations will also be available at http://www.abac.edu/student-life/campus-life/student-government.
Section 5. Amendments
Changes to allocations may be made as a result of budget requirements to control expenditures, requests for budget amendments from clubs or organizations, or sanctions imposed as a result of failure to adhere to standards of accountability as set forth in this Policy. The SAFC will be reconvened monthly to review new or amended requests.

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

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

SAF funding categories

- Cat. 1 – Budgeted reserves – to be used to support capital needs in support of student activities. Operational budget management will be with the VPPO.
- Cat. 2 – Institutional programs – salary, benefits and operating funds to support student activities associated with SGA, Student Judiciary, Intramural Sports, Ambassadors, Aquatics, Campus Activity Board and license fees. Operational budget management will be with the Dean of Students.
- Cat. 3 – Academically allied student activity programs – programs that are tied directly to academic programs. See qualifying criteria. Operational budget management will be with the Academic Deans.
  
  Criteria for Category 3 organizations
  o Clubs, teams, groups, etc. linked directly with the offering of an academic program, and
  o Clubs, teams, groups, etc. that are linked to regional or national organizations that have collegiate education as a part of their mission, and
  o Clubs, teams, groups, etc. that contribute to at least one of the following: leadership, career development or scholarship.
- Cat. 4 – Interclub Council – financial support for clubs/interests groups not covered under categories 1, 2 or 3. Operational budget management will be with the Dean of Students.

III. Accountability

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

Section 2. Reimbursement Procedures
It is the responsibility of the club or organization advisor to manage SAF funds in accordance with standard business policies and procedures of the Board of Regents, Abraham Baldwin Agricultural College, and the Policy of the SAFC. All requests for expenditures or reimbursement of expenditures must be submitted to the Office of the Dean of Students. If the Dean of Students or his/her designee approves the request, he/she will submit it to the ABAC Business Office for payment.
Section 3. Annual Reports
All organizations receiving SAF funds will submit a report at the end of the budget year comparing the budget plan and actual expenditures over the academic year. Failure to submit a report by the deadline published by the Office of the Dean of Students shall constitute a major infraction of the Policy of the SAFC and shall result in appropriate penalties.

Section 4. Investigations
The SGA President, the Dean of Students, or the Vice President for Finance and Operations may call for a review of the finances of any student organization. The review will be conducted by the SAFC.

Section 5. 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.

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

Registration and Use of Free Speech Area
Abraham Baldwin Agricultural College has a designated Free Speech Area. Individuals or groups wishing to use the Free Speech Area must request use of the space through the Office of Dean of Students located on the second floor of J. Lamar Branch. A reservation should be made at least 48 hours (two working days) in advance of the event to be scheduled in the Free Speech Area. Usually, use of the space will be assigned to the person or organization that requests the area first. College sponsored events have first priority on the use of campus facilities. The College reserves the right to locate any assembly so as to ensure that the activity does not interfere with the normal operation of the College or interfere with the rights of others.

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

Time: Use of the Free Speech Area is limited to normal business hours, which is 8:00 AM - 5:30 PM Monday through Thursday and 8:00 AM - 3:00 PM on Friday.

Place: Fountain near Library and Conger Hall.

Conduct and Manner: Those who schedule speech activities on campus must conform to the following guidelines for use of the Free Speech Area:

1. Disruptive Activity – Obstruction, disruption, or interference with classes, administrative functions, or other college activities is not permitted. Likewise, infringement on the rights of
others is prohibited. Any attempt by repeated demands, threats, or otherwise to coerce passersby into stopping and participating in debate or discussion is prohibited.

2. Reasonable Access — It is important to provide reasonable access to and exit from any office, classroom, laboratory, or building. Likewise, vehicular and pedestrian traffic should not be obstructed.

3. Picketing and Distribution of Literature — Picketing in an orderly manner or distributing literature outside of the Free Speech Area is acceptable with the appropriate permit. Picketing is not permitted inside campus buildings. Literature may be distributed in public areas of the campus and in public areas in certain campus buildings after receiving the appropriate permit. It is not permissible to post materials on any walls, windows, doors, sidewalks, trees, light poles, etc., or on any other college equipment without prior approval.

4. Symbolic Protest — Displaying a sign, gesturing, wearing symbolic clothing, or otherwise protesting silently is permissible unless it is a disruptive activity or impedes access. In addition, such acts should not block the audience’s view or prevent the audience from being able to pay attention.

5. Noise — Making sustained or repeated noise in a manner which substantially interferes with a speaker’s ability to communicate his/her message, is not permitted. Noise levels should not interfere with classes, meetings, or activities in progress or the privacy of residence hall students.

6. Force of Violence — Any attempt to prevent a college activity or other lawful assembly by the threat or use of force or violence is not permissible.

7. Presenting Identification — It is not permitted for any person on any property either owned or controlled by the College to refuse to identify him/herself by presenting a student or faculty/staff ID card or driver’s license.

8. Damage to Property — Care should be taken to ensure that College and personal property is not damaged or destroyed. This includes the campus lawns, shrubs, and trees.

9. Other College Regulations — All applicable College regulations should be followed whenever engaging in activities on campus. Consult the ABAC Student Handbook for further information.

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

Student Complaint Procedures

File a Formal Complaint

**Purpose:** Abraham Baldwin Agricultural College (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 policies of the Board of Regents of the University 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. The Assistant Dean of Students will serve as an advisor to the student through this process; however, he or she does not make decisions outside the scope of his or her area of authority.
2. The complaint process will follow the chain of command of the department/office in question until resolution is found.

The goal is the successful resolution of the problem.

Notice of Non-Discrimination

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

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

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

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

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

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

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

Title IX Sexual Misconduct Guidelines & Procedures

Inappropriate Conduct/Sexual Harassment/Assault/Violence

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

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

ABAC does not condone and will not tolerate sexual misconduct or sexually exploitative or harassing behavior of any kind. Incidents of harassment and discrimination will be met with appropriate disciplinary action and sanctions, up to and including termination or expulsion from the College.
The College affirms its responsibility to respond promptly and effectively to unlawful discrimination, including sexual harassment and sexual violence:

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

Specifically, sexual inappropriate conduct/harassment/assault and violence against employees or students is prohibited and shall subject the offender to dismissal or other sanctions after compliance with procedural due process requirements. Unwelcome sexual advancements, requests for sexual favors, and other verbal or physical conduct of a sexual nature constitute sexual harassment when:

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

Sexual assault and sexual violence includes physical sexual acts perpetrated against a person’s will or where a person is incapable of giving consent due to the victim’s use of drugs or alcohol, or due to an intellectual or other disability. Sexual violence includes rape, sexual assault, sexual battery, and sexual coercion. Sexual assault and sexual violence reports will result in both a criminal investigation and a timely institutional investigation.

**Persons Who May be Involved in Sexual Harassment**

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

**Reporting of Issues and Confidentiality**

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

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

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

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

**Academic Freedom and Freedom of Expression**

ABAC is committed to protecting, maintaining and encouraging both freedom of expression and full academic freedom of inquiry, teaching, service, and research. However, these freedoms come with a responsibility that all members of the education community benefit from these freedoms without intimidation. In recognition and support of academic freedom for faculty in the pursuit of teaching, academic freedom and freedom of expression shall be strongly considered in investigating and reviewing complaints and reports of discrimination and/or harassment. However, raising issues of academic freedom and freedom of expression will not excuse behavior that constitutes a violation of federal legally protected areas which include gender and sex, USG Policies, and ABAC Sexual Misconduct Guidelines & Procedures.
Prohibition Against Retaliation
Students and employees who, in good faith, report what they believe to be discrimination or harassment, or who cooperate in any investigation, will not be subjected to retaliation. Any student or employee who believes he or she has been the victim of retaliation for reporting discrimination or harassment or cooperating in an investigation should immediately contact the Title IX Coordinator. Any person who makes a fraudulent report is a violation and subject to sanctions. Any person found to have retaliated against a person who has cooperated in an investigation will be in violation and will be subject to disciplinary action.

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

Definitions and Examples

A. Definition of Sexual Misconduct. Sexual misconduct encompasses a broad range of unwelcome behaviors that are committed without consent or by force, intimidation, coercion, or manipulation. The term includes, but is not limited to, criminal sexual assault, sexual harassment, sexual exploitation, and sexual intimidation. Sexual misconduct can be committed by men or women, and it can occur between people of the same or different sex.

B. Consent. Consent is a freely and affirmatively communicated willingness to participate in particular sexual activity or behavior, expressed either by words or clear, unambiguous actions. “Non-consent” means without either explicit verbal consent or overt action clearly expressing consent. Such signals of consent must be mutual and ongoing, as well as offered freely and knowingly. If at any time during a sexual interaction any confusion or ambiguity should arise on the issue of consent, the sexual initiator should stop and clarify the other individual’s willingness to continue. Non-communication constitutes lack of consent.

C. Persons unable to give consent. By definition, the following conditions cause a person to be unable to give consent:

1. Persons who are asleep or unconscious;
2. Persons incapacitated by drugs, alcohol, or medication;
3. Persons who are unable to communicate consent due to a physical or mental impairment;
4. Persons who have been threatened or coerced into giving their consent; or
5. Persons under the age of 16.

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

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

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

D. Examples of Sexual Misconduct. Sexual misconduct may vary in its severity and consists of a range of behaviors or attempted behaviors. Sexual misconduct includes, but is not limited to, the following examples of prohibited conduct as further defined below:

1. Sexual assault (paragraph E)
2. Sexual harassment (paragraph F)
3. Sexual exploitation (paragraph G)

E. Definition of sexual assault. Sexual assault is a form of sexual misconduct and represents a continuum of conduct that includes non-consensual sexual contact between an individual and another person.

Examples of sexual assault under this policy include, but are not limited to, the following behaviors, if non-consensual:

1. Sexual intercourse;
2. Any sexual touching, including penetration, with any object. Sexual touching is contact of a sexual nature, however slight;
3. Touching of intimate body parts such as mouth, genitalia, groin, breast, buttocks, inner thighs, or any clothing covering them;
4. The removal of another person's clothes;
5. Touching a person with one's own intimate body parts;
6. Compelling another to touch one's intimate body parts.

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

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

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

Policy & Programs to Prevent Drug & Alcohol Abuse

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

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

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

To the extent permitted by law and ethical standards, all information received in counseling is considered confidential and is not disclosed to any other person or campus unit without the written permission of the clients.
In matters of student discipline, the Student Development staff may provide assessment and consultative services to clients, colleagues, or units of the College in ways which improve the campus environment, maintain the anonymity of clients, and preserve the confidential nature of all counseling relationships.

**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 (1) 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 (BR 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).
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.


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 his or her tasks. A school official has a legitimate educational interest if the official needs to review an education record to fulfill his or her 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


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**Student Use of Technology Resources Policy**

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

**General Guidelines for Computer Lab Users**

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

In support of its mission of teaching and service, ABAC provides access to technology resources for students, faculty, staff, and other authorized users within institutional priorities and financial capabilities. The technology resources of ABAC, including facilities, hardware, software, networks, and computer accounts, are the property of the State of Georgia. The use of these resources is a privilege granted by ABAC to authorized users to conduct business. ABAC requires all persons authorized to use its technology resources to do so responsibly and in compliance with all state and federal laws, all contractual and license agreements, and all policies of ABAC and the Board of Regents of the University System of Georgia. Authorized users of the College’s technology resources must act responsibly to maintain the integrity and security of these resources. Each user of a college’s computing resources is ultimately responsible for the use of that computing resource and his or her computer account.
Inappropriate Use of Technology Resources

1. No one shall knowingly endanger the security of any College technology resource, nor willfully interfere with authorized usage by circumventing or attempting to circumvent normal resource limits, logon procedures, or security regulations.

2. No technologies shall be connected to the institution's technology resources that interfere with authorized usage of those resources. The College reserves the right to restrict the use of any technologies that may endanger the security and/or integrity of its technology resources.

3. Encroaching on or disrupting another person's use of College computers is prohibited.

4. The institution's technology resources and network facilities shall not be used for personal gain or commercial purposes.

5. Misrepresenting a person's identity or relationship to the College when obtaining or using institutional computer or network privileges is prohibited.

6. Attempting to access any files or accounts other than your own, reading, altering, or deleting any other person's computer files or electronic mail without specific authorization is prohibited.

7. Copying, downloading, installing, distributing, infringing, or otherwise using any software, data files, images, text, or other materials in violation of copyrights, trademarks, service marks, patents, other intellectual property rights, contracts, or license agreements is prohibited. All usage of technology resources shall be in compliance with federal and state copyright laws and in full conformance with the Regents Guide to Understanding Copyright and Fair Use.

8. Creating, installing, or knowingly distributing a computer virus, "Trojan horse," or other surreptitiously destructive program on any institutional computer or network facility, regardless of whether any demonstrable harm results, is prohibited.

9. Modifying or reconfiguring any College computing resource or network facility is prohibited.

10. Users of ABAC technology resources shall have no expectation of privacy of materials stored on those resources. The College reserves the right to access any of its computer resources when federal or state laws or institutional policies may have been violated or where institutional contractual obligations or institutional operations may be impeded. Computer users should not place confidential information in computers without protecting it appropriately. The College cannot and will not guarantee the privacy or confidentiality of computer files, electronic mail, or other information stored or transmitted by its computers. All computer usage on ABAC technology resources and network facilities is subject to the provisions of the Georgia Open Records Act, O.C.G.A. §50-18-70 et seq.

11. Authorized computer users shall take full responsibility for messages that they transmit through the College’s technology resources. The College’s technology resources shall not be used to transmit any communications prohibited by law, including but not limited to fraudulent, harassing, or threatening messages.

12. Except for resources made available for public use in the library, all College technology resources and facilities are provided exclusively for the use of ABAC faculty, staff, and students, and individuals associated with programs and institutions approved by the OITS. Unescorted children and other individuals not approved by the OITS are expressly prohibited from using either institutional resources or facilities. Similarly, approved users are solely responsible for the actions of unapproved users (children, friends) with them in labs and other facilities, and may be asked to leave if any actions by these individuals are deemed disruptive. Repeated offenses may result in the loss of facility privileges.

Student Misuse of Technology Resources

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

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

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

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

Authorized User: Authorized users are as follows:

- Current faculty, staff, and students of ABAC
- Individuals with explicit permission from OITS
- Individuals whose access furthers the mission of the institution and whose usage does not interfere with other users' access to technology resources.

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