



Piedmont College  
Student  
Handbook

2010-2011

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# General Information

## Mission

Piedmont College educates students to become successful and responsible citizens through rigorous academic instruction in the liberal arts and professional disciplines. Learning opportunities are provided through undergraduate and graduate programs offered at various locations. The institution emphasizes high ethical standards and respect for diversity.

## Division of Student Affairs

The Division of Student Affairs seeks to meet the needs of students in all of their relationships with the College. From the initial admission process until a student graduates and secures employment, the staff provides services, encouragement, and information. Further, the staff provides personal, social, spiritual, cultural, recreational, and wellness services to support students and to enhance their academic success. The Division of Student Affairs consists of:

### *Athens representative*

- **Assistant to the Vice President of the Athens Campus** (706-548-8505, ext. 8184)  
The Assistant to the Vice President of the Athens Campus is responsible for coordinating student affairs functions at that location.

### *Demorest representatives*

- **Dean of Student Affairs** (Lane Student Center, 706-776-0119)  
The Dean of Student Affairs has administrative responsibility for the staff and services of the Division of Student Affairs. Such services include the presentation of programs and activities to enhance the cultural, social, academic, intellectual, and leadership endeavors of the college. The Dean also oversees the campus life program, counseling and career services, the campus judicial process, and the residence life program.

- **Assistant Dean for Student Development** (Lane Student Center, 706-778-3000, ext. 1506)  
The Assistant Dean of Student Development assists the Dean of Student Affairs in various administrative tasks. The Assistant Dean is responsible for the resident directors (RDs) who, in turn, are in charge of the Resident Assistants (RAs). The Assistant Dean of Student Development is the liaison between the Dean of Student Affairs and the residence life staff.
- **Residence Hall Directors**  
Residence Hall Directors (RDs) have offices and apartments in Getman-Babcock, Purcell, Wallace, Mayflower, Johnson and Plymouth Halls. They are responsible for the health and safety concerns of residents, and they assist students with personal, scholastic, and residential matters. RDs also coordinate educational and social programming, room assignments, maintenance requests, housing regulations enforcement, and building security. They also supervise the student resident assistant (RA) staff. RDs are responsible for the day-to-day management of the respective facilities and for providing programming, minor discipline, and counseling. They are also responsible for assessing and meeting the needs of residential students.
- **Resident Assistants**  
Resident Assistants (RAs) are responsible for the development of communities within the residence halls by providing for the care, welfare, and safety of the residents. They are also responsible for providing protection of College property. They serve as activities coordinators, referral agents, and role models for the residential students. Specific duties include peer counseling, administrative duties, orientation assistance, communication and enforcement of college rules and regulations, supervision of visitation, connection of residents to available campus and community resources, and planning and

implementation of social and educational programming. Candidates must maintain a minimum grade point average of 2.5. Applications are available through the residence life office.

- **College Chaplain** (Daniel Hall 321-B, 706-778-3000, ext. 1179)  
As a Congregational church-related college, Piedmont promotes respect for people whose beliefs differ from one's own and provides varied opportunities for expressing one's faith or encountering the faith of others. The College Chaplain maintains oversight for religious activities and organizations and is available for counseling for all students at both the Demorest and Athens campuses.

### Counseling and Career Services

- **Athens—Commons**, 102 East, By Appointment (706-548-8505)
- **Demorest**—Lane Student Center (706-778-3000 ext. 1259)

#### *Counseling Services*

Personal counseling is available to students who are experiencing concerns including, but not limited to, adjustment problems, anxiety, depression, alcohol and drugs, and classroom issues. Counseling is confidential and is provided at no charge to students. In some instances, students may be referred to outside professional resources.

#### *Career Services*

Career planning and guidance is available to all students. Staff members provide personal consultations to those students who are unsure of their career goals. They also assist students in

developing their resumes and in preparing for job interviews by conducting mock interview sessions. Staff members maintain a career library, which includes books and online services. Job opportunities are posted on campus bulletin boards. Career services staff members also assist with scheduling campus job fairs for students. Faculty members represent an additional resource for advising students regarding career options related to their academic majors.

#### *Learning Disabilities*

Counseling and career services staff are also responsible for arranging reasonable accommodations for those students who have provided documentation stating their learning disability. This service is confidential and free to all students. Testing to determine disabilities is not provided through this office, but referrals are made. Official documentation is accepted only from licensed health-care professionals.

#### *Student Activities*

Piedmont College subsidizes in whole or in part most student activities; many activities are free or inexpensive for students. Student Affairs staff will advertise student activities by using email, posters, flyers, the campus newspaper, bulletin boards, voicemail, and the College web page.

The Assistant to the Vice President of the Athens Campus plans student activities for that campus, in conjunction with the Athens Campus Activities Board (ACAB). The Dean of Student Affairs, the Campus Activities Board (CAB), and the residence life staff coordinate student activities on the Demorest Campus.

# College Services and Policies

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## Bookstore

Demorest (706-776-0013)

Athens (706-543-6993)

Barnes and Noble Bookstores operates stores on both the Athens and Demorest campuses. Both locations have available for sale required and recommended textbooks for classes as well as a wide variety of Piedmont memorabilia such as clothing, blankets, hats, mugs, and other Piedmont gifts. The bookstores also carry a selection of general reading books, including the top 10 National Campus Bestselling fiction and non-fiction titles.

- The Athens Campus bookstore is located behind The Commons. Hours vary and are posted on the bookstore website ([www.piedmont.bncollege.com](http://www.piedmont.bncollege.com)) and campus bulletin boards.
- The Demorest Campus bookstore is located on Georgia Avenue in downtown Demorest. Hours are from 8 a.m. until 6 p.m. Mondays through Thursdays and from 8 a.m. until 3 p.m. on Fridays.

## Campus Communication

Student mail is not delivered to students at the College address. In order to receive mail, residential students are required to rent a mailbox at the U.S. Post Office on Georgia Avenue in downtown Demorest.

## Campus Email

E-mail is an official communications channel of Piedmont College and is the principal medium through which it conducts its business. All students, faculty, and staff, including adjunct faculty and part-time employees, have Piedmont College e-mail accounts, either on the Exchange system or the Lions system.

All members of the Piedmont College community are expected to monitor their Piedmont College e-mail regularly and to deal with business in a timely manner. Failure to activate and monitor one's Piedmont College e-mail account does not exempt one from responsibility to act upon college-related matters.

All new students, faculty, and staff, including adjunct faculty and part-time staff, are expected to activate their Piedmont College e-mail accounts and to begin monitoring their e-mail during their first week of enrollment or employment. Piedmont Lions student email must be checked every 120 days to prevent the account from going inactive.

## Food Services

Chartwell's Higher Education provides catering services for the **Demorest Campus**. Students must present their College ID for residential meal plans. This meal plan provides students with 19 opportunities to dine weekly in Neilson Dining Hall and will reset weekly. The College does not issue refunds for meals missed during the course of the week. All residential students are required to participate in the meal plan. Hours of operation are as follows:

### Monday-Friday

- 7:30 a.m. to 9:30 a.m. (Full Breakfast)
- 9:30 a.m. to 11 a.m. (Continental Breakfast)
- 11 a.m. to 2 p.m. (Full Lunch)
- 2 p.m. to 4:30 p.m. (Light Lunch)
- 4:30 p.m. to 7:30 p.m. (Full Dinner)

### Saturday-Sunday

- 10:30 a.m. to 2 p.m. (Brunch)
- 4:30 p.m. to 7:30 p.m. (Dinner)

Food services are not provided during College holiday periods or during summer session. Hours of operation are subject to change. Commuting students may purchase block meal plans at the business office. Block meals, purchased in units of 20 or 40 meals, will be added to the student's ID and operate on a declining balance.

A declining balance plan is also available to residential and commuting students for the *Grill on Georgia*. Amounts may be added to student's ID upon payment in the business office.

All plans are valid for the academic year. The College does not issue refunds for unused meals at the end of the academic year.

Prestige Foods provides food services for the **Athens Campus**. A 10 percent discount is available to all students. Students may purchase preloaded meal cards; they may also pay by cash, debit, or credit card.

Hours of operation are from 11 a.m. until 8 p.m. Monday through Friday. Food services may not be provided during college holiday periods; summer service hours will be restricted. Hours of operation are subject to change.

## Health Insurance

All students are covered by a general liability insurance plan, which will cover accidents incurred while on campus or while participating in College-sponsored academic or sports activities at an off-campus location. College liability insurance will not cover any cost incurred as a result of illness or as a result of accidents which do not occur on campus or at college-sponsored events.

A health insurance policy may be purchased through a private broker of the student's choosing or through a College-sponsored program. Information on the College program is available from the Business Office. All students must provide proof of insurance coverage at registration prior to moving into the residence halls.

## Health Services

Walk-in health services for residential students on the **Demorest Campus** are provided by the Habersham County Medical Center. Students should visit the PrimeCare facility during operating hours or, at other times, the hospital emergency room. Commuting students may choose to participate in these services upon payment of an additional fee. This coverage is a supplement to students' major medical coverage; it is not a comprehensive health plan and does not cover the cost of lab work, medication, and other services.

Students participating in the College health plan will be issued an identifying sticker for their student ID card. In order to receive health services, a validated ID must be presented at the time service is rendered.

Residential students at Piedmont College must submit proof of immunization. No student will be allowed to move into the dorms without proof of immunization for Meningococcal Disease and the results of a recent TB test. It is helpful to have a complete medical history in the event of a

sudden, serious illness or other emergency. Students with severe medical conditions should consult their primary care physician about wearing a medical alert bracelet and should be certain that the residence hall directors are aware of their condition. Students who self-inject medication must ensure the safe disposal of sharps.

Formal health care services are not provided at the **Athens Campus**. Medical emergencies should be reported to Campus Security (706-433-1789) or the Main office (706-548-8505). Athens Regional Medical Center and St. Mary's Hospital are located less than two miles from campus.

## Identification Cards

Each student is issued a student identification (ID) card that provides access to a variety of campus and community services, including the library, sports and recreational activities, health services, Lyceum events, fitness center, and student activities. In Demorest, the ID also serves as the meal ticket for students on the meal plan.

Students are required to carry their ID cards as College staff may request to see an ID card at any time. Surrender of the ID card may be required in student disciplinary matters. ID cards are issued at the beginning of the student's first semester of enrollment during orientation/registration activities. It is the student's responsibility to obtain an ID card during the first two weeks of classes. ID cards contain a picture, name, and bar code. With the exception of a change of name, a student will use the card for the entire period of enrollment at Piedmont College. For each subsequent semester of enrollment, an updated attendance sticker is required.

Charges and/or fines may be imposed for failure to have a student ID card or for lost cards. If an ID card is damaged or a change of information is required, a replacement will be provided at no cost. For all student ID card issues, please visit the Lane Student Center in Demorest or the Student Services Office, Commons 202 West, in Athens during regular office hours.

## Intercollegiate Athletics

Piedmont College provides intercollegiate athletic opportunities at the **Demorest Campus**. These programs are designed to promote student interest in athletics, to foster sound physical development, and to teach good sportsmanship.

Intercollegiate sports include men's and women's basketball, women's volleyball, men's and women's soccer, men's baseball, women's fast-pitch softball, men's and women's tennis, men's and women's cross country, and men's and women's golf. The College also sponsors cheerleading as a club activity. Piedmont College is a member of NCAA (National Collegiate Athletic Association) Division III and competes in the Great South Athletic Conference.

## Intramural Sports

The intramural sports program provides opportunities for students to participate in intramural sports, as well as leisure and non-competitive sports. All students, both novice and experienced, are encouraged to participate.

Intercollegiate athletes are encouraged to participate in the intramural program as well, but are not allowed to participate in the same sport in which they compete on an intercollegiate level. There is also a limit as to how many intercollegiate athletes can participate on any one intramural team.

## Motor Vehicles

All motor vehicles operated or parked on the Piedmont College campuses must be registered and must display a numbered Piedmont College parking permit. Permits should be displayed as follows:

1. Lower left corner of rear window; or
2. Top left of the rear bumper.

The Business Office may impose a charge to register a vehicle. However, if the vehicle is registered within two weeks following the beginning of the semester, the fee may be waived. At the Demorest Campus, temporary parking permits will be granted by Campus Police to students or staff for short term use of a non-registered vehicle. At the Athens Campus, parking permits will be issued in the Main Office.

Normally, vehicle registration takes place when the student registers for classes. A parking map will be issued at that time. Please refer to that map or contact the Campus Police for questions regarding parking. If the student later trades cars, buys a different car, or purchases an additional vehicle, the student must register that vehicle with Campus Police.

## ***Parking Regulations***

Campus Police are responsible for enforcing parking regulations. It is the responsibility of each individual who operates or parks a vehicle on campus to be familiar with and observe the following regulations:

1. Each vehicle must be registered and a current color-coded parking permit must be displayed on the vehicle.
2. Park only in areas designated for parking. No parking is allowed on grassy areas or in roadways.
3. Illegally parked vehicles are subject to ticketing, towing and/or booting. Piedmont College reserves the right to tow any vehicle for any violation of the parking regulations.
4. All parking areas are clearly marked and color-coded. Parking decals will authorize parking in areas with corresponding colors. Unless otherwise indicated these areas are restricted 24 hours a day Sunday through Saturday. Areas are defined as follows:
  - a. Visitors parking (white)—Reserved for persons unaffiliated with Piedmont College either as faculty, staff, or students.
  - b. Handicap parking—Reserved for vehicles displaying a legally issued handicap identification sticker or license plate. These spaces are reserved 24 hours a day, seven days a week.
  - c. Faculty parking—Reserved for persons employed by Piedmont College and classified as a faculty member.
  - d. Staff parking—Reserved for persons employed by Piedmont College and classified as a staff member. This excludes student workers working for staff members.
  - e. Commuter student parking—Reserved for vehicles registered to students of Piedmont College that do not reside in campus housing.
  - f. Getman-Babcock parking—Reserved for vehicles that are registered to Getman-Babcock Hall residents only. These spaces are reserved 24 hours a day, seven days a week.
  - g. Resident parking—Reserved for vehicles registered to Purcell Hall, Wallace Hall, Swanson Hall, Johnson Hall, Mayflower Hall, Plymouth Hall and New Bedford Hall.

Any person guilty of more than two parking violations will be required to pay a fine. Any person receiving three or more tickets may have parking privileges revoked. Fines are payable in the Business Office and, if unpaid, may be added to a student's account.

## Residential Housing Program

Residential housing is available on the **Demorest Campus** only. The residential program is designed to enhance the academic and social lives of the boarding students. The staff, services, and facilities are designed to meet residents' needs with a balance of structure and flexibility.

### **Residence Policy**

All intercollegiate athletes are required to live on campus. All other students enrolled at the Demorest Campus must reside on campus with the following exceptions:

1. Married, divorced, or widowed students or students with dependents;
2. Students living at the primary residence of their parents or legal guardians in Habersham, Banks, Hall, Rabun, Stephens, Towns, or White counties;
3. Students who are 21 years of age on the first day of registration for the fall term.

Certain Piedmont College scholarships require students to live on campus, and a change in residential status may result in loss of scholarship. Changes in campus living assignments must be approved by the Dean of Student Affairs. Students residing in a residence hall may not move off campus during the regular academic year except when there is a change in marital status. The College is unable to provide housing for married students, families, or students who will be 25 years of age before the beginning of fall semester.

### **Residence Hall Options**

Getman-Babcock Hall is reserved for freshman women; Purcell Hall serves freshmen and sophomore men. Swanson Hall, Johnson Hall, and Mayflower Hall, New Bedford Hall and Plymouth Hall are reserved for upper-class men and women.

Getman-Babcock Hall, Purcell Hall, Wallace Hall, Mayflower Hall, New Bedford Hall and Plymouth Hall have large rooms with spacious closets and ample storage. Most rooms are arranged in suites of two rooms with adjoining

baths. Swanson Hall and Johnson Hall are apartment type residences with two private bedrooms sharing a common bath and living area. All residence halls are air conditioned and equipped with window blinds, cable television service, and Internet service. Lounges and laundry facilities are also provided.

### **Residence Hall and Room Assignments**

Residence hall space for new students is filled on a first-come, first-served basis. By requesting on-campus housing and submitting a deposit and a Residence Hall Application prior to June 1, students may be assured of campus housing. New resident assignments are made on a priority basis according to requests indicated on the Residence Hall Application Form with regard to a specific roommate, room, hall, or other special housing requests. Room assignments are made without regard to race, color, creed, religion, or national origin. Returning residents are offered an opportunity to reserve a residence hall space for the next academic year by submitting a deposit during the spring semester. Returning residents who do not submit a deposit during the spring registration will be permitted to request housing only after all new and transfer student requests have been met.

### **Guarantee of Space**

The College guarantees housing for applicants who have signed a Residence Hall Agreement. The College reserves the right to assign students to another space, room, or hall, when it appears to be in the best interest of individuals or groups of students or when it is determined that a student is not actually residing in his/her assigned space. All requests for on-campus housing and inquiries should be directed to the Residence Life Office at 706-778-3000 ext. 1506

Specific policies concerning campus housing are described in the residence hall contract. A copy of the residence hall contract is available on the college website.

### **Safety Escort Service**

Campus Police coordinate a safety escort service during the evening hours. If you need assistance, please call. If you are experiencing auto problems, Campus Police will also assist you. Phone 706-776-0105 in Demorest or 706-433-1789 in Athens.

## Student Clubs and Organizations

Students will be given the opportunity to organize and participate in clubs and other organizations. Information regarding student organization of clubs and regulations governing clubs is available on the [College website](#). This information is also available from the Dean of Student Affairs in Demorest or from the Assistant to the Vice President of the Athens Campus.

## Student Publications

Opportunities for students to participate in student publications are available to students at both campuses. Student publications and the student press help establish and maintain an atmosphere of free and responsible discussion and of intellectual exploration. They bring student concerns to the attention of the Piedmont community and help formulate student opinion on various issues.

In delegating editorial responsibility to students, Piedmont College provides sufficient editorial freedom and financial autonomy for student publications to maintain their integrity as vehicles for free inquiry and free expression in an academic community. At the same time, the editorial freedom of student editors and managers entails corollary responsibilities. Editorialists and reporters should pursue facts and present them as objectively as possible.

### ***Student Newspaper***

The *Navigator* is the College newspaper. A student editor works with a faculty/staff advisor and other students to publish the newspaper on a bi-weekly basis. All students are invited to contribute articles, photos, and letters. The *Navigator* is an official College publication, and students are responsible for all information and announcements contained therein.

### ***Student Yearbook***

The *Yonahian* is the College yearbook, named for Mount Yonah ("Sleeping Bear"), a prominent Blue Ridge peak in north Georgia. The yearbook staff are involved in writing, design, layout, and photography.

## Tobacco-Free Campuses

Piedmont College recognizes the health and safety hazards of using tobacco products. College

properties have been designated as tobacco-free environments and the use of tobacco products on college property is strictly forbidden.

## Withdrawal

Piedmont College has designated the following withdrawal categories.

### ***Voluntary***

Students who voluntarily wish to withdraw from the College are required to begin at the Registrar's Office. During the process, a student will cancel his or her classes, clear accounts in the Business Office, terminate financial aid agreements, and surrender the College ID card.

Any student who withdraws from the College must complete the necessary withdrawal forms provided by the registrar. These forms must be signed and filed with the Registrar before refunds can be made or transcripts forwarded.

### ***Administrative***

Students with unusual circumstances, such as accident, illness, or as a result of disciplinary sanctions, may request an administrative withdrawal from the College. In order to request this form of withdrawal, the student must confer with the Provost/Vice President of Academic Affairs.

### ***Involuntary***

Students who are found to be in violation of College regulations, in violation of local and/or state laws, or for circumstances deemed to be in the best interest of the College, may, upon the recommendation of the Provost/Vice President for Academic Affairs and concurrence of the President, be dismissed from the College and/or removed from a residence hall.

## Work Aid and Work Study Programs

Piedmont College provides programs for students who desire to earn part of their college expenses by working at jobs on campus. A work study program, funded by the federal government, is available for students who meet financial need criteria in order to qualify. For students who do not qualify for assistance under federal programs, Piedmont College maintains a work aid program. Employment coordination for both programs is provided by the Financial Aid Office (706-776-0114).

# Emergency Procedures

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## Emergency Telephone Numbers

- Demorest Switchboard—706- 778-3000
- Athens Switchboard—706-548-8505
  
- Demorest Campus Police—706-776-0105
- Athens Campus Police—706-433-1789
  
- Fire—911
- Police—911
- Sheriff—911
- Ambulance—911

## *Demorest Campus Administrative Offices*

- President—706-776-0100
- Provost/Vice President for Academic Affairs—706-776-0110
- Assistant Vice President for Administrative Service—706-776-0102
- Dean of Student Affairs—706-776-0119
- Assistant Dean for Student Development—706-768-2200
- Getman-Babcock Hall Director. —706-768-2300
- Purcell Hall Director—706-768-2400
- Wallace and Johnson Halls Director—706-968-3063
- Mayflower and Swanson Halls Director—706-768-0510
- New Bedford and Plymouth Halls Director —706-977-8903

## *Athens Campus Administrative Offices*

(706-548-8505)

- Vice President of the Athens Campus—706-548-8806
- Assistant to the Vice President of the Athens Campus—706-227-2184

## Fire Reporting Information

Report all fire incidents to the Campus Police immediately whether response by the fire department is required or not:

- Demorest—706-776-0105
- Athens —706-433-1789

In the event of a fire:

1. If an emergency exists, activate the fire alarm, call 911, and contact the Campus Police.
  - a. If the fire is minor, promptly discharge the fire extinguisher toward the base of the flame.
  - b. If the fire is major, leave the area immediately. Close but do not lock doors behind you as you exit the building.
2. Evacuate the building following emergency evacuation procedures posted on all interior doors.
  - a. Smoke is a great danger in a fire incident, so stay close to the floor; if ignited, drop and roll to extinguish the flame.
  - b. If trapped on higher floors of a building, hang garments from the window if possible to signal for help and stay close to the floor where the air may be less toxic.
3. Do not attempt to rescue anyone. Notify emergency personnel immediately.

## Inclement Weather Procedures

The Provost/Vice President for Academic Affairs will make a determination as to when inclement weather or severe weather warnings warrant a change in class schedules. When the regular class schedule is changed for any reason, the following media outlets will display information concerning the action taken:

- WSB Channel 2 Atlanta
- WAGA Channel 5 Atlanta
- WXIA 11 Alive Atlanta
- Piedmont College Website ([www.piedmont.edu](http://www.piedmont.edu))

## *Tornado Information*

Campus Police on both campuses will notify the various departments and offices of the College that a watch or warning signal has been issued. On-campus public address systems will notify individuals of a tornado warning.

1. When a **WATCH** signal has been received. Normal campus activities will be continued.
2. When a **WARNING** signal has been received, those receiving the message will direct those

under their charge to the shelter area designated for that area.

3. If there is time prior to departing, open as many windows as possible in the area being left. If there is no time, depart without opening windows.
4. Upon leaving the area, close but do not lock the door. Proceed quickly to a sheltered area. If a person is injured, report the injury to the nearest faculty or staff member.

### ***Designated Safe Areas***

Interior ground floor locations without windows are the safest places in most buildings. In the event of a tornado warning, please move immediately to the safest location nearest you.

# Student Conduct

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Students are expected to know and abide by the rules and regulations outlined in the Piedmont College Catalog, Student Handbook, and other documents which may pertain to their enrollment and matriculation at Piedmont College. Ignorance of these rules or the penalties for violation of these rules does not constitute an acceptable defense.

## Student Behavior Code

As responsible adults, students should exhibit thoughtfulness in decision-making. Classmates, as well as College faculty and staff, deserve courtesy and respect.

1. Alcoholic Beverages and Drugs
  - a. Possession, use, sale, gift, or other transfer of intoxicants in any form or manner on the College campus is strictly prohibited. Any student present during the violation of this policy may also be subject to judicial action.
  - b. Students under the age of 21 who have consumed alcohol or anyone who has used illegal drugs are in violation of state law and subject to arrest and/or sanctions.
2. Damage to Property—Malicious or unauthorized, intentional damage or destruction of property belonging to the College, to a member of the College community, or to a visitor to the campus is prohibited.
3. Disorderly Assembly
  - a. No students shall assemble on campus for the purpose of creating a riot, destruction, or disorderly diversion which interferes with the normal operation of the College.
  - b. No student or group of students shall obstruct the free movement of other persons about the campus, interfere with the use of College facilities, or materially interfere with the normal operation of the College.
  - c. The abuse or unauthorized use of sound amplification equipment is prohibited.
4. Disorderly Conduct
  - a. 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.
  - b. No student shall push, strike, or physically assault any member of the faculty, administration, staff, student body, or any visitor to the campus.
  - c. No student shall sexually assault any member of the faculty, administration, staff, student body, or any visitor to the campus.
  - d. Conduct on College property, or at functions sponsored or supervised by the College or any recognized College organizations, which materially interferes with the normal operation of the College is prohibited.
  - e. Verbal or sexual harassment is prohibited.
  - f. No student may misrepresent facts or lie to College officials.
  - g. No student shall disobey a lawful order of a College official including, but not limited to failure to evacuate a building during a fire alarm or refusing to present an ID upon request. Failure to cooperate with and show respect for College faculty, staff (including Resident Assistants), guests, or vendors is prohibited. This includes but is not limited to verbal offensiveness and obscene gestures.
5. Falsification of Records—No student shall, or attempt to, alter, counterfeit, forge, or cause to be altered, counterfeited, or forged, any record, form, or document used by the College.
6. 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 recognized College organization.
7. Fire Safety
  - a. No student shall tamper with fire safety equipment, which includes fire doors,

- alarms, signs, extinguishers, pull boxes, hoses or other firefighting equipment.
- b. The possession or use of fireworks on College property or events sponsored or supervised by the College or any recognized College organization is prohibited. Fireworks are defined as any substance prepared for the purpose of producing a visible or audible effect by combustion, explosion, or detonation.
  - c. The unauthorized possession, sale, furnishing, or use of any incendiary device is prohibited.
  - d. No student shall set or cause to be set any unauthorized fire in or on College property.
  - e. Students must evacuate College facilities during fire drills or any College safety procedures.
8. Gambling—The playing of cards or any other game of skill or chance for money or other items of value is prohibited.
  9. Hazing—To "haze" is defined as "to initiate or discipline (fellow students) by means of horseplay, practical jokes, and tricks, often in the nature of humiliating and painful ordeals." This includes all rites and ceremonies of induction, initiation, or orientation into College life or into the life of any College group which tends to occasion or allow physical or mental suffering. Hazing, in any form, physical or mental, is strictly prohibited and is grounds for immediate dismissal.
  10. Joint Responsibility for Infractions
    - a. Students who knowingly act in concert to violate College regulations have individual and joint responsibility for such violations and such concerted acts are prohibited. Students are responsible for the behavior of non-students accompanying them on campus.
    - b. Any student present during a violation of the Student Behavior Code may be subject to judicial action whether or not the student actively participated in the violation.
  11. Misuse of College Name—The use of the College's name for soliciting funds or for some other activity without prior approval of proper College authorities, or any unauthorized use of the College's name, is prohibited.
  12. Reckless Endangerment—No student shall engage in any act or conduct that could result in injury to the life or the property of that student or any other student, faculty or staff member of the general public. Such an act or such conduct, whether intentional or unintentional, shall include but not be limited to the following: violations of health and safety standards, operation of motor vehicles, etc.
  13. Repeated Violations—Repeated violations of published rules and regulations, which cumulatively indicate an unwillingness or inability to conform to the student life standards of the College, may result in dismissal.
  14. Solicitation—The following types of solicitation, when approved by the appropriate administrative office, are permitted:
    - a. Approved fund-raising activities by organizations related to the College.
    - b. Distribution of information in public areas.
 All other solicitation is prohibited.
  15. Theft
    - a. No student shall sell a textbook that is not his/her own.
    - b. No student shall take, attempt to take, or keep in his/her possession, items of College property, or items belonging to students, faculty, staff, student groups, or visitors to the campus without proper authorization and/or payment.
    - c. No student may steal, or attempt to steal services. This means students may not eat in the cafeteria or use college equipment without proper authorization.
  16. Trash—No student shall improperly dispose of bottles, cans, cigarette butts, or any other form of litter on campus. Designated containers are provided for proper disposal of all litter or recyclables.
  17. Unauthorized Entry or Use of College Facilities
    - a. No student shall make unauthorized entry into any building, office, or other facility, nor shall any person remain without authorization in any building after normal closing hours. Students may not allow others into unauthorized areas.
    - b. No student shall make unauthorized use of any College facility.
    - c. Duplication of Piedmont College keys is prohibited.

18. Violation of Outside Law—Violations of local, state, or federal law, on or off campus, are prohibited. The College may take action in conjunction with or totally independent of local, state, or federal authorities.
19. Violating Campus Motor Vehicle Regulations—A student whose car is not properly registered or who parks in a non-designated space is subject to ticketing, towing, and/or impounding at the student's expense. Students who accumulate three parking violations in one semester may lose their campus parking privileges. When ticketed, a student must pay the fine in the Business Office prior to appeal. If an appeal is granted, the account will be credited.
20. Weapons—Students are prohibited from possession of firearms or weapons on College property or at events sponsored or supervised by the College or any recognized College organization. The possession or use of any other offensive weapons such as machetes, bows and arrows, knives, switchblades, and swords are prohibited.

#### ***Student Grievance Procedures***

The purpose of the student grievance procedure is to provide students with appropriate procedures to address grievances. Appeals for all academic matters should begin with the Provost/Vice President of Academic Affairs. Appeals for non-academic matters should begin with the Dean of Student Affairs on the Demorest Campus or with the Assistant to the Vice President for the Athens Campus

#### ***College Judicial System***

Responsible behavior is expected of all Piedmont students at all times. Violations of the Student Behavior Code may result in varying degrees of penalties. The College is not designed nor equipped to rehabilitate persons who pose a substantial threat to themselves or to others. It may be necessary, therefore, to remove those individuals from the campus and to sever their relationship with the College.

When a student is observed violating a campus policy, a campus official (e.g., residence hall director, resident assistant, Campus Police officer) will complete an incident report, available from the Office of Student Affairs. Students who witness a violation of campus policy should contact a campus official for assistance. An

incident report form should be completed as soon as possible and signed by all parties involved. Copies of the report should then be delivered to all parties as soon as possible. It is the goal of the college to deal with all disciplinary matters in a timely fashion.

Infractions will be heard by the Judicial Committee unless the Dean of Student Affairs or the Assistant to the Vice President of the Athens Campus elects to handle them administratively.

#### ***Judicial Committee***

The Piedmont College Judicial Committee is comprised of six to twelve members. The members of the committee shall be recommended by the Student Affairs Cabinet and approved by the Dean of Student Affairs or the Assistant to the Vice President of the Athens Campus to serve for one year. The chair of the committee will be elected by a majority vote of the members.

Student members of the committee must have good academic standing prior to the semester of their appointment and must maintain this average during their tenure. A member who fails to maintain good academic standing automatically forfeits committee membership. If a vacancy occurs in the committee for any reason, the Student Affairs Cabinet shall recommend, with the approval of the Dean of Student Affairs or Assistant to the Vice President of the Athens Campus, a qualified student to fill the unexpired term.

#### ***Judicial Process***

Student disciplinary matters are to be reported to Residence Hall Directors if the offense occurs in the residence halls or to the Dean of Student Affairs when a violation occurs outside of the residence halls. Any Athens offenses should be reported to the Assistant to the Vice President of the Athens Campus. The Dean of Student Affairs and Assistant to the Vice President of the Athens Campus are authorized to handle any disciplinary matter administratively or to refer these to the Piedmont College Judicial Committee. The Dean of Student Affairs and the Assistant to the Vice President of the Athens Campus are authorized to override the committee's recommendation when deemed necessary.

The committee is not designed to function as a court with a judge, prosecutor, defense attorney, etc. Instead it serves as a fact-finding body. When an incident is referred to the

committee, the individuals involved will be asked to "tell their side." The hearing will not be conducted as a court proceeding. It will be an opportunity for the committee to question everyone involved, determine what happened, decide if the Student Behavior Code was violated, and impose the appropriate sanction(s). The committee will adhere to a code of fairness, justice, and truth.

### ***Rights of Students in Judicial Hearings***

During the judicial process, whether before the Student Judicial Committee or an administrator, the accused shall be afforded the right to:

1. One Piedmont College student, faculty, or staff of his/her choice as counsel. Counsel may offer advice to the student prior to the hearing but does not have the right to address or to question witnesses or the Judicial Committee or to confer with the student during the hearing.
2. Present evidence on his/her behalf.
3. Question the complainant.
4. Call witnesses on his/her behalf.
5. A cross-examination of witnesses.
6. Attend classes and required College functions until a hearing is held and a decision is rendered. Exceptions to this would be made when a student's presence would create a clear and present danger or material interference with the normal operation of the College. In such situations, the Dean of Student Affairs/Assistant to the Vice President of the Athens Campus may impose temporary measures, including suspension.
7. The right of appeal. Decisions rendered by the Judicial Committee may be appealed. The accused student initiates an appeal by presenting the Dean of Student Affairs/Assistant to the Vice President of the Athens Campus with a written statement of the reasons for the appeal. Written appeals must be in the hands of the Dean of Student Affairs/Assistant to the Vice President of the Athens Campus within five calendar days after the student has received written notification that disciplinary action has been taken against him or her. If the Dean of Student Affairs/Assistant to the Vice President of the Athens Campus does not receive written appeals within the specified time, the disciplinary decision will stand affirmed. The

student shall clearly state in writing the reason or reasons for his/her appeal.

Grounds for appeal shall include the following:

1. Excessive penalty; or
2. Substantial departure from written procedures.

### ***Hearing Procedures***

The procedures to be followed by the Judicial Committee are as follows:

1. A quorum must be present before a disciplinary hearing may be held. A quorum consists of five members, including the chairperson and a representative of the Dean of Student Affairs/Assistant to the Vice President of the Athens Campus.
2. Disciplinary hearings are private and confidential and involve the accused and the committee. They are closed to the public; however, the College reserves the right to have persons from the faculty and/or student body in attendance at the hearing. The Judicial Committee may exclude any person from the hearing who may be reasonably expected to interfere materially with the hearing. Any disruptions of a disciplinary hearing will result in the immediate removal of the individual(s) involved in the disruption. Further disciplinary action may also be taken.
3. Hearings are presided over by the chair of the committee or by his/her designee. Decisions of the Judicial Committee shall be by a majority vote of members present.
4. The format of the hearings will follow this sequence:
  - a. Oath will be administered to the accused, complainant, and to the witness.
  - b. The complainant or a representative of Student Affairs will present the charge(s).
  - c. The accused will be asked to respond to the charge(s).
  - d. The complainant will present supporting testimony and information.
  - e. The accused will present supporting testimony and information.
  - f. Examination and questioning by committee members may follow both presentations.
5. Testimony of the accused and all witnesses is given under oath.

6. The first deliberation to be made by the committee is a determination of guilt or innocence. When a determination of guilt is made, a recommendation on the application of sanction must be made. These deliberations are conducted as follows:
  - a. Committee deliberations on the question of innocence or guilt will be closed to all but members of the committee. The committee will hear only that information pertinent to the charge(s).
  - b. Committee deliberations on the application of sanctions shall draw upon College officials in the area of Student Affairs for recommendations.
7. The Judicial Committee will recommend sanctions to the Dean of Student Affairs/Assistant to the Vice President of the Athens Campus.
8. The Dean of Student Affairs/Assistant to the Vice President of the Athens Campus will take into consideration the recommendations of the Judicial Committee, determine appropriate sanction, and notify the accused of the decision and the sanction in his/her case.
9. The accused will be allowed to respond to the recommended sanction.

### ***Disciplinary Measures***

The following are possible disciplinary measures which may be for an infraction of the Student Behavior Code. This list is not exhaustive and may be enlarged or modified to meet the particular circumstances of any given case.

1. Expulsion—Permanent severance of the student's relationship with the College. This severance includes being barred from campus.
2. Disciplinary Suspension—Temporary severance of the student's relationship with the College for a specified period of time.
3. Limited Suspension—A student may be denied certain privileges for a specified period of time. These privileges may include, but are not limited to, class attendance, housing, parking on campus, participation in extracurricular activities, ID card privileges, access to institutional facilities, and access to the campus.
4. Immediate Suspension—The student may be required to leave the campus immediately if, in the opinion of the Dean of Student

Affairs/Assistant to the Vice President of the Athens Campus, the student's presence on campus would be detrimental to the institution. Suspension without a hearing shall continue until the disciplinary process is completed. Best efforts will be made to schedule and complete the disciplinary process as promptly as possible.

5. Disciplinary Probation—Notice to the student that any further, major disciplinary violation may result in suspension. Disciplinary probation might also include one or more of the following: the setting of restrictions, the issuing of a reprimand, or restitution.
6. Reprimand (either oral or written.)
7. Restitution—Reimbursement for damage to or misappropriation of property. This may take the form of appropriate service or other compensation.
8. Community Service—A specified number of hours of work to be performed by the student. The work will be determined and supervised by the Dean of Student Affairs/Assistant to the Vice President of the Athens Campus or a designee.
9. Fines—A specific financial penalty charged to the student.

### **Other Student Polices**

#### ***Alcohol and Drugs***

Piedmont College is committed to the health and well-being of the members of its student-body. As part of this commitment, the College complies with and upholds all federal, state, and local laws that regulate or prohibit the possession, use, or distribution of alcohol and illicit drugs. In addition to the illegal possession, use, or distribution of these substances, Piedmont College policy further prohibits all possession, use, sale, gift, or other transfer of intoxicants or illegal drugs or paraphernalia in any form or manner on the College campus. The use of alcohol or illegal drugs at off-campus college sponsored events is prohibited.

As administrator of certain federally funded financial aid programs for students, the College adheres to the provisions of the Drug Free Workplace Act of 1988 and the Drug Free Schools and Communities Act Amendment of 1989. Also, as administrator of certain state-funded financial aid programs for students, Piedmont College

adheres to Georgia's Drug-Free Postsecondary Educational Act of 1990.

Through the Office of Student Affairs, programs related to Alcohol and Drug Awareness and Education are offered. The College also works closely with local resources to provide access to programs for treatment for individuals who are experiencing difficulty in coping with issues related to alcohol and/or drug abuse. Students wishing to seek initial assistance through off-campus sources may contact Alcohol and Drug Abuse Services at 1-800-848-3649 in Gainesville or Advantage Behavioral Health at 1-800-715-4225 in Athens.

### ***Health Risks of Alcohol and Drugs***

The scope and impact of health risks from alcohol and drug abuse are well documented and alarming. These risks range from mood-altering to life-threatening, and the consequences affect not only individuals, but also their families, communities, and society at large. The College conducts educational programs about the dangers of abuse of alcohol and other drugs in an effort to encourage and promote responsible and healthy lifestyles.

### ***Discrimination***

Piedmont College is committed to equal opportunity for all employees and students and will make every effort to comply with requirements of the law. The College has designated an individual to handle complaints of alleged discrimination. Anyone believing he or she has been the victim of discrimination on the basis of race, color, religion, sex, national origin, physical handicap, or age should report it immediately to the Assistant Vice President for Finance and Human Resources 706-776-0123. Any complaint of discrimination will be reviewed within the College's general grievance procedure.

### ***Sexual Assault***

Because of the sensitive, complex, and serious nature of this issue, and because the personal well-being of the victim should be the foremost concern, Piedmont's sexual assault policy strictly complies with and exceeds federal policy regulations. Sexual assault is defined as nonconsensual physical contact of a sexual nature. This includes acts committed by force, threat, intimidation, or by use of the victim's mental or

physical incapacity or impairment of which the accused was aware or should have been aware.

1. Educational programs will be provided to promote awareness of the various aspects of sexual assault.
2. Victims of a sexual assault, whether assaulted on or off campus, should notify the appropriate law enforcement agency. At the victim's request, a Piedmont staff member will assist in making the proper notification.
  - a. When called as a result of a campus sexual assault, 911 Emergency Personnel will send medical assistance and notify Campus Police.
  - b. Campus staff responsible for assistance include the Dean of Student Affairs, Assistant to the Vice President of the Athens Campus, Campus Police, Chaplain, Counseling Services, Assistant Dean of Student Development or Residence Hall Directors.
  - c. Medical attention is important after a sexual assault for the health and well being of the victim. In the event that the victim decides to press charges, the physical exam is also important as evidence. One should not shower or change clothes until after the exam has been completed.
3. Acts in violation of federal, state, and local law are within the jurisdiction of the campus judicial system when committed on campus property. When committed off campus property, they may fall within the jurisdiction of the campus judicial system when they constitute a direct or indirect threat to the College community or its members.
4. If the matter is adjudicated on campus:
  - a. The matter will be handled administratively.
  - b. Both the accused and the accuser are entitled to the same rights to have others present and to be informed of the outcome.
  - c. In Demorest, the Dean of Student Affairs reserves the right to alter on campus living privileges and/or class schedules to ensure the health and safety of the involved parties.
5. Outside services available include:
  - a. Rape Response—1-800-721-1999
  - b. Habersham County Mental Health Clinic—706- 754-6293

- c. Advantage Behavioral Health Rape Response Line – 706-353-1912

### ***Sexual Harassment***

It is the policy of Piedmont College that all employees and students should be able to enjoy a work and educational environment that is free from all forms of discrimination including sexual harassment. Sexual harassment is an unlawful practice under federal law and is a form of discrimination that is specifically prohibited at Piedmont College. Any student or employee who violates this policy will be subject to disciplinary action.

Prohibited conduct is that which:

1. Is sexually motivated or of a sexual nature when that conduct creates an intimidating, hostile, or offensive environment;
2. Is used as a factor in employment or academic decisions; or
3. Causes unreasonable interference with an individual's work or academic performance.

Anyone believing that he or she has been harassed sexually should report it immediately. Any complaint of sexual harassment will be reviewed under the College's grievance procedure for handling complaints of discrimination.

### ***Safety and Security***

Piedmont College provides reasonable safety and security for its students, personnel, and facilities. Police and safety officers patrol the campuses 24 hours a day. Campus Police may be contacted at 706-776-0105 in Demorest and at 706- 433-1789 at the Athens Campus.

The City of Demorest Police Department, Habersham County Sheriff's Department, and Athens-Clarke County Police Department are available through 911 dispatch.

In spite of these services, students should be conscious of the fact that crime may still occur. The existence of a Campus Police department cannot guarantee a student's personal safety. Students must participate in the effort to secure themselves and their personal property at all times. If you see any breach of security or have a specific recommendation regarding security, please make it known to the Campus.

For your own safety you should always take the following precautions:

1. Always lock your automobile. Do not leave valuables in view in your car.

2. Never walk at night in unlighted areas.
3. Never walk alone on campus after dark.
4. Report any suspicious persons or activities to College officials, College police, or local law enforcement agencies.
5. Valuables should be left at home.
6. Always lock the doors and windows of your room in residence halls. Do not damage or remove screens from the windows.
7. Use "peep-holes" in residence hall doors to determine who is knocking before opening the door.
8. Do not prop open the fire exits.
9. Do not loan your keys or allow them to be duplicated.

### ***Protocol for Emergencies***

The following is the emergency protocol for persons on campus in a situation that presents a threat to the health, safety, and/or welfare of themselves or others and/or damage to property.

1. Contact Campus Police immediately at 706-776-0105 in Demorest or 706- 433-1789 at the Athens Campus.
2. The Dean of Student Affairs/Assistant to the Vice President of the Athens Campus will contact the following personnel:
  - The President
  - The Provost/Vice President for Academic Affairs
  - The College Chaplain
3. The Assistant Dean of Student Development will contact the residence life staff to inform them of the situation.
4. Any requests for information will be directed to the office of the President.

### ***Confidentiality of Student Records***

Piedmont College complies with all requirements of the Family Educational Rights and Privacy Act of 1974. Complete information is available from the Office of the Registrar by telephone (706-776-0112) or on the College website at [www.piedmont.edu/reg](http://www.piedmont.edu/reg).

### ***General Student Complaints and Grievances***

Any student filing a complaint or grievance not addressed elsewhere in this document must first attempt to resolve the situation by consulting with

the involved faculty or staff member. In the event no resolution is reached, the student should bring or send the complaint or grievance in writing to the appropriate officer of the College (the Provost/Vice President for Academic Affairs for academic matters; the Assistant Vice President for Finance and Human Resources for

fees and business office matters; or the Dean of Student Affairs for non-academic matters) or to the President of the College, who will assign the complaint or grievance to the appropriate officer. The officer will attempt to resolve the problem in a manner satisfactory to all concerned.