

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 at Piedmont College 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 division provides support for students through personal, social, spiritual, cultural, recreational, financial, and wellness services to enhance their academic success. The following individuals staff the Student Affairs Division:

Dean of Student Affairs (Lane Student Center, Extension 1176)

Has administrative responsibility for the staff and services of the Student Affairs Division. Such services include the presentation of programs and activities to enhance the cultural, social, academic, intellectual, and leadership endeavors of the College. The Dean of Student Affairs also supervises Campus Life, Counseling and Career Services, the Campus Judicial Process, and Residence Life.

Coordinator of Residence Life (Lane Student Center, Extension 1506)

The Coordinator of Residence Life also assists the Dean of Student Affairs in various administrative tasks. The Coordinator of Residence Life will be responsible for the Resident Directors (RDs) who in turn are in charge of the Resident Assistants (RAs). The Coordinator of Residence Life will essentially be the liaison between the Dean of Student Affairs and the Residence Life Staff.

Residence Hall Directors

RDs have offices and apartments in Getman-Babcock, Purcell, Wallace, and Mayflower. They are responsible for the health and safety concerns of residents. They assist students with a wide range of personal, scholastic, and residential matters. Other responsibilities include: educational and social programming, room assignments, coordination of maintenance requests, enforcement of housing regulations, assistance with building security, and supervision of student Resident Assistant (RA) staff.

Residence Hall Directors are responsible for day-to-day management of the facility, supervising the RAs and student staff, providing programming, minor discipline and counseling, and assessing and meeting the needs of Piedmont's residential students to the best of their ability.

Resident Assistants (RAs)

RAs are students responsible for the development of communities within the residence halls by providing for the best possible care, welfare, and safety of the residents, as well as providing protection of College property. They act as College resources, activities coordinators, referral agents, and role models for the students who live in the residence halls.

Each RA's responsibility is to provide a safe and positive living environment. Specific duties include peer counseling, establishment of a community atmosphere, administrative duties, maintenance of the building, rooms and grounds, orientation assistance, communication and enforcement of College rules and regulations, supervision of visitation, connection of residents to available campus and community resources, planning and implementation of social and educational programming, and fulfillment of any other duties as assigned.

The RA Application procedure begins in the early part of Spring Semester. Vacancies in the RA staff are filled at the end of the spring term. Prospective RAs must complete an extensive application and interview process with the Student Affairs staff. Due to the nature of the position and the large time commitment required, the staff will only consider students with solid academic standing. Candidates must maintain a minimum GPA of 2.5. Applications are available through the Residence Life Office.

Office of the Chaplain (Daniel Hall 220, Extension 1179)

College Chaplain

Piedmont College is affiliated with the National Association of Congregational Christian Churches (NACCC) and the United Church of Christ (UCC) and seeks to cultivate religious dialogue and fellowship across a breadth of faith traditions. As a resource for the entire college community regarding matters of faith, the college chaplain conducts weekly worship services, provides oversight for religious activities and organizations, and is available for counseling for all students.

OFFICE OF COUNSELING AND CAREER SERVICES

(Lane Student Center, Extension 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. This service is available for all students who feel they just need to talk.

Career Services:

Career planning is provided, as well as job posting, mock interviews, and resume writing. Job fairs are attended twice a year for seniors and graduate students. A career library is also maintained in the office, which includes videos, books and on-line services. For students who are unsure of their career goals, career interests tests and personal consultations are provided.

Learning Disabilities:

Reasonable accommodations are discussed and made for those students who have official 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 available.

STUDENT ACTIVITIES

Activities are coordinated by the Dean of Student Affairs and the Campus Activities Board (CAB). The Residence Hall Directors as well as the Leadership Council are also responsible for developing many of the activities on campus. All are willing to listen to any suggestions for campus events. Because most activities are subsidized whole or in part by the College, many activities are free or inexpensive. Posters and flyers as well as the campus newspaper, bulletin boards, voicemail, and Piedmont's web page will advertise upcoming events.

BOOKSTORE

The Piedmont College Barns & Noble Bookstore, located across from the Bank in Demorest, is open Monday through Thursday 8am to 6pm and Friday 8am to 3pm. The bookstore carries ALL required and recommend textbooks for classes as well as a wide variety of Piedmont memorabilia such as clothing, blankets, hats, mugs, and other Piedmont gifts. They also have a great selection of general reading books including the top 10 National Campus Bestsellers fiction and non-fiction titles.

ATHLETICS

Piedmont College's program of intercollegiate and intramural athletics is 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, 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 at the club level.

Athletic facilities include a gymnasium, tennis courts, softball, baseball and soccer fields, and a beach volleyball court. Athletic teams have priority in the usage of these facilities. Piedmont College's new Johnny Mize Athletic Center includes a multi-use gym capable of seating 1,200 spectators. In addition to the Coach O'Neal Cave Gymnasium, the new athletic center houses a fitness center, an elevated running track, locker rooms, offices, a training and therapy area, and classrooms.

Piedmont is a member of NCAA (National Collegiate Athletic Association), Division III and competes in the Great South Athletic Conference. Piedmont is also a member of the National Christian College Athletic Association.

INTRAMURAL SPORTS

The Intramural Program emphasized competitive IM sports as well as leisure and non-competitive sport so that a majority of the College's students, as well as faculty and staff, can participate.

The goal of PC Intramurals is to be student run and advisor governed. All students, both novice and experienced, are encouraged to participate.

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

DINING SERVICES

Chartwells Higher Education provides contract meal services and catering services for the Piedmont College campus. Admittance to Nielson Restaurant requires a student ID (**which serves as meal plan payment**). This meal plan provides students with 19 opportunities to dine weekly in Neilson Restaurant. Each week their meal allowance will reset to 19 and begin to descend over the week. There is no refund for meals missed during the course of the week.

Hours of operation are as follows:

Monday-Friday

7:30 a.m. to 9:30 a.m. Full Breakfast will be offered

9:30 a.m. to 11:00 a.m. Continental Breakfast

11:00 a.m. to 2:00 p.m. Full Lunch

2:00 a.m. to 4:30 p.m. Light Lunch

4:30 a.m. to 7:30 p.m. Full Dinner

Saturday-Sunday

10:30 a.m. to 2:00 p.m. Brunch

4:30 p.m. to 7:30 p.m. Dinner

Hours of operations are subject to change as needed to accommodate the needs of Piedmont College.

Block Meal Plan may be purchased by Commuter Students through the business office. These meals will be added to the students ID and operate on a descending balance. There is no limit on how many of these meals can be used in one meal period.

Type of Block Plans:

Block of 20 - \$110.00

Block of 40 - \$210.00

These plans are good from the first day of the Academic school calendar year through the last day of the Academic school calendar. Block meal plans are for meals provided Monday-Friday. There is no refund for unused meals at the end of the Academic School Calendar.

All students may add money to their meal plan to be used in Nielson Restaurant or the Retail location that will operate as a declining balance. Students will receive 10% in bonus dollars for purchasing \$100.00 in declining balance dollars. These dollars are added to student's ID and are good from the beginning of the Academic School Calendar through the end of the Academic School Calendar. There is no refund for unused dollars at the end of the Academic School Calendar.

Other forms of payment accepted are cash, checks and credit cards.

All resident students are required to participate in the meal plan.

HEALTH SERVICES

The College has entered into an agreement with Habersham County Medical Center to provide walk-in health services for residential students. These services are provided at PrimeCare and the hospital emergency room. Full-time commuter students may choose to participate by paying an additional fee. This coverage is a supplement to the students' major medical coverage. It is not a comprehensive health plan and does not cover the cost of lab work, medication, etc.

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.

The purpose of the Student Health Service is to support the academic life of Piedmont College by helping students maintain as healthy a lifestyle as possible. Through direct care and education, this service helps promote awareness of how students' daily choices affect their health. At this time, a pre-entrance physical and complete documentation of

immunizations are not required for attendance at Piedmont College, but they are recommended strongly, especially for students living away from home. (This policy is subject to change.) It is very helpful to have a complete medical history in the event of a sudden, serious illness or other emergency. Students with severe allergies or other medical conditions such as diabetes or epilepsy should see their doctor about wearing a Medic 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 contaminated needles.

HOUSING

In providing on-campus housing to its students, Piedmont College strives to create a residential environment that enhances the academic and social lives of its boarding students. The staff, services, and facilities are all designed to meet residents' needs with a balance of structure and flexibility.

Living Arrangement Policy

All Piedmont College students must live in the residence halls except the following:

1. Married, divorced, widowed students or students with dependents;
2. Students living at the primary residence of their parents or legal guardian in Habersham, Banks, Hall, Rabun, Stephens, Towns, or White counties (with the exception of student athletes);
3. Students who are 21 years of age on the first day of registration for the fall term (with the exception of athletes).
4. Students attending the Piedmont Athens Center.

*All Piedmont College athletes are required to live on campus.

Any changes in the on-campus living arrangements status must be approved by the Dean of Student Affairs. No student residing in a residence hall may move off campus during the regular academic year, except with a change in marital status. Certain Piedmont College scholarships require students to live on-campus, and a change in status normally means loss of scholarship. Exceptions may be allowed in unusual circumstances with the approval of the Vice President for Business and Finance. Because of demand for residence hall space, the College is unable to provide housing for married students or families or students who turn 25 before the beginning of fall semester.

Residence Hall Options

Getman-Babcock (G-B) Hall, Purcell Hall and Wallace 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 set up as apartment type dwellings with two private bedrooms sharing a common bath and living area. Included in the room

charge are window blinds, cable television service, Internet connection, and air conditioners. The halls have laundry facilities, and lounges. Getman-Babcock and Wallace are currently women's residences. Purcell Hall is currently a men's residence. Getman-Babcock is reserved for freshman women. Swanson Hall, Johnson Hall, and Mayflower Hall are currently reserved for upper-class men and women.

Hall & 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. The College does not make assignments based on 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 \$100 deposit during the spring semester. A specific schedule for assignments has been developed to accommodate roommate, room, floor, and/or residence hall preference. Returning residents who do not submit a \$100 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.

Housing Requests and Inquiries (Extension 1506)

All requests for on-campus housing and inquiries should be directed to the Residence Life Office. The residence life staff is trained and available to help you.

Residence Hall Regulations

To maintain a safe and smooth-running community in the residence halls, certain policies must be established. A complete copy of all regulations may be found in the housing contract. Among the regulations are the following prohibitions: smoking, space heaters, pets (except fish in small aquariums), weapons, fireworks, drugs, and alcohol.

Fire Alarm/ Drill Procedures

You should be familiar with the exits nearest your room so that you can exit quickly and safely when the fire alarm sounds. When the alarm sounds, check your door first for heat and smoke, close and lock your door, and leave the building quickly. You may return only on the authorization of the staff. The Residence Hall Director or RA on duty will provide the fire department with an official chart giving the location of each resident in the building, and the fire department will check each room against this chart. Anyone found in the building after the fire alarm sounds is subject to disciplinary action and/or fines.

Guests and Visitation

Same-sex guests or same-sex members of the residents' families are allowed in campus housing at any time. Siblings and/or other relatives of the opposite sex must make other accommodations for overnight visits. Guests may stay overnight only with permission of the Coordinator of Resident Life. The College reserves the right to charge a fee of \$10 per day for each guest. Visitation hours are 12:00 noon – 12:00 a.m. everyday. Visitation hours do not change on holidays, snow days or during breaks. Residents are responsible for the conduct of their guests.

Housing During Holidays and Between Semesters

Housing is provided during Thanksgiving. Residents must make other housing arrangements during all other breaks, including Christmas, Spring Break and semester breaks. Food service is not provided during any break.

Janitorial Service & Room Cleanliness

Residents are responsible for the cleanliness of their own rooms and apartments. Trash dumpsters are provided in the parking lots, and trash should be properly disposed of in these dumpsters. Common areas are maintained by the College. However, each individual is also responsible for helping to maintain a clean and neat living environment in all common areas. Periodically, the College will contract for major cleaning projects in the rooms. Resident cooperation is required if the College is to provide this service. Students' rooms are expected to be relinquished at the end of the term in the same state of maintenance and cleanliness as they were upon moving in, exclusive of normal wear.

Keys and Building Access

Each resident is issued keys to both the building entrance and the individual room. Duplication of keys is prohibited. Residents are expected to carry their keys at all times. Visitors will need to call a resident, an RA, or a Residence Hall Director to gain entrance. A \$75 fee will be charged for lost or missing room keys.

Laundry Service

Each residence hall is equipped with washers and dryers. Any difficulty with these machines should be reported to the residence hall staff.

Refrigerators

In Getman-Babcock and Purcell, each room is provided with a mini-refrigerator, however students may rent a larger one for a fee. Rates and availability will be included in housing packets issued upon arrival. Wallace, Swanson, Johnson, and Mayflower dorms are provided with full-sized refrigerators and microwaves.

Phone Service

Students are provided with a phone service on campus. Students in the dorms may be reached by dialing 706-778-8500 and then their extension number. Each dorm room has its own extension number with voicemail. The students are encouraged to use the

voicemail system instead of purchasing an answering machine. Students should keep in mind that codes should be memorized and kept confidential.

Quiet Hours

Quiet hours are established in all campus housing and should be respected by visitors and guests. During non-quiet hour periods, residents should respect the needs of fellow residents for maintaining reasonable noise levels. All students are responsible for cooperating with the housing staff regarding quiet hours and room inspections.

Residence Hall Contract

Residence hall students who wish to reside in on-campus housing are required to sign a residence hall contract, which covers both the fall and spring semesters. Cancellation of the contract by the student will result in the forfeiture of the remainder of the rent for the contract period. Refer to the contract for specific policies, rules, and regulations.

Summer contracts are offered separately from the academic year contract and do not guarantee space for the academic year.

ID Card

Each student is issued a Piedmont College student identification (ID) card. These IDs give students access to a variety of campus and community services including the library, sports and recreational activities, health services, athletic events, Lyceum events, fitness center and student activities. The ID also serves as the meal ticket for students on the meal plan. The dining hall will not serve you without a valid ID card.

Students are required to carry their IDs, as college staff may request to see an ID at any time. Surrender of the ID may be required in student disciplinary matters. The ID will be 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 during registration or the first two weeks of classes. IDs contain a picture, name, and bar code. With the exception of a change of name, a student will use the same picture ID for the entire time of enrollment at Piedmont, updating the validation sticker each semester of attendance. If a student fails to have an ID made upon arrival at Piedmont or if the ID is lost the cost is \$25. If an ID is broken or a change of information is required, bring the ID to the student affairs office and you will be given a replacement at no charge. If it is necessary to have a new ID made, stop by the Lane Student Center during office hours.

Health Insurance

All students participating in intercollegiate sports must have health insurance.

In the event of an accident, either on campus property or during off-campus, school-related, academic or sports activities, students are covered by a general liability insurance plan. 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 a College-sponsored event.

The College's insurance plan coordinates with the student's personal insurance, with the personal insurance providing primary coverage. 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 Admissions and Business Office.

Personal Property Insurance

Personal property insurance for residence hall students is strongly recommended but not required by the College. Riders may be offered by your homeowner's or renter's insurance company. Students who do not have personal property insurance may wish to contact a local insurance agency and inquire about renter's insurance. These plans are often inexpensive, depending upon the value of the items students bring to campus, i.e., AV equipment, computers, jewelry, clothing, etc.

STUDENT CLUBS AND ORGANIZATIONS

Student Honor Societies

Alpha Chi is a national honor society which recognizes students for their academic leadership and ability. The Alpha Chi chapter at Piedmont College is called the Georgia Epsilon Chapter because Piedmont College was the fifth chapter of this society in the State of Georgia. Membership is open by invitation only to the top 10 percent of the junior and senior classes.

The Torch Club is an honor society for women students at Piedmont College. Requirements for membership are (1) completion of two years of work at Piedmont, (2) the maintenance of a GPA of 3.5 or higher and (3) high moral character. New members are selected annually by the members of the society based on the above criteria.

Psi Chi is an honor society which seeks to stimulate excellence in the scholarship of the individual members in all fields, particularly in psychology, and to advance the science of psychology.

Clubs and Organizations

Alpha Psi Omega is the National Greek Theater Honor Society. Membership into Alpha Beta Gamma, Piedmont's cast of Alpha Psi Omega, is based on the number of cumulative hours each individual has spent in various college theater productions.

The Anthropology Club promotes and encourages interest in past and present cultures of our region, as well as peoples and cultures throughout the world.

The Art Club is open to all students interested in the visual arts, including painting, sculpture, pottery, jewelry making, and other two and three-dimensional media.

The Baptist Student Union (BSU) is an organization open to all students, regardless of denomination or faith. Members are offered an opportunity for Christian fellowship, service, and leadership.

The History Society welcomes as members all students, faculty, and staff interested in the study of history. The society's activities include field trips, guest speakers and scholarly fellowship. The society holds regularly scheduled meetings to plan activities, elect student officers, and encourage historical scholarship.

The Literary Society furthers the knowledge, appreciation, and enjoyment of all genres of literature. The Society is open to anyone interested in reading or writing literature. The group holds regular meetings and attends literary festivals in the southeast.

The Math and Physics Club is for those interested in the fields of mathematics or physics. Members discuss problems relating to math and physics in the modern world. Students are given opportunities to explore career paths and to expand their knowledge in these fields.

The "P" Club (Piedmont Letter Club) promotes organized sports and encourages participation in wholesome, active recreation. It also promotes competition between students, groups, and individuals in a spirit of fair play and sportsmanship. Membership in the "P" club is for all men and women athletes who have lettered in a sport. Associate membership is open to anyone interested in supporting Piedmont athletics.

The Psychology Club seeks to stimulate excellence in the scholarship of the individual members in all fields, particularly in psychology, and to advance the science of psychology. The Psychology Club is open to all students interested in the study of psychology.

The Science Club is open to all students who have an interest in any field of science.

The Student Georgia Association of Educators (SGAE) is for students interested in the teaching profession. This group is affiliated with the Student National Education Association (SNEA). The club meets once each month and cooperates closely with the Department of Education in arranging programs for prospective members of the teaching profession.

The Leadership Council has general responsibility for all student organizations and student-sponsored campus activities under the oversight of the Dean of Student Affairs. In addition, it serves to address student concerns and is an advocate for the student body in relation to the College administration. The Leadership Council is a representative form of government made up of the President, Vice President or a chosen representative from each campus organization.

Students in Free Enterprise (SIFE) encourages, stimulates, and promotes students' interest, study and participation in free enterprise.

Rotaract is sponsored by the Habersham County Rotary club with the goal of introducing students to the ideals of Rotary International. Membership is open to all students who are willing to support Rotary's mission of "Service Above Self."

Circle-K is sponsored by the Cornelia Kiwanis Club and is a service organization.

STUDENT ORGANIZATION REGULATIONS

Application for Recognition

An organization seeking recognition must submit the following information in writing to the Chairperson of the Leadership Council:

- A) Organization name;
- B) Purpose (including an explanation of why the organization is desirable on Piedmont's campus and how the club assists in promoting the College's mission);
- C) Qualifications for membership;
- D) Fees, dues, and other considerations for membership;
- E) Officer and leadership structure;
- F) Time and manner of election of officers;
- G) Number of students wishing to join;
- H) Faculty or staff advisor;
- I) Explanation of any extra-campus affiliation (e.g. national parent organization);
- J) Time and location of meetings; and
- K) Names of prospective members who will serve as spokesperson(s) for the organization during the recognition process.

Within the first semester of the organization's existence, it must submit a draft copy of its constitution. Upon approval of the Dean of Student Affairs, that constitution may be submitted to the membership for ratification. Clubs in the recognition process may utilize campus resources. After the first full semester of existence, clubs with inactive files will be ineligible for inter-club funds and/or other campus resources.

Active/Inactive Status

If clubs plan to utilize any campus resources, they must apply for "active status" at the beginning of each fall term. A club that remains inactive for two consecutive major semesters will need to reapply for recognition as a campus organization. The following are the requirements for "active status":

1. Timely notification of intent to the Leadership Council.
2. Names and phone numbers of student officers and club advisor.
3. Copy of the current constitution on file.

Clubs will be required to make a brief written status report each spring. The report should include a brief summary of the past year's activities and any plans for the upcoming year. These reports will be considered by the Leadership Council and the Dean of Student Affairs in future programming and budgetary decisions.

The Dean of Student Affairs reserves the right to disband and to dis-establish any student organization that violates the rules and regulations of the College as set forth in official publications or which functions in such a manner as to discredit the College.

Inter-Club Funds

Any club in active status may obtain a list of eligibility requirements to apply for Inter-Club funds through the Leadership Council. Limited funds are available for such things as transportation, postage, fund-raisers, campus programs, etc. Available funds are intended to supplement clubs, not financially support them. Funds may not be used to pay personal expenses incurred by members of clubs. Applications for funds will be reviewed by the Leadership Council, and appropriations will follow in a timely manner.

All clubs requesting funds through Leadership Council must sponsor at least two fund raising events (such as a booth at Homecoming) prior to making such requests.

Because of "active status requirement #2" (Election of officers), it is recommended that clubs elect officers by the end of spring semester for the following fall. Failure to do so may make it difficult to meet "active status" before funding deadlines.

Financial Responsibility

The Piedmont College Business Office will maintain accounts for any properly recognized student organization. Upon presentation of a written request signed by the organization's treasurer and countersigned by the sponsor, the Business Office will disburse to the organization such funds or portion thereof, which have been deposited with the College in the name of the organization. All disbursements must follow established Business Office policy for disbursing College funds. No student, organization, or sponsor will disburse or commit funds in excess of those deposited in its name with the Business Office.

Campus Displays

While creative promotion of events and programs is encouraged, displays, posters, notices, banners, etc., may not litter the campus nor damage the property of the College. Displays that are obscene, deemed offensive, or interfere with the normal operation of the

College are prohibited. Campus displays must be removed in a timely manner and must be displayed in appropriate locations. Failure to do so may result in termination of a club's rights to post campus displays. Club posters may not be posted on windows or on exterior doors of campus buildings. All displays or posters must be approved by the Dean of Student Affairs prior to their posting or display.

Club Conduct and Responsibility

Activities of organizations must conform with the organization's stated purpose, may not cause a disturbance, may not interfere with the regular operation of the College and must conform in conduct and programming to the mission of Piedmont College. Piedmont College holds each organization responsible for the actions of its members and their guests at all times. Student organizations are also held responsible for all damages resulting from club activities. Outside activities, parades, student rallies, and other such gatherings must be cleared through the Dean of Students Affairs.

Eligibility and Officers

- A. Active membership shall be limited to regularly enrolled students.
- B. Three semester hours is the minimum academic load for any student participating in a student organization
- C. A student must maintain a 2.0 cumulative grade point average to be eligible to serve as an officer of a student organization.

STUDENT PUBLICATIONS

The NAVIGATOR

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.

The Yonahian

The YONAHIAN is the College yearbook, named for Mount Yonah (which means "Sleeping Bear Mountain"), a prominent Blue Ridge peak in north Georgia. The yearbook staff is always seeking to involve more students in writing, layout, advertisement sales, and photography. Working on the yearbook can be an excellent experience for your future career plans.

Pause Magazine

Guidelines for College Student Publications

Student publications and the student press help establish and maintain an atmosphere of free and responsible discussion and of intellectual exploration on the campus. They bring student concerns to the attention of the Piedmont community and help formulate student opinion on various issues.

Since financial and legal autonomy are not possible at Piedmont, heads of publications should be aware that the College, as publisher of student publications, may have to bear legal responsibility for the content of publications. In delegating editorial responsibility to students, Piedmont College provides sufficient editorial freedom and financial autonomy for student publications to maintain their integrity of purpose 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 responsible journalism, such as the avoidance of libel, indecency, undocumented allegations, attacks on the personal integrity and the techniques of harassment and innuendo. Editorialists and reporters should pursue the facts and present them as objectively as possible.

COMPUTER LABS

The College maintains computer labs which are available for use by all students. Please contact the staff on duty for the times when assistance is available.

All students are required to maintain their data on personal data disks. Do not store information on the computer hard drives. Security systems are in place to restrict access to software and protect the College's software copyrights from destruction or the introduction of computer viruses. Hard drives are periodically optimized and/or purged of non-essential files.

All persons using the computer resources are required to follow the guidelines set forth for priority of use. Inappropriate use and/or behavior in the lab area, as well as violations of rules and regulations of the College will result in disciplinary action and restriction from computer services use.

Guidelines for Use of College Computing Facilities

Piedmont College Computer Services Guidelines for the use of College computing facilities are defined by several policy statements, including the College's Statement of Computing Ethics, the EDUCOM Code on Software and Intellectual Rights as shown below. Questions concerning these guidelines or other ethical or legal considerations pertaining the use of computing facilities should be referred to the Director of Computer Services.

Statement of Computing Ethics

Piedmont College provides extensive computing facilities to assist its educational, research, and administrative activities. Considerable resources have been invested in these facilities and it is expected that they will be used appropriately and wisely. Observance of relevant legal and ethical considerations is required. The following list, although not covering every situation, specifies some of the responsibilities that accompany usage of College computing facilities. All users should abide by these guidelines

1. Users may use ONLY those computer accounts or facilities that have been authorized for their use through Computer Services. Specifically, a user is not to work from a computer account assigned to another person. Access gained to computer resources through the negligence or naivete of another user is not considered authorized use.

2. Each user may use a computer account only for the purposes for which it is intended. College- supported computing includes instructional, research, and administrative activities. College computing equipment and facilities may not be used for commercial purposes or monetary gain, with the exception that faculty may use such for properly authorized consultation, provided payment is made to the College for such use.

3. Users are responsible for all use of their computer accounts and equipment. They should make appropriate use of system-provided protection features and take precautions against others obtaining access to their computer resources.

4. Piedmont College is bound by Title 17 of the United States Code on copyright and supports the provisions contained therein. Individual employees are likewise bound by copyright laws. The College endorses and supports the EDUCOM Code on Software and Intellectual Rights.

Piedmont College and its employees have obtained the use of a variety of computer software products pursuant to license agreements from software companies. Neither the College nor its employees own this software or related documentation. The use of the software by the College and its employees and students is controlled by the license agreements with the respective software companies. Unless specifically authorized by the software producer, neither the College nor any individual has the right to reproduce software materials. Piedmont College does not condone the illegal or unauthorized duplication or use of software. Every person who uses College computing equipment, or who uses any computer while on College property or conducting College business, is individually responsible for complying with all copyright laws and software licensing agreements. Piedmont College reserves the right to conduct a software audit on any computer equipment owned by the College or used in the College's business, and to remove unauthorized copies of software from those computers. The College does not, however assume responsibility for preventing misconduct regarding computer software by individuals acting in violation of this policy.

5. Users may not search, access, or copy directories, programs, files, or data not belonging to them unless they have specific authorization to do so. Programs, subroutines, and data provided by the College may not be taken to other computer sites without permission of the owner.

6. Piedmont College recognizes and endorses the privilege of privacy for individuals in using its computing facilities. However, it is conceivable that there will be an occasional need for authorized individuals to examine files. For example, in the normal course of operations certain Computer Services personnel must have access to all files. In addition, when circumstances would seem to make such an action appropriate, the Vice President

of Finance and Administrative Services may authorize special examination of specified files.

7. Users should not encroach on use of the computer by others. This includes such activities as tying up computer resources for excessive game playing, sending messages or mail, or other trivial applications.

8. Users may not attempt to modify system facilities or attempt to "crash" any system, nor should they attempt to subvert the restrictions associated with their computer accounts.

9. Through the Internet, Piedmont College provides a mechanism for sending and receiving electronic mail worldwide, much as does the U.S. Postal Service with paper mail. Neither the College nor any office or department thereof is responsible for the nature of mail messages. The content of a mail message is the sole responsibility of the sender.

The EDUCOM Code-Software and Intellectual Rights

EDUCOM, founded in 1964, is a nonprofit consortium of higher education institutions which facilitates the introduction, use, access to and management of information resources in teaching, learning, scholarship and research. It has developed a code for software and intellectual rights which is as follows: Respect for intellectual labor and creativity is vital to academic discourse and enterprise. This principle applies to works of all authors and publishers in all media. It encompasses respect for the right to acknowledgment, right to privacy, and right to determine the form, manner, and terms of publication and distribution. Because electronic information is volatile and easily reproduced, respect for the work and personal expression of others is especially critical in computer environments. Violations of authorial integrity, including plagiarism, invasion of privacy, unauthorized access, and trade secret and copyright violations, may be grounds for sanctions against members of the academic community.

Conclusion

Abuse of computing privileges and nonobservance of these policies are considered to be serious matters and will subject violators to disciplinary action. Computing privileges may be revoked and violators will be subject to the usual judicial procedures of the College. In addition, it should be understood that this policy does not preclude further action resulting from the application of pertinent laws and regulations of the State of Georgia and/or the United States of America.

EMERGENCY AND INCLEMENT WEATHER PROCEDURES

Closing of the College

The Vice President for Academic Affairs in conjunction with the President will make a determination as to when inclement weather, or severe weather warnings warrant the

cancellation of classes. When classes are dismissed, the following radio and television stations will be informed of the action taken:

WCON (99.3 FM) Cornelia WNEG (630 AM) Toccoa
WNEG (TV CH 3) Toccoa WSB (TV CH 2) Atlanta
WLET (106.1 FM) Toccoa WQXJ (104.1 FM) Clayton
WGHC (1570 AM) Clayton WMJE (102.9 FM) Gainesville

Should the College cancel classes, every effort will be made to maintain personnel at the College switchboard in order to answer questions related to the status of operations.

Fire Reporting Procedures

To report a fire, dial 9 - 911 and give the emergency dispatcher the following information:

Your name, telephone number from which you are calling; and Location and details of problem. If your safety is not compromised, **STAY ON THE LINE**. The dispatcher will direct emergency vehicles and then will get back with further information for you.

Tornado Information

Students should be aware that Piedmont College is located in an area susceptible to tornadoes. The following information is provided concerning procedures that should be followed in case of such an emergency.

A. Definitions

1. Tornado -- A localized, violently destructive windstorm occurring over land, and characterized by a long, funnel-shaped cloud extending toward the ground and made visible by condensation and debris.
2. Tornado Watch -- A preliminary signal which warns individuals in a localized area of the possibility of tornado development and which establishes a watch condition during which persons should be on the lookout for the tornado warning which may follow.
3. Tornado Warning -- A signal which warns persons in a localized area that a tornado has actually been sighted, or has been indicated by radar, and that this tornado or others may strike the area for which the warning is given.

B. General Measures for Safety

1. During a tornado watch, individuals should be on the lookout and maintain contact by radio, television, or other means so that they may take preventive measures when and if a tornado- warning signal is issued.
2. When a tornado-warning signal is issued, those in the area affected should take action at once to protect themselves from falling objects, or injury by flying debris. The best protection is an underground shelter or basement or a substantial steel-framed or reinforced concrete building. If none of these is available, a ditch or hollow in the ground should be sought. Persons in automobiles should leave the automobile and lie flat in the nearest depression, such as a ditch, culvert, excavation, or ravine.

C. Specific Measures at Piedmont College

1. Watch and Warning signals will be received by the College from the Demorest Police Department (City Hall), by listening for the Demorest Fire Department siren, and over radio or television. Those who may hear such signals during regular business hours should immediately notify the campus switchboard operator (ext. 0), who will alert the appropriate offices so that preventive measures may be taken for the College. If the switchboard has closed, contact the Campus Police at (ext. 1105) who will then contact the Residence Hall Directors. Campus Police will also take prompt measures to notify the various buildings, classrooms and offices of the College that a watch or warning signal has been issued.

2. Action on receipt of WATCH or WARNING signals.

a) When a WATCH signal has been received, the person receiving the message will take measures to inform those under his/her charge at the time that a WATCH signal has been received. All should be instructed to remain alert for a possible WARNING signal.

Normal activities will be continued, such as classroom instruction, library study, etc.

b) When a WARNING signal has been received, those receiving the message will take the measures in the following outline:

.. Direct those under their charge to the shelter area designated for that area;

Prior to departing, if there is time, open as many windows as possible in the area being left. If there is no time, depart without opening windows;

.. Upon leaving the area, close the door if possible;

.. Proceed quickly to sheltered area;

.. If a person is injured, report the injury to the nearest faculty or staff member.

Emergency first aid kits are available in the Student Center and in the office of the Vice President for Academic Affairs in Daniel Hall

.. The Habersham Civil Defense will give the All Clear Signal. Until that message is received, all should remain in the shelter areas

D. Designated Safe Areas

The following areas are the safest places in each building. In the event of a tornado warning, please move immediately to the location nearest you:

.. Art Building: corridor of basement;

.. Athletic Center: interior corridor of lower floor;

.. Chapel: lower level interior classrooms;

.. Johnson Hall: interior corridor of the ground floor;

- .. Student Center: corridor of the basement floor of the library;
- .. Daniel Hall: corridor of the basement floor or Jenkins Theater;
- .. Getman-Babcock Hall: corridor of the basement floor;
- .. Library: corridor of the basement floor;
- .. Swanson Center: Black Box Theatre on the Theatre side of the building;
- ..Camp Hall: Jenkins Theater located in Daniel Hall;
- .. Martens Botanical Center: interior corridor;
- .. Nielsen Dining Hall: downstairs in the Lakeside Dining Room, away from the windows;
- .. Mayflower Hall: bathroom of each room;
- .. Purcell Hall: interior corridor of the ground floor;
- .. Swanson Hall: interior corridor of the ground floor;
- Wallace Hall: interior corridor of the ground floor.

E. Emergency Numbers

College Switchboard (706) 778-3000 or on-campus "0"

President ext. 1142

Provost ext. 1706

VP for Finance and Administration ext. 1102

Acad. Dean of the College ext. 1210

Dean of Student Affairs ext. 1188

Residence Hall Coordinator ext.1506

Campus Police ext. 1105

Coordinator of Residence Life ext. 1506

Getman-Babcock Hall Director. ext. 1426

Purcell Hall Director ext. 1318

Wallace Hall Director ext. 4220

Mayflower Hall Director ext. 1324

Fire 9 - 911

Police 9 - 911

Sheriff 9 - 911

Ambulance 9 - 911

Maintenance ext. 1144 or ext. 1120

Emergency Locator Service

Emergency assistance in locating a student is provided by the Registrar's Office during normal school hours from 8 a.m.-6 p.m., Monday-Thursday, and 8 a.m.-5 p.m. on Friday. After normal office hours, Monday through Thursday, the Evening Studies Office, ext. 1207 will assist in contacting students who may be attending evening classes. If necessary, Campus

Police may be contacted at ext. 1105.

Work Aid & Work Study Programs

Piedmont College has two programs for students who desire to earn part of their college expenses by working at jobs on campus. The work-study program is funded in large part by the federal government, and students must meet financial need criteria in order to qualify as work-study students. For students who do not qualify for assistance under federal programs, Piedmont College maintains a work-aid program. Job availability for both of these programs is limited, so interested students should contact the Office of Financial Aid as early as possible. Student acceptance of assistance under the federal government's work-study and Piedmont College's work-aid programs carries with it an understanding by the College and by the students of certain obligations and commitments, as follows:

1. Students must fill out a work-study/work-aid application, which can be obtained from the Office of Financial Aid.
2. The work assignment will be made by the Office of Financial Aid with as much consideration as possible given to the students' preferences and abilities, depending on the need of the College for student assistance. Students with calculated financial need will be assigned jobs first, followed by job applicants who demonstrate no financial need.

3. Students will perform work assigned faithfully and to the best of their ability. A faculty or staff member will direct and supervise the students' work, judge its quality, and certify the hours worked each week.

4. Any transfer from one job to another involving a change of supervisor will be made only with the approval of the current supervisor and the Office of Financial Aid.

5. Earnings under this program will be used to meet expenses directly related to the students' attendance at the College.

6. Continuance of the employment of any student under these programs depends upon unconditional acceptance of assigned duties. Students who fail to perform the work assigned faithfully and to the best of their ability will be terminated from the program and will not be considered for any campus job until the next semester.

7. Students will wear clothing appropriate to the work setting.

8. Students will not bring their children to work with them in lieu of obtaining or hiring a baby-sitter.

9. Students will inform their supervisor if they must be absent from their duties. Unexpected absences should be reported by telephone; anticipated absences will be excused only with prior permission of the supervisor. Absences must be reported at least two hours before the assigned work-time.

10. During each semester, students may work up to 20 hours per week in all student work assignments.

11. Time sheets are to be filled out by the student. After each weekday, the students will record on a time sheet the inclusive time and number of hours worked. At the close of the pay period, the students will take the completed time sheet to their supervisor for a signature. The student is responsible for being sure the time sheet is turned in on time. If a time sheet is submitted late, students will be paid the following pay period.

12. Students are paid minimum wage as established by federal statute.

POST OFFICE

The Demorest Post Office is located on Georgia Avenue, within walking distance of the campus. Resident students should rent a box in order to receive mail there. Student mail is not delivered at the College address. The Post Office is open from 8-11:30 a.m. and 1-4:30 p.m. Monday through Friday and from 8 a.m.-noon on Saturdays. Box rentals start at \$12.00 per 6 months period or \$24.00 per year and increase depending on the size of the box chosen/available.

STUDENT CODE

Student Rights

1. It is the right of every student to have access to programs and services of the College without discrimination.
2. It is the right of all students to express freely their views in an orderly manner. Every student should feel free to express an idea or an informed opinion in the classroom, even though the view may be contrary to the instructor's.
3. It is the right of every student to participate in all religious activities on campus, both formal and informal, although attendance is not required.
4. It is the right of every student to be evaluated in the classroom without bias or favoritism, according to the academic standards set forth in the course.
5. It is the right of every student to belong to any organization on or off campus, provided that he/she meets the qualification of that organization, and provided that the organization does not have objectives detrimental to the College.
6. It is the right of every student who resides in College-owned housing to be free from unreasonable search and seizure.
7. It is the right of every student accused of violating the Student Behavior Code to be accorded fair treatment and to be judged on the basis of the written rules and procedures of the Student Behavior Code.
8. It is the right of every student to have his/her records (academic, medical, disciplinary, and personal) kept confidential as required by law.
9. It is the right of every student to receive fair and courteous treatment from the faculty and staff of the College.

Student Responsibilities

Students are expected to know and abide by the rules and regulations outlined in the Piedmont College Student Handbook and other such 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 Grievance Procedures

I. Purpose

The purpose of the student grievance procedure is to provide students with appropriate procedures to address grievances.

The following areas are included:

- A. Alleged discrimination on the basis of age, sex, race, handicap or other conditions, behavior, excluding sexual harassment complaints;
- B. Sexual harassment complaints should be directed to the Dean of Student Affairs. Because of the sensitive nature of this kind of complaint, the Dean of Student Affairs will counsel with the student to determine the appropriate action that is required. If the grievance is not resolved after this meeting, then the remainder of the grievance procedure will be followed.
- C. Appeals for all academic matters should begin in the Vice President of Academic Affairs Office.

D. Appeals for non-academic matters should begin in the Dean of Student Affairs Office.

Student Behavior Code

A. Drugs and Alcoholic Beverages

1. The possession, use, sale, gift, or other transfer of intoxicants in any form or manner on the College campus is strictly prohibited. (Further, any student present during the violation of this policy may be subject to judicial action).
2. No student shall be in an intoxicated state or under the influence of alcohol or any controlled substance on the College property or at a College function.
3. 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 sanction.

B. Damage to Property and Trash

1. 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.
2. 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.
3. Personal room trash placed in cans outside resident halls is prohibited.

C. Disorderly Assembly

1. No students shall assemble on campus for the purpose of creating a riot, or destruction, or disorderly diversion, which interferes with the normal operation of the College.
2. 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.
3. The abuse or unauthorized use of sound amplification equipment indoors or outdoors is prohibited.

D. 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 student shall push, strike, or physically assault any member of the faculty, administration, staff, student body, or any visitor to the campus.
3. No student shall sexually assault any member of the faculty, administration, staff, student body, or any visitor to the campus.
4. 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.
5. Verbal or sexual harassment is prohibited.
6. No student may misrepresent facts or lie to College officials.
7. 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 (this

includes Resident Assistants), guests, or vendors is prohibited. This includes but is not limited to verbal offensiveness and obscene gestures.

E. Falsification of Records

1. 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.

F. Explosives

1. 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.

G. Fire Safety

1. No student shall tamper with fire safety equipment, which includes alarms, signs, extinguishers, pull boxes, hoses or other firefighting equipment.

2. 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.

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

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

5. Students must evacuate College facilities during fire drills or any College procedures.

H. Weapons

1. 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, numchucks, machetes, bows and arrows, butcher knives, switchblades, and swords are prohibited.

I. Hazing

1. 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." Hazing, in any form, physical or mental, is strictly prohibited and is grounds for immediate dismissal.

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.

J. Joint Responsibility for Infractions

1. 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.

K. Student Identification Cards

1. Students are required to have their ID card in their possession at all times.
2. Lending, selling, or otherwise transferring a student identification card is prohibited. The use of a student identification card by anyone other than its original holder is prohibited.
3. Students must surrender College identification cards to a properly identified College official upon request.
4. ID cards are College property and are to be surrendered upon withdrawal from the College. There is a \$25 fee for replacement of a lost card. No fee is charged for replacing a broken card if the pieces are presented.
5. 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.

L. Theft

1. No student shall sell a textbook that is not his/her own.
2. 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.
3. No student may steal, or attempt to steal services. This means students may not eat in the cafeteria, have copies made, etc., without proper authorization.

M. Unauthorized Entry or Use of College Facilities

1. 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.
2. No student shall make unauthorized use of any College facility.
3. Duplication of Piedmont College keys is prohibited.

N. Gambling

1. The playing of cards or any other game of skill or chance for money or other items of value is prohibited.

O. Repeated Violations

1. 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.

P. Violation of Outside Law

1. 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.

Q. Animals

1. Hairless and furless aquarium pets like fish and turtles are allowed. Animals needed to assist handicapped persons are also allowed. Any animals not in these categories are not allowed in the dorms.

R. Misuse of College Name

1. 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.

S. Solicitation

The following types of solicitation, when approved by the appropriate administrative office, are permitted:

1. Approved fund-raising activities by organizations related to the College;
2. Distribution of information in public areas.

All other solicitation is prohibited.

T. Violating Campus Motor Vehicle Regulations

1. A student whose car is not properly registered or who parks in a non-designated space is subject to ticketing (\$25 fine for first offense), towing, and/or impounding at the student's expense. Students who accumulate three parking violations in one semester may lose their campus parking privileges.

U. Housing Regulations

1. Guests of the opposite gender may visit residential students in their residence hall rooms only during approved times. Contact Residence Hall Directors or Resident Assistants for approved days and times. Piedmont College considers the residence hall visitation policy to be a privilege and not a right. The College reserves its right to amend or cancel at any time residence hall visitation privileges for individual students, groups of students, or for entire residence halls.
2. In some instances students may be required to be in the residence halls by assigned hours.
3. Resident students must maintain posted quiet hours for their particular residence hall.
4. Specific rules regarding each residence hall will be explained in residence hall meetings. In all cases, directives given by Residence Hall Directors or Resident Assistants should be followed.

V. Reckless Endangerment

1. 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.

CAMPUS JUDICIAL SYSTEM

In an educational community, the purposes of the institution must be protected by the establishment of standards of conduct. The maintenance of order is essential, not only for

the College community to function harmoniously, but also to protect the freedom of the individual.

In developing standards for responsible student conduct, disciplinary proceedings play a secondary role to that of counseling and guidance.

Responsible behavior is expected of all Piedmont students at all times. If violations of the Student Code take place, varying degrees of penalties may result. 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 (Residence Hall Director, Resident Assistant, Campus Police Officer or other Administrator) will complete an Incident Report Form, available from Student Affairs. Students who witness a violation of Campus Policy should contact one of the individuals listed above 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. These procedures will allow sufficient time for proper investigation and decision making to take place.

Infractions will be heard by the Judicial Committee unless the Dean of Students Affairs elects to handle them administratively.

Judicial Committee

The Piedmont College Judicial Committee is comprised of between six and twelve members. The members of the committee shall be recommended by the Leadership Council and approved by the Dean of Student Affairs 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 a 2.0 cumulative grade point average prior to the semester of their appointment and must maintain this average during their tenure. A member who fails to maintain a 2.0 cumulative average automatically forfeits committee membership. If a vacancy occurs in the committee for any reason, the Leadership Council shall recommend, with the approval of the Dean of Student Affairs, a qualified student to finish 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. The Dean of Student Affairs reserves the right to handle any disciplinary matter administratively or to use the Piedmont College Judicial Committee. The Dean of Students Affairs also reserves the right 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 code was violated, and choose 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 student-defendant shall be afforded the following rights:

- A. The right to 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.
- B. The right to present evidence on his/her behalf.
- C. The right to question the complainant.
- D. The right to call witnesses on his/her behalf.
- E. The right to a cross-examination.
- F. The right to 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 may impose temporary measures, including suspension.
- G. The right of appeal. Decision rendered by the Judicial Committee may be appealed to the Dean of Student Affairs. The accused student initiates an appeal by presenting the Dean of Student Affairs with a written statement of the reasons for the appeal. Written appeals must be in the hands of the Dean of Student Affairs within five (5) 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 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.

Disciplinary Hearings

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

- A. 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.

B. Disciplinary hearings are private and confidential and involve the student-defendant 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.

C. 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.

D. The format of the hearings will follow this sequence:

1. Oath will be administered to the student-defendant, complainant, and to the witness.
2. The complainant or a representative of Student Affairs will present the charge(s).
3. The student-defendant will be asked to respond to the charge(s).
4. The complainant will present supporting testimony and information.
5. The student-defendant will present supporting testimony and information.
6. Examination and questioning by committee members may follow both presentations.

E. Testimony of the student-defendant and all witnesses is given under oath.

F. 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:

1. 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).
2. Committee deliberations on the application of sanctions shall draw upon College officials in the area of Student Affairs for recommendations.

G. The Judicial Committee will recommend a sanction to the Dean of Student Affairs.

H. The Dean of Student Affairs will take into consideration the recommendations of the Judicial Committee, determine appropriate sanction, and notify student-defendant of the decision and the sanction in his/her case.

I. The student-defendant will be allowed to respond to the recommended sanction.

Disciplinary Measures

The following are possible disciplinary measures which may be imposed upon a student 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.

A. Expulsion - permanent severance of the student's relationship with the College. This severance includes being barred from campus.

B. Disciplinary Suspension - temporary severance of the student's relationship with the College for a specified period of time.

1. 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.

2. Immediate Suspension - The student may be required to leave the campus immediately if, in the opinion of the Dean of Student Affairs, 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.

C. 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.

D. Reprimand - oral reprimand (an oral statement of disapproval issued to the student) or letter of reprimand (a written statement of disapproval to the student).

E. Restitution - reimbursement for damage to or misappropriation of property. This may take the form of appropriate service or other compensation.

F. 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 or a designee.

G. Fines - a specific financial penalty charged to the student.

AIDS POLICY

Piedmont College has followed the recommendations of the Centers for Disease Control and Prevention and the American College Health Association in preparing an AIDS Policy Procedural Statement. Piedmont College will guarantee the legal rights of individuals with known HIV infection with regards to admission to the College, classroom attendance, access to facilities, and residential housing.

Piedmont College considers education for prevention to be an essential component of the AIDS policy. Individual instruction, programs and printed material will be made available on an ongoing basis.

Students or employees with HIV infection are encouraged to inform campus health care providers to enable Piedmont to direct them to proper medical care, support, counsel, and education. Confidentiality is strictly maintained. Education for self-protection is provided to all students through written and oral communication on a periodic basis.

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, Piedmont 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 at off-campus College sponsored events is prohibited. Piedmont College's students and organizations are expected to comply with these restrictions at all times.

As administrator of certain federally funded financial aid programs for students, Piedmont 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 each semester. The College also works closely with Habersham County Medical Center and Habersham Mental Health to provide access to programs for treatment for individuals who are experiencing difficulty in coping with issues related to alcohol and/or drug use or 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 Charter Behavioral Health Systems at 1-800-CHARTER 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.

Types of Drugs and Possible Effects

Alcohol is a powerful depressant. Alcohol use decreases alertness and inhibitions. Accidents and/or risky behaviors may occur with negative consequences to health such as disease transmission. Long-term heavy drinking is linked to cancer, gastrointestinal problems, heart and liver damage, birth defects, and psychological disorder. Tolerance as well as physical and psychological dependence develop.

Tobacco use in the form of cigarette smoking is linked to emphysema, lung cancer, heart disease, and other illnesses. Physical and psychological dependence can develop. Smokeless tobacco use leads to cancer of the head and neck areas. Passive smoking increases upper respiratory illnesses.

Anabolic Steroids may produce behavioral effects including aggressiveness, irritability, impaired judgment, impulsiveness, mania, and paranoid delusions. Sexual functioning is frequently impaired. Serious health problems include liver and heart disease, cancer and death.

Stimulants increase the action of the central nervous system:

- * Amphetamines (uppers) and Methamphetamines (Ice) cause hallucinations. Tolerance as well as psychological and physical dependence develop. Continued high doses cause heart problems, malnutrition, and death.
- * Cocaine or Crack causes confusion, depression, and may result in physical dependence. Effects are unpredictable - convulsions, coma, cardiac arrest and death are possible. Nasal membranes may be destroyed. Smoking causes lesions in the lungs. Brain damage may occur.

Depressants relax the central nervous system:

- * Barbiturates, tranquilizers, and methaqualone may cause confusion and loss of coordination. Tolerance as well as physical and psychological dependence develop. Overdoses cause coma and death. Depressants taken in combination or with alcohol are especially dangerous due to their combined effects.

Cannabis alters moods and perception:

- * Marijuana may cause confusion and loss of coordination. Long-term use leads to tolerance and psychological dependence. Users frequently begin using other drugs. Long-term use causes damage to lung tissue and other illness. Hallucinogens temporarily distort reality:
- * Lysergic Acid Diethylamide (LSD) causes hallucinations and panic. Effects may recur ("flashbacks") even after use is discontinued. Tolerance and psychological dependence develop. Birth defects occur in user's children.
- * Phencyclidine (PCP) causes depression, hallucination, confusion, and irrational behavior. Tolerance develops. Overdoses cause convulsions, coma and death.
- * Mescaline, Ecstasy, and other "Designer Drugs" cause anxiety, depression, paranoia, illusions and hallucination. Impaired perception occurs. Irreversible brain damage may occur.

Narcotics lower perception of pain:

- * Heroin, Morphine, Codeine, and Opium cause lethargy, apathy, loss of judgment and self-control. Tolerance as well as physical and psychological dependence develop. Overdoses cause convulsion, coma, and death. Risk of use include malnutrition, hepatitis, and AIDS.

Deliriants cause mental confusion:

- * Aerosol Products, lighter fluid, paint thinner, amyl nitrate, and glue cause loss of coordination, loss of bowel and bladder control, confusion, and hallucination. Overdoses cause convulsion, cardiac arrest, and death. psychological dependence develops. Permanent damage to lungs, brain, liver, and immune system may occur.

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 Vice President for Finance and Administration. Any complaint of discrimination will be reviewed under the College's grievance procedure.

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. For this policy, 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.

A. Educational programs will be provided to promote awareness of the various aspects of sexual assault.

B. 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.

1. When called as a result of a campus sexual assault, 911 emergency personnel will send medical assistance and notify Campus Police.
2. Campus staff responsible for assistance includes the Dean of Student Affairs, Campus Police, Chaplain, Counseling Services, or Residence Hall Directors.
3. 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.

C. 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.

D. If the matter is adjudicated on campus:

1. The matter will be handled administratively.
2. Both the accused and the accuser are entitled to the same rights to have others present and to be informed of the outcome.
3. At any time, 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.

E. Outside services available include:

1. Rape Response 1-800-721-1999
2. Habersham County Mental Health Clinic (706) 754-6293

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.

The U.S. Dept. of Education defines sexual harassment as: Verbal or physical conduct of a sexual nature imposed on the basis of sex, by an employee or student that denies, limits, provides different, or conditions the provision of aid, benefits, services or treatment protected under Title IX. 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.
- 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. 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.

SEXUAL ASSAULT

1. Go to a safe place. Call 1-800-656-HOPE from anywhere!
2. Tell the first person you see what happened. This account could corroborate your testimony if you decide to testify or prosecute.
3. Talk with someone you trust: a good friend, your RA, a faculty member, security (1105), police (911), the Dean of Student Affairs, the Coordinator of Residential Life, the Rape Crisis Center (1-706-778-7268).
4. Seek medical attention at the emergency room of Habersham County for injuries. Request tests for pregnancy and sexually transmitted diseases.
5. Do not shower, bathe, or douche. Preserve physical evidence, such as clothing. Resist the urge to change clothes or straighten up the area until medical and legal evidence is collected.
6. Request a urine test as quickly as possible to detect the presence of sedating substances.

Piedmont College urges the reporting of all incidents of sexual assault either to the police or to the college security. School officials will assist with notifying the police. Charges of sexual assault are handled confidentially by the Student Welfare Committee. The privacy and safety of both the accused and accuser are safe-guarded. When deemed beneficial, a victim's academic and living situation will be changed.

Consent means the mutual, deliberate and voluntary agreement to engage in sexual activity. Consent is a clear YES to the sexual act. Consent is an ongoing process and must be obtained for each level of sexual contact. If a victim does not resist or if the victim knows the offender, the law does not presume consent. If someone sexually assaults you, it is not your fault. You are NEVER to blame for someone else's actions.

SMOKING POLICY

The College discourages smoking as both a health risk and a fire hazard, and recognizes the health hazards to others of second hand smoke. Therefore, smoking is prohibited on College property.

SAFETY AND SECURITY

Campus Police

Piedmont College provides reasonable safety and security for its students, personnel, and facilities. There are police officers that patrol the campus 24 hours a day. All residence halls are equipped with limited access locks for which student residents have keys. The Demorest Police Department and Habersham County Sheriff's Departments are available through 9-911 dispatch. Campus Police may be contacted at ext. 1105.

However, 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 Police at ext. 1105.

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 the "peep-holes" in residence hall doors to determine who is knocking before opening the door.
8. Do not prop open the fire exits of residence halls.
9. Do not loan your keys or allow them to be duplicated.

Protocol for Emergencies

The following is the Protocol for Emergencies in which an Individual(s) on campus in a situation that presents a threat to the health, safety, and/or welfare of him/herself or others and/or damage to property.

1. Contact Campus Police Immediately at extension 1105.
2. The officer on duty will determine if an arrest should be made. If so, the officer will make the arrest and contact the local police department to come and transport the suspect to a detention facility.
3. The officer will contact the Chief of Police and the Dean of Student Affairs to appraise them of the situation.
4. If Appropriate, the Chief of Police and/or the Dean of Student Affairs will contact the President and appraise him of the situation. The President will determine whether legal council is needed.
5. The Dean of Student Affairs will contact the following personnel:
 - The Vice president for Academic Affairs
 - The College Chaplain
6. The Coordinator of Residence Life will contact the Residence Life Staff to inform them of the situation.
7. Any requests for information will be directed to the office of the President.

Motor Vehicle Registration

All motor vehicles (automobiles, vans, motorcycles, etc.) operated or parked on the Piedmont College campus 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.

Cost of registering a vehicle is \$25. If the vehicle is registered within two weeks following the beginning of the semester, the fee is waived.

Temporary parking permits will be granted by the Campus Police department to students or staff for short term use of a non-registered vehicle.

Normally, vehicle registration takes place when the student registers for his or her college classes. A parking map will be issued at that time. Please refer to that map or contact the campus police if you have any questions regarding parking. If the student later trades cars, buys a different car, or purchases an additional vehicle, the student must go to the campus police department and register that vehicle.

Parking Regulations

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

A. Each vehicle must be registered and a current color-coded parking permit must be displayed on the vehicle.

B. Park in areas marked for parking. No parking is allowed on grassy areas or in roadways.

C. Illegally parked vehicles are subject to ticketing and/or towing. Piedmont College reserves the right to tow any vehicle for any violation of the parking regulations. (See section T of the student behavior code)

D. All parking areas will be 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. These areas will be defined as follows:

1. Visitors Parking (white) Reserved for persons unaffiliated with Piedmont College either as a faculty/staff member or as a student of the College.
2. 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.
3. Faculty Parking Reserved for persons employed by Piedmont College and classified as a faculty member.
4. Staff Parking Reserved for persons employed by Piedmont College and classified as a staff member. This excludes student workers working for staff members.
5. Commuter Student Parking Reserved for vehicles registered to students of Piedmont College that do not reside in on-campus dormitories.
6. Getman-Babcock Parking Reserved for vehicles that are registered to Getman-Babcock residents only. These spaces are reserved 24 hours a day seven days a week.

7. Resident Parking Reserved for vehicles registered to Purcell Hall, Wallace Hall and Senior Hall residents only.

Any person guilty of more than two parking violations will be required to pay the following fines:

1st ticket - \$25

2nd ticket - \$25

3rd ticket - \$35

4th ticket - \$45

5th ticket - \$55

6th ticket - \$65

7th ticket - \$75

8th ticket - \$85

9th ticket - \$95

Any person receiving 10 tickets will have their parking privileges revoked.

The Campus Police Department coordinates the safety escort service during the evening hours. If you need assistance going from a building or your vehicle, going from building to building, are alone and feel uncomfortable about it or you are having auto problems, please call ext. 1105 from any campus telephone.

WITHDRAWAL

Administrative

There may be times when a student will request an Administrative Withdrawal from the College. In order to request this form of withdrawal, the student must confer with the Vice President of Academic Affairs. Examples of this type of withdrawal are prolonged illness or accident or disciplinary sanctions.

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.

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.