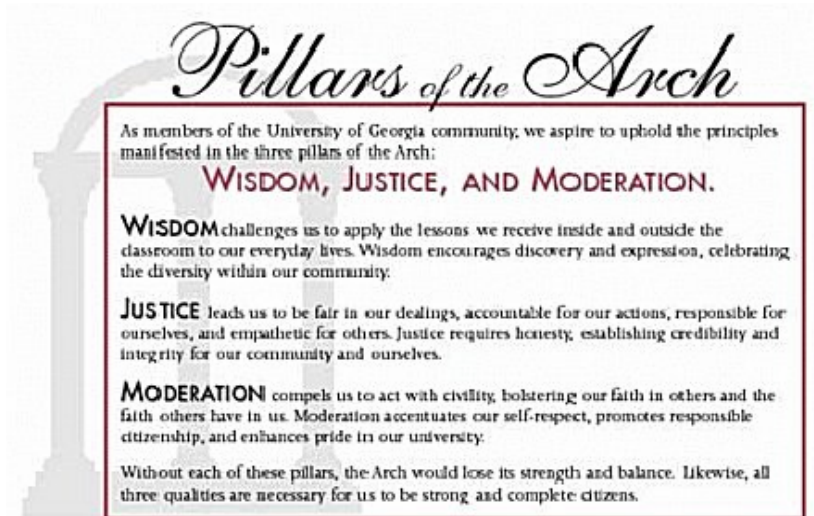


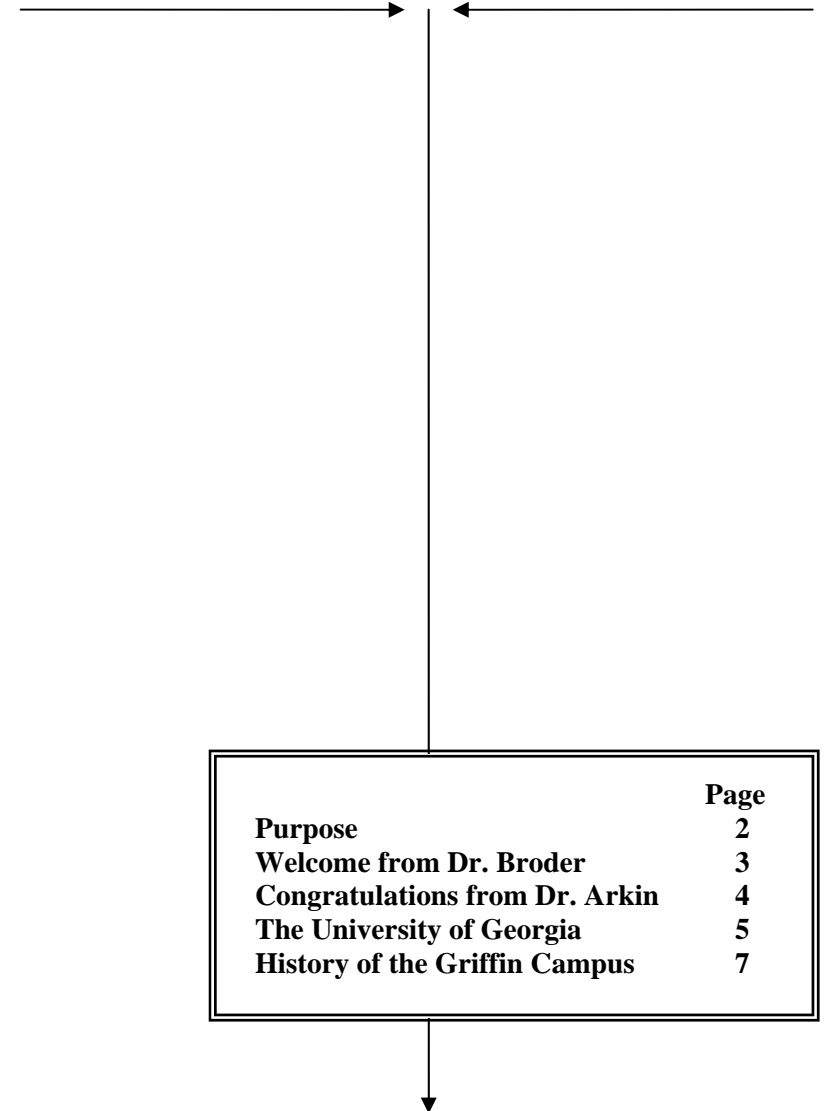
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STUDENT HANDBOOK

INTRODUCTION



Purpose

The University of Georgia and the Division of Student Affairs assume that students are responsible for their conduct, their participation in the educational opportunities of the University, and the control of their private lives. Institutional policies, regulations, procedures, programs, and services reflect this attitude and philosophy. The purpose of this section is to describe the departments that compose Student Affairs and some of its policies, programs, and services that are important to students.

Student Affairs at the University of Georgia provides services and programs that help students (1) adjust to, understand, evaluate, and utilize available academic resources; (2) plan, prepare for, and pursue their life work; (3) learn to know, live with, appreciate, and enjoy others in harmony and with fulfillment and mutual respect; and (4) maintain mental and physical health and strength as they integrate personal, professional, and social values.

This Student Handbook is published by Academic Programs – Griffin Campus. Since the programs and services described herein are subject to continuous review and evaluation, this publication is intended for informational use only. **ANY PORTION OF THIS HANDBOOK IN CONFLICT WITH THE POLICIES OF THE BOARD OF REGENTS SHALL BE NULL AND VOID AND OF NO EFFECT WHATSOEVER**



Welcome to the University of Georgia and the College of Agricultural and Environmental Sciences. Our college has faculty and staff throughout the state that are involved in various aspects of agriculture, environmental sciences, and related disciplines. You are part of an exciting new program in Griffin that, for the first time, will allow you to earn an undergraduate UGA degree directly from our talented Griffin faculty.

As a student in our biological science or environmental resource science major you are a part of a very special group that will be among the first students to receive their UGA degree in Griffin. We have designed the programs to provide you with a great deal of hands-on experience. Be sure to take advantage of all the opportunities afforded to you in these new programs. As the first students in these majors, we also ask that you continually provide us with your feedback on the value of the program, on the things we are doing well, and ways we can improve your UGA education in Griffin.

As we go through the school year, I look forward to spending time in Griffin and getting the chance to meet you. In the meantime, let me take this opportunity to extend my personal congratulations to you for being part of this program and a thank you for your willingness to be among the first to participate in this new initiative.

Dr. Josef M. Broder
Associate Dean for Academic Affairs

The University of Georgia



Dear Student,

Congratulations on your admission to the University of Georgia. The faculty and staff of the University of Georgia Griffin Campus are extremely pleased that you have chosen our campus to continue your higher education. We are anxious to be a part of your collegiate learning experience, and we are committed to providing a quality education that is

rewarding and intellectually challenging. Our goal is to assure that your studies meet your expectations of the highest standards for a quality education.

The UGA Griffin Campus, established in 1888 as the Georgia Experiment Station, has a rich history of world-class achievements in research. The addition of the undergraduate programs in the Fall of 2005 begins a new era of opportunity for all of us. Providing undergraduate academic instruction in a research setting will give you a unique learning experience. Now, with undergraduate students on our campus, we faculty and staff are better able to meet the University of Georgia's mission "to teach, to serve, and to inquire into the nature of things."

Know that I am personally committed to working with you and that my office will always be available to help you. I look forward to meeting you and learning more about you and your aspirations for the future. Again, congratulations and know that you are a welcomed member of the Bulldog Nation.

Sincerely,

Gerald F. Arkin
Assistant Dean
CAES—Griffin Campus

You are fortunate to be at the University of Georgia, the nation's oldest state-chartered university. In 1985, the University attained an important milestone, its 200th birthday. Throughout its Bicentennial Year, the University celebrated with special events of all kinds.

In July and August of 1996, the University was the site of three competitions in the Centennial Olympic Games: the finals of football (soccer) in Sanford Stadium, and volleyball matches and rhythmic gymnastics competitions in the Coliseum. More than a half million people enjoyed these Olympic events at the University.

One of the significant aspects of the University is its rich history. We hope a brief review of some of the highlights will help you feel at home here and have a greater understanding of the traditions and the pride in the past that students of many generations have shared.

Just after the close of the American Revolution, the Georgia legislature took a step that was to start another revolution—this one in higher education. In 1784, the General Assembly of Georgia set aside 40,000 acres of land to endow "a college or seminary of learning." A year later, on January 27, 1785, The University of Georgia was chartered by the state legislature.

The infant University existed for 16 years on paper only, with Abraham Baldwin as president, but without campus, money, faculty, or students. Finally, in 1801, sufficient funds had been raised for classes to begin. A site was selected for the campus, and the first few students began to trickle into the newly formed frontier town of Athens.

That first year, the faculty consisted only of the new college president, Josiah Meigs. Classes in Latin, Greek, mathematics, debate, and natural history were held in a primitive log structure. A typical curriculum for a junior included courses in astronomy, determination of geographic

longitudes and latitudes by the observations of eclipses, natural and experimental philosophy, composition, logic, and history.

At the first commencement in 1804, ten men received the Bachelor of Arts degree. Two years later, Old College, the first permanent campus building, was completed. It and other 19th century landmarks—New College built in 1823, Demosthenian Hall in 1824, part of the existing Holmes/Hunter Academic Building in 1831, and the Chapel in 1832 among them—are still very much in use today.

From its earliest days when aspiring young students came from the settled parts of Georgia to gain an education, to the formation of the University System of Georgia in 1932 with the University of Georgia as its beacon, to ensuring equal academic access to all students, the institution on the hill in Athens today has a campus that in a real sense extends throughout the state of Georgia.

The main campus stretches two miles from its entrance, the famed Georgia Arch, to the most distant of the University's 344 buildings. University farms, forests, and research facilities adjacent to the campus proper extend UGA's boundaries even farther. With cooperative extension offices and other facilities throughout the state, University of Georgia land holdings total more than 42,000 acres.

More than 32,000 students from all over the United States and most nations of the world are enrolled in today's 14 schools and colleges which were founded in this order: Franklin College of Arts and Sciences (1801), College of Agricultural and Environmental Sciences (1859), School of Law (1859), College of Pharmacy (1903), Warnell School of Forest Resources (1906), College of Education (1908), Graduate School (1910), Terry College of Business (1912), Grady College of Journalism and Mass Communication (1915), College of Family and Consumer Sciences (1933), College of Veterinary Medicine (1946), School of Social Work (1964), College of Environment and Design (1969), and School of Public and International Affairs (2001).

Today's University of Georgia is fulfilling in a superior fashion its three missions—teaching, research, and public service. Skilled, dedicated teachers provide stimulating and enriching educational opportunities. Scientists and researchers expand the body of knowledge while seeking and finding answers to problems that beset the people of our world. And a wide ranging public service program delivers knowledge and answers to citizens so that they might enjoy happier and more rewarding lives.

That is the mission of the University of Georgia, building on the past while looking forward to the future.

History of the Griffin Campus

For more than 100 years, the Griffin Campus has played a leading role in the development of modern agriculture in the South. The campus was first established as the Georgia Experiment Station in 1888 as a result of the federal Hatch Act. The residents of Spalding County successfully lobbied for the experiment station to be located on what was then the Bates Farm.

Early research focused on fertilizers and soil erosion, but soon a complete program of agricultural and environmental research developed. Griffin scientists helped revolutionize agribusiness and farming statewide by solving many persistent crop problems. The deep-furrow method of planting winter oats, pioneered here around 1900, saved southern farmers millions of dollars. Researchers have bred numerous crop varieties, such as Empire cotton, which had major impact on Georgia cotton growers in the 1940s. Griffin scientist, Dr. Jasper Guy Woodroof, contributed greatly to early food science research by developing the technology for frozen foods.

Today, the Griffin campus is one of the premier agricultural research centers in the region and is poised to address research, extension and teaching needs of the 21st Century. Campus programs work toward the state land grant university mission: to teach, to inquire and to serve. To fulfill this mission, the research, extension and education programs at the Griffin Campus focus on the following areas:

- Food safety and quality enhancement
- Biotechnology and genetics
- Crop and pest management
- Environment and natural resources
- Urban agriculture
- Education

Cash farm income received by Georgia farmers for farm products amounts to several billion dollars each year. The state's economy depends heavily on our agricultural capacity and the processing and export of the products. Increasingly, the nursery and turf grass industries are becoming a major part of the state's agricultural industry. The Griffin Campus has done considerable research concerning peanuts and pecans, crops in which Georgia leads the nation.

As a part of the state's Land Grant University, the University of Georgia College of Agricultural and Environmental Sciences Griffin Campus is proud of its three-part mission of research, teaching and extension. In addition to the campuses in Athens, Griffin and Griffin, branch stations are located in Calhoun, Blairsville, Eatonton, Midville and Plains.

The College of Agricultural and Environmental Sciences has a rich history and, during the many years of its existence, has educated thousands of students. Today, it has progressive programs in research and teaching, and it reaches every county in Georgia through the Cooperative Extension Service.

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ACADEMIC PROGRAMS

College of Agricultural and Environmental Sciences

Dean: Scott Angle

Associate Dean, Academic Affairs: Josef M. Broder

Location: Conner Hall

Phone: 706-542-1611

Web: www.uga.edu/discover

The College of Agricultural and Environmental Sciences offers students the opportunity to study applied and basic sciences in 24 major and 12 minor programs. Programs of study include three majors in the environmental sciences. Other programs are applied biotechnology agribusiness, communications, engineering, food science, and education as well as a number of programs in the animal and plant sciences. Two of the larger programs are Animal Science and Environmental Health Science.

Graduates from the college find excellent employment opportunities in both agricultural and non-agricultural industries and in education, sales and marketing, and research laboratories; and they hold positions in local, state and federal governments. Many challenging and rewarding careers exist in the food and fiber industries, those businesses and agencies that support our quality of life and the protection of our environment.

ADMISSIONS

Director: Nancy G. McDuff

Location: Terrell Hall

Phone: Admissions General Information: 706-542-2112

Website: www.admissions.uga.edu

Websites of interest:

UGA Bulletin: www.bulletin.uga.edu

Majors: www.majordecisions.uga.edu

Transfer Equivalency:

ww1.admissions.uga.edu/transfer_equiv

The Admissions Office processes and reviews applications for undergraduate first-year and transfer admission as well as the re-admission of former undergraduate students. Admissions counselors and Georgia Recruitment Team members conduct daily information sessions for prospective students and families. Orientation programs for first-year and transfer students are also coordinated by this office. Additionally, the admissions office manages the majority of merit scholarship programs for all new undergraduate students. Admissions office personnel are available to discuss general transfer credit issues with currently enrolled students.

REGISTRAR

Registrar: Gary D. Moore

Location: 102 Holmes/Hunter Academic Bldg.

Phones: Record Services and Registration: 706-542-4040
Veterans Educational Benefits: 706-542-8772

Website: www.reg.uga.edu

The Office of the Registrar is responsible for registering university students, reporting their grades, and maintaining their permanent academic record. In addition, the Registrar provides a variety of related services to students, academic departments, and other constituents.

The **Record Services and Registration Office**, 105 Holmes/Hunter Academic Building, 706-542-4040, provides assistance to students with name and address changes, enrollment certifications, registration, schedule adjustments after the drop/add period, and transcript requests. Service Representatives will respond to all in-person and telephone inquiries regarding student-related information as allowed by University, state, or federal policies.

Transcripts may be requested on-line through OASIS or in writing as required by the Family Educational Rights and Privacy Act of 1974 (FERPA). A notice of at least 24 hours is required. Standard request forms are available at www.reg.uga.edu and the Record Services and Registration Office; requests in letter form will also be accepted. All

transcripts are \$2.00 each. FAXed transcripts are \$3.00 each (\$6.00 overseas) in addition to the \$2.00 basic transcript fee. These charges are subject to change without prior notice.

The Data Entry and Processing Office, 106 Holmes/Hunter Academic Building, 706-542-4055, is responsible for the creation and maintenance of the permanent academic records of enrolled students. In response to information from the deans' offices, this office processes class rolls, grade changes, grade reports, and graduation rosters. This office also certifies veterans and qualified dependents for educational benefits.

REGULATIONS AND POLICIES

University Conduct Regulations

The following actions are prohibited and constitute a violation of the University of Georgia Student Code of Conduct. The Code can be found online at:
www.uga.edu/deanofstudents/judicial/downloads/conduct0203.pdf

I. Academic Dishonesty

Knowingly performing, attempting to perform, or assisting another in performing any act of academic dishonesty.

The University of Georgia's Honor Code, a supplement to the University's academic honesty policy states, "I will be academically honest in all of my academic work and will not tolerate academic dishonesty of others."

A complete description of the regulations and procedures for handling matters of academic dishonesty appear in the policy manual, A Culture of Honesty, which is available in the Office of the Vice President for Instruction, 101 Franklin House (706-542-4336), in the Student Handbook under Academic Policies and Procedures, and online at www.uga.edu/ovpi.

II. Other Acts of Dishonesty

1. Furnishing false information to any University official or to office.
2. Forgery, alteration, or misuse of any University document, record, or instrument of identification.
3. Causing, condoning, or encouraging the completion of any University record, document, or form dishonestly.
4. Offering or causing to be offered any bribe or favor to a University official in order to influence a decision.
5. Tampering with the election of any University recognized student organization.
6. Casting or attempting to cast more than one ballot in any election or referendum on campus.

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III. Disorderly Conduct

1. Disruption or obstruction of teaching, research, administration or other University activities, including its public service functions on or off campus, or other authorized non-University activities taking place on University property.
2. Engaging in conduct that causes or provokes a disturbance that disrupts the academic pursuits, or infringes upon the rights, privacy, or privileges of another person.
3. Physical abuse, verbal abuse, threats, intimidation, harassment, coercion, and/or other conduct that threatens or endangers the health or safety of another person. In recognition and support of the First Amendment of the United States Constitution, freedom of expression and academic freedom shall be considered in investigating and reviewing these types of alleged conduct violations.
4. Violation of University policy and procedures regarding sexual harassment, other forms of harassment, and non-discrimination policies. For information regarding these policies and procedures see: www.uga.edu/legal
5. Violation of published University policies, rules, or regulations.
6. Failure to comply with directions of University officials or law enforcement officers acting in performance of their duties and/or failure to identify oneself to these persons when requested to do so.
7. Participation in a campus demonstration that disrupts the normal operations of the University and infringes on the rights of other members of the University community.
8. Intentional obstruction, which unreasonably interferes with freedom of movement (pedestrian or vehicular) on campus.
9. Entering an athletic contest, dance, social or other event without the proper credentials for admission (ticket, identification, invitation).
10. Circulating any advertising media without approval from proper University officials or in a manner that violates or is contrary to policies of the Department of

Student Activities, the University, and state or local law.

IV. Alcohol and Other Drug Related Misconduct

Georgia law prohibits possession or consumption of alcoholic beverages by those under the legal drinking age and prohibits making alcoholic beverages available to persons under the legal drinking age. The University of Georgia supports a program of alcohol education and expects those who choose to use alcohol to do so responsibly.

1. Use, possession, distribution, or sale of alcoholic beverages except as permitted by law and University policy.
2. Providing or facilitating the use, possession or distribution of alcoholic beverages except as permitted by law and University policy.
3. Disruptive or disorderly conduct caused by the influence of alcohol and/or other drugs.
4. Use, possession, or distribution of narcotic or other controlled substances except as permitted by law.
5. Providing or facilitating the use, possession, or distribution of narcotic or other controlled substances except as permitted by law.

V. Theft, Damage and Disregard for Property

1. No student shall take, attempt to take, or keep in his/her possession items of University property; items or services rented, leased or placed on the campus at the request of the institution; or items belonging to students, faculty, staff, guests of the University or student groups without proper authorization.
2. Malicious or unwarranted damage or destruction of items of University property; items rented, leased, or placed on the campus at the request of the institution; or items belonging to students, faculty, staff, guests of the University or student groups is prohibited.
3. Selling or attempting to sell a textbook unless the seller is the owner of the textbook or has the permission of the owner to do so.
4. Taking, attempting to take, or keeping items belonging to the library or items placed in the library for display.

VI. Fire Safety and Sanitation

1. Misusing, damaging or tampering with fire safety equipment.
2. Setting or causing to be set any unauthorized fire on or in University property.
3. Possessing or using fireworks, explosives or other incendiary devices on University property without authorization.
4. Making or causing to be made a false fire alarm.
5. Intentionally or recklessly obstructing a fire exit in any University building.
6. Failure to exit a University building when the fire alarm sounds.
7. Failure to maintain an organization's facilities and/or surrounding property creating a potential danger to the health or safety of the occupants or other individuals.

VII. Weapons

Possessing firearms, explosives, other weapons, or dangerous chemicals on University property. Weapons may be stored with the University Police Department.

VIII. Unauthorized Entry/Use of University Property/Facilities/Keys

1. Unauthorized entry or attempted entry into any building, office, or other University facility.
2. Making or attempting to make unauthorized use of University facilities.
3. Unauthorized possession, use, or duplication of University keys or other methods of controlled access (i.e. cards, codes).

IX. Misuse/Abuse/Theft of Computer Time/Services

Failure to comply with University computer use policies. Computer use policies can be found online at: www.uga.edu/compsec/use

X. Gambling

Conducting, organizing, or participating in any activity involving games of chance or gambling except as permitted by law and University policy.

XI. Hazing

The University of Georgia does not condone hazing in any form. Hazing is defined as any intentional, negligent or reckless action, activity or situation that causes another pain, embarrassment, ridicule or harassment, regardless of the individual's willingness to participate. Such actions and situations include, but are not limited to, the following:

- Forcing or requiring the drinking of alcohol or any other substance;
- Forcing or requiring the consumption of food or any other substance;
- Calisthenics (push-ups, sit-ups, jogging, runs, etc);
- "Trees";
- Paddle swats;
- Line-ups;
- Theft of any property;
- Road trips;
- Scavenger hunts;
- Causing fewer than six (6) continuous hours of sleep per night;
- Conducting activities that do not allow adequate time for study;
- Forcing or requiring nudity at any time;
- Performing acts of personal servitude for members (driving them to class, cleaning their individual rooms, serving meals, washing cars, shopping, laundry, etc);
- Forcing or requiring the violation of University policies, federal, state or local law.

XII. Interference with the Orderly Operation of the Judicial Process

1. Unreasonably delaying the judicial process by failing to schedule or appear for a meeting as requested by a judicial officer.
2. Intentionally providing false, distorted, or misrepresented information to a judicial officer or judicial body or knowingly initiating a false complaint.
3. Disrupting the orderly operation of a judicial proceeding.

4. Attempting to discourage an individual's proper participation in, or use of, the judicial process.
5. Harassing and/or intimidating a member of a judicial body or any participant in a judicial proceeding prior to, during, or after that proceeding.
6. Failure to comply with the sanctions imposed under the Code of Conduct.

XIII. Shared Responsibility for Violations

1. Acting in concert to violate University conduct regulations.
2. Knowingly condoning, encouraging, or requiring behavior that violates University conduct regulations.
3. Allowing, condoning, permitting or providing opportunity for a guest to violate University conduct regulations.

ACADEMIC POLICIES

ACADEMIC DISHONESTY

The University seeks to promote and ensure academic honesty and personal integrity among students and other members of the University community. The academic honesty policy and procedures of the University, *A Culture of Honesty*, is supplemented by an Honor Code, which was adopted by the Student Government Association, approved by the University Council May 1, 1997, and provides: "I will be academically honest in all of my academic work and will not tolerate academic dishonesty of others." All students agree to abide by this code by signing the UGA Admissions Application. The enrollment of a student at the University constitutes the student's agreement to be bound by this policy.

Academic honesty is defined broadly and simply-the performance of all academic work without cheating, lying, stealing, or receiving assistance from any other person or using any source of information not appropriately authorized or attributed.

Every student has an obligation and responsibility to be informed concerning the terms of the academic honesty policy. Specific regulations governing student academic conduct are contained in *A Culture of Honesty* and should be read to avoid any misunderstanding. A "plain language summary" of the policy is widely distributed to University students and available to any member of the University community upon request from the Office of the Vice President for Instruction, 101 Franklin House. The complete policy is available through the Internet at: www.uga.edu/ovpi

Regents' Policies Governing the Classification of Students For Tuition Purposes

The following policies have been adopted by the Board of Regents for the purpose of determining the tuition status of students:

- A. (1) If a person is 18 years of age or older, he or she may register as an in-state student only upon a showing that he or she has been a legal resident of Georgia for a period of at least twelve months immediately preceding the date of registration.

Exceptions:

- i A student whose parent, spouse, or court-appointed guardian is a legal resident of the State of Georgia may register as a resident providing the parent, spouse, or guardian can provide proof of legal residency in the State of Georgia for at least 12 consecutive months immediately preceding the date of registration.
 - ii A student who previously held residency status in the State of Georgia but moved from the state and then returned to the state in Twelve (12) or fewer months.
 - iii Students who are transferred to Georgia by an employer are not subject to the durational residency requirement.
- (2) No emancipated minor or other person 18 years of age or older shall be deemed to have gained or acquired in-state status for tuition purposes while attending any educational institution in this state, in the absence of a clear demonstration that he or she has in fact established legal residence in this state.

- B. If a parent or legal guardian of a student changes his or her legal residence to another state following a period legal residence in Georgia, the student may retain his or her classification as an in-state student as long as he or she remains continuously enrolled in the University System of Georgia, regardless of the status of his or her parent or legal guardian.
- C. In the event that a legal resident of Georgia is appointed by a court as guardian of a nonresident minor, such minor will be permitted to register as an in-state student providing the guardian can provide proof that he or she has been a resident of Georgia for the period of 12 months immediately preceding the date of the court appointment.
- D. Aliens shall be classified as nonresident students, provided, however, that an alien who is living in this country under an immigration document permitting indefinite or permanent residence shall have the same privilege of qualifying for in-state tuition as a citizen of the United States.

Students are responsible for registering under the proper residency classification. Those who believe they are entitled to be classified as a legal resident may petition for a change in status. The petition must be filed no later than sixty (60) days after the term begins in order to be considered for that term. Reclassifications will not be considered for prior terms. Currently enrolled students may petition for reclassification by completing the petition form available from the Residency link on the Registrar's website at: www.reg.uga.edu. New or readmitted students will be classified by the respective admissions office as residents or nonresidents based upon information the students provide as part of their standard admissions application. Questions concerning classification for tuition purposes should be directed to one of the following persons:

Currently enrolled students:
 Assistant Registrar
 114 Holmes/Hunter Academic Bldg., 706-542-8796

Undergraduate applicants for admission or readmission:
 Director of Admissions, 212 Terrell Hall, 706-542-2112

Graduate applicants for admission or readmission:
 Director of Graduate Admissions
 534 Boyd Graduate Studies Research Center, 706-542-1739

Questions concerning waivers of out-of-state tuition fees should be directed to: Assistant Registrar, 114 Holmes/Hunter Academic Bldg., 706-542-8796

Out-of-State Tuition Differential Waivers

An institution may waive out-of-state tuition and assess in-state tuition for:

- A. Academic Common Market. Students selected to participate in a program offered through the Academic Common Market.
- B. International and Superior Out-of-State Students. International students and superior out-of-state students selected by the institutional president or an authorized representative, provided that the number of such waivers in effect does not exceed two (2) percent of the equivalent full-time students enrolled at the institution in the fall term immediately preceding the term for which the out-of-state tuition is to be waived;
- C. University System Employees and Dependents. Full-time employees of the University System, their spouses, and their dependent children;
- D. Medical/Dental Students and Interns. Medical and dental residents and medical and dental interns at the Medical College of Georgia;
- E. Full-time School Employees. Full-time employees in the public schools of Georgia or of the Department of Technical and Adult Education, their spouses, and their dependent children. Teachers employed full-time on military bases in Georgia shall also qualify for this waiver;

F. Career Consular Officials. Career consular officers, their spouses, and their dependent children who are citizens of the foreign nation which their consular office represents and who are stationed and living in Georgia under orders of their respective governments;

G. Military Personnel. Military personnel, their spouses, and their dependent children stationed in Georgia and on active duty, unless such military personnel are assigned as students to System institutions for educational purposes;

H. Research University Graduate Students. The University of Georgia, the Georgia Institute of Technology, Georgia State University, and the Medical College of Georgia shall be authorized to waive the out-of-state tuition differential for a limited number of graduate students each year;

I. Border County Residents. Residents of an out-of-state county bordering a Georgia county in which the reporting institution or a Board-approved external center of the University System is located;

J. National Guard Members. Full-time members of the Georgia National Guard, their spouses, and their dependent children;

K. Students enrolled in University System institutions as part of Competitive Economic Development Projects. Students who are certified by the Georgia Department of Industry, Trade, and Tourism as being part of a competitive economic development project;

L. Students in Georgia-Based Corporations. Students who are employees of Georgia-based corporations or organizations that have contracted with the Board of Regents through University System institutions to provide out-of-state tuition differential waivers;

M. Students in Pilot Programs. Students enrolled in special pilot programs approved by the Chancellor. The Chancellor shall evaluate institutional requests for such

programs in light of good public policy and the best interest of students. If a pilot program is successful, the tuition program shall be presented to the Board for consideration;

N. Students in ICAPP® Advantage programs. Any student participating in an ICAPP® Advantage program;

O. Direct Exchange Program Students. Any international student who enrolls in a University System institution as a participant in a direct exchange program that provides reciprocal benefits to University System students;

P. Families Moving to Georgia. A dependent student who, as of the first day of term of enrollment, can provide documentation supporting that his or her supporting parent or court-appointed guardian has accepted full-time, self-sustaining employment and established domicile in the State of Georgia for reasons other than gaining the benefit of favorable tuition rates may qualify immediately for an out-of-state tuition differential waiver which will expire 12 months from the date the waiver was granted. An affected student may petition for residency status according to established procedures at the institution;

Q. Recently Separated Military Service Personnel. Members of a uniformed military service of the United States who, within 12 months of separation from such service, enroll in a program for teacher certification and demonstrate an intent to become a permanent resident of Georgia. This waiver may be granted for not more than one year.

Questions concerning waivers of out-of-state tuition fees should be directed to:

Assistant Registrar
114 Holmes/Hunter Academic Building
706-542-8796

CLASS ATTENDANCE, ABSENCES

Students are expected to attend classes regularly. A student who incurs an excessive number of absences may be dismissed from a class at the discretion of the professor. Individual professors or academic departments regularly set their own absence policy. Normally, this information is provided by the professor at the beginning of each term. As a student, you should ensure that you know the absence policy for each class as it may vary from professor to professor.

REGISTRATION

Complete information regarding registration, including pre-registration and fee payment, may be found in the Schedule of Classes and the University of Georgia Bulletin. Questions not answered in the schedule or the bulletin may be directed to the Office of the Registrar or to an academic advisor.

WITHDRAWAL FROM A CLASS

A student who withdraws from a course prior to the midpoint withdrawal deadline of a term is assigned a grade of W or WF by the instructor. A student who withdraws after the midpoint withdrawal deadline of a term (date specified in the Schedule of Classes) is assigned a grade of WF, except when the student is doing satisfactory work and the withdrawal is recommended by the Vice President of Student Affairs because of health or emergency reasons.

FEE REFUNDS

New policies regarding fee refunds will be implemented beginning fall semester 2000. The new information will be posted on the web site: www.busfin.uga.edu/trust/refunds.html.

UNITS OF CREDIT

The unit of credit is the semester hour, representing one hour of class work per week for one semester or its equivalent in other forms of instruction. Two or sometimes three hours of laboratory work are considered equivalent to one hour of class work. Most University courses meet three times a week for one semester and carry a credit of three semester hours.

TRANSFER OF CREDIT

The University of Georgia will accept credits from other accredited colleges and universities if the courses taken are college parallel and not remedial or terminal in nature. Course work taken at a two-year school that would be equivalent to upper division work at the University will not transfer.

In order to be awarded a baccalaureate degree from the University, students matriculating Fall 2003 or later must earn at least 45 of the last 60 semester credit hours in residence. In addition, no more than 6 of the semester credit hours required for a student's major may be non-resident credit.

University of Georgia students participating in a University-approved academic program (such as the National Student Exchange, UGA international programs, and approved study abroad programs) are exempt from that part of the residency requirement that states 45 of the last 60 semester credit hours be completed at the University; in such cases students need only complete 45 hours at the University in order to satisfy the residency requirement.

Students whose first matriculation at UGA is prior to Fall 2003 and who are candidates for first baccalaureate degrees after Fall 1995 must earn 40 of the last 60 semester credit hours in residence. In addition, such students must earn 12 of the semester credit hours for the major in residence.

English 1101 and 1102 (English Composition) are required for all undergraduate degrees. A grade of 2.0 (C) or better is required for English 1101 and an average of 2.0 or better is required for both courses.

Quarter hours are converted into semester hours using the formula "one semester hour equals 1 1/2 quarter hours." A five quarter hour course transfers to the University as a three semester hour course. If course deletions are necessary, the student will be informed.

Students admitted to the University of Georgia will be sent an official evaluation of their college work. The remaining

courses needed for a degree will be determined by the student's academic dean's office.

Students who plan to take work at another institution should check with their academic dean to make sure their courses will be transferable and that they will meet degree requirements.

GRADES AND GRADE REPORTS

The grading scale used by the University of Georgia and corresponding numerical equivalents for computing grade point averages are as follows:

- A (excellent) 4.0
- B (good) 3.0
- C (satisfactory) 2.0
- D (passing) 1.0
- F (failing) 0
- WF (withdrew, failing) 0

In addition, the University assigns other grade symbols that are not computed in the grade point average:

I Incomplete—indicates that a student was doing satisfactory work, but for non-academic reasons beyond his or her control, was unable to meet the full requirements of the course. If an “I” is not satisfactorily removed after three semesters, it changes to an “F.”

W Withdrawal—indicates that a student was permitted to withdraw without penalty. Withdrawals without penalty will not be permitted after the midpoint withdrawal deadline of a semester (date specified in the Schedule of Classes), except in cases of hardship as determined by the Office of Student Affairs.

S Satisfactory—indicates satisfactory participation in certain required courses. Normally, S grades are given in a limited number of professional, seminar, or graduate level courses. Credit is included in hours earned.

U Unsatisfactory—indicates unsatisfactory performance in certain required courses in which S grades may be given. No credit is awarded.

V Audit-earns no credit.

K This grade indicates that a student was given credit for the course through an examination program approved by the faculty, e.g., CLEP, AP, Proficiency, etc.

ER This symbol indicates an error in reporting. See your dean.

NR Indicates that a grade was not received by the Registrar's Office in time for processing. The NR symbol is replaced by a grade upon receipt of an official grade change form from the instructor.

WM Indicates a military withdrawal due to involuntary activation.

The cumulative grade point average is based on all residence hours attempted at the University, excluding S and U grades. A minimum cumulative average of 2.0 is required for all undergraduate degree requirements.

Reports of grades are mailed each semester directly to students at their permanent addresses.

Students are placed on academic probation at the end of any semester in which their cumulative grade point average is below 2.0. They may remove themselves from academic probation by achieving a 2.0 cumulative average. Students placed on probation should seek the assistance of their academic advisors as soon as possible.

PROBATION/DISMISSAL REGULATIONS

Academic Probation

University-wide regulations provide that students are placed on academic probation at the end of any semester in which their UGA cumulative grade point average is below 2.0. Students may remove themselves from academic probation by achieving a 2.0 UGA cumulative average. Transfer credits are not included in the computation of the UGA cumulative grade average.

Some schools and colleges within the University maintain academic standards specific to their degree requirements which

may exceed University regulations. Students who fall below such standards should immediately contact the appropriate administrator in their respective dean's office for academic counseling and program evaluation.

Academic Dismissal

I. Students whose first enrollment at the University occurred during the Summer Quarter 1980, or thereafter, will be dismissed after two successive terms of probation (either semester or a combination of quarter and semester) if their UGA cumulative average is below that required for a designated number of total hours attempted as follows:

Total Semester Hours Attempted	Required Min UGA Cumulative Average
00 – 20.9	1.60
21.0 – 39.9	1.70
40.0 – 59.9	1.80
60.0 – 79.9	1.90
80.0 and above	2.00

II. Students whose first enrollment at the University occurred prior to the Summer Quarter 1980 and who have been enrolled at the University for a minimum of three quarters or two semesters will be dismissed if their UGA cumulative average is below that required for a designated number of total hours attempted as follows:

Total Hours Attempted	Required Minimum Cumulative Average
00 – 29.9	1.50
30.0 – 59.9	1.60
60.0 – 89.9	1.70
90.0 – 119.9	1.80
120 – 159.9	1.90
160 and above	2.00

III. Students who are required by the institution to enroll in Academic Assistance courses are allowed three attempts to complete a program area (English, math, reading, and counseling). Students who have not met the criteria for

completion after three attempts will be placed on academic dismissal from the University for a period of three years regardless of their total hours attempted and UGA cumulative average.

The following policies are used to determine a term of probation, a term of enrollment, total hours attempted, and minimum enrollment requirements:

1. A probationary term is the term of enrollment subsequent to the term in which the student's UGA cumulative average fell below 2.00. Grades earned in courses for which the student received transfer credit are not included in the computation of the UGA cumulative average.

2. Students will be considered enrolled for any term during which they receive a grade or grades other than W or V.

3. Total Hours Attempted include all hours attempted at the University plus all hours transferred to the University with the following exceptions:

a.) Hours in courses with grades of I, W, V, NR, and ER are not counted.

b.) Hours in courses numbered less than 1000 are not counted, e.g., Academic Assistance courses, Regents' Rededication courses.

These hours are not necessarily synonymous with HOPE Scholarship hours attempted.

4. Students will not be subject to dismissal if they meet the applicable retention standards listed above at the end of their most recent term of enrollment.

5. If students do not meet the applicable retention standards listed above at the end of their most recent term of attendance, they may be continued on probation provided they were enrolled for a minimum of 9 semester hours (6 semester hours during summer term) and earned a term average of 2.30 or higher. The following policies apply in the computation of the minimum enrollment requirement:

a.) These hours must be courses numbered 1000 or above that are graded A-F exclusively.

b.) Courses in which grades of W, V, I, S, U, NR, or ER are received do not count toward the hours.

First Dismissal

Upon a first academic dismissal, a student may not re-enroll in the University until a full fall or spring semester has elapsed. Students receiving a first dismissal at the end of a fall semester may apply for readmission for the following summer term, while students dismissed at the end of a spring or summer semester may not apply for readmission until the following spring semester. Readmission is granted at the discretion of the academic dean.

Second Dismissal

After a second academic dismissal, students will be suspended from the University for a minimum of one calendar year. At the end of the suspension, permission to return to the University can be granted only by appealing to the University Educational Affairs Committee.

CHALLENGING A COURSE

Within limits, the University allows students the opportunity to receive resident credit for courses by examination without attending the class. Specific standards of eligibility for challenging a course may vary among the schools and colleges, but in general, a student must (1) demonstrate mastery of the course material as a result of independent study; (2) not be currently enrolled in the challenged course nor have completed the course previously; and (3) be currently enrolled in the University. Upon completion of the course challenge, the instructor will file an official course challenge form with the Registrar of the University. Based on the exam results, the student receives a regular grade of A,B,C,D, or F for the course.

CLASSIFICATION OF STUDENTS

In the undergraduate schools and colleges, students are classified according to the number of academic hours they have earned.

Classification	Hours Earned
First-year	Less than 30 hours
Second-year	At least 30 hours
Third-year	At least 60 hours
Fourth-year	At least 90 hours

GRADUATION

Candidates for degrees must show that they have met all general University requirements for such matters as registration and payment of fees and all special requirements of the college or school in which they have been registered.

Currently enrolled students pursuing undergraduate and professional degrees will have graduation applications generated automatically based upon the attainment of a specified number of credit and residence hours.

Students for whom applications have been created will receive a notification from their dean's offices requesting that they schedule an appointment for degree program review. Students who fail to perform this obligation will forfeit any equity in the adjustment of errors or omissions made in their programs or graduating on schedule.

Students who register for their final term's work at another institution may have to delay their graduation date by one term to allow sufficient time for the Admissions Office to receive, evaluate, and record the transfer credits.

CONSTITUTION EXAMS

Examinations on the U.S. and Georgia State Constitutions are required of all students receiving a degree at the University, unless exempted by courses dealing with these constitutions. Approved courses for exemption are listed in the University of Georgia Bulletin. The exams are given once each semester. Contact the Testing Services for the date of the test. Students

who fail the examination twice must satisfy the requirement with course work.

HISTORY EXAM

An exam on U.S. and Georgia history is required of all students receiving a degree from the University, unless exempted by certain courses listed in the University of Georgia Bulletin. The exam is offered to first-year students during orientation and twice each semester. Contact the Testing Services for the date of the test. Reexamination is permitted.

REGENTS' TESTING PROGRAM

A test to assess the competency level in reading and writing of all students enrolled in undergraduate degree programs in University System institutions shall be administered. The following statement shall be the policy of the Board of Regents of the University System of Georgia on this test.

Each institution of the University System of Georgia shall assure the other institutions, and the System as a whole, that students obtaining a degree from that institution possess literacy competence, that is, certain minimum skills of reading and writing.

The Regents' Testing Program has been developed to help in the attainment of this goal. The objectives of the Testing Program are: (1) to provide System wide information on the status of student competence in the areas of reading and writing; and (2) to provide a uniform means of identifying those students who fail to attain the minimum levels of competence in the areas of reading and writing.

The Board of Regents approved a policy modification, effective for students who graduate Summer Semester 2003 and later. The policy states that "students who scored at least 510 of the SAT Verbal or an equivalent score on the ACT will meet the necessary reading competency and would be exempted from taking that section of the Regents' Test. Students who have a score of at least 650 on the SAT II

English Writing test, or a score of 3 on the College Board Advanced Placement (AP) English test, or a score of 4 on the International Baccalaureate (IB) Higher Level English test, would be exempted from the writing section of the Regents' Test." Students who do not meet the qualifying score for an exemption will be required to take the Test or the appropriate portion of the Test.

Passing the Regents' Test is defined as having passed all or the appropriate components of the test by scoring above the cutoff score specified for each component. The test may be administered either in its entirety or as one or more components, depending on the needs of the students. If one component of the test is passed, that component need not be retaken; this provision is retroactive to all students who have taken the test in any form since the inception of the program.

The intent of this policy is that passing the Regents' Test occurs by the end of the student's second-year, that is, by completion of 45 hours of degree credit. Students who fail the test must retake and pass the test. Each institution shall provide an appropriate program of Rededication and shall require deficient students to participate in that program prior to retaking the test.

A student holding a baccalaureate or higher degree from a regionally accredited institution of higher education will not be required to complete the Regents' Test in order to receive a degree from a University System institution.

In order to implement effectively the goals of the Testing Program:

1. Students enrolled in undergraduate degree programs leading to a baccalaureate degree who have not met the qualification for exemption shall pass the Regents' Test as a requirement for graduation. Students, including transfer students and/or readmitted students, may take the test during the first semester of enrollment. They will be required to take the test in the semester after they have earned 30 hours of degree credit if the test has not been passed or exempted

previously. Institutions, however, may not delay initial testing beyond the student's having earned the 45th hour of degree credit.

2. All students who have not passed or exempted the Regents' Test during the semester in which they will have earned 45 hours of degree credit shall take the appropriate non-degree credit course or courses in remedial reading (RGTR 0198) and/or remedial writing (RGTE 0199) in each succeeding term of attendance until they have passed all components of the test.

3. Having passed the Regents' Test shall not be a condition of transfer into an institution. All transferring students from within the System shall be subject to all provisions of this policy. Students with 30 or more college-level credit hours transferring from System programs that do not require the Regents' Test or from institutions outside the System shall take or exempt the test no later than the second term of enrollment in the program leading to the baccalaureate degree and in the subsequent terms shall be subject to all provisions of this policy.

4. Students whose native tongue is not English may choose to take an alternate version of the Regents' Test to certify literacy competence. The Writing Center, 66 Park Hall, offers an alternate test at approximately the same date as the usual exam. Otherwise, all stipulations included in this section apply to international students. International students may contact the Writing Center at 706-542-2119 or via e-mail addressed to wrctr@parallel.park.uga.edu).

5. For extraordinary situations, each institution shall develop special procedures for certifying the literacy competence of students. A written description of those procedures shall be submitted to the Chancellor for approval. A record of the action shall be reported by the Chancellor to the Education Committee of the Board of Regents. Such procedures shall include provision for Rededication if needed and formal examination prior to certifying competency. Such

examination shall equal or exceed the standards of the Regents' Testing Program.

6. A student may request a formal review of his/her failure on the essay component of the Regents' Test if that student's essay received at least one passing score among the three scores awarded and if the student has successfully completed the courses in English composition required by the local institution. This review will be conducted in accordance with Board approved procedures.

7. Remedial work as required under the policy shall be in keeping with regulations in satisfaction of federal and state student financial assistance and such other eligibility programs.

8. These regulations shall not prohibit institutions from increasing requirements affecting the Regents' Testing Program, provided such increased requirements are authorized by the Chancellor, and provided further that such requirements are published in the official catalog of the institution prior to implementation. Such additional requirements shall in no way affect the transfer of students from one institution to another or the readmission of students to University System institutions. (Minutes, April, 1972, pp. 554-55; November, 1972, p. 166; June, 1973, pp.481-85; November, 1978, pp. 88-9.)

9. Effective the Spring Quarter, 1983, no enrolled student required to take a remedial course may retake the Regents' Test until the appropriate course is completed with an S grade.

10. Students graduating Summer 2003 or later may exempt the requirement to take the Regents' Test if they have benchmark admissions test scores. Further information may be found on the Registrar's web site under Policies, www.reg.uga.edu

Failure to complete the remedial class satisfactorily will result in a U being posted on the student's permanent academic record, prohibiting the student to register to retake the Regents' Test, and the remedial course or courses must be repeated each semester until the Regents' Test requirement is satisfied.

TRANSCRIPT REQUESTS

Students may request copies of their transcripts online through OASIS or in the Registrar's Office, 105 Holmes/Hunter Academic Building. Transcripts must be requested via OASIS or in writing and signed by the student; no telephone or e-mail requests are accepted. If your request is by a letter, please include your full name as it appears on University records, your Social Security number, the term in which you were last enrolled, the campus on which you took courses, and the complete address to which the transcript is to be sent.

The charge for transcripts is \$2.00 per copy. Faxed transcripts are \$3.00 each (\$6.00 overseas) in addition to the \$2.00 basic fee. Transcript requests are generally processed within 24 hours, and transcripts reflecting the current term's grades are usually available one week after the end of the term. If a student's records are flagged, indicating an unfulfilled obligation to the University, a transcript will not be issued.

UNDERGRADUATE READMISSION

Undergraduate students who are out of the University for more than two semesters or students who have been dismissed from the University must apply through the Admissions Office for readmission not less than 20 calendar days prior to the published date of registration. Students on academic dismissal should also contact their University of Georgia academic college of last enrollment.

Former students must be readmitted to the University school or college in which they were last enrolled. Official school and major change forms are available in the offices of the deans for students who wish to change to another school or college after readmission.

Former students who have attended other colleges must have official transcripts sent to the Office of Admissions showing a 2.0 cumulative grade point average on all academic courses attempted and must not be on probation or exclusion from another school.

Undergraduate students who have not been enrolled at the University for a period of five years or more may be subject to different University, college or school, or department requirements than those which existed at the time of matriculation at the University or entry into a given college/school, major, minor, or certificate program.

Undergraduate readmission applications are available electronically from the Admissions web site: www.admissions.uga.edu or from the Office of Undergraduate Admissions.

CHANGE OF NAME AND ADDRESS

Students should report changes of name and address to the Registrar as soon as possible. Students may also change their addresses in OASIS, the registration system. The name carried on the permanent academic record is the one given on the application for admission or readmission; inactive records carry the name under which a student was last enrolled.

Because academic records are permanent in nature and are often referred to long after the student has departed from the University, it is the policy to require that only legal names be used on student records. Nicknames, assumed names, etc., are not utilized.

Administrative Policies

UGA POLICY ON FREEDOM OF EXPRESSION

No rights are more highly regarded at the University of Georgia than the First amendment guarantees of freedom of speech, freedom of expression, and the right to assemble peaceably. The University of Georgia remains firmly committed to affording every member of the University community the opportunity to engage in peaceful and orderly protests and demonstrations which do not disrupt the operation of the University. However, such opportunities must be provided on an equal basis and adhere to the basic principle of the University's being neutral to the content of any public demonstration. In order to achieve this objective, while at the

same time insuring that the University fulfills its educational mission, the University has the responsibility to regulate the time, place, and manner of expression. Through such regulation, the University can assure equal opportunity for all persons, preserve order within the University community property, and provide a secure environment to individuals exercising freedom of expression.

The following provisions and regulations shall apply to faculty, staff, students, student organizations, and visitors:

A.) Speeches and Demonstrations. The areas designated as “Free Expression Areas” for speeches and demonstrations are the Tate Student Center Plaza and the Memorial Hall Plaza. These areas are available for speaking, demonstrating, or other forms of expression between 8am and 9pm, Monday through Friday except when the areas have been reserved by a university department or registered student organization. For information concerning the schedule for either plaza, contact the Campus Reservations Office, 202 Tate Student Center. Phone: (706) 583-8020.

Other areas of the campus and other times are occasionally used for speeches and demonstrations. Plans for speeches and demonstrations in other areas and times must be approved by the Director of Student Activities at least 48 hours in advance of the event. Such plans will be considered in accordance with the principle of content neutrality.

B.) Distribution of Written Material. Non-commercial pamphlets, handbills, circulars, newspapers, magazines and other written materials may be distributed on a person-to-person basis in open areas outside of buildings and other closed structures on the campus. No stand, table or booth shall be used in distribution except in the Tate Student Center Plaza and the Memorial Hall Plaza and only with the permission of the Department of Student Activities. The University maintains a position of neutrality as to the content of any written material distributed on the campus under this policy.

The distribution of commercial materials and publications is covered by the Campus Solicitation Policy.

C.) Marches. Marches may take place on streets and sidewalks of the campus. Plans for an event of this nature must be approved by the Director of Student Activities at least 48 hours in advance.

D.) Provisions. In order that persons exercising freedom of expression not interfere with the operation of the University or the rights of others, the following shall apply without exception to any form of expression and will be used to evaluate any plans requiring approval. Reasonable limitations may be placed on the time, place and manner of speeches, demonstrations, distribution of written material, and marches in order to serve the interests of health and safety, prevent disruption of the educational process, and protect against the invasion of the rights of others.

- 1.) Events which may obstruct vehicular, pedestrian or other traffic must be approved at least 48 hours in advance by the Department of Student Affairs.
- 2.) Use of sound amplification on campus is regulated and must be approved at least 48 hours in advance by the Department of Student Activities.
- 3.) There must be no obstruction of entrances or exits to buildings.
- 4.) There must be no interference with educational activities inside or outside of buildings.
- 5.) There must be no impediment of passers by or other disruptions of normal activities.
- 6.) There must be no interference with scheduled University ceremonies, events or activities.
- 7.) Malicious or unwarranted damage or destruction of property owned or operated by the University or property belonging to students, faculty, staff or guests of the University is prohibited. Persons or organizations causing such damage may be held financially responsible.
- 8.) Persons or organizations responsible for a demonstration or other expressive event must remove all resulting structures, signs and litter from the area at the end

of the event. If this is not accomplished, persons or organizations responsible for the event may be held financially responsible.

9.) There must be compliance with all applicable state and federal laws and University policies, rules and regulations.

UGA POLICY ON ALCOHOL AND OTHER DRUGS

The abuse of alcohol and the use of illegal drugs by members of the University of Georgia community are incompatible with the goals of the institution. In order to further the University's commitment to provide a healthy and productive educational environment, and in compliance with the Drug-Free Schools and Communities Act Amendments of 1989, the University has established the following policy on alcohol and other drugs.

Student Misconduct

The University of Georgia's student conduct regulations prohibit the unlawful possession, use, or distribution of alcohol and other drugs by students and student organizations. The regulations also prohibit other alcohol-related misconduct. In addition, student organizations sponsoring events where alcohol is present are subject to the requirements or guidelines of the University's Social Events policy and registration form. Sanctions for violations of these student conduct regulations may include alcohol and/or other drug education, mandated evaluation and treatment, community service, suspension, and/or expulsion. Student organizations which knowingly permit illegal drug activity will be excluded from campus for a minimum of one year, and leases or agreements for use of University property will automatically terminate pursuant to Board of Regents Policy and Georgia law.

Criminal Sanctions

Under Georgia and federal law, it is a crime to possess, manufacture, sell, or distribute illegal drugs. As required by federal regulations, charts accompanying this policy in the current Safe & Secure brochure detail federal penalties for drug

trafficking and state sanctions for the unlawful possession or distribution of illicit drugs.

Georgia law prohibits the purchase or possession of alcohol by a person under the age of 21, or the furnishing of alcohol to such a person. Driving under the influence of alcohol or other drugs also is illegal. It is against Georgia law, under certain circumstances, to walk or be upon a roadway while under the influence of alcohol or other drugs. The punishment for these offenses may include imprisonment, payment of a fine, mandatory treatment and education programs, community service, and mandatory loss of one's driver's license.

Counseling and Treatment Resources

A variety of counseling services and treatment centers is available throughout the state for anyone experiencing problems related to substance abuse. Although most counseling and treatment centers charge for their services, some programs are free of charge. Students should avail themselves of the following referral sources to identify the services or programs which most closely meet their specific needs.

For students, The Alcohol, Tobacco and Other Drug (ATOD) Education Program offers a variety of programs and presentations designed to meet specific needs. A resource library of information concerning alcohol and other drugs is located on the second floor in the Health Promotion Department of the University Health Center and has films, videos, books, tapes, and pamphlets available for students' use. Campus student groups which stress alcohol and other drug education and awareness include ASAP (Advocating Safe Alternatives for Peers), Peer Education Team, the Greer Commission on Risk Management, and BACCHUS (Boost Alcohol Consciousness Concerning Health of University Students). Support/therapy groups include: AOD (Alcohol and Other Drugs Support/Therapy Group), AA, and ACOA (Adult Children of Alcoholics). The coordinator of the ATOD program is a certified addiction counselor and offers confidential assessments and short-term counseling.

Health Risks

The following information on health risks is from *What Works: Schools Without Drugs*, U. S. Department of Education (1992):

Alcohol consumption causes a number of marked changes in behavior. Even low doses significantly impair the judgment and coordination required to drive a car safely, increasing the likelihood that the driver will be involved in an accident. Low to moderate doses of alcohol also increase the incidence of a variety of aggressive acts, including spouse and child abuse. Moderate to high doses of alcohol cause marked impairments in higher mental functions, severely altering a person's ability to learn and remember information. Very high doses cause respiratory depression and death. If combined with other depressants of the central nervous system, much lower doses of alcohol will produce the effects just described.

Repeated use of alcohol can lead to dependence. Sudden cessation of alcohol intake is likely to produce withdrawal symptoms, including severe anxiety, tremors, hallucinations, and convulsions. Alcohol withdrawal can be life threatening. Long-term consumption of large quantities of alcohol, particularly when combined with poor nutrition, can also lead to permanent damage to vital organs such as the brain and the liver.

Mothers who drink alcohol during pregnancy may give birth to infants with fetal alcohol syndrome. These infants have irreversible physical abnormalities and mental retardation. In addition, research indicates that children of alcoholic parents are at greater risk than other youngsters of becoming alcoholics.

A chart accompanying this policy in the current *Safe & Secure* brochure lists the possible effects and health risks associated with the use of illicit drugs and controlled substances.

Contact Persons

For additional information regarding health risks or counseling and treatment resources for students, contact Carole Middlebrooks, Coordinator for Alcohol and Other Drug Education, 706-542-8690 or 706-542-7774; for information about the University's policies on alcohol and other drugs as they pertain to students, contact the Associate Dean of Students for Judicial Programs, 706-542-1131.

The complete Policy on Alcohol and Other Drugs is published in the current *Safe and Secure* brochure that is distributed to every student each fall semester.

CONDUCT AT ATHLETIC EVENTS

The following requirements will be enforced at the admission gates of Sanford Stadium, the Coliseum, and all athletic grounds where athletic contests are held on campus. Note: These same rules apply to all spectators at athletic contests on the campus.

1. No food or drink containers of any type, including ice chests, ice bags, thermos bottles, or other containers or objects considered dangerous, will be brought through any gates.
2. No alcoholic beverages will be permitted.
3. Radios must be kept at a low volume and should not disturb other spectators.
4. No horns or any type of artificial noise-makers will be allowed.
5. Signs, banners, pictures, etc., that are offensive to individuals and teams, that are not in good taste, block the view of spectators, or create a safety hazard will NOT be allowed.

The hanging or displaying of signs on stadium walls, bleacher areas, ramps, or any area of immediate stadium,

coliseum, and athletic grounds is prohibited as a safety precaution, to eliminate excessive cleanup, and to avoid defacing of property with tape, glue, nails, or other materials.

In the event of a special banner day or night being conducted, all signs and banners will be admitted through a special gate and must be approved by Game Administration personnel. These signs and banners will be displayed in a designated area.

6. During inclement weather, rain gear is recommended in Sanford Stadium. Use of umbrellas will not be permitted.
7. Pass out checks are not permitted at any gate for any reason for all ticketed athletic events. Persons leaving these athletic contests on the Georgia campus will not be readmitted without purchasing a second ticket, provided tickets are available.
8. If, during the event or game, a student's behavior is disruptive, abusive, or interferes with the rights of other spectators, the student may be asked to leave or be escorted from the premises if necessary; and if such conduct is deemed to be in violation of the University Conduct Regulations, he or she may be referred to the University Judiciary.
9. A student who enters a Georgia athletic contest is subject to all athletic and stadium policies.
10. The Athletic Association reserves the right to refuse admission for failure to comply with rules and has the right to remove any student who violates rules governing athletic events.
11. Student seating for Georgia home football games is reserved. The reserved seat, which costs \$8.00 per game, is sold on a seasonal basis and is available at a designated time and place. A student is entitled to sit in

the reserved seat only for football games. Basketball, baseball, and gymnastic events use open seating.

12. The UGACard is required for all athletic events. Driver's licenses cannot be accepted. Tickets are required for some events; please check with the Student Ticket Office regarding each event. (706-542-7969).

COMPUTER ETHICS AND SECURITY: GEORGIA LAW AND UGA POLICIES

The University of Georgia is committed to free and open inquiry and discussion, fair allocation of University resources, and the provision of a working environment free of needless disruption. To advance these goals, the University has adopted policies on computer usage, which are summarized here in the Student Handbook.

Most of these follow from pre-existing regulations, agreements, and/or laws. They fulfill a Board of Regents directive requiring adoption of explicit computer security and ethics policies.

- Like all University facilities, University computers and computer networks are to be used only by persons authorized by the University, and only for University purposes. University purposes include the educational programs of the University, as well as its research, administrative, and outreach activities. Use of University facilities for other purposes requires prior authorization.
- No one shall give a computer password to an unauthorized person, nor obtain another person's computer password by any unauthorized means whatsoever. Disclosing a password to an unauthorized person can be a crime under Georgia law.
- No one shall engage in, encourage, or conceal from authorities any "cracking," unauthorized tampering, or

other unauthorized use or deliberate disruption of computers.

- No one without specific authorization shall read, alter, or delete any other person's computer files or electronic mail, even if the operating system of the computer permits them to do so.
- Users shall not place confidential data into computers without protecting it appropriately. The University cannot guarantee the privacy or authenticity of computer files or electronic communications unless special arrangements are made.
- No one shall copy or use software or data in violation of copyright laws, license agreements, or the basic requirements of academic honesty.
- Users shall take full responsibility for messages that they transmit through the University's computers and network facilities and shall obey the policies of discussion forums in which they participate. Laws and rules against fraud, harassment, obscenity, and the like apply to electronic communications no less than other media.
- Those who publish World Wide Web pages or similar information resources on University computers shall take full responsibility for what they publish; shall respect the acceptable-use conditions for the computer on which the material resides; shall obey all applicable laws; and shall not publish commercial advertisements without prior authorization. References and links to commercial sites are permitted, but advertisements, and especially paid advertisements, are not. Users shall not accept payments, discounts, free merchandise or services, or any other remuneration in return for placing anything on their web pages or similar facilities.
- Those who administer computers and network facilities shall perform their duties fairly, in accordance with

University policies, and shall refer all disciplinary matters to appropriate authorities.

- No one shall use any University computer or network facility without proper authorization. No one shall assist in, encourage, or conceal from authorities any unauthorized use, or attempt at unauthorized use, of any of the University's computers or network facilities.
- No one shall knowingly endanger the security of any University computer or network facility, nor willfully interfere with others' authorized computer usage.
- No one shall use the University's communication facilities to attempt unauthorized use, nor to interfere with others' legitimate use, of any computer or network facility anywhere.
- No one shall connect any computer to any of the University's networks unless it meets technical and security standards set by the University administration.
- All users shall share computing resources in accordance with policies set for the computers involved, giving priority to more important work and cooperating fully with the other users of the same equipment.
- No one without specific authorization shall use any University computer or network facility for non-University business.
- No one shall misrepresent his or her identity or relationship to the University when obtaining or using University computer or network privileges.
- No one shall create, install, or knowingly distribute a computer virus, "Trojan horse," or other surreptitiously destructive program on any University computer or network facility, regardless of whether any demonstrable harm results.

- No one without proper authorization shall modify or reconfigure the software or hardware of any University computer or network facility.
- Users shall comply with the regulations and policies of newsgroups, mailing lists, and other public forums through which they disseminate messages.
- Electronic mail (e-mail) is intended for communication between individuals and clearly identified groups of interested individuals, not for mass broadcasting. No one without prior authorization shall use the University's facilities to distribute the same or substantially the same e-mail message to more than one person without prior evidence that they wish to receive it, nor to distribute chain letters (messages asking the recipient to distribute copies further).

The University reserves the right to discard incoming mass mailings (“spam”) without notifying the sender or intended recipient.

For its own protection, the University reserves the right to block all Internet communications from sites that are involved in extensive spamming or other disruptive practices, even though this may leave University computer users unable to communicate with those sites.

Violations of these policies incur the same types of disciplinary measures as violations of other University policies or state or federal laws, including criminal prosecution in serious cases.

REPORTING SECURITY BREACHES AND COMPUTER MISUSE

The University of Georgia has established an Incident Handling Team to deal with security breaches and incidents of computer misuse. If you know of, or suspect the possibility of, an action that is in violation of the University's computer usage policy, you are encouraged to contact the Incident Handling

Team: email to abuse@uga.edu or call the EITS Help Desk, 706-542-3106. A copy of the complete policy on computer usage is available at: www.uga.edu/compsec or a copy may be requested from the EITS Help Desk, helpdesk@uga.edu or 706-542-3106.

IMMUNIZATIONS: REGENTS' POLICY

All beginning students (first-year, transfers, etc.) attending regularly scheduled classes or receiving resident credit will be required to submit a Certificate of Immunization (measles, mumps, rubella), varicella (chicken pox), tetanus, and hepatitis B (for students age 18 or under when matriculating) prior to registering for classes. The certificate will be kept on file and will be valid throughout the tenure of the student. The Immunization/Health History Form is available online at: www.uhs.uga.edu.

Except for students who have religious objections and students whose physicians have certified that they cannot be immunized because of medical reasons, students who have not presented evidence of immunization as set forth above will be denied admission to an institution or other facility of the University System until such time as they present the required immunization certification.

STUDENT EDUCATION RECORDS

The University of Georgia guarantees any student, regardless of age, who is or has been in attendance at the University the right of access to inspect and review all official records, files, documents, and other materials created during the period of enrollment that relate directly to him or her, subject only to certain specific exceptions. Each student is guaranteed an opportunity to challenge the accuracy of information contained in any file or record to which he or she may have access, including the right to a hearing if so requested.

With limited exceptions, including “directory information,” no personally identifiable information from the education records of a student will be disclosed to any third party by an

official or employee of the University without the written consent of the student or as otherwise required by law. "Directory Information" includes the student's name, address, telephone listing, email address, date and place of birth, major field of study, participation in officially recognized activities and sports, weight and height of members of athletic teams, dates of attendance, degrees and awards received and the most recent previous educational agency or institution attended by the student. Students have the right to prohibit the release of "directory information" pertaining to themselves by advising the Registrar in writing.

Each student also has the right to file a complaint directly with the United States Department of Education whenever the student believes that the rights afforded him or her by the university policy or the Family Educational Rights and Privacy Act have been violated.

Copies of the complete University Policy Statement on Student Education Records may be obtained at the Registrar's Office, the Office of Judicial Programs, and the Office of the Vice President for Academic Affairs.

Degree Withheld

The University reserves the right to withhold the degree of a student who has completed all academic requirements but who has a case of a major violation pending in the Office of Judicial Programs.

Records Withheld

In holding up a student's record, the University may deny him or her the privilege of registering for a subsequent semester, of securing a transcript, or of graduating.

A student's records may be withheld for non-payment of University bills. Records can be released only by written request from the office that has check-listed them. Records are check-listed only after a student has failed to respond to repeated written notices that he or she has an unpaid obligation that must be settled by a specified date.

Students are expected to answer promptly all communications received from University offices. Failure to respond to repeated written notices will result in the withholding of the student's records.

Under certain circumstances, a student may not register for a subsequent semester until he or she presents to the Registrar evidence of having satisfied specific admissions or re-admissions requirements. In these instances, students are advised of the specific requirements to be met and from which office the necessary clearance may be obtained.

Withdrawal from the University

A student against whom disciplinary charges are pending will not be permitted to withdraw from the University with a clear record until such charges shall have been resolved.

AFFIRMATIVE ACTION POLICY

The University of Georgia is an affirmative action/equal opportunity institution and does not discriminate on the basis of race, color, religion, national origin, sex, age, disability, or veteran status in its recruitment, admissions, availability of financial aid, opportunity to participate in programs and activities, use of housing and facilities, availability of services, hiring, promotion, training, layoff and termination, or rate of pay and other forms of compensation. Inquiries regarding this policy may be directed to the UGA Equal Opportunity Office at 3 Peabody Hall, 706-542-7912, www.uga.edu/eoo/EOStatement.html

NON-DISCRIMINATION ON THE BASIS OF DISABILITY

In compliance with the Rehabilitation Act of 1973 and the Americans with Disabilities Act of 1990, The University of Georgia does not discriminate on the basis of disability in admissions, employment, programs, services, or activities. Requests for guidance or accommodation concerning learning disabilities may be directed to Disability Resource Center,

Clark Howell Hall, 706-542-8719 (voice), 542-7719 (fax), or 542-8778 (tty). Inquiries concerning the application of the above laws may be directed to the Equal Opportunity Office, 3 Peabody Hall, 706-542-7912, www.uga.edu/eoo/ADA_policy.htm

NON-DISCRIMINATION ON THE BASIS OF SEX

The University of Georgia is an equal opportunity educational institution and as required by Title IX of the Educational Amendments of 1972 does not discriminate on the basis of sex in admissions, employment, programs, services, or activities. Inquiries concerning the application of Title VII and Title IX may be referred to the Equal Opportunity Office, 3 Peabody Hall, 706-542-7912.

UGA POLICY ON NON-DISCRIMINATION ON THE BASIS OF SEXUAL ORIENTATION

The University Council of the University of Georgia adopted a policy statement in 1991, stating that “an individual’s sexual orientation is an irrelevant factor and shall not be a basis for making decisions relating to education, employment, or access to programs, facilities, or services.” This policy is stated in full in the University Council minutes for April 25, 1991, and is available in the Office of the Registrar.

UGA POLICY ON SEXUAL HARASSMENT

The University is committed to maintaining a fair and respectful environment for living, work and study. To that end, and in accordance with federal and state law and Board of Regents’ policy, the University prohibits any member of the faculty, staff, administration, student body, or visitors to campus, whether they be guests, patrons, independent contractors, or clients, regardless of the sex of the other party, from sexually harassing any other member of the University community. Incidents of sexual harassment may be met with appropriate disciplinary action, up to and including dismissal from the University.

All students should report any sexual harassment that they experience, observe, or believe may be occurring, to the Sexual Harassment Prevention and Compliance Officer in the Office of Legal Affairs, 706-542-0006. Sexual harassment between students should be treated as a disciplinary matter and should be reported to the Office of Student Affairs, 706-542-3564.

This information on sexual harassment is a summary. The complete University policy is available from the Office of Legal Affairs and on its web site: <http://www.uga.edu/legal/sexharass.htm>

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Banks

Bank of America	227-1313
BB&T	229-2675
First National Bank of Griffin	227-2251
Regions Bank	228-2786
Southern Federal Credit Union	960-1062
United Bank – Griffin	228-3600
Wachovia	229-3900

Bookstores

CAES Bookstore

Bookstore Manager: June Leary

Location: Stuckey Building, Room 132

Phone: 229-3477

E-mail: jleary@griffin.uga.edu

The UGA Bookstore - Athens

Manager: Henry Bryan

Location: across from Sanford Stadium

Phone: 706-542-3171

E-mail: hbryan@arches.uga.edu

Website: www.bookstore.uga.edu

Campus Newspaper

Red and Black

Website: www.redandblack.com

Fire Department

Griffin Fire Department

Location: 401 North Expressway

Phone: 229-6415

Website: www.cityofgriffin.com/fire.cfm

Health Centers

Crestview Primary Care

Location: 1522 Lucky Street

Phone: 233-1933

Family Medical Center

Location: 1657 North Expressway

Phone: 228-2641

Spalding Regional Hospital

Location: 601 S. 8th Street

Phone: 228-2721

Website: www.spaldingregionalhosp.com

Housing

Chamber of Commerce

Location: 143 North Hill Street

Phone: 228-8200

Website: www.griffinchamber.com

Libraries

Griffin Campus

Librarian: Regina Cannon

Location: Stuckey Building, Room 151

Phone: 228-7238

E-mail: rcannon@griffin.uga.edu

Website: www.griffin.uga.edu/grf/unit/library/index.html

Griffin-Spalding County Library

Location: 800 Memorial Drive

Phone: 412-4770

Website: www.frpls.net/public

UGA Athens

Main Library

Location: Jackson Street

Phone: 706-542-3251

Police

Griffin Police Department

Location: 217 E. Solomon Street

Phone: 911 (emergency only)
233-4115 (non-emergency)

Website: www.griffinpolice.com

Campus Security

Phone: 412-3008

Post Office

Griffin Post Office

Location: 101 N. Eighth Street

Phone: 412-8840

Hours: Mon – Fri 8:30 am - 5 pm; Sat – 8:30 am – 2 pm

Experiment Post Office

Location: 1382 Experiment Street

Phone: 227-1101

Hours: Mon- Fri 8:30 am – 5 pm; Sat – 8:30 am - Noon

CONTACTS AT A GLANCE

Contact Information

Associate Dean for Academic Affairs: Josef M. Broder
Location: Room 101 Conner Hall
Phone: 706-542-3924
E-mail: jbroder@arches.uga.edu

Assistant Dean-Griffin Campus: Gerald F. Arkin
Location: Room 203 Flynt Building
Phone: 228-7263
E-mail: garkin@uga.edu

Coordinator of Academic Programs: Marilyn Johnson
Location: Room 105A Flynt Building
Phone: 412-4401
E-mail: mdj@griffin.uga.edu

Activities Coordinator: Evonne Thompson
Location: Room 105B Flynt Building,
Phone: 412-4402
E-mail: thompson@griffin.uga.edu

Academic Advisor: Tracie Jenkins
Location: Biological, Redding Building
Phone: 412-4093
E-mail: jenkinst@uga.edu

Academic Advisor: Jerry Johnson
Location: Entomology, Redding Building
Phone: 228-7321
E-mail: johnson@griffin.uga.edu

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Spalding Regional Hospital**Phone:** 228-2721**Website:** www.spaldingregionalhosp.com**Family Medical Center****Phone:** 228-2641**Griffin Campus Library****Phone:** 228-7238**Website:** www.griffin.uga.edu/grf/unit/library/index.html**Griffin-Spalding County Library****Phone:** 412-4770**Website:** www.frpls.net**Griffin Police****Phone:** 911 (emergency)

233-4115 (non-emergency)

Website: www.griffinpolice.com**Bursar's Office****Phone:** 706-542-1625**Website:** www.busfin.uga.edu/bursar**Financial Aid****Phone:** 706-542-6147**Website:** www.uga.edu/osfa**Important Web Addresses****Academic Programs** - www.uga.edu/griffin**CAES** - www.caes.uga.edu**Calendars**UGA Master Calendar - www.uga.edu/mastercalendarGriffin Calendar - www.uga.edu/griffin/calendar.htm**My UGA ID** - www.my.uga.edu**Griffin Campus** - www.griffin.uga.edu**UGA Home Page** - www.uga.edu