A Student Centered College

Welcome to Georgia Military College!

Your decision to attend GMC was an excellent choice. Few experiences compare to your college days. It is a time for opening doors to new experiences, gaining new insights, and tackling new challenges.

Only a very few times in your life will you be offered the opportunity to be so immersed in the learning experience. And, as a learner-centered institution, your learning is of paramount concern to us.

At GMC, our focus is on you and your success. In addition to your academic success, we want to provide you with the student services that will enhance your educational experience.

This support starts with admissions and includes registration, orientation, health and food services and a wide array of co-curricular and extra-curricular activities designed to give you opportunities for having fun and becoming more involved with other students while achieving your academic goals.

It is important that you take the time to familiarize yourself with this handbook. It is designed to assist you in learning about the many opportunities at Georgia Military College.

The Student Services staff looks forward to meeting you. You are welcome to stop by our offices in the NAB II Atrium or Baugh Barracks anytime and let us know how we can make your educational experience more enjoyable and rewarding.

Have a great year!

Col Patrick Beer
Dean of Students &
Commandant of Cadets
Mission

Georgia Military College is a public-independent educational institution, comprised of a junior college and a separate preparatory school, whose mission is to produce educated citizens by providing junior college students with a liberal arts based two-year undergraduate curriculum, selected college students with Reserve Officer Training Corps (ROTC) training, and preparatory school students with an inclusive college preparatory curriculum that includes a military training component—all in an environment conducive to the holistic development of the intellect and character of its students.

Georgia Military College will be successful in the educational development of citizens through integration of two dimensions of education: development of the intellect and elevation of character. Possession of these two dimensions, which includes the capacity to act upon one’s knowledge, provides an individual the ability to function as a responsible citizen within a republic. Georgia Military College graduates shall have an appreciation for the centrality of education as a lifelong pursuit.

Georgia Military College will produce citizens who serve as role models by actively involving themselves in their communities and in the democratic process. This will be accomplished by creating and continually refining programs of formal study of ethics, providing time for reflection, and training students in right behaviors. The institution will encourage all members of the educational community - students, faculty, and staff - to work in partnership with the communities in which they live.

Georgia Military College graduates will understand the importance of and the need to respect the dignity and humanity of others. They will be sensitive to persons of diverse backgrounds, with different values and ways of communicating.

Concomitant with the accelerating growth of information and derived knowledge, the focus at Georgia Military College will be to teach students how to learn so as to increase their adaptability to changing conditions. Students will be taught to think critically and to have confidence in their abilities to act within a global environment.

(Georgia Military College is accredited by the Commission on Colleges of the Southern Association of Colleges and Schools to award Associate degrees.)
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Introduction

Georgia Military College (GMC) exists solely to support student educational needs. To help assure all students make full use of their time at GMC, the College publishes a series of rules and procedures to guide students, faculty, and administrative staff.

This Student Handbook focuses specifically on the needs of students and contains information that will be valuable to you as you pursue your studies. Additional information unique to the specific campuses will be provided at each campus location. Should questions or issues arise not covered by this handbook, please contact the Dean of Students (478-387-4783) or the appropriate Distant Learning Center Assistant Dean of Students.

Special Notes

The statements set forth in this handbook are for informational purposes only and should not be construed as the basis of a contract between a student and this institution. Although every effort has been made to ensure accuracy of the material stated herein, Georgia Military College reserves the right to change any provision listed in this handbook, including but not limited to academic requirements for graduation, without actual notice to individual students. Every effort will be made to keep students advised of such changes.

Information regarding academic requirements for graduation is available in the offices of the Registrar, Vice President for Academic Affairs and Dean of Faculty, Academic Division Chairpersons, and Distant Learning Center Assistant Academic Dean or Registrar offices as appropriate. It is the responsibility of each student to keep apprised of current graduation requirements for a degree program in which the student is enrolled. Information regarding the requirements for graduation is also listed in the college catalog. Georgia Military College is comprised of campuses located in Milledgeville, Augusta, Columbus, Fairburn, Valdosta, and Warner Robins. Extension Centers at Madison and Sandersville also serve GMC students.

Title VI of the Civil Rights Act of 1964

The academic and administrative policy of the College subscribes to the nondiscrimination provision of Title VI of the Civil Rights Act of 1964, which states: "No person in the United States shall, on the grounds of race, color, or national origin, be subjected to discrimination under any program or activity." The Affirmative Action/Equal Opportunity Officer is the Vice President for Business Affairs and Personnel (478-387-4800).
Title IX of the Education Amendments of 1972

The academic and administrative policy of the College subscribes to the nondiscrimination provision of Title IX of the Education Amendments of 1972, which states: "No person in the United States shall, on the basis of sex, be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any educational program or activity." The Affirmative Action/Equal Opportunity Officer is the Vice President for Business Affairs and Personnel (478-387-4800). It is understood that throughout this handbook and all other publications of Georgia Military College, terms, such as "he, his, himself, chairman," are used without regard to sex.

Family Education Rights & Privacy Act

Student FERPA Rights

The Family Educational Rights and Privacy Act afford students certain rights with respect to their educational records. They are:

1. Right to inspect and review their education records.

Students must submit to the Registrar, Vice President for Academic Affairs and Dean of Faculty, Dean of Students, DLC Director, or other appropriate official, a written request that identifies the record(s) they wish to inspect. The responsible GMC official will make arrangements for access and notify the student of the time and place where the records may be inspected. If the records are not maintained by the GMC official to whom the request was submitted, that official shall advise the student of the correct official to whom the request should be addressed.

2. The right to request an amendment of the student’s educational records that the student believes is inaccurate or misleading.

Students may ask GMC to amend a record that they believe is inaccurate or misleading. They must write the appropriate GMC official, clearly identify the part of the record they want changed, and specify why it is inaccurate or misleading. If GMC decides not to amend the record as requested by the student, GMC will notify the student of the decision and advise the student of his or her right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the student when notified of the right to a hearing.
3. The right to consent to disclosure of personally identifiable information contained in the student’s education records, except to the extent that FERPA authorizes disclosure without consent.

One exception which permits disclosure without consent is disclosure to school officials with legitimate educational interests. A school official is a person employed by GMC in an administrative, supervisory, academic, or support staff position (including Campus Police personnel and health staff); a person or company with whom GMC has contracted (such as an attorney, auditor, or collection agent); a person serving on the Board of Trustees; or a student serving on an official committee, such as a disciplinary or grievance committee, or assisting another school official in performing his or her tasks.

A school official has legitimate education interest if the official needs to review an educational record in order to fulfill his or her professional responsibility.

Directory information is another category of information which does not require prior written consent. Directory information is designated by the college. GMC designates the following as directory information: student’s name, address and telephone number, date and place of birth, major field of study, student status, participation in teams, dates of attendance, degrees and awards received, most recent previous school attended and photograph. GMC may disclose any of those items without prior written consent, unless the student formally request in writing that the information not be disclosed.

Educational records requested by court order or valid subpoena, do not require consent under FERPA regulations. Prior to providing the requested information, the institution will make reasonable attempts to notify the student of the legal request so that he/she may raise legal objections.

In cases where there is a valid emergency where such personal information is necessary to avert harm or threat to health and safety, and the situation requires immediate action, the institution must release that information as needed.

4. The right to file a complaint with the US Department of Education concerning alleged failures by GMC to comply with the requirements of FERPA. The name and address of the Office that administers FERPA is: Family Policy Compliance Office, US Department of Education, 400 Maryland Avenue, SW, Washington, DC 20202-4605.
Accreditation and Memberships

Georgia Military College is accredited by the Commission on Colleges of the Southern Association of Colleges and Schools.

The college maintains memberships in the following organizations:

- The Association of Private Colleges and Universities of Georgia (APCUG);
- The Association of Military Colleges and Schools of the United States (AMCSUS);
- The Southern Association of Community, Junior and Technical Colleges (SACJTC);
- The National Council of Independent Junior Colleges (NCIJC);
- The National Junior College Athletic Association (NJCAA); and
- The Georgia Association of Two-Year Colleges.

The college is also a Charter Member of the Service-member's Opportunity College Associate Degree Program (SOCAD) and the Service-member's Opportunity College Navy (SOCNAV) Network.

GMC is approved for certifying Veteran’s benefits by the Veterans Administration, and approved by the U.S. Department of Justice, Immigration, and Naturalization Service, and is listed by the U.S. Office of Education in the Higher Education Directory.

Statement for using Copyrighted Works

Intellectual property shall be defined as that information and material which would qualify for patent, copyright, trademark, and software or trade secrets protection. This information and material may include printed and unprinted, visual and auditory, and electronic or magnetic records.

The Georgia Military College Executive Vice President shall be the President’s representative in resolving intellectual property ownership and compensation matters and shall work in coordination with the Vice President for Business Affairs, the Office of the Attorney General, and the concerned student, faculty member, or staff member to prepare or modify contracts when necessary.

At a minimum, in deciding the extent to which Georgia Military College and other parties will share in revenues generated by intellectual property, the expenses incurred by the college and the degree to which the college partnered with those claiming ownership of
the intellectual property will be considered. How all parties are to be compensated will be
detailed in an appropriate contract, which will be signed by the President. Intellectual
property revenues received by Georgia Military College will be placed in the college
General Fund and disbursed as decided by the President.

The ownership rights to intellectual Property developed by faculty, staff, or students, in
whole or in part, shall be determined by the degree to which the information and work in
question is produced independently or while under contract using GMC provided
resources, to include paid-for-work and time, facilities and equipment.

Intellectual Property developed by faculty, staff or students in the course of employment,
whether contract, part-time, or full time, is presumed to be the property of the institution
in the degree to which the information and work was produced for the use of the
institution.

All faculty and students material which provides a basis for awarding academic credit
shall remain property of the institution for as long as necessary to provide documentation
of academic credit. Intellectual property rights owned by the institution may be released
to individuals by contract, written release, and or when such materials no longer become
the basis for awarding credit or the subject for grade review processes.

GMC Vice Presidents responsible for Student and Faculty Handbooks and the Non-
Faculty Personnel Manual will insure that notice of the details of this policy is posted in
the appropriate handbooks.

**Intellectual Property Ownership**

The Georgia Military College Executive Vice President shall be the President's
representative in resolving intellectual property ownership and compensation matters and
shall work in coordination with the Vice President for Academic Affairs and Dean of
Faculty, Vice President for Business Affairs, Vice President for Human Resources, the
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What is a Learner-Centered College?

As a learner-centered college, we approach education differently than other colleges. The college, both inside and outside the classroom, places greater emphasis on student learning and student mastery of set learning outcomes.

This student learning outcome model at Georgia Military College emphasizes:

• Explicit identification of the knowledge, skills and abilities the student is expected to acquire student learning outcomes.
• On-going assessment (evaluation) of what the student has learned, the effectiveness of the instruction, and the service the college provides. Each course at Georgia Military College has a learning outline (syllabus), which sets forth the expected learning outcomes. The syllabus provides an explanation of how the student and the faculty member will approach and assess the student’s learning objectives.

The learning outcomes for each course at Georgia Military College are designed to express the knowledge, skills, and abilities the student will take away from the course.

This emphasis on student learning is only a part of the classroom experience. Student-centered learning is emphasized in the college degree programs and throughout the college community. This reinforcement at multiple levels and throughout the institution insures that the entire college community is focused on the same educational objectives. A key element in the student’s responsibility for success is to assess (or evaluate) routinely, throughout the course, whether he/she is mastering the learning objectives. Knowing where you are and where you need to be provides you, the student, with the tools necessary to achieve success. The syllabus for each course includes guidance on assessment, to assist you in this critical learning element.

Student responsibility also includes a set of routine behaviors that are foundations for success in college as well as in life. If you have ever had a part-time or full-time job, you are familiar with many of these routine expectations:

• Attend class, or put another way, “Come to work everyday.”
• Come to class on time. Most employers say, “Don’t be late.”
• Be prepared to accomplish your job.
Preparing to accomplish a college student’s job means:

- Having carefully read the assigned readings or completed the homework.
- Bringing a notebook, pen or pencil, calculator, textbook or any other expected essential tool for the course.
- Always demonstrating respect for the opinions of others in the class.
- Fully participating in class by contributing thoughtful ideas or opinions in a respectful and dignified manner.
- Working cooperatively and faithfully with others in the group or class.
- Completing one’s work in an ethical manner. This means that the work is the student’s own work, not someone else’s, and is given to the instructor on or before the due date.

The Georgia Military College faculty believes that these elements are critical to successful completion of a degree at any college. That belief resulted in adopting them as key components of the student’s responsibility in this learning community that is your college.

Georgia Military College believes that an education has two vital and integrated elements: the development of the intellect and the elevation of character. Given this philosophy, the college has incorporated into each course a component that focuses on ethics within the discipline under study. Ethical exercises and discussions are designed to foster the habit of ethical and critical thinking that is so essential to success, not only in class, but also in life.

The Honor Code is an integral part of maintaining a climate of academic integrity on campus that allows the community of learners of the college to function freely and unencumbered in the pursuit of knowledge. The expectation is that we are a community of ladies and gentlemen of honor whose words, actions, and deeds reflect the highest standards of behavior. Each student is an important player in maintaining the strength of the community’s integrity.

At Georgia Military College, we believe that Character Counts! We also believe that the daily practice of strong character values that are exemplified in duty, honor and country make stronger citizens, stronger families, stronger communities and a stronger Republic. Our Republic, a beacon of liberty that is admired around the world, derives its strength solely from the character of its citizens. That is why Character Counts!
Academic Mission of Georgia Military College

The academic mission of Georgia Military College involves the development of the intellect and the elevation of character. The learning based curriculum of the college is, therefore, a blend of expected student learning outcomes of intellectual development in each course and in ethical development. This unique blend has characterized this institution almost since its founding in 1879 under a charter granted by the Georgia legislature.

As a liberal arts community college, Georgia Military College designs its degrees to prepare students to transfer to senior level colleges or to enter specific career fields upon graduation.

As you review the materials in the academic section of the college catalog you will notice that the associate degrees of the college are all based in the liberal arts through a core curriculum identical in nature and thrust with almost every college in the United States. Preparation beyond the core in the specialized degrees varies depending upon the individual objectives you have set for your education.

In all degree areas the curriculum courses are based on the model that emphasizes student learning. Therefore, in courses at Georgia Military College you will find that the learner is the essential focal point of the course, and you will find significant emphasis placed on mastery and assessment of student learning.

Adapting to the learner-centered model takes time because it is not something you have had a great deal of experience with over the course of the last twelve years; however, we believe you will find the change rewarding. We believe the learner-centered approach will provide you a more dynamic educational experience. The college catalog includes a full and frank discussion of the academic policies of the college as well as explanations of our philosophy of education.

You are encouraged to read the catalog and become familiar with your college, your degree requirements, and our policies. Discuss your educational objectives with your faculty advisor and get his or her guidance on the degree program that best meets your educational objectives. The faculty and the staff of Georgia Military College are here to help you succeed in your journey and look forward to working with you.
Student Academic Dishonesty

Policy

Georgia Military College acknowledges the need to preserve an orderly process with regard to teaching, research, and the learning process, as well as the need to preserve and monitor students’ academic rights and responsibilities. Since a primary goal of education is to increase one’s own knowledge, academic dishonesty will not be tolerated at Georgia Military College. Academic dishonesty is defined in two distinct ways: 1) students that commit academic dishonesty have attempted to mislead others about their competence and knowledge of the subject matter for the course in which they cheated, thus misrepresenting their true intellectual growth; and 2) academic dishonesty is in violation of the code of conduct expected of students attending Georgia Military College. Students at GMC are challenged to live by our Honor Code, and acts of academic dishonesty show a failure in character that is unacceptable at this college. Acts of academic dishonesty violate the efforts of the college to educate students in both their intellect and their character.

Academic dishonesty includes the following examples, as well as similar conduct aimed at making false representation with respect to academic performance:

- Cheating on tests, quizzes, and examinations;
- Collaborating with others in work to be presented, contrary to the stated rules of the course;
- Plagiarizing, including the submission of others’ ideas or papers (whether purchased, borrowed, or otherwise obtained as one’s own). When direct quotations are used in themes, essays, term papers, tests, book reviews, and other similar work, they must be indicated; and when the ideas of another are incorporated in any paper, they must be acknowledged, according to a style of documentation appropriate to the discipline;
- Stealing examination or course materials;
- Falsifying records, laboratory results, or other data;
- Submitting unapproved work previously presented in another course;
- Knowingly and intentionally assisting another student in any of the above, including assistance in an arrangement whereby any work, classroom performance, examination, or other activity is submitted or performed by a person other than the student under whose name the work is submitted or performed.

Academic Dishonesty Procedures

Academic dishonesty will not be tolerated in any class taught at GMC. It is a joint responsibility of the student body and the faculty to uphold our academic standards. As such, every member of this learning community is expected to support the academic dishonesty policy.

If a student witnesses an incident of academic dishonesty, the student should take appropriate action such as: confronting the student, reporting the incident to the Student Honor Council (SHC) or faculty or take some other action. Being aware of an incident and taking no action represent a failure on everyone’s part.

In all cases of academic dishonesty, the faculty member will review the facts and decide on the penalty appropriate for that case. The faculty member will communicate
his/her findings through the Department Chair to the Assistant Academic Dean for approval using the Honor Council Referral Form. Once approved, the faculty member will give the student a copy of the referral form which will include a statement of the academic penalty imposed. The student may appeal the academic penalty by following the Academic Appeals Process. Additionally, all cases of academic dishonesty will be sent to the Dean of Students/DLC Asst. Dean of Students who will refer the matter to the Student Honor Council.

**Academic Penalties for Academic Dishonesty**

The following penalties may be imposed for academic dishonesty:

- Revision of the work in question for full or partial credit
- Reduced credit for the work in question.
- No credit for the work in question.
- No credit for the course
- Recommendation to the President for expulsion or suspension of the violator
- **AND** Referral to the Student Honor Council Hearing

**Honor Code Violation—Academic Dishonesty Procedures**

Academic dishonesty is a violation of the Honor Code and, as such, shall be reviewed by the Student Honor Council. The aim of the Council is to determine if the student deliberately and with intent violated the Honor Code. As GMC functions to not only develop intellect but also to elevate the character of our students, acts of base character will not be tolerated. Students who repeatedly violate the Honor Code violations are subject to expulsion.

Students found guilty of academic dishonesty by the faculty will be referred by Dean of Students/DLC Asst. Dean of Students to the Student Honor Council at their respective campus. Because the academic quarter may end before the case has been adjudicated, the Dean of Students/DLC Director or Asst. Dean of Students will place a disciplinary (or registration) hold on the student’s account pending the outcome of the hearing.

The Dean of Students/DLC Asst. Dean of Students shall give fair notice to any student called to appear in front of the Student Honor Council for academic dishonesty. The student is required to appear at the Student Honor Council hearing. Failure to appear will lead to the hearing occurring without the student being present and judgment will be passed based on the evidence presented. Failure to appear, and thus present evidence, may not be used for grounds for appeal. At the hearing, the student may present evidence and witnesses in support of his/her case.

The findings of the Student Honor Council will be presented to the Dean of Students/DLC Director using the Honor Council Findings Form. The Dean of Students/DLC Director will review the findings and approve, modify, or disapprove the recommendations of the Student Honor Council. The Dean of Students/DLC Asst. Dean of Students will then inform the accused student of the findings and the penalty to be
imposed. The Dean of Students/DLC Asst. Dean of Students will maintain copies of all correspondence and deliberations of the Student Honor Council (SHC).

**Penalties for Honor Code Violation—Academic Dishonesty**

In addition to the academic penalty imposed by the faculty, the Student Honor Council may recommend the following penalties for academic dishonesty:

Guilty of a deliberate honor violation—First Offense. The student will be placed on disciplinary probation for two calendar years. The SHC may also recommend other minor corrective action such as a letter of apology.

Guilty of a deliberate honor violation—Second Offense. Repeated honor violations will not be tolerated at GMC. For a repeat offense of failing to abide by the Honor Code, the student may be removed from the class in which the infraction took place with a grade of XF indicating an honor violation. The date of the infraction will be recorded as the last day of attendance. The XF grade is only assigned after being found guilty by the Student Honor Council for a repeated violation. The student must understand that this action may affect his/her financial aid award for the current quarter and may negatively impact the ability to receive future financial aid. If the academic term has ended, any submitted grade in that class will be changed to a XF. Once the grade has been posted, the disciplinary (or registration) hold will be lifted. Second offenses are also subject to expulsion from the college.

Expulsion is the permanent severance of the relationship between the institution and the student and, as such, this punishment is relatively rare. For expulsion to be warranted, the dishonesty should be repeated and intentional or of such extreme nature that it reflects moral turpitude.

In all cases in which expulsion is appropriate, the Dean of Students/DLC Director will submit the documentation and findings to the President of the college for final disposition. Should the President elect to expel the student, the date of the infraction will be recorded as the last day of attendance and the student will earn a grade of WF for all classes in which he or she is currently enrolled and a grade of XF for the course in which the honor violation took place. The student must understand that this decision may affect his/her financial aid for the current academic term and may negatively impact the ability to receive future financial aid. The President may elect, at his discretion, to impose another penalty. The student will be notified of the President’s decision and the President’s decision is final. A student’s suspension or expulsion for academic dishonesty will be noted on the student’s transcripts.

It is evident that repeated Honor Code violations result in sequentially harsher penalties. The Honor Code violations do not have to occur in the same class, or even in the same academic term to initiate these penalties. It is the Dean of Students/Asst. Dean of Student’s responsibility to maintain Student Honor Council records and inform the members of the council if the student has previously been found guilty of Honor Code violations.
Procedures for Academic Misconduct Appeal

1. Instructor-student conference: The instructor and the student will discuss the issues of dishonesty and arrive at a satisfactory resolution. Written documentation of the conference will include the names of the parties, the class ID, the nature of the dishonesty and the penalty imposed. Each party will initial attendance and initial separate approval. The student may initial his/her non-acceptance of the penalty. Such non-acceptance will constitute an appeal to the appropriate Department Chair or DLC Assistant Dean.

2. Department Chair/DLC Assistant Dean conference: Upon non-acceptance of the academic penalties or upon written appeal from the student within ten days of the instructor-student conference, the matter will be formally submitted for review to the appropriate Department Chair (or Assistant Dean). The Department Chair (or Assistant Dean) will send each party written notification to appear for conference scheduled after five days of the notice date. The original parties must attend and representatives of the parties may attend to witness the proceedings. Written findings of the conference will contain a full explanation of events, specified penalties imposed, and findings of the Department Chair (or the Assistant Dean). Copies of the findings will then be given to each party and the Vice President for Academic Affairs (or the Distant Learning Center Director) within five days of the Department Chair conference.

3. Appeals: Either party may appeal the decision of the Department Chair (or the Assistant Dean) to the Vice President of Academic Affairs (or the Distant Learning Center Director). Such appeals must be submitted in writing within ten days of the Department Chair conference.

4. Final review: The Vice President of Academic Affairs (or the Distant Learning Center Director) will review the documentation submitted by both parties within five days of receiving the notice of appeal. The Vice President of Academic Affairs (or the Distant Learning Center Director) may rule on the evidence submitted, appoint an ad hoc committee to review and recommend a finding, or call for a formal conference with all parties in attendance. Decisions of the Distant Learning Center Directors will be submitted to the Office of Vice President for Academic Affairs for final approval within five days of the Director review. The Vice President for Academic Affairs will maintain written documentation of all proceedings. Findings approved by the Vice President for Academic Affairs will be final and the administrative appellate process is ended.

Recommendations for dismissal: In all cases involving actions where the penalty is expulsion from the college, the Vice President for Academic Affairs will submit the documentation and the findings to the President of the college for final disposition. The Vice President for Academic Affairs may elect to submit the case at any stage of the review process to the college Disciplinary Committee. Moreover, ALL Academic Integrity violations will be referred to the Student Honor Council.

Evidence of non-academic violations will be submitted to the Dean of Students/DLC Assistant Dean of Students, who may refer the matter to the GMC Disciplinary Board or convene another disciplinary hearing.
Role of the Dean of Students

The Dean of Students, or DLC Assistant Dean of Students, is responsible for all non-academic disciplinary actions. All such disciplinary actions should proceed in accordance with the Georgia Military College’s Disciplinary Procedures.

Notice to Students

Georgia Military College shall publish a copy of the Academic Dishonesty Policy, any amendments to the policy that are made, any provisions that have been adopted, and any other supplementary provisions consistent with the policy. The policy is published in the current Student Handbook and is available in offices of the Vice President for Academic Affairs and Dean of Faculty or in the office of the Distant Learning Center Director.

Academic Grievances and Appeals Policy Statement

Any student or former student of Georgia Military College has the right of petition within 30 days. Petitions are available from the Vice President for Academic Affairs and Dean of Faculty or Distant Learning Center Director (or Assistant Registrar) and are to be used by the student, in consultation with the faculty advisor, to remedy undue hardships and specific inequities that may adversely affect the student’s ability to fulfill the academic requirements of the college. Petitions must be used to secure approval of special agreements between faculty and students on academic matters and to provide for emergency situations caused by unforeseen complications in fulfilling academic requirements. Petitions must be approved by the Vice President for Academic Affairs and Dean of Faculty or Distant Learning Center Director.

Definition

An academic grievance or appeal is an allegation by a student of substantial and/or unjustified deviation, to the student’s detriment, from policies, procedures, and/or requirements regarding admission, grading policies, special agreements, instructor’s requirements, and academic requirements of the College. Students shall have the right to file academic grievances or appeals according to the following procedures approved by the college.
Academic Appeals Process

GMC students have the right to appeal any grade they feel was unfairly or unjustifiably assigned. All such appeals must be made in compliance with the following procedures:

1. The student must meet with the faculty member involved within 30 calendar days of the posting of the grade. If the student and the faculty member resolve the conflict and a grade change is warranted, the faculty member will submit a grade change request to the VPAA/DF or Assistant Dean for action.

2. If the student and the faculty member cannot resolve the grade dispute, the student must submit to the Assistant Dean or Department Chair a written request for a grade review within five (5) business days of the meeting with the faculty member.
   - If the faculty member involved in the grade change appeal is also a Department Chair or Assistant Dean, the student should proceed to step 3 of the appeals process.
   - The Department Chair/Assistant Dean will respond in writing to the student concerning the student’s grade change request within 10 business days of receipt.

   If the Department Chair/Assistant Dean agrees with the student’s appeal, the Department Chair/Assistant Dean will notify the faculty member involved and request that the student’s grade be changed as agreed upon.
   - If the faculty member agrees with the Department Chair/Assistant Dean’s assessment, he/she will submit a grade change request to the VPAA/DF or Assistant Dean for action.
   - If the faculty member does not agree with the Department Chair/Assistant Dean’s assessment, he/she will provide a written statement to the Department Chair/Assistant Dean to be included in the response to the student. The student may continue the appeals process. See step 3 for details.

3. If the student is unable to resolve the grade dispute at the Department Chair/Assistant Dean level, he/she may submit a written appeal to the Vice President for Academic Affairs and Dean of Faculty within five (5) business days of receipt of the Department Chair’s/Assistant Dean’s decision. The VPAA/DF will review the materials and make further inquiry as essential and will respond to the student within ten (10) days of receipt of the letter of inquiry.

4. The decision of the VPAA/DF is final, and no further appeal will be accepted by the college.
Corps of Cadets
Corps of Cadets

Georgia Military College is a Department of the Army designated military junior college. The college has accepted the mission to develop junior military leaders. The primary vehicle used for this purpose is the Corps of Cadets. The Corps is a semiautonomous, self-governing body that provides military structure and discipline for all resident students and those non-resident students eligible to participate. Cadets are encouraged to participate in institutional decision making through the Corps primarily, and secondarily, through other student government channels. Cadet leaders are appointed annually by the Commandant of Cadets. Additional cadet rules and procedures are found in the Cadet Guide.

Distinctive Unit Insignia

Georgia Military College’s Distinctive Unit Insignia is commonly called the “unit crest” and represents our heritage. The Institute of Heraldry approved the crest on February 7, 1964. The ivy leaves represent a school of higher learning and alludes to students’ academic achievement. Opera Cum Fidelitate is Latin for “To Work (or Serve) with Fidelity.” Service to others is an indicator of good character. The wall running diagonally from upper left to lower right represents the ramparts of the gates to Georgia Military College. The star represents the fact that the Department of the Army has recognized Georgia Military College as a National Military Honor School. Red and black are the school’s colors.
Student Services
New Student Orientation

A student orientation program is held prior to each academic quarter to acquaint new students with the staff, faculty, services, and facilities of Georgia Military College. Registration, academic advisement, health services, student activities, college rules and procedures, and academic affairs are discussed during Orientation. Orientation is also held at each of the Distant Learning and Extension Centers.

Registration Process

Admissions Office

Registration for new GMC students begins in the Admissions Office. New students must be accepted by GMC for the current quarter in order to be eligible to register. “Accepted” means you have submitted a properly completed application for admission, a nonrefundable application fee, an official high school transcript (showing completion of either a College Prep or Tech Prep Diploma), an official transcript from all colleges/universities previously attended showing eligibility to return immediately or an official transient letter from the Office of the Registrar of your home institution. You must also complete all required placement testing. You are encouraged to attend the orientation where you will be assigned an advisor.

In Milledgeville, parking decals and photo identification cards are made in the atrium area of NABII during orientation sessions or in Baugh Barracks anytime during the school year. At DLCs, ID cards are processed during Orientation/Registration. The Registration process is complete when a student has met with all offices listed. Failure to stop at each of these stations may result in an incomplete registration. Business Affairs in Parham Hall is the final station.

The “Drop/Add” Option

Each term there is a designated time for students to change their schedule. This period is known as Drop/Add. Students will be allowed to add or drop courses during the scheduled Drop/Add period. No classes will be added after this time. Changing the schedule involves the academic advisor, financial aid, business office, and the registrar. Each step must be completed for an accurate registration.

Withdrawing from Courses

Students may withdraw from classes during the regular term at any time prior to the final week of class provided that the faculty member has not previously withdrawn the student from class for excessive absence (consult your individual course syllabus for the faculty member’s attendance policy) and assigned the grade of WF (Withdraw Failing). A student must present to the Registrar’s Office a withdrawal slip signed by his or her instructor, faculty advisor, and other offices as indicated on the form. Students enrolled in Learning
Support Services courses must also have the signature of the Department Chair. Withdrawal from class by a student, accomplished in accord with college policy, will result in the assigning of a grade of W or WF by the faculty member for each course. Withdrawals do not relieve the student of the responsibility of paying all tuition and fees associated with the withdrawn course(s). Withdrawals may also affect a student’s eligibility for financial aid.

Academic Advisement

The purpose of academic advisement is to facilitate the selection of courses that will be appropriate to individual student needs and goals. The advisement sessions provide an opportunity for the student to get professional assistance in the evaluation, selection, and accomplishment of the educational program that meets the educational, professional, and personal goals of the student.

Each student attending GMC is assigned an academic advisor to assist him/her in developing and managing the course selection process according to the student’s degree plan. The advisor is a faculty or staff member who has demonstrated expertise in the selection and planning of course enrollment. All course registration forms must be approved by an academic advisor as part of the registration process.

Each quarter there will be an opportunity for the student to meet with the academic advisor for pre-registration for the next college term. Pre-registration allows students to pre-plan their academic schedule and to develop the best schedule of courses. Advisement is a cooperative effort that requires the guidance of the advisor and the acceptance of the student to achieve a schedule for completion of the education program best suited to the student’s goals. Academic enrollment and timely changes to registration are the responsibility of the student. The advisor is bound by the academic regulations of the college and is not authorized to approve a registration in violation of those academic regulations. Compliance with the degree requirements and degree completion policies of the college are the responsibility of the student.

Advisement Rules

• Know your advisor; find out his/her name. If you don’t know, ask and find out! Information may be obtained through the Registrar’s office.
• Discuss your goals and plans with your advisor so that the advisor may advise you on course work that supports such goals. If you plan to go to a specific senior college and know your intended major, the information is important to your advisor.
• Inform your advisor of any change in your program or degree plans. If you choose your plans for a major or concentration, let the advisor know.
• Plan with your advisor the pre-registration for the next quarter and possible registrations for future quarters.
• If you find yourself in academic trouble, discuss the situation with your advisor.
• Correct any registration errors/changes quickly before the drop/add period ends.
• Let your advisor know your progress.
• If you are having difficulty with your advisor, discuss the matter with the appropriate Faculty Chairperson, DLC Assistant Dean, or the Vice President for Academic Affairs.
• Keep a record of your advisement and registrations. Get a planning sheet for your degree program.
• Be on time for your advisement appointment.
• Discuss the difficulty level of the courses with your advisor and plan a registration that realistically fits your time, work schedule, and abilities.
• Don’t be shy about what you don’t know; ask questions and get answers.
• Discuss any academic trouble you have with the appropriate professor, your advisor, the Faculty Chairperson, DLC Assistant Dean, or the Vice President for Academic Affairs.

Helpful Reminders

Part of your GMC education is developing and refining the ability to critically analyze your situation and progress toward a solution. You are, and should be, the first person to judge your standing in your classes. If you have difficulty, seek help as soon as possible from:

• Your professor;
• Your advisor;
• Director of Academic Support Services;
• Faculty Chairpersons
• The Academic Dean.

Make use of the services provided in the library on your campus. Tutoring is available and can be arranged for any subject. Computer systems are available for reference, career research, and tutorials.

Treat pursuit of your educational goal like a job. You must work at developing a good routine, interpersonal skills, critical analysis skills, a system of how to get help, solutions to problems, how to anticipate potential problems, and how and when to have fun.

P.S. You don’t need to have problems to make use of all the support services; they may help you improve your ability to make that top grade.
**Important Reminders**

**Course Load**

Choose your courses according to academic need, study requirements, time restrictions, and Grade Point Average (GPA). Meet with your advisor to determine the most reasonable schedule.

**Time**

Life demands time management. The successful person is one who learns to control time rather than be controlled by time. Study assigned material before the class so that you are prepared to respond with some knowledge. Make a schedule and stick by it. Make room for a minimum of one hour of study per hour of class. Set priorities for study and class work.

**Help**

Get the help you need at the time you need it. Don’t wait until the end of the quarter to ask for help. Make use of the facilities at GMC and in the community. Don’t be shy. You are expected to need help!

**Control**

Take control of your life and your success. Manage yourself before you are managed by circumstances that you could have changed.  
**REMEMBER:** An education is a part of real life; regardless of the excuses, you have to pay the price of hard work to achieve success.

**Now**

Many times we live in the past by making excuses or we live in the future by making big plans. You should be living in the “now.” Don’t put off doing what you can do now. Learning is comparing the present with the past and planning action toward future goals. Don’t hide in the past or daydream about what may never be realized; live in the present, shaped by the past, and directed toward a goal.

**Grade Point Average and Success**

One of the most important scores to keep up with is your grade point average, usually referred to as GPA. Grade point averages are important scores that may help determine:

- Entrance into other colleges or specific educational programs.
- Eligibility for financial aid, scholarships, and grants.
- Eligibility for graduation.
- Eligibility for employment.
A grade point average is obtained by dividing the total number of quality points earned for courses by the total number of credit hours. Quarterly GPA is obtained by adding the total number of quality points earned for the courses in any one quarter and dividing that total by the total number of credit hours carried in that quarter. Cumulative GPA is obtained by adding the total number of quality points earned for all courses taken and dividing that total by the total number of credit hours taken.

Quality Points (QP) are numerical values given for letter grades: A = 4, B = 3, C = 2, D = 1, F = 0. These points are earned per course hour. In order to determine the total QP for a course, we must multiply the numerical grade value by the number of credit hours earned in the course.

Example: ENG101 B (3) x qtr hrs (5) = 15 QP

How to Compute Your GPA

<table>
<thead>
<tr>
<th>Courses</th>
<th>Grade</th>
<th>Credit Hours</th>
<th>QP</th>
</tr>
</thead>
<tbody>
<tr>
<td>ENG 101</td>
<td>C</td>
<td>2</td>
<td>10</td>
</tr>
<tr>
<td>GMC 100</td>
<td>A</td>
<td>4</td>
<td>8</td>
</tr>
<tr>
<td>MAT 109/106</td>
<td>D</td>
<td>1</td>
<td>5</td>
</tr>
</tbody>
</table>

Totals: 23 quality points divided by 12 credit hours = 1.916 grade point average

Test Taking Hints

Tests are a fact of life in education. They are the measure of the quantity and quality of your knowledge and understanding. LEARN HOW TO TAKE TESTS.

Testing Practice:

While studying, test yourself by developing questions on the material, using the summary questions at the end of the chapter, and by using flash cards.

Anxiety Control:

Anxiety blocks memory; do some physical exercise to limber up. Take deep breaths. Cramming may only increase your anxiety and confuse your memory.

Get Familiar:

Look over the whole test; get familiar with the lay of the test. Read the instructions. Note the credit for each question, the time limit, and the number of questions.

Types:
True and False:

Answer always; you have fifty percent chance of getting a correct answer. Remember a partially true is false.
Multiple Choice:

You have a twenty-five percent chance of guessing/choosing a correct answer if there are four choices. Read the whole statement. Make sure you understand the statement. Look out for qualifying words (not, except, all).

Fill In the Blank:

Look for key words in the given statement. Read the given part carefully. Look for hyphenated blanks.

Essay:

Think before you begin your answer. Break your answer down into three or more parts and a summary. Outline your concepts in the first introductory sentence and follow your outline.
Library Services

We have Electronic Libraries at each Campus!
Sibley Cone Library

The Sibley-Cone Library, located on the Milledgeville campus, is the hub of a system that spans all Georgia Military College campuses. The library’s online electronic resources (E-Library) allows students and faculty at all locations have access to thousands of books, magazines and journals. Print and audiovisual materials held at the Milledgeville library are available to students and faculty at distant learning centers through intra-library loan.

MISSION

The mission of the Sibley-Cone Library is to ensure that students, faculty and staff have access to and are able to be effective users of ideas and information. To accomplish this end the Sibley-Cone Library will provide current, unbiased materials on the level of its reading public, will make available to all faculty, staff and students the resources of the library, will assist in the use of these materials, will provide access to materials not located in the library and will provide opportunities designed to foster lifelong learning on the part of the patrons served.

Electronic Library (e-library)

The Georgia Military College electronic library (e-library) is an on-line extension of the Sibley-Cone Library. Electronic resources are available for all GMC students, faculty and staff wherever they are located. These resources are available from any computer with Internet access.

E-Library Resources

This is a brief guide to using the electronic resources available through the Sibley Cone Library. To access the library’s electronic resources go to the library’s web site or sign in to your GMC Online account. Some of these electronic resources require passwords. Passwords are changed quarterly and are given to any GMC Student, Faculty or Staff member upon request. Please see a member of the library staff for the current password. Galileo, Georgia’s virtual library provides access to multiple information resources from over 100 databases indexing thousands of periodicals and scholarly journals, many in full-text, as well as encyclopedias, business directories, and government publications.

The library also subscribes to many other online databases which allow access to thousands of periodicals, journals and newspapers in a range of subject areas corresponding to the college’s curriculum. For assistance using any of these resources or other library materials, to learn the current password or to make suggestions for improving library services, please contact any member of the library faculty or staff.
Library Catalog

The Library Catalog is a finding tool for the books and audiovisual media held by the Library in Milledgeville as well as the E-books available online. It is available on the library’s web site.

Collections

In addition to the E-Library resources, the Sibley-cone Library on the Milledgeville campus holds a collection of 30,000 books and 1,500 videos as well as an assortment of educational CD-ROMs and DVDs. In addition to the print volumes, 48,000 electronic books are available online. Print materials are arranged on the shelves by the Dewey Decimal system. Print periodicals are arranged alphabetically. Video and DVD titles, CD-ROMs, and print items held in the Milledgeville main library are available to students, faculty and staff at Distant Learning Centers through interlibrary loans. The collection is accessible through the on-line catalog.

Reserve Materials

So that all students will have access to them, reserve materials (special materials needed for class assignments placed in the library by faculty members) are kept at the circulation desk and may be used only in the library.

Interlibrary Loan

Interlibrary Loan is available for items not located at the Sibley-Cone Library or accessible through e-library resources. To request an interlibrary loan, ask a librarian. Note: Interlibrary loans take a minimum of two weeks for delivery.

Intra-library Loans

Students and Faculty at distant learning centers may borrow materials held by the Sibley Cone Library on the Milledgeville Campus through Intra-library Loan. To locate items held by the Sibley-Cone Library, access the catalog from the E-Library page. To request an item, see the Library Assistant at the E-Library Resource Center.

Circulation Policies

Books may be borrowed for a two-week period and may be renewed for an additional two-week period unless another person has requested them. Reference materials do not circulate and must be used in the library. Audio-visual material does not generally circulate to students; however, it may be used in the library and may be borrowed for classroom presentations by arrangement with a librarian. Periodicals do not circulate outside the library. All items checked out by the student are the responsibility of the student. A GMC ID card is required for all circulation transactions. Students with overdue materials or past due fines may not borrow additional items. The GMC ID card can be used to check out materials for the cardholder ONLY. The cardholder is responsible for all lost or stolen books checked out on the ID card.
DO NOT LEND YOUR CARD TO ANYONE — you will be held responsible for anything checked out on it.

The following charges apply for overdue and lost materials. Books not returned on or before the due date are subject to a fine of 25 cents per item per day. A processing charge plus the replacement cost of the item will be levied for all lost library materials. Transcripts will not be issued to students who have outstanding library obligations.

**Photocopy Equipment**

Photocopy equipment is available in the library in Milledgeville for a nominal fee. Both black and white and color copies can be made.

**Hours of Operation**

The Sibley-Cone Library on the Milledgeville campus operates on the following schedules:

<table>
<thead>
<tr>
<th>Junior College in Session</th>
<th>Junior College Not in Session</th>
</tr>
</thead>
<tbody>
<tr>
<td>Monday 7:45 am to 9:30 pm</td>
<td>7:45 am to 5 pm</td>
</tr>
<tr>
<td>Tuesday 7:45 am to 9:30 pm</td>
<td>7:45 am to 5 pm</td>
</tr>
<tr>
<td>Wednesday 7:45 am to 9:30 pm</td>
<td>7:45 am to 5 pm</td>
</tr>
<tr>
<td>Thursday 7:45 am to 9:30 pm</td>
<td>7:45 am to 5 pm</td>
</tr>
<tr>
<td>Friday 7:45 am to 4 pm</td>
<td>7:45 am to 4 pm*</td>
</tr>
<tr>
<td>Saturday Closed</td>
<td>Closed</td>
</tr>
<tr>
<td>Sunday 6 pm to 9:30 pm</td>
<td>Closed</td>
</tr>
</tbody>
</table>

*During the summer the library closes at noon on Friday

Operating hours for E-Library resource centers at the Distant Learning Centers are posted at each location.

**Library Policy on Cell Phones**

Cell phones are to be turned off or placed on vibration signal while in the library. If your phone signals you have a call you must exit the library to complete your conversation.
The GMC Bookstore is a college-owned and operated enterprise that operates for the use and benefit of the college community. The bookstore provides textbooks and supplies necessary to support Georgia Military College in its instructional programs. In addition to textbooks, the bookstore on main campus carries cadet uniforms, school supplies, study aids, and novelty items.

**Location**

Student Center (NABII)

**Store Hours**

Normal hours of operation are from 9:00 a.m. to 5:00 p.m., Monday through Friday. The bookstore is closed weekends and holidays. Extended hours of operation are offered at the beginning of each quarter. Times of operation are posted in the bookstore. At the Distant Learning Centers, bookstore hours may vary. Check the hours with the Bookstore coordinator.

**Purchases**

Personal checks will be accepted for the amount of purchase and must be made payable to GMC Bookstore. The Bookstore accepts VISA, MasterCard, American Express and Discover for credit card purchases.

**Online Purchases**

Online purchases are available anytime at: [http://bookstore.gmc.cc.ga.us](http://bookstore.gmc.cc.ga.us)

**Textbook Rental Programs**

All GMC campuses operate textbook rental programs. The rental cost is based on the number of hours for which you enroll. Some classes may require workbooks or lab manuals that must be purchased. This cost is not included in the textbook rental fee and you must purchase these items separately. Book rental and return procedures may vary by campus; check the policy at your campus Bookstore.
Bookstore Refund Policy

All requests for refunds must be accompanied by a cash register receipt dated for the current quarter. Merchandise must be returned within seven business days of the purchase. Full price will be refunded provided the merchandise has not been damaged in any way. Original packaging must be in place. Defective merchandise may be returned for replacement unless a manufacturer’s warranty provides other means of replacement or repair. The following merchandise is non-refundable:

- Special orders.
- Computer software.
- All Sale/Clearance merchandise.
- Cadet uniforms that have been worn, washed, dry cleaned, or altered.
- At Distant Learning Centers, procedures vary. Check the policy with the Center Director or Bookstore Coordinator.

Workbook/Lab Book Refund Policy (Milledgeville Campus)

Books purchased at the beginning of each quarter may be returned for a refund subject to the following conditions:

- The original cash register receipt dated for the current quarter must accompany all requests for refunds.
- Books must be returned within the first seven days of classes.
- Full price will be refunded provided there is no writing or marks of any kind. This includes pencil markings and carelessly handled books.
- Twenty-five percent deducted for writing/markings.
- All price labels must be in place.
- All shrink-wrapped items must be returned in original condition; no rewrapping allowed.
- Books purchased after the refund period or during the week of finals are nonrefundable.
- Refund dates will be posted in the bookstore.
- There will be no refunds on the following: Cliffs Notes, study guides, solutions manuals, course books, dictionaries, test review guides, reference, mass market, trade paperbacks, novels or books that have a non-returnable label.
- The above policy applies to all students including those students on financial assistance programs that allow them to charge their books.

I.D. Cards (Milledgeville Campus)

All students pay a student activity fee and they must receive an ID card for use in the Library, Dining Facility and the Bookstore.

There is a replacement fee for lost cards, or stolen cards. Throughout the school year, ID cards are available at Baugh Barracks.
ID Cards at Distant Learning Centers

Student ID cards are made at several Distant Learning Centers. Specific rules for issuance vary by location and you should check with your Director or Assistant Director for information regarding ID cards.

Columbus students can have their ID made at the bookstore. Please check for available days and times.
For Valdosta students, ID cards are issued during each scheduled orientation session. Additional times and dates are posted in the Business Office.

Student Health Services (Milledgeville Campus)

Students taking twelve or more hours pay a student activity fee, and may receive a student ID card. Students taking five hours or fewer do not pay a student activity fee; however, they must receive an ID card for use in the Library, Dining Facility and the Bookstore. ID cards for students taking five or more hours will be made and validated during all registration hours. There is a replacement fee for lost cards, or stolen cards. Throughout the school year, ID cards are available at Baugh Barracks.

The Student Health Services Program at Georgia Military College provides a nurse directed outpatient clinic staffed by an RN and LPN who work under protocol in consultation with a local physician. Services include care for minor illnesses and injuries and referral to local health care providers along with wellness education, counseling and resources. These services are at no charge for all full-time students. The clinic is located at Usery Hall near parade field. Hours are 7:30 a.m.- 4:30 p.m. Monday through Friday.

In case of serious illness or injury, students will be referred to a local physician or the Oconee Regional Medical Center. Costs for off-campus treatment are the responsibility of the student and/or parent/guardian. Students are encouraged to have primary health insurance to cover these costs and to carry their policy identification card. The insurance policy purchased through the school is a secondary policy and covers accidents and injuries only.

College cadets who reside in the barracks are required to submit the following medical documentation within 30 days of arrival on campus:

- Medical consent/release,
- Health questionnaire,
- Current tuberculosis skin test (within 6 months), and
- Documentation of required immunizations per the American College Health Association guidelines:
- Tetanus booster within past 10 years
- 2 MMR (Measles/Mumps/Rubella) Vaccines
- 2 Varicella (Chickenpox) Vaccines or history of the disease
- Meningitis Vaccine or waiver
- Hepatitis B Vaccine if under age 18

For additional information, call the school clinic at 478-387-4839 or the Director of Health Services at 478-387-4725.

**Insurance (Milledgeville Campus)**

Our first concern is the health and safety of the students. To that end, an accident and injury group insurance policy is mandatory for all college cadets and all participants in any athletic program. Catastrophic injuries are covered by a separate policy for college athletes.

The insurance purchased for the student with the student's insurance fee by the school is a group policy. This insurance is extended coverage insurance, that is, the claimant's other insurance is the primary coverage and must first be exhausted before the second insurance becomes effective to pay any further claims subject to policy limitations.

Because this is the student's insurance, not school insurance, care providers bill the student/parents for treatment, not the school and the student is responsible for filing the claim. The GMC nurse and the college Athletic Director will assist with first notice claim for accidents occurring during a school sponsored activity. Inquiries about reimbursements or claim status should be addressed directly to the insurance company.

Catastrophic insurance is purchased for college students athletes with their Student Athlete Insurance fee. This coverage applies to catastrophic accidents that may occur during NJCAA sanctioned events, such as scheduled practices and games. Non-cadet students are responsible for obtaining their own accidental and health care insurance. Cases of on-campus emergencies that can be treated by our health services personnel do not require health care insurance.
Housing (Milledgeville Campus)

Georgia Military College provides housing for all college male and female boarding cadets. All cadets are housed in Baugh Barracks, and visitors are restricted. All resident hall rooms accommodate two cadets. In each room, there is a bunk bed, a desk, dresser, lamp, chair, and closet for each cadet. Two adjoining rooms constitute a suite and have an adjoining bathroom. GMC has no facilities on-campus for housing students other than cadets, nor does the college sponsor any off-campus housing.

Campus Police Office (Milledgeville Campus)

Georgia Military College (GMC) Police employ both sworn law enforcement officers and public safety officers. A duty officer is on duty 24 hours each day, including weekends and holidays. A police officer can be reached by multiple means; office is 478-445-2740, cell phone is 478-288-0489. Voice mail messages can be left if there is no answer after five rings. It is not necessary to dial the area code for these numbers if the call is being made within the Milledgeville, Georgia local area.

The GMC Chief of Police can be reached by calling 478-288-0966 or 478-387-4715. If you are unable to reach a GMC police officer on weekdays between the hours of 7:00 a.m. and 5:00 p.m., you should call the office of the Dean of Students at 478-387-4720 or 478-387-4783.
Emergency call boxes located at each parking lot link directly to the campus police radio. GMC Campus Police fully comply with the federal reporting requirements mandated by the Cleary Act. The Annual Security Report is available to all student and employees and may be viewed at: http://www.gmc.cc.ga.us/milledgeville/sec_reports.html

Paper copies are available from Campus Police and the Dean of Students. These reports are distributed during Orientation and are available upon request.

Police Services at Distant Learning Centers are provided by local law enforcement and contracted officers.

**Parking (Milledgeville Campus)**

Every GMC student and GMC staff and faculty member parking a vehicle on GMC property must have a GMC parking permit. GMC parking permits are issued at the Campus Police office located in Baugh Barracks.

Vehicles parked without a permit are subject to either tow or ticketing. Telephone 445-2740 or 288-0489.

Visitors and vendors will park in designated spaces. Visitor parking is limited to thirty minutes. Restricted parking is designated by signs in various lots for handicapped drivers, staff and faculty, and visitors.

Vehicles parked in fire lanes designated by a yellow curb are subject to tow. Able-bodied drivers parking in a handicap slot without a valid permit issued to the driver will have their vehicles towed. Handicap parking spaces are clearly marked in each parking lot.

Prep school cadet drivers must park in the Parham Hall parking lot and college cadet drivers must park in the Baugh Barracks parking lot. Miller Hall and Cordell parking lots are primarily for college commuter students. Students parking off-campus are expected to obey appropriate Milledgeville city ordinances.

GMC Campus Police establish parking plans for GMC special events such as football games. Officers are present to direct traffic during those periods.

Anyone issued a parking ticket has five working days to pay fines or to appeal tickets and penalties. Fines can be paid any business day between 9 A.M. and 5 P.M. at the GMC Business Office located in Parham Hall. Individuals who want to appeal citations may do so in writing to the Dean of Students in Baugh Barracks.

Appeal forms are available at either the Campus Police office or the Dean of Students’ office. Students with unpaid fines or fees at the end of a quarterly grading period will not receive an official transcript of grades nor be allowed to register for course work until all
fines and fees have been paid. Graduating students will not receive a diploma until all fines and fees have been paid.

**Parking Violation Penalties**

Penalties are assessed as indicated on the parking citation.

**Food Services (Milledgeville Campus)**

The Georgia Military College Dining Facility, located in the new Academic Building II, offers breakfast, lunch and dinner. Meals include entrees with a selection of vegetables. A variety of short order items are available during lunch and dinner as well as a salad and a deli bar. Ice cream and other desserts are available.

All students and employees may receive a $25.00 food credit for use in the Dining Facility by paying $20.00 at the facility and using their student ID cards; otherwise, they must pay cash. The menu is available on the GMC website. [http://www.gmc.cc.ga.us/fs_center/](http://www.gmc.cc.ga.us/fs_center/)

The Snack Bar in the new Academic Building II serves a selection of short order items daily. Students may use their student ID cards, or pay cash. Other services offered by the Dining Facility staff include: banquets, buffets, and luncheons through a catering service for GMC related activities. GMC’s Dining Facility and Snack Bar are owned and operated by GMC.

**Dining Hours:**

- Monday thru Friday Breakfast 6:30am until 8:00 a.m.
- Lunch 10:45am until 1:30 p.m.
- Dinner 4:15pm until 6:45 p.m.
- Saturday, Sunday, and Holiday Brunch 9-11 a.m. and Dinner 4-6 p.m.
Student Activities

The Student Activities Program is supervised by the Dean of Students and administered by the Director of Student Activities in Milledgeville and by the Assistant Dean of Students at each Distant Learning Center. Students are the key to presenting student interests and needs to these administrators.

Activities include movies, dances, entertainers, concerts, field trips, student publications, intramural sport activities, and club activities. Notices of upcoming events and activities are posted on bulletin boards, on the campus televisions in the Atrium in Milledgeville, and announced in club meetings, on the GMC Facebook page and occasionally announced in class. Students who wish to suggest activities should contact the Student Activities office/Assistant Dean of Students or a member of the Student Government Association.

A robust student activities program is conducted on all six GMC campuses. So, get involved!

Student Activities

The college provides a balanced student life program which contributes significantly to the total educational experience of its students. Students are encouraged to participate in a variety of co-curricular and extra-curricular activities designed to enhance their sense of community responsibility and improve their leadership skills. Student Government, other student organizations, and the student publications, in particular, are not only a vital part of the operation of the institution but also an important part of the students’ total educational experience. Students are advised to choose activities wisely and to balance academic responsibilities with participation in service, religious, athletic, social, and recreational pursuits. General administrative responsibility for the Student Activities Program rests with the Dean of Students and Director of Student Activities; however, initiatives in developing organizations and activities appropriate to the educational purposes of the college, as well as in implementation of programs which have been planned, is a shared responsibility of students, faculty and staff.
Campus Publicity

In Milledgeville, the Director of Student Activities is responsible for the maintenance of the student activity bulletin boards, the Atrium TVs and the posting of all advertisements. Posters, flyers, banners, announcements, personal ads, and notices must be submitted to the Director of Student Activities for approval and actual posting. The Director of Student Activities reserves the right to remove any items of publicity not tastefully posted or properly approved. At the Distant Learning Centers, the Assistant Dean of Students and Director are the approval authorities.

Guidelines for Officers of Clubs/Organizations

The following guidelines are to be followed when electing officers for each club/organization with the exception of the Phi Theta Kappa. A student who is running for any office must maintain at least a 2.0 cumulative GPA to be eligible to serve as an officer. All club members must maintain a 2.0 GPA to be considered as an active member. The GPA for prospective members of Phi Theta Kappa is 3.25.

Clubs/Organizations Policy-Drugs and Alcohol

Any student organization that knowingly permits or authorizes the sale, distribution, serving, possession, consumption of alcohol, or use of marijuana, a controlled substance or a dangerous drug, at any social event or otherwise, when such sale, distribution, serving, possession, consumption or use is not in compliance with the laws of the state, shall have its recognition as a student organization withdrawn for a calendar year from the year of determination of guilt. The organization shall also be prohibited from the use of all property and facilities of the institution. These disciplinary actions are subject to administrative review.
Student Government Association

Georgia Military College has a separate Student Government Association (SGA) at each campus. The SGA deals with student concerns, enhancing understanding within the college community, and administering all matters which are delegated to the student government by the President of Georgia Military College/DLC Director. SGA serves as the primary student voice to the administration in college affairs. Students are encouraged to participate in the SGA and in the institutional decision making process. Elections are held yearly. Officers are elected by the student body and normally serve for one year.

Responsibility for governing the student body is vested in the students themselves. (The constitution containing policies and procedures is available at the Director of Student Activities/DLC Assistant Dean of Students.

At each campus, the SGA elects a student honor council to hear cases of suspected honor violations.

If you are wondering what the Student Government Association (SGA) at Georgia Military College does for you, then you are in the right place. In short, we are a body of representatives that serve as a liaison between Georgia Military College administration and you, the students and our constituency. SGA meets weekly to actively discuss and vote on pertinent issues that regard the student body as a whole at Georgia Military College. If any student has a grievance, then we are here to serve you assuring we do all in our power to accomplish the best solution that will achieve the most good for the most students. If there is anything we could help you with, or if you have any questions, please contact one of your class representatives as soon as possible. Your Student Government invites you to attend any of our meetings, which are open to the public.
Student Publications

The official student publications on campus include “The Old Capitol News”, the student newspaper and “Reflections”, the literary magazine. These publications are produced by students under the supervision of faculty advisors. All student publications shall maintain high standards for responsible journalism. All news stories shall avoid undocumented allegations, attacks on personal integrity, harassment and innuendo and all other forms of harmful personal opinion or bias.

Clubs and Organizations

The Student Government Association (All Campuses)

See above.

Phi Theta Kappa (All Campuses)

Phi Theta Kappa is an international honor society for students in two year colleges. Since its founding in 1918, Phi Theta Kappa has been the only national honor fraternity for junior colleges. It serves to promote scholarship, develop character, and cultivate fellowship. To be eligible for Phi Theta Kappa, a student shall be of good moral character, shall possess recognized qualities of citizenship, shall participate in the development of chapter projects, and shall have established academic excellence (GPA 3.25 or better) as judged by the faculty sponsor in accordance with guidelines set by the International Constitution. Membership is by invitation only.
Alpha Phi Omega (Milledgeville Campuses)

Alpha Phi Omega is a coeducational national service fraternity open to any student who is interested in developing social awareness, leadership skills and a sense of brotherhood with other students. It not only is the single most represented intercollegiate organization in the United States of America, but the fraternity has active chapters in the Philippines, Canada and Australia, and alumni groups around the world. Members are offered opportunities to use their talents to be of service to the nation, the community, the campus and fellow members, while having fun and forming lasting friendships.

Biology Club (Milledgeville)

The Biology club is open to all students who wish to gain biological experiences outside of those normally found in the traditional biology classroom and laboratory. Through field work, day trips, and overnight visits, the biology club members will more fully understand the impact of science on their daily lives and better appreciate the natural wonders to be found around Georgia. Members will also gain firsthand knowledge that will improve their understanding of employment opportunities within the biological science systems. Membership in the club is free, but students are expected to cover individual trip or visit expenses.

College Republicans

GMC College Republicans is the GMC affiliate of the Georgia Association of College Republicans and the College Republican National Committee. These associations are the largest grassroots, student-led, political organizations in the world. The GMC College Republicans provide the student body a fun, politically oriented organization and enables students to work directly with local and state political leaders making known and promoting the principles of the Republican Party and the conservative movement.
Drama Club

The Drama Club is open to all interested students. Workshops and one act plays are planned so that students may learn the techniques of acting, directing, playwriting, stage lighting, stage make-up, set design, and set construction. Qualified students are encouraged to choose and direct short plays for a variety of performing situations.

Literary Magazine

“Reflections” is a compilation of student writing and art. It is published on the Milledgeville campus yearly under the supervision of the Humanities Division, using funds from the Student Activities budget. Students from all campuses contribute to this institutional publication. All students are encouraged to submit their work, join the staff, and enjoy the imaginative variety of student creations when Reflections comes out.

Mu Alpha Theta

Mu Alpha Theta is a national two-year college mathematics club. Its major purpose is to promote greater interest in mathematics and give recognition for excellence in mathematics performance by junior or community college students. To be eligible for membership a student must have completed two college mathematics courses with a grade of ”B” or higher and have made a grade of no lower than a ”C” in all mathematics courses attempted. A student must also maintain an overall 2.50 GPA. Membership is by invitation only.

Officer Christian Fellowship

The Officer Christian Fellowship is open to all GMC students. The purpose of the club is to reach out to the youth on campus through sharing God’s word on a spiritual level that can be comprehended regardless of their religious preference or denomination.

Pre-Nursing Club

The Pre-Nursing Club is open to all students who wish to pursue a health related field or wish to gain knowledge and experience of health related fields. Through group activities, day trips, overnight conferences and volunteer opportunities pre-nursing members will more fully understand the impact of the medical profession on their daily lives and better appreciate the field which they plan to pursue. Members will also gain firsthand knowledge that will improve their understanding of employment.
Rod Dogz

Rod Dogz is open to all GMC students, faculty and staff members. The purpose of the club is to give members a constructive creative outlet. It offers the opportunity to learn from those more experienced with automobiles and their design. Members must maintain a 2.0 GPA. Organizational officers must maintain a 2.5 GPA. Ownership of an automobile is not a requirement.

Literary Society

This is a three pronged club consisting of three branches of activities. The first being a book club, the second being a writing club and the third being Toastmaster’s. The three branches will meet once a quarter and each branch will meet according to their activities.

Astronomy Club

The Astronomy Club meets according to the schedule of nature’s cosmic showcase. GMC has a very large telescope in the Chemistry Lab, and the Astronomy Club gets together to watch these events unfold and shares information pertaining to the cosmos.

Martial Arts Club

This club is available to anyone with an interest in the martial arts or just getting into shape. There is no physical requirement everyone is welcome from beginners to the fiercest black belt!

Art Club

Come one, come all! The Art Club invites everyone with or without an artistic flair to join in the fun!

Running Club

The Running Club is for all students looking for a run and a good time. Once a quarter the running club attends a 5k and competes for the President’s Trophy and a $100.00 savings bond. Runners of all levels are encouraged to join the race!
Student Newspaper

The Old Capitol News is published on the Milledgeville campus quarterly. It is written, produced, and published by students under the supervision of the Office of Student Activities. This club provides opportunities for students in creative writing, reporting, interviewing techniques, business and design. All students, alumni, faculty, and staff are encouraged to read and contribute articles to The Old Capitol News.

The Augusta newspaper is called the GMC-Augusta Journal. The Columbus newspaper is called the GMC Columbus News. The Valdosta campus newsletter is called the Bulldog News. For more information on how to get involved with this paper, check with the E-Librarian!

Guitar and Vocals Group

The Guitar and Vocals Group is open to all students who wish to share their musical talents with others. Come and join in the fun with the relaxed, friendly group.
The following organizations are open to ROTC students only.

Color Guard/Drill Team (Milledgeville Campus)

Open to any student enrolled in ROTC at GMC, the Color Guard/Drill Team promotes the spirit of competition and discipline through the performance of precision execution military drill. The team often competes at national level competitions at various locations throughout the Southeast.

Ranger Challenge Team (Milledgeville Campus)

The Ranger Challenge Team is ROTC’s varsity sport. A ten-member team competes at a Brigade level competition against other collegiate teams in such events as orienteering, weapons assembly, rope bridging, hand grenade assault course, and a 10- kilometer forced road march. The Ranger Challenge Team is supervised by the staff of the Military Science Department.

Ranger Team (Milledgeville Campus)

The GMC Ranger Team is open to all enrolled ROTC students. Its purpose is to provide members an in-depth look at advanced tactics, focusing on small unit patrolling. The club offers its members the challenge of increasing self-discipline and physical stamina through challenging field exercises, white water rafting trips, and rappelling exercises. The Ranger Team is under the supervision of the Military Science Department Staff.
Augusta Campus
Student Activities

Student Honor Council

Student Government Association

Phi Theta Kappa Honor Society

Student Newspaper

Marine Biology

Start! American Heart Association Learn and Live

Heart Walk

Nursing Horizons

Bladder Cancer Awareness

History
Columbus Campus
Student Activities

Student Government Association

Phi Theta Kappa Honor Society

Student Honor Council

Alcohol Abuse Awareness Week

Sorority Club

Formal Dances

Community Club
Valdosta Campus
Student Activities

Student Government Association

Men & Women’s Softball

Film Society

Student Honor Council

Environment Club

Student Advisory Council

American Heart Association Heart Walk

Investment Club

Business Club

Adventure Club

Student Service League

Walking Club

Student Newspaper “Bulldog News”
Warner Robins Campus
Student Activities

Student Government Association

Student Honor Council

Christian Club

History Club

Biology Club

Golf Tournaments

Drama Club

International Student Club

Walking Tour

Book Club

Mu Alpha Theta Math Honors Society
Intramural Athletics

The intramural sports program is open to all students, faculty, and staff. An extensive competitive sports program for men and women, designed to offer a wide range of activities that will meet the needs and desires of a majority of students, is available. A positive effort is made to provide a well-organized and supervised program. The Student Government Association advises the Director of Student Activities/DLC Assistant Dean of Students concerning student needs. Activities include basketball, softball, volleyball, Frisbee golf, and other great activities.
GMC provides an intercollegiate athletics program. The college sponsors the following athletic teams: men's soccer, women's soccer, men's cross-country, women's cross-country, men's golf, women's softball, a cheerleading team, a co-ed rifle team, and a football team. The college is a full member of the National Junior College Athletic Association and the Georgia Junior College Athletic Association. All teams compete at the intercollegiate level with the exception of the newly formed cheerleading squad. In its first season, the cheerleading squad performs for day games only. Football, women's softball, and women's soccer are institutionally funded athletic scholarship programs. Membership in the GMC Corps of Cadets is required to play on the football team. Teams that do not require intensive practice for proper execution of the sport such as golf, cross-country, and tennis are open to students from all GMC campuses. Those sports that are team dependent (football, soccer, and softball) are available only at the GMC campus in Milledgeville.
Department of Academic Support Services (Milledgeville Campus)

The Department of Academic Support Services provides the following support services to students:

- Academic problem assessment and referral assistance;
- Academic advisement and guidance support;
- Career planning and
- Disability Review

In addition to these services, the department provides consultation in the coordination of special assignments assigned by the Administration.

Mission and Purpose

The mission of the Department is to provide programs that assist the student in achieving realistic academic and personal goals. The Department also strives to provide consultation to GMC staff and faculty on academic issues.

We offer help for the following academic problems:

- Learning disabilities
- Career planning
- Transfer planning
- Stress management
- GPA guidance
- Probation
- Study skills
- Personal problems

If you need help, contact the counselors listed below, Monday-Friday 9 a.m.- 4 p.m.:

Director of Academic Support Services
201 East Greene Street,
Milledgeville, GA, 31061
478-387-2960
Fax 478-387-4958

Assistant Director of Academic Support Services: 478-387-4958

Coordinator of Advisement, Testing and Tutoring: 478-387-4959

The Office of Academic Support Services is located in Milledgeville at the Nash House (the brick building on the north side of the Cordell Events Center.)
Things to Know at GMC

GPA - Know your Grade Point Average.

Degree Plan - Know your degree plan; keep up with your courses and grades.

Resources - Keep your dictionary, catalog, textbooks and handouts at hand; make use of the computers, library and tutors. Get to know your advisors.

Your Academic Standing - Know your academic standing at any time in each course. Target grades and develop strategy to maintain them.

Course Requirements - Get a syllabus for each class. Ask the professor to share one before the quarter begins, if you are considering a class.

Prerequisite Skills – Know what skills are necessary for the course.

College Departments - Know the location of offices and stay in contact.

How to present yourself - Be an academic diplomat; know how to present yourself in a professional and positive manner.

Ask questions and take answers - Ask what you really want to know and be willing to make use of the answer.

Accept responsibility for success and failure - Be honest with your ability for success and be willing to accept responsibility for failure.

Official regulations and procedures - Don’t depend upon unofficial information; get the official line from college publications or ask an official.

Get your GMC email set up and use it - All course assignments, grades and important information will likely be mailed to your GMC account. Be sure to maintain it by daily monitoring and cleaning it of any trash mail.

Use your GMC Online portal – This will be the primary way in which your professor contacts you, provides you with information, and allows you to connect with classmates.
Critical Thinking with Registration

Steps to take:

Get all records straight - Make sure that you have completed all necessary forms; applications, financial aid, registration, finance office, and drop/add forms. Make sure required documents are in your file; transcripts, medical records, transfer evaluations, placement scores.

Get the proper course FIT - Make sure that you have a balanced registration with required courses. An ideal registration should have a balanced course registration that allows for your maximum study time and success potential.

Note the periods of withdrawal - Drop/add period is a short period at the beginning of the quarter during which the student is allowed to drop and add courses without academic or financial penalty. After this period the student has until midterm to withdraw from a course with a WP or WF. There is financial obligation to pay for these courses and financial aid may be affected by the time period of withdrawal. After midterm the student is prohibited from withdrawing and will incur financial and academic penalty for not completing the course.

Evaluate your classes early - Determine from the syllabus, the assignment load and decide if you should take the class.

Consult with your professor - Make contact with your professor and determine the requisite skills for the class.

Consult your advisor - Make contact with your advisor to make any changes necessary as soon as possible.

Identify your strengths and weaknesses - Know what areas you are strong in and which areas are problem areas.

Get help as soon as possible - Don’t wait for time to clarify your understanding; ask for assistance.

Pre-register - Know you target area and secure a spot by pre-registration.

Pay your fees promptly - After pre-registration pay your assessed fees promptly to assure a secured registration.
**Grade Point Average and Success**

One of the most important scores is your Grade Point Average (GPA). Grade point averages are important calculations that will determine:

- Entrance into college or specific educational programs
- Eligibility for financial aid, scholarships and grants
- Eligibility for graduation, and
- Eligibility for employment

Remember that your academic record is permanent. When you transfer to another college, or transfer into GMC, your academic record is taken as a whole and may be analyzed by a calculation of all courses taken (a roll up GPA).

**Educational Support System**

Georgia Military College offers students a number of support programs and services designed to maximize the opportunity for the student to excel academically.

1. Initial transcript evaluation (for transcripts received) is done prior to admission to determine difficulties and proper placement in math and English courses.

2. Placement examinations in reading, English, and math are conducted for those applicants who need further evaluation. Scores on these tests ensure placement in the proper level of courses in math and English.

3. GMC offers learning support services in math, English, and reading to prepare students for college level course work.

4. The college provides all students the resources of tutors in math, science and English. This tutoring is at no charge to the student and is available regularly through the week at posted times. In addition to tutors, the college has a computer lab, library automation services, and audio visual and informational aids to assist students.
5. The college provides advisement and placement services for all students. By proper advisement and registration, students will be able to maximize academic strengths without jeopardizing grade point standing.

6. The college provides an Academic Alert system. Students having academic difficulty (attendance, grades, self report) are identified by the professor and referred to the Assistant Director of Academic Support Services or the Distant Learning Center officer for academic counseling. Students are e-mailed a notice of the problem which includes helpful academic information. They are directed to meet with the Director of Academic Support Services or a representative and discuss the problem. A personalized plan of action is developed to remedy the problem. Academic support is available from the faculty, staff and the Department of Academic Support Services.

7. All students who fall into probationary status are tracked by the Director of Academic Support Services or the Distant Learning Center Representative. Every quarter, each probationary status student is kept informed of his academic progress while on probation and is continually advised of resources available to assist him.

**Personal Problem Assessment & Referral Assistance**

Georgia Military College recognizes that some students will experience personal stressors in the academic environment. Students who have personal stress frequently find it difficult to successfully complete their academic and personal goals. Through the Department of Academic Support Services or the appropriate DLC officer the student has someone to listen to problems and help discover ways to solve the dilemma. Such academic counseling is limited to assessment, assistance, and referral. Counseling does not include therapy or psychological evaluation. The function of the Department is to provide a friendly and helpful professional to talk about personal problems.
Academic Advisement & Guidance

The Department of Academic Support Services also recognizes the primary function of GMC is to provide educational programs that enable the individual to transfer to institutions of higher learning, provide direct application to present job requirements, and provide an opportunity for job advancement.

The Department provides assistance in the development, organization, and implementation of Academic Advisement. The Support Services Representative also assist faculty in providing advisement to those students with academic problems, learning disabilities, or specific problems that require special consideration.

For the student, the Department may function as a secondary resource for advisement analysis and evaluation. Specific academic problems and plans to remedy those problems may require re-advisement and a change of registration.

The Department staff endeavor to promote better interpersonal contact between the advisor and advisee. Problems between the advisor and advisee may often be minimized through the mediation of the support services staff or the Distant Learning Center officer.

Career Guidance (Milledgeville Campus)

The Department sponsors the development, organization and coordination of a Probe Transfer Fair. During this time, representatives from colleges and local industry are available to provide accurate information for transfer and career planning. The Department also maintains a section of audio-visual aids and literature addressing the areas of: resume writing, interview skills, research techniques for career and academic development, resources for information on academic and career programs and self scoring career questionnaires. The student is recommended to use the Georgia Career Information Services (GCIS) within the e-library offering.
Disability Services at GMC

Georgia Military College is committed to providing quality education to all students. Those students with special needs or documented disabilities are recommended to notify the Director of Academic Support Services or the appropriate DLC Director of their needs.

In order to receive accommodations that provide equal access to the learning environment, the student requesting such accommodations must submit to the Director of Academic Support Services or the appropriate Distant Learning Center Director:

- Completed Application for disability Service Review.
- Documentation (medical records, psychological evaluation, physician’s statements, Social Security disability reviews, etc.) of the disability.

Once the documentation is reviewed, a determination will be made regarding the acceptance or denial of the request and the appropriate accommodation plan. Each student with GMC certification of a disability will receive an accommodation plan that fits with the disability. The student will be responsible to provide copies of the accommodation plan to each professor or advisor involved in their educational program. Students with physical handicaps should provide adequate notice of physical access needs prior to registration so that arrangements may be made for the most feasible access.

If you have a disability, please contact:

The Department of Academic Support Services (Milledgeville Campus) at 478-387-4960.

For those students attending campuses other than Milledgeville please contact the Assistant Academic Dean for your campus.
Student Code of Conduct

In fulfilling its purpose and mission, Georgia Military College must have the cooperation of each student. The students at GMC are expected to be responsible citizens; they are expected to abide by all local, state, and federal laws. In addition, GMC students are expected to comply with all college policies and regulations. Any student found guilty of breaking the law or of infraction of the Student Code of Conduct may be subject to disciplinary action.

The Dean of Students is the administrative official with primary responsibility for all student discipline. The Commandant of Cadets is responsible for the college Corps of Cadets. And, the campus Director is responsible for the Distant Learning Center and Extension Center students.

Discipline measures at GMC are seen as part of the educational process used to assist students in the development of personal, social, and civic responsibilities. The listing of violations found in the Student Code of Conduct should not be considered all inclusive and its items are subject to change.

Academic Irregularity

See Student Academic Dishonesty under the Academic Affairs section.
The Honor System

Philosophy

Georgia Military College is a community of students, faculty, and administrators who come together to learn, work, and grow in moral character. Central to this concept of community is a belief in the importance of honorable behavior for oneself and for the community as a whole. The Honor Code fosters this dual sense of honorable behavior.

The Honor Code represents a valuable educational tool for exercising the power of community and for expressing the values of the College. The Code commits all students to perform academic work honestly. It commits a student to take action when academic dishonesty occurs. It commits faculty to strive to engender an atmosphere of trust in the classroom. And finally, the Honor Code advocates responsibility, an integral part of the moral growth that Georgia Military College espouses.

The Honor Code is one part of a continuing effort at Georgia Military College to strengthen character and trust and reduce the likelihood of dishonest behavior. That effort includes a commitment by the faculty to act in support of academic integrity, and a promise by the key leaders of the College to act promptly whenever standards of trust or truthfulness are threatened. It also includes recurrent discussions throughout the Georgia Military College community of the issues central to the Honor Code and academic integrity.

In signing the Honor Code, students commit themselves to maintain their personal honor, to insist that all in the community honor the Code, and to act in response to violations of the Code. The dimensions of that commitment are worth pondering:
Honor Code
I will not lie, cheat, steal or tolerate those that do.

Spirit of the Honor Code

The Spirit of the Code emphasizes being truthful in all matters. This also applies to the principles of fairness (cheating), respect for others and their property (stealing), and corporate responsibility (toleration). Students who live and abide by the Spirit of the Code will never have to worry about violating the proscriptions of the Honor Code.

The Spirit of the Code is embodied in positive principles behind each of the Code’s four proscriptions. As an assertion of the way of life that marks true men and women of character, the Spirit of the Code goes beyond the mere external adherence to rules and procedures. Students who live and abide by the Spirit of the Code are truthful, fair, respectful, and corporately responsible.
Personal Honor

We learn early in life that honorable people tell the truth and keep promises and that cheating or stealing is dishonorable. We know, however, that everyone can be tempted, and that the fear of failure and the prospect of comfort or future success can lead us to betray principles of truth, honesty and integrity. We also know that social pressures, pleasures, or personal problems can compromise our values. In short, thoughtless acts can cost us our integrity.

Codes and promises cannot change who we are, but adherence to them can help us ensure that every decision we make is one that upholds our values. We recognize that conscience and character are shaped and maintained by decisions and actions. We therefore believe that clear commitments regularly reaffirmed keep the need for honor present in our minds. We further believe that honesty, integrity, and truth are not just values; they are decisions that we make and must continue to make despite temptation and the lure of the “easy way out.”

Social Responsibility

The Honor Code emphasizes that students are citizens at Georgia Military College and that civic responsibility here, as anywhere, means going beyond a purely personal concern for honor. The commitment to honor at Georgia Military College is not just an individual matter but also a social contract. A consensus in support of academic honesty is the minimum necessity for accomplishing the aims we share. So, the Honor Code requires opposing what we know is wrong. This may mean speaking out against plagiarized papers or prohibited cooperation, or advising an instructor not to reuse an earlier year’s exam. It surely means considering dishonesty openly, talking about it with others, informally or in class.

Awareness

The notification requirement is crucial. There are instructors unaware of cheating in their classes and the resultant temptation to cheat may unfortunately be high. Better information will help deans, department chairs, faculty, and students reduce the opportunities for dishonesty and will identify patterns that urgently require corrective action.

Notifying the deans and faculty is important, because the community as a whole needs to be more alert to whatever problems exist. If students tell faculty when cheating is occurring, than all of us can know how widespread the problems are and whether they are getting worse or better. This knowledge is essential to all who are serious about trying to achieve a more honest community.
Directness

The Honor Code charges each student to communicate directly with anyone that the student has strong reason to believe has acted dishonestly. This is the most demanding requirement of the Code; yet it also holds the greatest promise of reducing plagiarism and cheating across the whole range of academic work.

What one should say to dishonest friends or classmates is not prescribed by the Code. However, it is expected that students act promptly based on clear evidence that the Code has been violated; that they report what they have seen; or individual(s) suspected of alleged dishonest practices. When improper conduct is identified in this way, violators will know that they have been observed and that to continue may result in serious repercussions—knowledge that, by itself, could effect immediate constructive change.

The requirement to confront others about their acts of dishonesty may cause violators to re-evaluate their decisions. Not every student will feel comfortable with confronting a fellow student about academic misconduct, but consider that corporations, government agencies, and small businesses all depend on the willingness of their people to recognize and take a stand against serious breaches in ethical conduct. Employees who do not confront wrongdoing within their organizations tacitly condone behavior, which could ultimately compromise their own positions and security.

Choice

The Honor Code emphasizes the choice that witnesses to violations always face—whether or not to inform the authorities. To weigh that choice means to think about the costs of dishonesty both to individuals and to the morale of the community. It means as well to think about students who lie, or cheat, or steal, and whether accounting for their actions before some appropriate authority might help them change their behavior.

There are never good reasons for ignoring dishonest acts and the harm they do to the academic enterprise. Communicating directly to those who act dishonorably and informing faculty and deans that cheating has occurred, will sometimes be sufficient. But there will be times when conscience requires you to do more.

Students and the Honor Code

Each student admitted to Georgia Military College is required to sign the Honor Code before matriculating. The college sponsors discussions of the Code and problems of academic dishonesty during new student orientation and throughout the year in faculty-directed classroom discussions.

The faculty is expected to include the following statement on major exams for the students to sign as a reminder of the importance of academic integrity.

“I have neither given nor received aid in completing this examination.”
Adjudication of Honor Code Violations

Violations of the Honor Code will be referred by the Dean of Students at the Milledgeville campus or the appropriate Distant Learning Center Director or Asst. Dean of Students to the Student Honor Council at each campus. The Student Honor Council may be an elected subset of the SGA. Additionally, the Corps of Cadets has a Cadet Honor Council to hear cases of cadet-specific issues. The Student Honor Council will consist of five (5) students and be advised by a member of the faculty. A staff advisor may also be assigned to assist with administrative efforts. Decisions are based on a majority vote and the standard of proof is the preponderance of the evidence presented.

When convened, the Student Honor Council will review the facts of each case and decide whether the evidence supports additional non-academic disciplinary procedures. Council findings are forwarded to the appropriate Convening Authority for review. If the reviewing officials agree with a Council finding that a student warrants additional non-academic disciplinary action, then for a first offense, the student will be placed on disciplinary probation for two calendar years with the stipulation that any future violation of the Honor Code may result in immediate dismissal from the College.

For a second offense, the Student Honor Council may recommend that the student be removed from the class in which the infraction took place with a grade of XF to indicate an honor violation. The student is also subject to expulsion. If the student is expelled, a grade of WF will be assigned to all classes in which the student is enrolled in at the time of the second offense.

Note that the Student Honor process reinforces the faculty and gives students an opportunity to learn from their mistake. The Student Honor Council does not override/veto the faculty’s academic decision. Rather, the Student Honor Council determines whether additional non-academic disciplinary measures are warranted.

The Faculty

Faculty members have a responsibility for making clear the rules by which their classes operate, including their expectations about when cooperation among students is encouraged or prohibited. They are expected to regularly raise the subject of academic integrity by mentioning the Honor Code in syllabi and discussing it in class. The faculty also has an obligation to reduce the temptation to cheat by making sure that exams are proctored, and that multiple versions of exams are used when the possibility of copying exists.
The Administration

The Vice President for Academic Affairs, Department Chairs, and Assistant Deans are expected to ensure that academic departments regularly review the Honor Code and its requirements and the faculty’s responsibilities for handling matters of academic dishonesty. These administrators and key faculty-members are also expected to take steps to assure that new faculty understand both the Honor Code and the policies of the College as they apply to prevention and adjudication of academic dishonesty.

If key college officials receive allegations of widespread violations of the Honor Code, they will meet promptly with the relevant faculty and department chairs, helping them to develop effective responses to whatever problems are found to exist.

Note: Georgia Military College (GMC) is indebted to Duke University for giving permission to incorporate the ideas and language of their Undergraduate Honor Code into the Georgia Military College Honor Code. GMC also acknowledges the contributions of Gary Pavela from the University of Maryland and the on-line advice provided by the Center for Academic Integrity.

Non-Academic Irregularities

1. Georgia Military College abides by the laws of Georgia with respect to the sale, use, distribution and possession of alcoholic beverages on college campus. To this end, Georgia Military College has endorsed a program designed to enhance awareness and curb abuse of alcohol by students at GMC.

To assist in the implementation of alcohol awareness programs and to enhance the enforcement of state laws on campus, educational classes sponsored by the Dean of Students enhance the awareness of alcohol abuse. These classes are designed to teach and develop within students a sense of responsibility with respect to the use of alcohol.

The sale, use or distribution of alcohol is prohibited on campus or at any event sponsored or supervised by any college recognized club or organization. No student or participant shall be in an intoxicated condition manifested by boisterousness, rowdiness, obscene or indecent conduct or appearance, or by vulgar, profane, or unbecoming language. Individuals and clubs violating this policy will be subject to disciplinary action as outlined in this Student Handbook.

2. Damage to Property. Malicious or unauthorized intentional damage or destruction of property belonging to the college, to a member of the college community, or to a visitor to the campus is prohibited.

3. Disorderly Assembly. Assembly on campus for the purpose of creating a riot, destruction or disorderly diversion which interferes with the normal operation of the college is prohibited. This should not be construed so as to deny the rights of peaceful, non-disruptive assembly.
Obstruction of the free movement of persons about the campus, interference with the use of college facilities, or materially interfering with the normal operation of the college is prohibited. The abuse or unauthorized use of sound amplification equipment indoors or outdoors during the time when classes are in session is prohibited.

4. Disorderly Conduct. Disorderly conduct or breach of the peace on college property, in college facilities or off campus when participating in a college activity is prohibited. The following behaviors are prohibited:

- Verbal assault of teachers, administrators, and other school personnel.
- Physical assault or battery of teachers, administrators, and other school personnel.
- Disrespectful conduct toward teachers, administrators, and other school personnel.
- Verbal assault of other students.
- Physical assault or battery of other students.
- Disrespectful conduct toward other students.
- Verbal assault of, physical assault or battery of, and disrespectful conduct toward persons attending school-related functions.
- Bullying by students of other students or of other faculty and staff is prohibited. Bullying is defined as: any willful attempt or threat to inflict injury on another person, when accompanied by the apparent present ability to do so; or any intentional display of force such as would give the victim reason or fear to expect immediate bodily harm.
- Conduct on college property or in college facilities which materially interfere with the normal operation of the college is prohibited. Entering or attempting to enter any dance, social, athletic, or any other event sponsored or supervised by the college or any recognized club or organization without credentials for admission, i.e. ticket, I.D. card, or invitation, is prohibited.
- The possession or use (without valid medical or dental prescription), manufacturing, furnishing, or sale of any narcotic or dangerous drug controlled by federal or Georgia law on or off college property or in college facilities is prohibited.
- Falsification of Records. No student shall alter, counterfeit, forge, falsify, or cause to be altered, counterfeited, forged, or falsified, any record, form or document used by the college.
• Explosives. No student shall possess, furnish, sell, or use explosives of any kind in or on college property.

• Fire Safety. No student shall tamper with fire safety equipment. The unauthorized possession, sale, furnishing, or use of any incendiary device or ammunition is prohibited. No student shall set or cause to be set any unauthorized fire in or on college property. The possession or use of fireworks in or on college property is prohibited. No student shall make, or cause to be made, a false fire alarm.

• Weapons. Students are prohibited from possession of firearms in or on college property except by law enforcement officers, judges, and district attorneys. The possession or use of any other offensive weapon is prohibited. Weapon is defined as being inclusive but not limited to the following: pistol, revolver, or any weapon designed to propel a missile or projectile of any kind, or any dirk, bowie knife, switchblade knife, ballistic knife, any other knife having a blade of two or more inches, straightedge razor, razor blade, spring stick, metal knucks, blackjack, any bat, club, or other bludgeon-type weapon, or any flailing instrument consisting of two or more rigid parts connected in any manner, including nunchakas, nunchucks, nunchaku, shurikers, or fighting chains, or any disc, of whatever configuration, having at least two points or pointed blades which is designed to be thrown or propelled and which may be known as a throwing star or oriental dart, or any weapon of any kind, and any stun gun or laser. Anyone bringing weapons on campus faces prosecution and students face expulsion.

• Hazing. All acts, rites, and ceremonies of induction or invitation into any college club or organization which tend to inflict or allow physical or mental abuse is prohibited.

• Smoking, eating, or drinking. Smoking, eating, or drinking is prohibited in areas so designated. Prohibited areas include all classrooms, laboratories, and other areas where such restrictions are posted.

• Student I.D. Cards. Lending, selling, or otherwise transferring a student I.D. card is prohibited. The use of a student I.D. card by anyone other than its original holder is prohibited.

• Theft. No student shall sell a textbook not his own without written permission of the owner. No student shall take, attempt to take, or keep in his possession, items of college property, or items belonging to students, faculty, staff, student groups, or visitors to the campus without proper authorization.

• Unauthorized Entry or Use of College Facilities. No student shall make unauthorized entry into any college building, office, or other facility nor shall any person remain without authorization in any building after normal closing hours. No student shall make unauthorized use of any college facility.
• The use of GMC computer facilities for the purpose of solicitation, enticement, or seduction of a minor is prohibited. The use of GMC computer facilities for compiling, transmitting, printing, publishing, or reproducing trading, selling or exchanging any notice, statement, advertisement or any child’s name, telephone number, place of residence, physical characteristics or other identifying information for the purpose of offering or soliciting sexual conduct of or with any child or the visual depiction thereof is prohibited and actionable under Georgia law.

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

• Parking. Parking is permitted only in appropriately designated areas. Vehicles parked in unauthorized areas will be subject to removal at owner’s expense.

• Repeated violations. Repeated violations of published rules or regulations of the college cumulatively indicating an unwillingness or inability to conform to the standards of the college for student life are prohibited.

• Sexual Harassment. Unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature is prohibited.

• Violation of local, state, or federal law. The violation of local, state or federal law, on or off campus, that constitutes (or creates a substantial likelihood of) material interference with the normal, orderly operation, and process of the college is prohibited.

• Student Dress Code. Georgia Military College expects its students to dress and groom to reflect high standards of personal conduct which demonstrate good taste and are appropriate for college. Student dress may not present a health or safety hazard, violate city or state law, or present a potential for disruption to the instructional program. Attire or accessories which advertise, display, or promote any drug, including alcohol or tobacco, sexual activity, violence, lewd language, disrespect and/or bigotry towards any group are not acceptable. Unacceptable clothing and accessories include, but are not limited to, gang-related attire, excessively tight or revealing clothes, short shorts, bare midriff, low-cut blouses, tank tops, halter tops, tube tops, see-through tops, cropped shirts, spiked jewelry, or chains. Shorts and dresses must adequately cover the front, back, sides, and midriff. As a matter of common courtesy and respect, hats/caps are not to be worn inside buildings.
**Procedures**

All students and all persons employed by the College have the responsibility and obligation to report violators of the CODE OF CONDUCT. When a student is charged with violation of the foregoing conduct regulations, the student’s case is treated in keeping with the procedures outlined below:

1. All complaints of alleged violations by a student are made to the Dean of Students, the Commandant of Cadets, or the Distant Learning Center Director (Convening Authorities). Each complaint should include a statement of facts outlining each alleged act of misconduct.

2. The student will be notified by the Dean of Students, the Commandant of Cadets, or the Distant Learning Center Director that he/she is accused of a violation and will be asked to come in for a conference to discuss the complaint.

3. At the above mentioned conference, the student shall be advised that:

   a. The student may admit or deny the alleged violation, waive all further hearings, and request that the college official take appropriate action.

   b. The student may admit or deny the alleged violation. If the case involves the possibility of suspension or expulsion, the Dean of Students, the Commandant of Cadets, or Distant Learning Center Director may refer the case to the Disciplinary Committee for full disposition. Otherwise, the Dean of Students, the Commandant of Cadets, or the Distant Learning Center Director will make full disposition of the case. These administrators may, for good cause, refer any case to the Disciplinary Committee.

4. Students referred to the Disciplinary Committee by a Convening Authority will be given reasonable notice in advance of the hearing. The notice will be provided verbally or in writing, preferably in person. Otherwise, the notification will be by certified mail to the last local address of the student within the reasonable knowledge of the Dean of Students, the Commandant of Cadets, or Distant Learning Center Director. The notice will include the following:

   - The date, time, and place of hearing.
   - A statement of the specific charges and grounds which, if proven, would justify disciplinary action being taken.
   - The names of witnesses scheduled to appear.
   - Parents of a minor will be notified of the charges.
5. The student, if a minor, is expected to notify parents or guardians concerning the charges and these persons may request a conference with the college officials prior to the hearing.

6. The Disciplinary Committee’s findings and recommendations are sent to the Convening Authority for decision. The Convening Authority is empowered to decide disciplinary probation of one year or less and suspensions of one quarter or less. These decisions can be appealed to the President who is the final appellate authority.

Decisions involving expulsion, probation for more than one year, and suspensions of more than one quarter are reserved by the President. There is no appeal.

7. A copy of the final decision will be given or mailed to the student and, if the student is a minor or if the student so requests, to his/her parents or guardian.

**Convening Authority Responsibilities**

1. Convening Authorities will appoint Disciplinary Committees and will ensure that these committees afford due process and that members are trained to conduct and report committee proceedings.

2. Convening Authorities are responsible for notifying the Registrar for annotation of transcripts, if appropriate.

3. Convening Authorities are the office of record for disciplinary committee hearings, actions, and decisions that proceed from hearings.

4. The Dean of Students is responsible for monitoring training and compliance with Disciplinary Committee policy and procedure at all campuses.

**Code of Conduct Penalties**

The following are possible penalties which may be imposed upon the student for an infraction of the Code of Conduct. This list shall not be taken to be exhaustive and may be enlarged or modified to meet particular circumstances in any given case.

- **Expulsion.** This is permanent severance of the student’s relationship with the college.

- **Disciplinary Suspension.** Temporary severance of the student’s relationship with the college for a specific period of time, though not more than one quarter.

- **Dismissal.** College cadets may be dismissed from the Corps of Cadets. However, this action does not affect their standing as a commuter students and does not constitute a property right.
• 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 restriction, the issuing of a reprimand, and/or restitution.

• Reprimand. Oral reprimand is an oral disapproval issued to the student. A letter of reprimand is a written statement of disapproval to the student.

• Restrictions. This includes the exclusion from enjoying or participating in social activities and/or ID card privileges.

• Restitution. Reimbursement for damage to or misappropriation of property; this may take the form of appropriate service or other compensation.

Rights of Student Defendant before the Disciplinary Committee

At hearings of the Disciplinary Committee, student defendants will be afforded all rights entitled by due process. As a minimum, they must be advised of the following:

• The right to have a faculty member or student as their advisor.

• The right to present evidence in their behalf.

• The right to ask questions of witness’s testimony or written statements.

• The right to remain silent and have no inference of guilt drawn from that silence.

• The defendant is presumed to be innocent until proven guilty.

• The right to appeal, to the President, if the Disciplinary Board imposes suspension or expulsion.

• Minutes of the proceedings will be kept and made available at the student’s request for the sole purpose of appeal from a decision of suspension or expulsion.

• Students referred to the Disciplinary Board retain 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 the student’s presence would create a dangerous or disruptive situation. In such case, the Dean of Students, the Commandant, or Distant Learning Center Director may impose temporary protective measures, including suspension, pending a hearing, which may be reasonably necessary. Such temporary protective measures may be applied where the student is accused of violation of a college regulation or of a local, state, or federal law or regulation. It is understood that such temporary protective measures, if applied, will be without avoidable prejudice to the student.
The Disciplinary Committee

• The Disciplinary Committee is appointed by the President of the college for the Milledgeville campus and by the Directors for the Distant Learning Centers.

• The Disciplinary Committee hears cases involving alleged violations of the Student Code of Conduct and violations of Cadet Rules and Regulations referred to it by the Convening Authority (Dean of Students, Distant Learning Center Directors, or the Commandant of Cadets). Normally, these cases are those in which there is a possibility of suspension or expulsion of the accused student.

• Preliminary investigations of charges against students are made by the Dean of Students, Commandant of Cadets, or Distant Learning Center Director. Cases are referred to the Disciplinary Committee through its chairperson. The chairperson sets the time and place for a hearing and notifies other members and from that point, all summoning of defendant(s) and witnesses is done by the authority that referred the matter to the Disciplinary Committee.

• Decisions of the Disciplinary Committee are made by majority vote. A quorum consists of three members.

• Members of the Disciplinary Committee may disqualify themselves if their personal involvement in the case is detrimental to the interest of the accused or of the institution. Replacements for members who disqualify themselves may be made by the President on main campus, or the Directors at the Distant Learning Centers.

• The Disciplinary Committee Chairperson ensures that minutes of the proceedings are accurately prepared and files maintained.

• The Disciplinary Committee Chairperson is responsible for communicating findings and recommendations made by the Committee’s recommendations to the Convening Authority for final decision.

Classroom Behavior

Disruptive behavior ordinarily is not a problem in a college setting. However, should a student’s classroom behavior be disruptive, the following policy applies:

If a student’s conduct interferes with or disrupts the orderly class process, the instructor should promptly advise the student to cease the misbehavior. If the disruptive behavior continues, the instructor may ask the student to leave the class and to schedule a private conference with the instructor prior to returning to the class. The instructor may also refer the matter to the Dean of Students or Distant Learning Center Director for appropriate disciplinary action.
If the student refuses to leave the classroom and continues the disruptive behavior, the instructor may discontinue the class session, inform the student not to return to class without the instructor’s permission, and report the incident in writing to the Dean of Students or the DLC Director who will ensure that all necessary actions are taken. Such a report should include dates, times, action, names of persons involved, and names of witnesses.

If, when the class next convenes, the student attempts to return to class without the prior permission of the instructor, the instructor may deny the student access to the class. If the student interferes with or disrupts the orderly class process and/or refuses to leave the classroom when requested by the instructor, the instructor may obtain the assistance of the campus police officers to remove the student from the class and prevent return to that class. The instructor will inform the Dean of Students of the incident without delay.

**Policies of Disruptive and Obstructive Behavior**

A student, acting individually or in concert with others, who clearly obstructs or disrupts, or attempts to obstruct any teaching, research, administrative, disciplinary, or public service activity authorized to be discharged or held on any campus of Georgia Military College is considered to have committed an act of gross irresponsibility and shall be subject to disciplinary procedures, possibly resulting in dismissal. There are other types of behavior or activities that are friendly, but are disruptive and therefore are not allowed.

- Bringing animal pets to class, study hall, or cafeteria is prohibited.
- Bringing babies or small children to classes or other service areas is prohibited.
- Bringing friends, visitors, or family members who are not enrolled in the class requires the permission and approval of the instructor.

In keeping with the above, it is college policy that no animal pets, un-enrolled or unauthorized persons or other friendly but distracting elements be brought into classrooms, study hall, library, or any other service area of the college unless specifically requested or authorized by the instructor or person in charge of the activity area.

This restriction on persons, particularly members of the family, attending public college special functions does not apply. Family members and friends are always welcome to attend public activities on campus such as graduation or commissioning ceremonies.
Disciplinary Obligations

In order for a student to be approved for graduation, or for release of academic transcripts, she/he must resolve any outstanding disciplinary obligations. The student must have complied with the terms of any penalties imposed as a result of misconduct, to include cadet-specific actions.

The college does not guarantee the award of a degree of any course of study. The award of degrees is conditioned upon satisfaction of all current degree and instructional requirements at the time of such award, compliance with the college rules and procedures, as well as performance meeting bona fide expectations of the faculty.

Student Rights and Responsibilities

To Take Stands on Issues

Students have the right to take stands on issues, the right to examine and discuss questions of interest to them, and the right to support causes, by orderly means, which do not disrupt the regular and essential campus operation.

To Invite and Hear Speakers

Recognized student organizations are allowed to invite and to hear any persons of their own choosing for the purpose of hearing their ideas and opinions. Scheduling of such events is made through the Office of the Assistant Dean of Students or Distant Learning Center Director at least ten days before the speaker is to appear. The Office of the Assistant Dean of Students or Distant Learning Center Director approves the time, location or place, and the manner of presentation. However, the college President has final responsibility for campus events and activities and he, or his authorized designee, may affirm or cancel a speaker’s presentation or appearance when it can be shown that the proposed speaker will constitute a clear and present danger to the continued operation of the College.
To Have Their Records Kept Confidential

Georgia Military College, in compliance with the Family Educational Rights and Privacy Act of the 1974 “Buckley Amendment,” releases no personal information restricted by that Act without written consent of the student. This Act prohibits college officials from disclosing any records, or any other grade reports, academic standings, transcripts of records, or any other records, files, documents, and materials in whatever medium, which contain information directly related to the student and from which the student can be individually identified. Authorization for access by anyone to student records covered by this Act must be made in writing by the student and addressed to the GMC Vice President for Academic Affairs, or Distant Learning Center Director.

To Participate in Institutional Decision-Making

Students have a collective right to participate in the making of institutional policy that generally affects their well-being, although this right is subject to the supervening responsibility of the Administration to assure adequate protection for essential interests and policies of the institution.

To Due Process

Students have the right to due process when accused of a violation of any campus rule, regulation, or the Student Code of Conduct. The jurisdiction of disciplinary bodies, the disciplinary responsibilities of institutional officials, and disciplinary procedures shall be clearly formulated and published. In all cases the student is informed of the nature of the charges against him, and guaranteed the right of appeal in cases of suspension or expulsion. There may be circumstances which could result in involuntary separation from the college but not be the result of violations of campus regulations or breaches of the Code of Conduct. The student shall have the same rights to due process as those described for violations of campus regulations.

Against Prejudiced Academic Evaluation

Students have the right of protection against prejudiced academic evaluation. At the same time, students are responsible for maintaining the standards of academic performance established by the faculty for each course in which they are enrolled. Professors have a responsibility to advise students of course expectations, and criteria for grades. They should be available for conferences with individual students who seek counsel and advice regarding their progress in the course. Any student who believes that his or her academic rights have been violated may seek redress by the following procedures, in the order stated:

1) If at all possible, the student should first consult and work with the particular instructor involved;

2) If the student cannot obtain satisfactory results from such a conference, he or she should then file a complaint in writing with the chairperson of the division in which the alleged violation occurred. If the division chairperson and the instructor be one and
the same, the complaint shall be directed to the Vice President for Academic Affairs; 3) if the student is dissatisfied with these results and has not already done so, he or she may direct his complaint in writing to the Vice President for Academic Affairs. At the discretion of the Vice President for Academic Affairs, the student may petition, in writing, that his/her complaint be reviewed by the Academic Standards Committee.

To Publish Student Publications

Individual students and recognized campus organizations have the right to publish and distribute written material, provided that the material is identified by the name of the student and organization. In addition, the published material must meet college regulations and not present a clear and present danger to the educational process or orderly operation of the college. Student publications are guaranteed the rights inherent in the concept of freedom of the press.

The faculty advisor responsible for each publication is charged to protect those rights and establish and enforce standards of responsible journalism and include the avoidance of libel, indecency, undocumented allegations, attacks on personal integrity and the techniques of harassment and innuendo.

To Serve as a Juror without Penalty

It is a student’s civic responsibility to serve as a juror. It is a legal obligation to serve as a juror when summoned. Georgia Military College encourages students to exercise their civic responsibilities. The college cooperates with its students who have legal commitments. When a student receives a summons to serve as a juror, he/she should inform his/her instructors and begin to plan for making up work missed while serving as a juror.

The instructors will not penalize the student for absences incurred as a result of jury service and will assist the student in making up class work missed because of jury service. It is the student’s responsibility to initiate action to make up the class work missed.

Student Medical Withdrawals

See the College Catalog.

Non-Academic Grievance Procedures

1. Informal hearing: The student having a non-academic grievance should first attempt to resolve the grievance within ten days of the occurrence by discussion with the party involved.

2. Formal hearing: If the grievance is not resolved by the informal hearing, the student may file a written request for a formal hearing with the individual’s immediate supervisor. This must be done within ten days of the informal hearing. The supervisor
will forward a copy of the written request to the individual involved and send written notification to both parties concerning time, date, and location of the formal hearing.

Both parties will be allowed to present oral and written responses. The supervisor will offer a solution to the grievance and notify both parties with written minutes of the formal meeting and the decision. This notification must be processed within ten days after the formal meeting.

3. Appeals from the formal hearing: Either party may appeal the decision of the supervisor to the next supervisory level. Such appeals must be in writing and must be submitted no later than ten days after the date of the formal hearing. The parties may be required to produce written documentation of the grievance and all correspondence concerning the formal hearing. The appellate review may require a hearing, investigation, and/or a document review. Each party will be notified in writing of the decision of the appellate review authority within ten days of the appellate petition.

4. Appeal to the Dean of Students: Either party may appeal the decision of the appellate authority to the Dean of Students. This appeal must be in writing and submitted within ten days of the appellate decision. The Dean of Students may request the parties to provide documentation of the grievance process. The Dean of Students may elect to review the appeal or refer the appeal to the Disciplinary Committee. The Dean of Students will notify the parties in writing of the decision within ten days after receipt of the appeal.

5. Final Appeal: Either party may appeal the decision of the Dean of Students to the President of the college. Such appeals must be in writing and filed within five days after the decision of the Dean of Students has been received. The decision of the President is final.

**Procedures for Grievance Hearings**

1. All formal appeals must be submitted in writing within the appropriate time limit. The appeal should contain a brief description of the grievance and the circumstances involved.

2. All formal decisions should be in writing and delivered within the appropriate time limits. Formal decisions should contain the descriptions of the grievance, circumstances, parties, the appellate process and the appellate resolution.

3. An ad hoc hearing will be convened by the Dean of Students. The committee will be composed of one or more faculty/staff, one or more students, and a member of Human Resources. The committee shall establish procedures according to the following limitations:

   - Witnesses providing written or oral testimony will be limited to parties at action, two advisors (from students, faculty, and staff), and appropriate supervisors.
• The committee may question witnesses and require more documentation.

• Minutes of the Committee meetings shall be written and submitted to the Dean of Students.

• The decision of the Committee will be the result of a majority vote of qualified Committee members.

4. Upon receipt of the Committee’s recommendations, the Dean of Students shall render the final decision.

5. All records of the grievance process will reside with the Office of the Dean of Students.

Protection against Sexual Harassment

Students have the right of protection from sexual harassment. Unwelcome sexual advances, requests for sexual favors and other verbal or physical conduct of a sexual nature constitute sexual harassment when:

• Submission to such conduct is made explicitly or implicitly a term or condition of an individual’s academic standing or employment; or

• Submission to or rejection of such conduct by an individual is used as a basis for academic decisions or employment; or

• Such conduct unreasonably interferes with an individual’s academic performance or work or creates an intimidating, hostile or offensive learning environment.

Any student who feels he/she has been sexually harassed should contact the Dean of Students, his/her faculty advisor, or a faculty member of his/her choosing for further details on the Georgia Military College Sexual Harassment Policy and for assistance in the procedures for a filing non-academic grievance.

Equal Opportunity Violations

Georgia Military College is committed to a policy that ensures the fulfillment of equal opportunity without unlawful discrimination for all applicants for employment or student status. This policy is administered without regard to race, creed, color, sex, national origin, religion, age, veteran status, or handicap.

Any complaints dealing with any type of discrimination may be addressed to the Vice President for Business Affairs and Personnel located in Parham Hall.
Campus Sexual Assault Policy

Policy

All sexual offenses, whether forcible or non-forcible, committed on the Georgia Military College campuses are forbidden and will be subject to disciplinary action. The report of a sexual assault made to the college, being a report of an alleged crime, will be reported to the proper law enforcement agency having jurisdiction, for investigation and prosecution if warranted.

Programs

Campus programs in the forms of seminars and printed material will be available to students each year aimed at the prevention of sex offenses. These programs are instituted to educate, and promote awareness of rape, acquaintance rape, or other sex offenses that are proscribed by law.

Procedures

If a sex offense occurs, the victim should promptly preserve all evidence as may be necessary to the proof of a criminal assault, or other sex offense. In the event of emergency, or if the arrest of the perpetrator is needed for the safety of the victim or others, a report should be made by the victim directly to one of the following local law enforcement agencies:

Milledgeville Campus: Sheriff, Baldwin County, 478-445-4891,
Milledgeville Police Department, 478-414-4000.

Sandersville Extension Center: Office of the Assistant Dean for Academic Affairs.
201 E. Greene Street, Milledgeville, GA 31061, 478-387-4906.

Madison Extension Center: Office of the Assistant Dean for Academic Affairs,
201 E. Greene Street, Milledgeville, GA 31061, 478-387-4906.

GMC-Augusta Campus: Columbia County Sheriff, 706-541-2800

GMC-Columbus: Base Military Police, 706-683-7800

GMC-Fairburn: City Police, 770-964-1441.

GMC-Valdosta Campus: City Police, 229-245-5270.

GMC-Warner Robins Campus: City Police, 478-929-1170
Houston County Sheriff, 478-542-2080

Emergency at all locations: Dial 911.

Make a written report of the offense, and promptly file it with Georgia Military College at one of the following locations:
Milledgeville Campus: At the Office of the Dean of Students, 201 E. Greene Street, Milledgeville, GA 31061. Appointment for the filing of such report may be made by telephone to 478-387-4720.

Sandersville Extension Center: At the Office of the Director, 201 East Greene Street, Milledgeville, GA 31061. Appointment for the filing of such report may be made by telephone at 478-387-4906.

Madison Extension Center: At the Office of the Director, 201 East Greene Street, Milledgeville, GA 31061. Appointment for the filing of such report may be made by telephone at 478-387-4906.

Augusta Campus: At the Office of the Assistant Dean of Students/Assistant Director, GMC-Augusta, 115 Davis Rd., Martinez, GA 30907. Appointment for filing this report may be made by telephone at 706-993-1092

Columbus Campus: At the Office of the Director, 2601 Cross Country Drive Bldg B Columbus, GA 31906 at 706-478-3148

Fairburn Campus: At the Office of the Assistant Dean of Students/Assistant Director, 320 West Broad Street, Suite 200, Fairburn, GA, 30213. Appointment for filing this report may be made by telephone at 678-379-1375

Valdosta Campus: At the Office of the Director, 4201 North Forrest Street Valdosta, GA 31605. Appointment for filing this report may be made by telephone at 229-269-4848.

Warner Robins Campus: At the Office of the Director, located at 801 Duke Avenue, Warner Robins, GA, 31093. Appointment for filing this report may be made by telephone at 478-225-0005.

Counseling/Medical Services

Personal and academic problem assistance is available in the Department of Academic Support Services. Call 478-387-4960 for an appointment. Should you be a victim of sexual assault, call local law enforcement and go to the Emergency Room for treatment. In the event a medical examination is required to preserve the evidence of rape or sexual assault, such examination would be necessary immediately after the crime and prior to any change in the body of the victim by washing or elimination of fluids. The medical examination is the responsibility of the victim. There are no facilities for medical examination on the campus of Georgia Military College, and it would be necessary for such examination to be arranged off-campus, with the cooperation of the victim.
On-Campus Disciplinary Actions

Procedures for on-campus disciplinary action in cases of alleged sexual offenses shall include a hearing before the Disciplinary Committee. At Distant Learning Centers, disciplinary actions of alleged sexual offense shall include a hearing before the Director.

Notice of a hearing on an accusation of sexual assault or other sexual offense will be sent by mail to the address given by the student at the time of admission for the term in which the allegation is made, a minimum of five days before the hearing date. A brief description of the nature of the charges will be contained in the notice.

At the hearing of an accusation of sexual assault:

• The accuser and the accused are entitled to the same opportunities to have others present during a campus disciplinary proceeding.

• Both the accuser and the accused shall be informed of the outcome of any campus disciplinary proceeding.

• The recommendations resulting from the disciplinary proceeding will be forwarded to the President of Georgia Military College for his decision.

GMC Campus Sexual Assault
Victim’s Bill of Rights

The right to have any and all sexual assaults against them treated with seriousness; the right, as victims, to be treated with dignity; and the right for campus organizations which assist such victims to be accorded recognition.

The right to have sexual assaults committed against them investigated and adjudicated by duly constituted criminal and civil authorities of the governmental entity in which the crimes occurred; and the right to the full and prompt cooperation and assistance of campus personnel in notifying the proper authorities. The foregoing shall be in addition to any campus disciplinary proceedings.

The rights to be free from any kind of pressure from campus personnel such as:

• To not report crimes committed against them to civil and criminal authorities or to campus law enforcement and disciplinary officials; or,

• To report crimes as lesser offenses than the victims perceive them to be.

The right to be free from any kind of suggestion that campus sexual assault victims not report, or under-report, crimes because:
• Victims are somehow “responsible” for the commission of crimes against them;

• Victims were contributory, negligent, or assumed the risk of being assaulted; or,

• By reporting crimes they would incur unwanted personal publicity.

The same right to legal assistance, or ability to have others present, in any campus disciplinary proceeding that the institution permits to the accused; and the right to be notified of the outcome of such proceeding.

The right to full and prompt cooperation from campus personnel in obtaining, securing, and maintaining evidence (including a medical examination) as may be necessary to the proof of criminal sexual assault in subsequent legal proceedings.

The right to be made aware of, and assisted in exercising any options, as provided by State and Federal laws or regulations, with regard to mandatory testing of sexual assault suspects for communicable diseases and with regard to notification to victims of the results of such testing.

The right to counseling from any mental health services previously established by the institution, or by other victim-service entities, or by victims themselves.
Military Activities
Military Activities

General Information

The objectives of the Reserve Officer Training Corps program are to attract, motivate, and prepare selected students with high potential to serve as commissioned officers in the Regular Army, Army Reserve, or National Guard. In addition to providing courses required to earn a commission through the ROTC program, military science instruction and associated activities have the aim for all students of developing leadership and managerial potential, providing an understanding of the requirements and organization for national security, and instilling a strong sense of personal integrity and individual responsibility.

Leaders Training Course

The Military Science 100 and 200 (MS I and II) level courses are designed to provide the student a basic level of military education emphasizing leadership and the understanding of fundamental concepts and principles of military art and science. This basic foundation aids the development of the leadership potential of the individual student and serves to qualify him or her for the advanced course.

*There is no military obligation for enrollment in the ROTC basic courses.*

ROTC Advanced Course

The Military Science 300 and 400 (MS III and IV) level objective is to prepare students to serve as commissioned officers in the United States Army. This goal is accomplished by providing qualified students with knowledge and experience in leadership, management, and tactics, and by developing self-reliance through experience and practical application. Only prior service, three or four year JROTC students, or ROTC Basic Camp graduates (both with proper GPA & SAT-ACT test scores) may enter the advanced courses.
Financial Aid-General Information

Many students do not have the financial resources to accomplish their educational objectives. Through the financial aid programs, a combination of federal and/or state grants, state scholarships, institutional scholarships, work study and loans, Georgia Military College makes every effort to assure that no qualified student will be denied the opportunity to attend school because of the lack of funds.

GMC utilizes the results of the Free Application for Federal Student Aid (FAFSA) in determining a student's level of financial need. You must apply online at [http://www.fafsa.ed.gov](http://www.fafsa.ed.gov).

Contact the Financial Aid Office for information on other forms needed for state grants, scholarships, work study and loans. Some basic eligibility requirements for receiving financial aid are to be a US citizen or permanent US resident, be enrolled in degree program, not be in default of a federal student loan, be registered for Selective Service (required for males only), make satisfactory academic progress according to the standards listed in the College Catalog, and complete 2/3 of all course work attempted.

Some programs may have additional eligibility requirements. Check with the Financial Aid Office for information regarding specific programs.

The amount of aid available from most state and federal aid programs is related to student academic load for the term. Both the state and federal aid programs recognize 12 credit hours as the “full load” benchmark for maximum financial aid.

Types of Financial Aid Available at GMC

Federal Pell Grant:

This federally funded need-based grant pays the student monies for tuition, fees, books, and supplies and on-campus housing costs. Any remaining balance will be paid to the student to use for other school related expenses.

Students may apply for the Pell Grant by completing the Free Application for Federal Student Aid (FAFSA), which is available online at [http://www.fafsa.ed.gov](http://www.fafsa.ed.gov).

The number of course hours is a part of the formula for calculating eligibility for this grant as well as the student's total family income. The financial aid office may request additional verification requirements.
Federal Supplemental Educational Opportunity Grant (FSEOG):

This need-based award is designed to aid students with financial needs beyond the Federal Pell Grant.

Students must be eligible for Federal Pell Grant in order to be considered for this award. Contact the Financial Aid Office for residency requirements.

Georgia Tuition Equalization Grant (GTEG):

This grant provides monies to eligible Georgia residents who enroll on a full-time basis at GMC. Contact the Financial Aid Office for residency requirements.

General Information

Campus Safety Tips

Personal safety and property security at Georgia Military College are everyone’s responsibility. The Campus Police Department urges all members of the Georgia Military College community to participate in making our campuses as safe as possible.

By developing good habits, you can assist us in safeguarding both your property and the college’s property. In the event of suspicious or criminal activity, promptly call Campus Police. At DLCs and Extension Centers, call local law enforcement.

To develop good safety habits, follow these security tips:

Safety in Your Car:
--Always lock your car.
--Check the back seat before you get in.
--Have our keys in hand so you do not have to linger before getting in, especially at night.

Safety Outside and at Night:
--Walk confidently, directly, and at a steady pace. Walk on the street facing traffic.
--Stay in well-lit areas as much as possible.
--Never work alone in an office or classroom on campus at night. Arrange a buddy system with someone with whom you work or study.
--When you feel you are in danger, attract attention any way you can. Do not be reluctant to scream and run.
Residence Hall Safety:
--Lock your door when you leave the room, even if you will be gone only a few minutes. It takes about 8 seconds for someone to walk into an open room and remove an item.
--Notify a Tactical Officer and Campus Police of any suspicious loiterer in the vicinity of your room, hall, or building.
--Never leave purses, wallets, jewelry or other valuables unattended.
--Make a list of your valuables with a description and serial number and keep it on file in your room.
--Never prop open any exterior entry door to your room, suite, or dorm. This compromises everyone’s safety.
--Never let a stranger into your building.

The Georgia Military College Departments of Health Services and Campus Police offer many public health and safety educational programs to serve the college community. These programs are designed to promote communication and education about safety issues important to the students, staff and faculty. These departments regularly present programs using pamphlets, videos and other media to resident students and other campus groups. These programs include:

**DUI/Alcohol (Drug Awareness):** An overview of the liabilities and dangers involving the consumption of alcohol or drugs and the added dangers of driving while under the influence.

**Residence Hall Security:** Deals with security and preventative measures in the barracks.

**Personal Safety for Women:** Teaches women how to defend themselves through alertness, prevention, precaution and preparation using the SAFETY method.

**Date Rape Prevention Program:** Addresses the current view on this subject. It teaches women to be more aware of their surroundings and reviews the currently known date rape drugs.

**Workplace Violence Prevention:** Addresses the problems and characteristics associated with workplace violence and preventative measures.

**Operation Identification:** Provides a means for students to have valuables marked so they can be readily identified.
Georgia Military College Alma Mater

O’er the hills of dear old Georgia
Loyal all are we,
Year by year go marching onward
Cheering GMC.

Hail to thee, our Alma Mater,
May thy cause prevail,
And thy name fore’er be honored...
GMC all hail!

‘Neath thy portals visions splendor
Fills with hope the soul,
And life of valiant service
Thou hast made our goal.

Hail to thee, Our Alma Mater,
May thy cause prevail,
And thy name fore’er be honored...
GMC all hail!

When we from thy halls have parted
And life’s battles won,
Thy great spirit shall inspire us
'Til eternal dawn.

Hail to thee, Our Alma Mater,
May thy cause prevail,
And thy name fore’er be honored...
GMC all hail!
Georgia Military College Cadet Prayer

*Almighty God, General of all life’s forces, Commander of nature,*
we praise Thy holy name.

*Visit Thy presence upon us and all former GMC cadets.*

*Reinforce us in our quest for knowledge, integrity, and leadership.*

*Instill in us humanitarianism and bless our enemy whoever he might be.*

*Extinguish from our daily lives greed and envy, and make us champions of right and*  
*ladies and gentlemen of honor.*

*May we glorify Thy name in victory and be courageous in defeat.*

*Help us ever to think first of our comrades, and secondly of ourselves,*  
*and always of Thee.*

*Guide our footsteps and cleanse our minds.*

*May we be first in the service of our country and first in Thy service.*  

*Lead us, O Lord, that we might lead.*

*Amen*

Cadets who volunteer to be the cadet chaplain will commit the Cadet Prayer to memory and be prepared to recite it when called on to do so for special occasions.