

**STUDENT
HANDBOOK
AND
CALENDAR
FOR
DARTON COLLEGE**



An Entire World of Knowledge for
2006 - 2007
Darton College
2400 Gillionville Road
Albany, Georgia 31707-3098
www.darton.edu

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UNIVERSITY SYSTEM OF GEORGIA

Darton College is one of 35 institutions in the University System of Georgia. The University System of Georgia consists of four research universities, two regional universities, thirteen state universities, three state colleges and thirteen two-year colleges.

The 18-member constitutional Board of Regents governs the University System, which has been in operation since 1932. The Governor, subject to confirmation by the State Senate, makes appointments of Board members. Regular terms of Board members are seven years.

The members of the Board elect the Chairperson, Vice Chairperson, and other officers of the Board of Regents. The Chancellor, who is not a Board member, is the chief executive officer of the Board and the chief administrative officer of the University System.

The overall programs and services of the University System are offered through three major components: Instruction; Public Service/Continuing Education; and Research.

INSTRUCTION consists of programs of study leading toward degrees, ranging from the associate (two-year) level to the doctoral level, and certificates.

The degree programs range from the traditional liberal arts studies to professional and other highly specialized studies.

PUBLIC SERVICE/CONTINUING EDUCATION consists of non-degree activities, primarily, and special types of college-degree-credit courses. The non-degree activities include short courses, seminars, conferences, and consultative and advisory services in many areas of interest. Typical college-degree-credit courses are those offered through extension programs and teacher education consortium.

RESEARCH encompasses scholarly investigations conducted for discovery and application of knowledge. Most of the research is conducted through the universities; however, some of it is conducted through several of the senior colleges. The research investigations cover matters related to the educational objectives of the institutions and to general societal needs.

The policies of the Board of Regents provide autonomy of high degree for each institution. The executive head of each institution is the President, whose election is recommended by the Chancellor and approved by the Board.

State appropriations for the University System are requested by, made to, and allocated by the Board of Regents.

MISSION STATEMENT OF DARTON COLLEGE

Darton College is a two-year college within the University System of Georgia. Its principal mission is to provide educational programs, services, and opportunities to eligible citizens of southwest Georgia. Darton College seeks to serve by:

1. RESPONDING TO LOCAL AREA NEEDS WITH A COMMITMENT TO EXCELLENCE:
 - A. Darton College will provide high quality academic programs that assure completion of core curriculum requirements and an opportunity for successful transfer into baccalaureate programs or entrance into professional occupations upon completion of two-year program.
 - B. Consistent with our local agreements with Albany Technical College and other technical colleges, Darton College will provide pre-baccalaureate quality career preparation in select degree and certificate programs, particularly allied health, nursing, business and health/wellness.
 - C. Darton College will encourage student participation in and appreciation of the performing and fine arts, as well as the role of aesthetics in human experience, and the function of ethics and morals in decision making.
 - D. Darton College will expand its curriculum, programs and activities to incorporate elements of internationalism and to foster a climate of multicultural understanding and acceptance.
 - E. Darton College will support the physical as well as intellectual development of its students by encouraging participation in intercollegiate and intramural athletics, by providing instructional wellness programs, and by providing appropriate facilities for college and community use.

2. FOSTERING AND MAINTAINING A TEACHING/LEARNING ENVIRONMENT THAT SUSTAINS INSTRUCTIONAL EXCELLENCE FOR DIVERSELY PREPARED STUDENTS:
 - A. Darton College will provide and maintain a comprehensive learning environment for students desiring the challenges and rewards of academic excellence.
 - B. Recognizing the different intellectual aptitudes and learning patterns of students, Darton College will provide Learning Support courses and academic support services for those who are not completely ready for college-level work.
 - C. For gifted students and those who seek the challenge of advanced classes and seminars, Darton College will offer an Honors Program.
 - D. Recognizing the unique needs of special populations, Darton College will provide support services and programs for students who may require special attention or reasonable accommodations.
3. PROVIDING HIGH QUALITY EDUCATIONAL PROGRAMS AND SERVICES:
 - A. Using state-of-the-art technologies, Darton College will provide both transfer and pre-baccalaureate career-specific programs, as well as select certificate programs consistent with our local agreements with technical institutes that foster academic excellence.
 - B. In collaboration with area technical colleges, Darton College will provide general education and support services for students of those institutions who desire the associate degree.
 - C. Darton College will provide a broad range of support services for its students including, but not limited to, career planning, program and course selection, advising, financial counseling, minority and disabled student advising and counseling, job placement assistance, and extracurricular activities. Services will be designed to promote educational, cultural, social, physical, personal and professional growth.
 - D. In preparation for entrance into the contemporary social and employment environments, Darton College will educate its students in the technologies of a global information age.
4. MAKING A COMPREHENSIVE COMMITMENT TO THE TOTAL NEEDS OF SOUTHWEST GEORGIA:
 - A. Darton College will work collaboratively with other institutions to utilize distance learning technologies to provide lifelong learning opportunities for area residents.
 - B. Believing that all of life is a field of learning, Darton College will offer a wide range of continuing education programs, seminars and courses designed to enhance personal and professional growth.
 - C. Darton College will share its physical facilities, faculty and staff expertise, and informational resources in support of educational, cultural, civic and economic development.
 - D. Darton College will collaborate with other area University System institutions to assure the most efficient and effective utilization of each institution's resources in responding to the needs of the service region.
5. SUPPORTING FACULTY DEVELOPMENT TO ENCOURAGE INSTRUCTIONAL EXCELLENCE, SCHOLARLY ADVANCEMENT AND CREATIVE ACTIVITIES:
 - A. Darton College will promote and support scholarly and creative activities that encourage enhanced instructional effectiveness and professional development.
 - B. Darton College will promote and support faculty engagement in community service, academic research and participation on System committees and activities.
 - C. Darton College will promote and support faculty participation in international studies and activities, as well as the expansion of the College's Global Center.

STUDENT SERVICES

PART ONE

A. ACADEMIC ADVISING

Each student is assigned a faculty advisor to assist in academic program selection and planning, goal setting, semester course selection, and any other academic concern that may arise. Students are assigned advisors according to academic major; however, a student may request a change of advisor through the division chairperson or Vice President for Academic Affairs.

Students will meet with their advisors at least once a semester during the registration periods to plan their schedules. New students are strongly urged to meet with their advisors during their first semester of attendance to plan their programs and discuss other matters that will aid them. Further, students are encouraged to see their advisors at any time during the semester. Faculty members post their office hours on their doors and are available at other times by appointment.

B. ADVISING CENTER

The Advising Center offers the opportunity for first-time and readmitted students to register by appointment before regularly scheduled registration dates. Student are evaluated, advised and registered on an individual basis by Student Success advisors. Undecided majors who do not place into Learning Support classes are advised in the Advising Center until majors are declared.

C. BOOKSTORE

1. **Purpose-Service** - The Darton College Bookstore is wholly owned and operated by Darton College, a Unit of the University System of Georgia. Its purpose is to furnish all the tools needed in the educational process of its students and provide a service to faculty and staff. Income from the operation of the Bookstore is used to pay for the cost of goods sold, employee salaries, and other operating expenses. The Bookstore carries a complete line of essential classroom items, as well as souvenir items, such as mugs, stationery and sweatshirts with the College name and/or seal.
2. **Text Revision** - The decision to adopt a new or revised text is made by the appropriate division faculty and approved by the division chairperson.
3. **Buy-Back/Refund Policy** - A 100 percent refund of the purchase price of the book will be given during the first seven (7) days of classes following late registration/drop add day for a regular term class each semester upon presentation of **proof of withdrawal from the class and a sales receipt**. Beginning the eighth day of classes, 50 percent of the purchase price will be refunded. *For an "A" or "B" Term class, 100 percent refunds for books will be processed through the first five (5) days of the appropriate term. After that time period, there will be a 50 percent refund on textbooks.*

No refunds are permitted on **OPTIONAL** course books purchased, i.e., you purchase a book and after attending class decide you do not need the book and want a refund. No refunds on books returned because another source for the book became available. Buy-back of books being used by Darton College will be at a rate of one-half of the purchase price of the book, i.e., when a used book is purchased then the buy-back price will be one-half of the used book price. Only books being used by Darton College the following semester will be bought back from students by the Bookstore. Used books will be priced for resale at a reduction of 25% from the new book price. No refunds are permitted on clothing or supply purchases. Exchanges only may be made for incorrect sizing on clothing.

Refunds of any type require the presentation of a sales receipt.

Please contact the BOOKSTORE MANAGER at 229-317-6755 if there are any problems that you need to discuss.

4. **Hours** - The Bookstore is open from 9:00 AM to 2:00 PM, Monday through Friday. During the academic semester while classes are in session the bookstore is open each Monday and Tuesday evening from 5:00 PM to 7:00 PM. During registration week and during the first four nights in which evening classes are held the hours are extended. Summer semester hours may vary depending upon the class schedule/college hours of operation. Extended hours are detailed in each semester Schedule of Classes. The Bookstore is located in the Student Center.
5. **Online Bookstore** – Textbooks may be purchased through the Darton College Online Bookstore, a secure web site. Online book orders generally ship via UPS within three working days of receipt of the order. Return policies and procedures for books purchased online are the same as for textbooks purchased at the Darton campus bookstore or any of its satellites. Return shipping for authorized returns will be the responsibility of the student.

D. CHANGE OF NAME AND/OR ADDRESS

Students should keep the Registrar's Office notified of any name and/or address change. Unless notified to the contrary, grade reports and other correspondence will be addressed as shown on the student application for admission.

E. CHILD CARE

The College can refer students to a Child Care Resource and Referral Agency that can assist students with finding licensed child arrangements. For details contact the Vice President for Student Affairs' Office, telephone number 317-6728.

F. COUNSELING, TESTING AND CAREER DEVELOPMENT

1. **Counseling Services** - Counseling services include Darton College counselors who assist students in achieving their academic goals by helping them address any issue(s) that interferes with learning. During your time at Darton, various concerns might reduce your academic effectiveness or your sense of well-being. These concerns may include ineffective study habits, test anxiety, difficult personal or social relationships, feeling depressed or alone, or experiencing alcohol/drug problems. Short-term counseling is available to assist you in working through these difficulties or an appropriate referral can be made. The Student Success Workshop series assists students in developing effective study and test taking skills. These workshops are available throughout each semester and are free of charge. Experienced counselors are available to you for short term individual counseling or through Student Success Workshops. These services are available to Darton College students **FREE OF CHARGE**. Counseling services are located on the second floor of the Student Center. Stop by or call 317-6728 for an appointment. Services are available from 8 AM until 5 PM Monday through Friday and evenings by appointment.

2. **Testing** - The Regents' Testing Program (RTP) is administered by the Testing Center. In order to obtain a degree from any institution in the University System of Georgia, all students must pass the Regents' Test. This test assesses competence in college-level reading and writing. Additional information can be obtained from the Writing Lab, F202, 317-6880 or any academic advisor.

Other group tests such as the College-Level Examination Program (CLEP), MAPP and Residual ACT tests are administered by the Testing Center at times, places, and dates determined each semester by the Office. Pencil-paper tests for distance learning courses are administered at the instructor's request.

Information on testing is available at www.darton.edu. Click on Students, Student Affairs, Testing Center.

3. **Career Development Center** - The Career Development Center assists students as they plan their career paths, develop communication and job search skills, and obtain up-to-date educational and occupational information.

The Center maintains an extensive career library, with print resources as well as computer/internet sources. Comprehensive occupational data is available, including job descriptions, entry-level requirements, future job trends, salary ranges, and advancement opportunities. College catalogs and transfer applications are available for most colleges in the Southeast, with reference material for any college in the United States.

Career interest assessments and personality inventories are offered to students making major choices and career decisions. Individual and small group sessions are available to assist students in setting career goals and improving job-seeking skills. Assistance in resume writing and interviewing techniques is offered to individuals and small groups.

The Center assists current and former Darton College students in securing employment. Many employers in the surrounding area post job openings on the Job Board located in the Career Center, C217. These jobs are both part time and full time and range from entry-level positions to advanced-level positions. Information about summer positions at state parks and in government agencies is also available.

The Career Development Center is located upstairs in the Student Center, C217. The Center is open Monday through Friday from 8:00 AM until 5:00 PM. Evening hours are available by appointment. Contact 317-6865 for more information.

All services are FREE to Darton College students.

G. CRIME AWARENESS AND CAMPUS SECURITY ACT OF 1990

The Crime Awareness and Campus Security Act of 1990 requires Darton College, as all other institutions participating in Federal student aid programs, to publish and distribute to all current students and employees an annual report of security policies and crime statistics. An applicant for enrollment or employment may also request a copy of the report.

The report will be distributed each year. Distribution will be made through appropriate publications or mailings.

H. DENTAL HYGIENE SERVICE

Dental hygiene services are provided for the faculty and staff and to holders of valid student ID cards at no fee. Appointments may be made at the reception desk, B104, or by telephoning 317-6840.

I. DARTON COLLEGE CHALLENGE COURSE

The Challenge Course consists of a 50-foot Alpine Tower, a 50-foot Carolina Climbing Wall and a 27-element low initiatives course that goes beyond promoting fun and physical fitness to provide a quality educational experience for every individual within a group. This is done through experiential education by using initiative tasks centered on the development of problem solving, communication, trust, teamwork, and leadership skills. The course is available to all students, faculty, and staff in a number of different ways. Any student group or organization and faculty or staff department or work group can use the facility free of charge by making an appointment with the Challenge Course Coordinator. "Challenge Course" and Rock Climbing" courses are also available through the Physical Education Department. In addition, the Challenge Course can provide an excellent employment opportunity for those who qualify.

J. DISABILITY SERVICES

Darton College complies with both the Rehabilitation Act of 1973 and the Americans with Disabilities Act of 1990 (Title II). All students with a documented disability are strongly encouraged to register with the Disability Services Office at the time of making application. Any information provided regarding a student's disability is kept separate from the student's permanent file. Students must self identify and provide current documentation in order to receive academic accommodations. Upon the student's request, the Coordinator of Disability Services will work with the faculty to devise reasonable classroom accommodations. System accommodations require approval from the Regents Center for Learning Disorders. **Students need to be aware that rules of conduct and attendance policies apply to ALL students regardless of disabilities.**

Students with questions and/or needs relating to either of the Acts should contact the following person(s) on campus:

- a. Academics Coordinator of Disability Services
- b. Facilities Director of Plant Operations
ADA/504 Compliance Officer for Facilities
- c. Employment Director of Personnel
ADA/504 Compliance Administrator

K. EMERGENCY CONTACT WITH STUDENTS

The College has no centralized paging system. As a result, communicating with students on campus will be limited to extreme emergencies only. All students should advise their families and employers of this limitation. Emergency contact should be made through the Registrar's Office during the day, telephone 317-6742.

The Office of Evening Operations is located in the Cavalier Arena and is staffed by an administrator designated as Evening Supervisor and a student assistant. The hours of operation are 5:00 to 10:00 PM Monday through Thursday when evening classes are in session.

The main purpose of the Office of Evening Operations is to ensure that an administrative officer of the institution, faculty status, is on duty and available for those evening hours during which campus activities are on going. The secondary purpose of the Office is to provide certain services to personnel and students of the institution. All inquiries concerning the general operations of the College or communications of an emergency nature should be directed to the Office of Evening Operations after 5:00 PM, 317-6944.

L. EMERGENCY DRILLS

Emergency drills, such as fire drills, and tornado drills will be held each semester. All students must participate and follow instructions of faculty and staff during these drills.

M. FINANCIAL AID

The Office of Student Financial Aid offers many types of financial assistance to help qualified applicants pay for their education. The college utilizes the Free Application for Student Aid (FAFSA) to establish eligibility for all aid programs. Awards may consist of proceeds from grants, scholarships, loans, work-study or a combination of these.

Funds are available through the Federal Pell Grant, the Federal Supplemental Educational Opportunity Grant, the Federal Work-Study program, the Federal Stafford Loan program, the Georgia HOPE Scholarship and Grant programs, the Georgia Service Cancelable Loan Program and various scholarship opportunities. Sufficient financial assistance is available to provide opportunity for eligible students to attend school.

All financial aid programs operate on an award year beginning July 1 and ending June 30 of each year. Students must apply or re-apply each year to receive or continue receiving financial aid and meet satisfactory academic progress requirements. (See Section AA, STANDARDS OF PROGRESS).

The College has a limited number of Foundation and endowed scholarships available. Application and information may be obtained in the Financial Aid Office, building A, room A198.

N. FINANCIAL OBLIGATIONS

The College will withhold copies of the educational record and/or will terminate the enrollment of any student who has an outstanding financial obligation to the College.

Students whose checks to the College are returned by the bank due to insufficient funds or other reasons will be charged a service charge of \$15.00 or 5% of the check, whichever is greater.

O. FITNESS CENTER, RECREATION GYM, POOL AND WALKING TRACK

Students with a valid Darton College ID card and completed waiver/emergency contact form are encouraged to use the Darton College Fitness Center, Recreation Gym, Pool and Walking Track. Forms can be completed at the Information Desk located in the Physical Education Complex. Hours of operation vary each semester, but are posted at the Information Desk.

P. FOOD SERVICE

SUBWAY, through a service agreement with Darton College, offers food service to faculty, staff, students and the general public. The SUBWAY restaurant is located in the Student Center. Breakfast as well as a variety of sandwich items is served daily.

SUBWAY hours are Monday through Thursday, 7:30AM to 8:00PM and Friday, 7:30AM to 5:00PM. Breakfast is available from 7:30AM until 11:00AM. Sandwiches are available from 7:30AM until closing.

The Cavalier Grill, through a service agreement with Darton College, offers a variety of short order items to faculty, staff, students and the general public. Items may include but are not limited to hamburgers, cheeseburgers, french fries, chicken strips, hot dogs, pizza, etc. Operating hours are Monday through Thursday 10:00AM until 8:00PM and Friday 10:00AM until 5:00PM. The Grill is located in the Student Center.

The Cavalier Café, an internet café, is owned and operated by Darton College. The Café is a participant in the "We Proudly Brew Starbucks Coffee" program. All coffee products, as well as some cold beverage products, are licensed for resale by the Starbucks Corporation. The Cavalier Café, located in the Physical Education Complex, has operating hours of Monday through Thursday 6:30AM until 6:30PM and Friday 6:30AM until 5:00PM. The Café is open to Darton students, faculty, staff and the general public.

Summer hours for all Food Service vary depending upon the class schedule/college hours of operation.

Arrangements for special food service needs may be made by contacting the Auxiliary Services Director at 229/317-6893.

Food Service coupon books may be purchased in the College Bookstore using cash, check, VISA or MasterCard. The purchase may also be included with other semester charges to the student's financial aid account during the registration process provided funds are available. By purchasing coupon books, the student has the advantage of always having funds available to purchase food while he/she is on the Darton campus. Coupons are non-refundable, but never expire.

Neither SUBWAY nor any other food service operation on the Darton campus receives federal or state financial support; therefore, it must be self sustaining.

Q. HOUSING

As a community college, Darton College does not provide residence halls on campus. However, the Vice President for Student Affairs Office, located on the second floor of the Student Center, will assist

students in securing off-campus housing. This office, however, does not make rental reservations or negotiate directly between the landlords and students. Listings of area rentals can be found on the Darton College web page under Housing.

R. ID CARDS

Your Cavalier Card entitles you to participate in various activities and events sponsored by the Office of Student Activities. Your Cavalier Card is also used as your library card and used for access to the fitness center, pool, recreation gym and walking track. All students receive an ID card and keep this same card throughout their stay at Darton College.

ID cards for students are made during registration hours and during posted hours in the Cavalier Arena. You must have a copy of your current schedule to have your card made. There is a \$20 replacement fee for lost or stolen cards.

S. INCLEMENT WEATHER SCHEDULE

The policy of this college is to continue conducting scheduled classes, keep offices open and carry on normal college operations under weather conditions that are considered to be normal and reasonably safe for being on campus as well as on the road. In case of severe inclement weather such as hurricanes or icy conditions, the College may discontinue classes, close offices and cease routine operations. Unless notified to the contrary, the normal schedule will be followed. If classes are canceled all campus offices will be closed. The College will notify the local radio and TV stations and post the information on the Darton College web page. Students are encouraged to use their judgment when determining if it is safe to travel to attend classes. Students live throughout the southwest region of the state and severe weather in one area may not affect another area. Student safety is of primary concern to the College administration.

T. INTERNATIONAL STUDENT PROGRAM

The International Student Program offers international students a variety of personal and academic support services. The International Student Coordinator serves as a liaison between students, faculty, staff, administrators and external agencies such as the U.S. Department of Homeland Security. The office is located upstairs in the Student Center, room C219.

U. JOB PLACEMENT

Job placement assistance is available to all current and former students of Darton College free of charge. Assistance is given to both day and night students, part-time as well as full-time students.

The Job Placement Office assists in finding part-time and full-time jobs during the school year and during the summer. These opportunities are posted on the Job Board located on the second floor of the Student Center.

Further information regarding services may be obtained by appointment with the Coordinator of the Career Development Center in the Student Affairs Office.

V. LEARNING LABORATORIES

1. **Basic Skills Laboratories** - The Humanities/Learning Support Division offers a Reading Lab, a Writing lab, and a Math Lab to help students upgrade their basic academic skills through a variety of teaching strategies including the use of computer-assisted instruction, individualized instruction, tutoring, video and audio instruction, and word processing. The Writing Lab personnel also teach basic word processing. Lab services are available for all Darton students who desire any type of assistance in reading, writing or math, regardless of class enrollment. These labs are located on the second floor in the McKnight Building and are staffed by professionals and student tutors.

The labs are open from 7:30 AM to 10:00 PM Monday through Thursday and 7:30 AM to 5:00 PM on Friday.

Ordinarily, students enrolled in Learning Support courses are referred to the appropriate skill center for individual assistance beyond what is provided in the formal classroom. The instructors diagnose the individual student problems and prescribe an appropriate course of action to be carried out in the laboratories.

The labs also offer assistance for students preparing to exit Learning Support and the Regents' Test Workshop (RGTW0197) for students preparing for the Regents' Test. Participants in the Regents' Test Workshop may register for RGTW0197 during the normal registration process.

For further information, call the Chairperson of the Humanities/Learning Support Division 317-6850 or go by F-101 in the McKnight Building.

- 2. Writing and Math Centers** – The Humanities and Mathematics Divisions in conjunction with the Student Support Center, provide a Writing Center and a Math Center to assist non-learning support students in achieving maximum success in their coursework.

The Writing Center, located in room C144 in the Student Center, offers individualized assistance with writing assignments for all subject areas. The Writing Center is staffed by professionals and student tutors who provide constructive feedback throughout the writing process, utilizing an active learning approach that allows students to take complete responsibility for their success. Computers, printers, internet access, style manuals, and other writing aids are available for student usage free of charge to assist in research and the preparation of writing assignments.

The Writing Center is open 9AM – 9PM Monday through Thursday and 9AM – 5PM on Friday. Summer hours may vary depending on the College's operating hours. For more information, call 317-6983.

The Math Center, located in room B222 in the Science/Math Building, offers individualized assistance in all non-learning support mathematics subjects. The Math Center is staffed by professionals and student tutors who provide constructive feedback and one-on-one tutoring in the foundations of problem solving with emphasis on the use of technology as a problem-solving tool. Computers, printers, calculators, and mathematics reference materials are available in the Math Center for student usage to assist in problem solving and completion of assignments.

The Math Center is open 9AM – 12N and 1PM to 6PM, Monday through Thursday and 9AM – 5PM on Friday. Summer hours may vary depending on the College's operating hours. For more information, call 317-6883.

W. LIBRARY

(Learning Resources Center)

- 1. General** - The Wetherbee Library-Learning Resources Center procures, organizes and provides to the Darton College community both print, non-print and online learning resources that support programs of instruction and/or leisure interests. The Learning Resources Center promotes individual, classroom and distance learning use of these resources through an on-line computer system; reserves; library instruction programs; inter-library loan service; reference service, Library homepage website, online library services and media lab. The Learning Resources Center provides service to students attending other educational institutions and the general public, provided such service does not interfere with its obligation to primary constituents. The Learning Resources Center operates under Criteria for Accreditation established by the Southern Association of Colleges and Schools, Commission on Colleges, the policies of the University System of Georgia, and the rules and regulations of Darton College.
- 2. Books** - The books are arranged on the shelves according to the Library of Congress' classification scheme.

Access to the holdings of the Darton Library is gained through the computer terminals located in the Learning Resources Center or through web-based on-line access to GALILEO (Georgia Library/Learning Online) off campus. The collection also includes e-books.

Indexes for finding information are located on index tables and through GALILEO Databases. Indexes provide the means of locating information in books, periodicals, newspapers, pamphlets, and special collections. The Darton College on-line system "GIL" (GALILEO Interconnected LIBRARIES) provides full bibliographic data on library material as well as access to listings of reserve items. Georgia Library Online, (GALILEO), can be accessed through twenty-one GALILEO workstations in the Library, or through any workstation using as a web browser. Full text of articles from core curriculum journals, University System library catalogs, and various online reference sources are available through this system. Newspapers, dissertation abstracts, Georgia census data and Georgia state publications are among the many resources available on the GALILEO system. College catalogs are available through the World Wide Web. Books may be checked out for twenty-eight days and may be renewed if no one else has requested them. Periodicals, newspapers, reference books and media do not circulate. If the Center is closed, materials may be returned through the book drop located at the front entrance of the Center. Fines are charges for overdue materials (\$.10 per day per item).

In September, 1968, the Intra-County Book Return System went into service. As part of that system several "Book Drop Returns" (similar to postal mail boxes) located in different areas of Dougherty County permit students to return materials to Darton College, the Dougherty County Public Library, or Albany State College without making a trip to each library.

- 3. Equipment and Services** - In addition to books and periodicals, the Center provides the following equipment and services: Digital photo-copiers for the photo duplication of materials, fee \$.10 per page; microfilm/microfiche reader-printer, which permits the user to print out copies of the microfilm/microfiche materials being viewed, fee \$.05 per page; printing from GALILEO workstations, fee \$.05 per page; tape recorders; cassettes, video players, computers and a DVD player. Adaptive technology includes a magnification system, scanner and computer with JAWS, zoomtext, Cicero and an electric computer workstation. The library also has wireless technology.

Small lounge areas are located between the Center's collection of more than 745 periodicals, reference area and lease collection of fiction books. Individual study carrels, study-conference or seminar rooms are available in the library.

- 4. Reserve Collection** - Reserve material, i.e., special materials used in class assignments are kept behind the circulation desk. These materials are to be used only in the Center during regular hours so that all students may have an opportunity to use them.
- 5. Center Hours (While Classes are in session and during Final Exams)**

Monday - Thursday	7:30 AM -9 PM
Friday	7:30 AM - 5 PM
Saturday	CLOSED
Sunday	2:00 PM - 6 PM

Summer Semester Hours

Monday - Thursday	7:30 AM - 9 PM
Friday	7:30 AM – 11:30AM
Saturday	CLOSED
Sunday	2:00 PM - 6 PM

(During Registration and between Semesters)

Monday - Friday	8:00 AM - 5 PM
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Notices concerning changes in regular Center hours due to holidays, etc. will be posted on the front door of the Library.

Library staff are available during operating hours, and are ready to help at any time one needs assistance. Suggestions as to how Library service can be improved are welcome.

X. MINORITY ADVISING PROGRAM

The Minority Advising Program (MAP) is a support program for minority students. MAP offers students a variety of personal and academic support services. The primary goals of the program are (1) to ensure that the college experience is a positive one for minority students, and (2) to promote academic achievement and encourage persistence to graduation or program completion. MAP is located on the second floor of the Student Center, room C227 and is open weekdays from 8:00 AM until 5:00 PM.

Y. PARKING AND TRAFFIC VIOLATIONS

Parking

Each enrolled day and evening student who plans to park his/her vehicle on campus must obtain a parking permit at the time of registration. There is no charge for up to three permits. The parking permits must be placed fully visible on either the left side of the rear bumper or the left side of the rear window of one's vehicle. Lost, misplaced, or additional permits may be purchased for \$1 each from the Cashier in the Business Office in the Administration Building. During both day and evening classes, students are expected to park their vehicles in parking lots designated "STUDENT PARKING." Students parking their vehicles in any other parking spaces are subject to receiving fines and/or other penalties.

Traffic Citations and Fines and/or Other Penalties

- 1. Parking Violations** - For the first citation, the fine will be \$10. For each successive citation, the fine will increase \$5, e.g., second citation - \$15, third citation - \$20, fourth citation - \$25, etc. Fines for parking space designated for disabled persons will range from \$100 to \$500. Citations will be issued for the following:
 - a. Failure to register vehicle and/or display a current parking permit.**

- b. Parking in parking areas/spaces designated for vehicles of
 - *faculty, staff or President
 - *visitors
 - *disabled persons
 - *service staff
 - c. Parking a vehicle to prohibit use of
 - *emergency vehicle lanes (yellow curbs)
 - *crosswalks
 - *curb-cuts (blue curbs)
 - d. Parking in areas which are posted "Reserved" or "No Parking."
 - e. Improper parking
 - *failure to park between the lines marking a parking space
 - *"back-in" type of parking (driving through one space into another)
2. Moving Vehicle violations - For the first citation, the fine will be \$25. For each successive citation, the fine will increase \$5, e.g., second citation - \$30, third citation - \$35, fourth citation - \$40, etc. Citations will be issued for the following:
- a. Driving under the influence of alcohol or drugs
 - b. Reckless driving
 - c. Speeding
 - d. Failure to obey stop or yield signs
 - e. Improper change of lanes
 - f. Driving the wrong way on a one-way street

Vehicles parked in unauthorized areas will be subject to removal at owner's expense.

Within five days (excluding weekends and holidays) of receiving a traffic citation, students must pay the applicable fine to the Cashier in the Business Office in the Administration Building. Course grades and credits will not be released to a student and/or any requesting agency until the student has satisfied this financial obligation to the College. In addition to being fined, a student who receives more than four citations for parking and/or commits a moving vehicle violation may have the case referred to the Vice President for Student Affairs for consideration as a violation of the Student Code of Conduct.

Appeals Procedure

If a student believes there are extenuating circumstances associated with a particular traffic citation, the citation may be appealed to the Vice President of Student Affairs in the Student Center.

Students may direct questions and/or suggestions about parking regulations to the Vice President for Business and Financial Services in the Administration Building.

Z. SELLING ON CAMPUS

Board of Regents policies prohibit the operation of private enterprises on campus without College approval. Students who desire to sell goods or services on or off campus as a fund raising activity of a chartered student organization must have that activity approved by the Office of Student Activities and the Vice President for Student Affairs. Complaints about salespersons and reports of unauthorized selling may be directed to the Vice President for Business and Financial Services.

AA. STANDARDS OF PROGRESS, FINANCIAL AID

The Educational Amendments of 1976 provide that financial aid payments through Title IV federal programs must not be made if a student is not maintaining satisfactory academic progress in a chosen program of study. At Darton College the definition of satisfactory academic progress has the components described below:

1. **Qualitative Standards of Progress** - The financial aid recipient is expected to maintain the same grade point average as any other student enrolled which is on a sliding scale based on hours attempted. The scale is as follows:

DEGREE CREDIT HOURS <u>ATTEMPTED</u>	MINIMUM GPA <u>REQUIRED</u>
0-30	Not Classified
31-40	1.80
41-50	1.90
51 or more	2.00

Students falling below these minimums will be placed on academic and financial aid probation. Students will be removed from probation when the GPA is raised to the minimum or higher; students who earn a 2.00 or higher GPA during the semester in which they are on probation, but who do not raise their cumulative average sufficiently to be removed from probation, will be continued on academic and financial aid probation.

Students who are suspended due to failure to meet the conditions stated above will be ineligible for financial aid until they have earned credits equal to the hours enrolled in the semester their financial aid was suspended.

2. **Quantitative Standards of Progress** - In addition to maintaining the qualitative requirements defined above, students who receive financial aid must satisfactorily complete a portion of the work taken each semester to remain eligible.

Satisfactory completion is defined as a grade of "D" or better except in those courses where a grade of "C" is required (ENGL1101, ENGL1102, nursing courses, etc). A grade of "IF" in Developmental Studies courses shall be considered satisfactory. Grades of "F" or "WF" are not satisfactory. A "W" is a non-punitive grade and the student's progress will be evaluated when the "W" is changed to a letter grade (A, B, etc).

A student, who fails to satisfactorily complete the required number of hours in a given semester, will be ineligible for reinstatement of aid until credits are earned equal to the hours in which enrolled the semester financial aid was suspended.

3. **Maximum Length of Time for Assistance** - The student who enrolls full-time would be eligible for a maximum of six (6) semesters in most programs. One additional semester may be allowed in certain allied health programs. A student enrolled half-time would be eligible for aid a maximum of twelve (12) semesters. Since enrollment patterns vary from semester to semester, students will be evaluated on an individual basis.
4. **Reinstatement of Financial Aid** - It shall be the student's responsibility to petition the Office of Financial Aid for reinstatement of aid once work is made up and prior to the beginning of the semester for which aid is requested.
5. **Right of Appeal** - A student whose aid has been terminated for one of the reasons stated above shall have the right to appeal the suspension to the Student Financial Aid Appeals Committee appointed by the President of the College.
6. **Change of Major** - A student who changes major will be under the time limitation as described in 3. above. All previously earned credit, which is applicable, will be counted in the new major.
7. **Determination of Award Amounts** - In determining a student's eligibility for aid and the category of aid (full-time, three-quarter time, half-time) only those courses required for remediation and graduation shall be considered. Repeated courses will not be counted if the original grade was satisfactory. This in no way prohibits a student from taking courses of his choice but simply means such courses cannot be used in computing the student's course load for aid purposes.

BB. STUDENT HEALTH SERVICES

It is the student's responsibility to determine whether or not they are physically able to participate in College activities. There are no official health monitoring mechanisms but students may call upon counselors, academic advisors, and faculty members to offer assistance to them in making this determination. Students are urged to inform instructors of medical conditions that might require attention in class.

There is no College Clinic, but first aid kits and stretchers are located in all buildings. Students who become ill while on campus will be given aid and comfort as available until a member of the family comes for them or they will be taken home or to a local physician. Those who require emergency treatment will be taken to a local emergency treatment facility or medical service unit will be called. Students are responsible for expenses incurred.

Limited mental health services are available from the Division of Student Affairs. Students who require more extensive treatment will be referred to private services. (See Student Medical Withdrawal).

CC. STUDENT SUCCESS PROGRAM

The Student Success Program is designed to help students develop ways to be successful. Some of the ways the Student Success Program can assist students include: setting goals, managing time, exploring campus resources, communicating more effectively, improving study skills, enhancing test taking strategies, actively listening during class lectures and developing career/educational plans. The Student Success Program Office is located on the second floor of the Student Center. Office hours are from 8 AM until 5 PM, or after hours by appointment. Telephone 317-6947 or 317-6728.

DD. TUTORING PROGRAM

Everyone needs help from time to time. Peer tutors are available in a number of subject areas, and best of all, it is free. Tutoring takes place in room C144 between 9AM and 8PM, Monday through Thursday, and 9AM and 5PM on Friday. Summer hours may vary depending on the College's operating schedule.

Students are matched with a tutor who has a GPA of 3.0 or better and has been recommended by an instructor to tutor in a specific area. For more information contact, Deena Newman, Advising Coordinator, at 317-6738 or drop by C227 upstairs in the Student Center.

EE. VETERANS AFFAIRS

Darton College welcomes the opportunity to assist students who are eligible for benefits under any of the Veterans Administration educational programs. Interested persons should make application through the State Department of Veterans Services, located in the City-County Government Building, 225 Pine Avenue, or by completing the appropriate application for educational benefits available in the Office of Financial Aid. The applications and supporting documents are forwarded to the Atlanta office. Students who are on active duty with one of the Armed Services should contact their unit Education Officer.

The payment of Veterans Administration educational assistance allowance may not be made for any course that is not computed in the graduation requirements of the school, unless there are mitigating circumstances approved by the DVA. The Darton Office of Veterans Affairs cannot certify students for courses previously taken and passed.

Veterans with more than one year of active military service may be given credit for six (6) courses of health or physical education upon presentation of Form DD214 to the Admissions Office. Veterans must make this request before enrolling in a health or physical education course.

The Office of the Director of Financial Aid has been designated the Veterans Affairs Office at Darton College and persons in that office assist students in preparing applications and in answering questions regarding the various Veterans programs. Veterans should be sure to contact that office during pre-registration, registration, when changing majors or courses, at graduation, or any other time they need assistance during their enrollment at Darton College.

STUDENT ACTIVITIES

PART TWO

A. PURPOSE

The Student Activities program complements the instructional program by providing out-of-class educational, cultural, recreational and social opportunities. The Office of Student Activities plans and schedules activities and events for students and the college community. The office is located on the first floor of the Student Center, room C112, phone 317-6750. The following variety of services and activities is offered to students:

- General Campus Information
- Educational and Cultural activities
- Recreational and Social activities
- Student Clubs and Organizations
- Peer Tutoring
- ID Cards
- Cavalier Cove Game Room
- Intramurals
- Honors Day
- Tickets to various cultural and sporting events
- Expanded Recreational Program
- Family Activities
- Student Activities Semester Calendar
- Plays
- Speaker Series
- Musical Performances
- Student Travel
- New Clay Magazine
- Discount Movie Tickets
- Community/Volunteer Projects
- Student Handbook/Planner
- Red Cross Blood Drives
- Student Government Association

B. ORGANIZATION FOR STUDENT ACTIVITIES

There are two (2) groups which report to the Vice President for Student Affairs.

1. **Administration Group** - The Administration Group (Student Services Committee) recommends broad policies, guidelines, standard operating procedures and fund allocations. Since this is a policy level group, its composition is of persons able to view the total Student Affairs scope. The Student Services Committee is a standing committee and includes student activities as its primary concern. Committee members include faculty, staff, and students. This committee is charged with recommending the approval of recreational, cultural, social and educational activities.

The Chairman of the Student Services Committee will appoint a subcommittee composed of an equal number of faculty/staff and students. The subcommittee serves as an ad hoc Budget Committee and is charged with recommending the budget for the next fiscal year. The Director of Student Activities serves as executive secretary to this Committee with full voting rights.

2. **Operations Group** - After the broad guidelines have been established and the activities have been identified by the Student Services Committee, implementation is accomplished through or by the operations group.

The Operations Group is identified as the Office of Student Activities. The cost of implementing a particular activity might include funds for implementation personnel if necessary.

C. DISTRIBUTION OF STUDENT ACTIVITIES FUNDS

1. Student Activities Funds will be distributed on the basis of:
 - a. How directly the activity or organization benefits the student body.
 - b. The number of students participating in the activity or organization.
 - c. The amount of funds needed for financing the activity or organization.
2. Funds will not be allotted for:
 - a. Scholarships.
 - b. Non-student groups or individuals except when paid for a service.
3. Instructions for Requesting Funds for Student Activities and Organizations.
 - a. Discuss the request with Director of Student Activities who will assist in determining the source from which the funds are to be requested.
 - b. Submit to the Student Services Committee a written request. Include information, which justifies the request.

4. Procedures for budgeting funds for student activities are:
 - a. Each Spring Semester an ad hoc subcommittee of the Student Services Committee composed of at least two students and two faculty and/or staff members is appointed to recommend a tentative budget to the Student Services Committee.
 - b. The Student Services Committee reviews the proposed budget and makes recommendations to the Vice President for Student Affairs.
 - c. The Vice President for Student Affairs submits the budget to the President for approval.

D. FINANCES OF STUDENT ORGANIZATIONS

1. Student organizations and activities are mainly financed by the Student Activities Fund. The main source of income for the Student Activities Fund is the student activities fee.
2. Fund-raising activities must be cleared through the Office of Student Activities.
3. Student Activity Funds allocated to a student organization will be placed into an account in the organization's name. Requests for expenditures of these funds originate with the organization advisor through an S20 form. The requests are routed through the Director of Student Activities and the Vice President for Student Affairs for approval, and administered by the Vice President for Business and Financial Services. Requests for expenditures should be approved in advance with adequate lead-time for processing.
4. Funds earned or collected by clubs may:
 - a. Be deposited in the respective organizations' student activity fee accounts and administered as described above, or
 - b. Be deposited in a special account in the Vice President for Business and Financial Services' office and be administered as above, but bypass the Vice President for Student Affairs for expenditure authorization.
5. The College reserves the right to audit all student club accounts.

E. PROCEDURES FOR ORGANIZING CLUBS

1. Initial Procedure for Recognition of Student Organizations

a. Applications

An organization seeking recognition must submit an Application for Organization Recognition to the Director of Student Activities on the form furnished by that Office. A constitution and bylaws must be submitted with the application.

b. Hearing

The Director of Student Activities shall examine each application and reject those not submitted in proper form. The Director may request a hearing on the proposed recognition and may request that the hearing be held before the Student Services Committee. He may request oral or documentary evidence and will preserve a record of the hearing for use in event of appeals.

If the SGA endorses the application, and if the Director of Student Activities recommends approval, the application is submitted to the Vice President for Student Affairs for approval.

2. Criteria for Recognition and Review Procedure

- a. Recognition shall be granted to those organizations whose purpose and proposed activities are clearly related to the education, goals and mission of the College. Recognition shall be denied if the evidence presented shows that the proposed organization will present substantial likelihood of material interference or conflict with the educational process of the College or any of the following:
 - (1) The regular and orderly operation of the College.
 - (2) The requirements of appropriate discipline within the College community.
 - (3) The academic pursuits of teaching, learning, and other campus activities.
 - (4) The laws or public policies of the State of Georgia and the United States.
 - (5) The statutes and regulations of the College and the policies of the Board of Regents.
- b. If the Vice President of Student Affairs does not approve recognition, the organization may appeal the decision to the President of the College, who shall review the same and affirm, reverse, or modify the decision. The appeal shall be in such form as the President may require.

3. Rights of Student Organizations

a. Recognition authorizes an organization:

- (1) To use College facilities and equipment, subject to the policies of the Board of Regents and to College regulations governing allocation of student activity fees.
- (2) To be eligible to receive student activities monies subject to the Board of Regents policies and to College regulations governing allocation of student activity fees.

4. Rules and Regulations Governing Student Organizations

a. Financial Responsibility

- (1) Use of allocated student activities monies must conform to the purposes and practices approved by the allocating authority.
- (2) Organizations shall carry on business transactions and contractual relations with punctual and timely discharge of valid obligations and prudent use of funds.

b. Activities

Activities for clubs and organizations must be recommended for approval by the Director of Student Activities and approved by the Vice President of Student Affairs. Clubs and organizations must submit an S20 form for approval of activities at least ten days before the event.

c. Conformance with Organization Purpose

Activities of organizations must be in conformance with their applications' stated purposes.

d. Campus Displays

Displays, such as posters, notices, or banners, which litter the campus or damage the property of the College or of other persons or entities, which are obscene, or which materially interfere with the regular and orderly operation of the College, are prohibited.

e. Property Damages

Unauthorized or malicious damage to the property of the College or other persons or entities resulting from organization activities is prohibited and the student organization shall be responsible for all damages.

f. Disorderly Conduct

Organization activities that encourage or precipitate riots or other disturbances, which materially interfere with the regular and orderly operation of the College, are prohibited.

g. Parades, Student Rallies, and Gatherings

- (1) Parades, student rallies and other such gatherings either on or off campus must be approved through an S20 form with the Vice President for Student Affairs through the Office of Student Activities before they may be undertaken.
- (2) Use of facilities, equipment, and other college property shall be subject to reasonable scheduling by the Office of Student Activities in order to promote fair sharing of their use.

h. Law Violations

No organization shall commit, encourage, condone, or contribute to violations of college statutes and regulations, the policies of the Board of Regents, the laws of Georgia, or the United States.

i. Eligibility for Membership and Officer Status

- (1) Active membership shall be confined to currently enrolled students.
- (2) One hour per semester is the minimum academic load for a student participating in a student organization.
- (3) A student must maintain a 2.0 cumulative grade point average to be eligible to serve as an officer of a student organization.

j. Organization Publications

- (1) Student organization publications shall not contain material which is in violation of the Georgia Code of Law (Sections 16-11-39, 16-11-40, 16-12-80, 16-21-81), or which may create a substantial likelihood of material interference with the regular and orderly operation of the College.
- (2) Student organization publications shall abide by the guidelines and policies recommended by the Office of College Relations.

k. Rechartering of Clubs and Organizations

- (1) All recognized (chartered) organizations will submit a Student Club/Organization Budget Request Form (www.darton.edu, Student Organizations) each spring semester. The form will
 - (a) be an indication of the organization's interest in continuation,
 - (b) provide the Director of Student Activities with the name of the sponsor for the following year,
 - (c) provide the Director of Student Activities with a total number of members,
 - (d) provide the Director of Student Activities with the purpose and goals of the organization,
 - (e) provide the Director of Student Activities with the organization's requested budget for the upcoming year.
- (2) Criteria for recharter:
 - (a) Clubs must have held or participated in at least one visible campus activity per academic year and one community activity per year as determined by the Darton College Report of Student Activity Form (S-65).
 - (b) Subjective evaluation by the Student Services Committee. The advisor and club president may be asked to appear before the committee.
- (3) A copy of each organization's constitution and bylaws and of all subsequent amendments thereto must be submitted to the Director of Student Activities within seven days after enactment.
- (4) A list of officers must be submitted to the Director of Student Activities by October 31 each year.

5. Review and Enforcement of Regulations

The Director of Student Activities shall periodically review the activities of all student organizations to determine if they are acting in compliance with college regulations. Charges of violations of college regulations may be brought against any recognized organization and shall be heard by the Vice President for Student Affairs, or at his discretion, by the Student Services Committee. The Vice President or the Committee may request the presentation of oral and documentary evidence presented at the hearing. The Vice President or the hearing committee shall have a recording or transcript of the hearing prepared. The Vice President or the Committee may impose any one or any combination of the following penalties upon an organization after consideration of the evidence presented at the hearing.

- a. Restriction of all or any privileges enjoyed as a recognized student organization
- b. Monetary fines, withholding or withdrawal of allocated student activity monies
- c. Restitution for damages
- d. Probation of recognized status
- e. Suspension of recognized status
- f. Withdrawal of recognition

An organization may appeal the imposition of any penalty to the President of the College, who shall review the action and affirm, reverse, or modify the same. The appeal and review shall be in such form as the President may require. The President may utilize the services of an existing or ad hoc committee in determining the issues involved.

6. Final Review Powers of the President

Upon notice and hearing, the President of the College may review at any time the recognition of any student organization, and make whatever final disposition of the matter deemed necessary for the best interest of the College.

F. CLUBS AND ORGANIZATIONS

1. Alpha Beta Gamma

Alpha Beta Gamma is a national business honor society, which recognizes and encourages scholarship among junior college students in business curricula. Working toward this goal, Alpha Beta Gamma shall provide an opportunity for development of leadership and service, an intellectual climate for exchange of ideas, lively fellowship for scholars, and stimulation of interest in continuing academic excellence. Because Alpha Beta Gamma is an honor society, membership is by invitation.

2. **Alpha Mu Gamma**

The purposes of Alpha Mu Gamma, the National Collegiate Foreign Language Honor Society, are to (1) recognize achievement in foreign language study, (2) nurture an interest in the study of foreign languages, literature and civilizations, (3) stimulate a desire for linguistic attainment and (4) foster sympathetic understanding of other people through the medium of languages.

3. **Arts Students' League**

The Art Students' League is a club formed to promote art appreciation in the college and community and to provide a creative outlet for artistic talent. The Art Students' League is open to any student taking art, majoring in art, or having college credits in art.

4. **Association For Women In Science (AWIS)**

The student chapter of AWIS is an affiliate of the national Association for Women in Science (AWIS) organization, which serves to provide an outlet for communication and support among women and minorities in science, engineering and technical fields. The student chapter is open to all Darton students who are interested in encouraging and supporting women and minorities majoring in science, engineering and technology. The club promotes awareness of the issues of women and minorities in science and sponsors speakers on the issues.

5. **Baptist Student Union**

The BSU is a denominational ministry on all types of campuses. Its purpose is to conserve and help train Baptist students for effective Christian discipleship. It functions to remind each student of a responsibility to Christ, church, denomination and of the obligation as a Christian citizen to the world. The BSU is open to all students who would like to participate.

6. **Cavalier Attitude**

The Cavalier Attitude is the bi-monthly student newspaper of Darton College. The newspaper gives students an opportunity to learn first-hand through personal experience and teamwork how to generate story ideas, do investigative research, and write from the perspective of a journalist. Meetings are held on a weekly basis. Any student who is interested in contributing to the success of this student newspaper can join the Cavalier team.

7. **College Democrats**

The Young Democrats meet to discuss current political issues and contests, to host political debates and forums, and to facilitate voter registration among college students.

8. **Cultural Exchange Club**

The Cultural Exchange Club is open to all Darton students, both international and non-international, interested in learning about a variety of cultures. The purpose of the club is to promote in the college community a greater awareness of diverse cultures and to provide students with diverse backgrounds an academic and personal network.

9. **Darton Ambassadors**

The Darton Ambassadors is a service organization whose purpose is to serve the Darton community, focusing their efforts on activities, which support Alumni Affairs, Admissions, Career Development, Student Services, and College Relations. Membership is by invitation.

10. **Darton Association of Nursing Students (DANS)**

DANS is an affiliate of the Georgia Association of Nursing Students (GANS) and the National Student Nurses Association (NSNA). Membership is open to all Nursing majors. DANS provides opportunities for leadership and networking with other nursing students on the local, state and national level. Locally, DANS members participate in educational, service and social activities. Lamba Chi Nu is an honor society for nursing students. Membership is by invitation to nursing students with a cumulative GPA of 3.25.

11. **Darton College Student Chapter of IAAP**

The Darton College Student Chapter of IAAP is an affiliate of the International Association of Administrative Professionals (IAAP). The student chapter will enhance the student experience by providing an insider's look at the administrative profession. Darton College students who are enrolled in at least one course in a business curriculum are eligible to join. Students interested in being a member must join IAAP as a student member-at-large at the annual dues rate of \$18 per year.

12. **Darton Literary Society**

The Darton Literary Society is a creative writing club which is open to all students on campus. The purpose of the club is to facilitate good writing and to offer a venue for creative expression in the areas of poetry, prose and drama. The club meets monthly to share work. Club members also host creative readings on campus, help coordinate activities in conjunction with National Poetry Month and collaborate on creative writing projects for the College.

13. **Delta Psi Omega/Darton Players**

Delta Psi Omega is the national dramatic society for students enrolled in two-year colleges. Membership in "CAST #365" is open to students participating in three or more of Darton productions.

14. **Environmental Awareness Club (EAC)**

The Environmental Awareness Club (EAC) promotes recycling and environmental awareness on campus. Membership is open to all currently enrolled students.

15. **Fellowship of Christian Athletes**

Fellowship of Christian Athletes is the largest interdenominational school-based, Christian sports organization in America. FCA focuses on serving local communities by equipping, empowering and encouraging people to make a difference for Christ. It is open to all students, male and female, athlete and nonathlete.

16. **Honors Association**

The Honors Association is composed of students who are enrolled in the Darton College Honors Program, The Association serves as a springboard for extra-curricular activities such as community service projects and cultural events affiliated with the Honors Program. Through participation in activities on the Darton College campus, the Honors Association also functions as a recruitment tool for the Honors Program. Monthly meetings are scheduled throughout the semester; all members are encouraged to attend.

17. **Human Services Club**

The purpose of the Human Services Club is to encourage the personal and professional growth of students through service learning projects both on campus and community-wide. The goal of the Human Services Club is to enhance the learning process while honing "hands-on" human service skills. Membership is open to currently enrolled Darton students who have an interest in human services.

18. **MESA (Mathematics Engineering Science Achievement)**

MESA is an academic enrichment program that provide community college math, engineering and science majors support so they can excel academically and transfer to four-year institutions to complete their degrees in science, math and engineering fields. Membership in MESA is limited to women and minorities majoring in the science, math and engineering field and planning to transfer to a four-year institution to complete their degrees.

19. **Music Club**

The Music Club is open to all students, faculty and staff interested in the promotion and enjoyment of music on the Darton College campus. Members may become part of the national music educators association – Collegiate Music Educators National Conference (CMEMC). Activities may include concerts, recitals, visits to and performances at public and private schools, hosting regional and state music functions and attendance at state, regional and national conferences.

20. **Omega Xi Theta**

Students majoring in criminal justice, or related fields, will want to join Omega Xi Theta, Darton's Chapter of the American Criminal Justice Association, Lambda Alpha Epsilon. We promote awareness of criminal justice issues, sponsor seminars and debates on contemporary topics, provide service to the community, participate in professional workshops and develop valuable contacts with leaders in the criminal justice community. We also gain practical experience through visits to jails, prisons, courtrooms and other criminal justice facilities.

21. **Outdoor Adventure Club (OAC)**

The purpose of the Outdoor Adventure Club (OAC) is to promote the enjoyment of outdoor recreation activities such as rock climbing, caving, backpacking, kayaking, canoeing and other outdoor activities. The OAC is open to all Darton College students, faculty and staff.

22. Paralegal Student Association

Students majoring in paralegal studies are invited to join the Paralegal Student Association at Darton College. This association provides a forum for networking between students and professionals promotes awareness of issues relating to the field of paralegal studies and enhances professionalism through related educational activities. Dues are \$10.

23. Phi Theta Kappa

Phi Theta Kappa is an international honor society, which recognizes and encourages scholarship among junior college students. This society provides opportunity for the development of leadership and service, an intellectual climate for exchange of ideas, lively fellowship for scholars, and the stimulation of interest in continuing academic excellence. Membership is by invitation only.

24. Respiratory Therapy Club

The Respiratory Therapy Club has been organized to promote a better understanding of the respiratory therapy profession, to bring public attention to the role played by respiratory therapist and to enhance the image of the respiratory therapy profession. The club participates in a variety of fundraisers, which include bake sales, car washes, garage sales, etc. The club also participates in Health Fairs and Health Screening in the community and other worthwhile community service projects dedicated to preventing respiratory disease and promoting respiratory health.

25. Rho Tau Alpha

The purpose of the PTA Club is to educate the students, faculty, staff, and community about the growing field of Physical Therapy. Goals of the PTA Club are to promote PT education on campus, provide community service activities for professional enrichment of members, and to uphold the values set forth by the Physical Therapy profession and Darton College. Membership is open to all declared PT/PTA majors with a minimum GPA of 2.00.

26. SIFE (Students in Free Enterprise)

Students in Free Enterprise (SIFE) is a national organization, the mission of which is to build SIFE teams at colleges and universities to teach others a better understanding of how the free enterprise system works. Participating students are provided an opportunity to develop leadership abilities and to be certified as a SIFE graduate. Participation in the Darton College SIFE team is open to all Darton students without charge.

27. Sigma Chi Eta

Sigma Chi Eta is the national honor society for students in communication in two-year colleges. The purposes are to recognize, foster and reward outstanding scholastic achievement, to stimulate interest in the field of communication and to provide an opportunity to discuss and exchange ideas in the field of communication. Membership is open to students who have completed 9 hours of communication study, have a cumulative GPA of at least 3.0 and who have a communication studies GPA of at least 3.25.

28. Sigma Delta Mu

Sigma Delta Mu is the national honor society for students of Spanish in two-year colleges. The society strives to acknowledge excellence in the study of the Spanish language and of Hispanic literature and culture, as well as to foster friendly relations and mutual respect between Spanish-speaking and English-speaking people.

29. SPAGE

The Student Professional Association of Georgia Educators, SPAGE, is a professional organization for students interested in the field of education. SPAGE membership enables students to network with professionals in order to learn about various career opportunities and preparatory programs in the field of education. Membership is open to Darton College Education majors.

30. Student American Dental Hygienists' Association

The Student American Dental Hygienists' Association is composed of students enrolled in the Dental Hygiene Department. The objectives of this association are to cultivate, promote, and sustain the art and science of dental hygiene, to represent and safeguard the common interest of members of the dental hygiene profession, and to contribute toward the improvement of the health of the public.

31. **Student Occupational Therapy Association (S.O.T.A.)**

The Student Occupational Therapy Association (S.O.T.A.) is a club formed to promote a better understanding of occupational therapy and the important roles played by occupational therapy professionals. Enhancement of public knowledge of the field in general and the Occupational Therapy Assistant role is promoted. Any student may be a member of this organization provided they are currently enrolled in Darton College, and are interested in Occupational Therapy career opportunities.

32. **Table Tennis Club**

The Darton College Table Tennis Club is open to all students with a minimum GPA of 2.0 or higher who possess the necessary skills to compete at the collegiate level. The Table Tennis Club promotes Darton College by competing in various tournaments both locally and regionally and is sanctioned by the Office of Student Activities as an official Darton College club. Hopefuls may apply for a try-out date by submitting a letter to the Assistant Director of Student Activities.

33. **Wrestling Club**

The Wrestling Club is open to all students interested in wrestling and who possess the necessary skills to compete at the collegiate level. The Wrestling Club competes in various collegiate tournaments throughout the southeast.

G. CAMPUS PUBLICATIONS

1. **New Clay Magazine**

New Clay Magazine is a compilation of student writing and student art. It is published yearly under the aegis of the Humanities Division, using funds from Student Activities and other sources.

2. **The Darton College UpDate**

The UpDate is Darton's biweekly newsletter for the faculty, staff and friends of Darton College. It reflects the many activities, upcoming events, news, and accomplishments of the faculty, staff and students. It is distributed every two weeks throughout campus and is mailed to legislators, community and business leaders, high school counselors, principals, Regents and Trustees. All submitted material should be emailed to the Office of College Relations at: lisa.burton@darton.edu

H. ATHLETICS

1. **INTERCOLLEGIATE ATHLETICS**

Darton College has one of the largest two-year intercollegiate athletic programs in Georgia and is a member of the National Junior College Athletic Association. Women compete in basketball, soccer, softball and swimming, while men field teams in baseball, golf, soccer and swimming. Opportunities exist not only to play on the state level for championships in Region XVII, but also to compete for national titles through the NJCAA. Athletic scholarships are available in all eight sports. Scholarships are based on a combination of athletic and academic ability, coach's evaluation and previous athletic experience.

2. **INTRAMURALS**

The mission of the Darton College Intramural Program is to provide an opportunity for students, faculty and staff to experience personal growth and achievement in a team-oriented atmosphere which increases self-esteem, promotes self-control, advocates sportsmanship and provides a relief from stress in a controlled setting. Interested students may contact the Assistant Director of Student Activities for schedules, events and information on upcoming intramural sporting events. The Assistant Director of Student Activities is located in the game room of the Student Center.

I. CAVALIER COVE GAME ROOM

1. Hours

Monday - Friday 9:00 AM - 4:00 PM

2. Equipment Check Out Procedures

- Valid ID card required for all equipment checkouts (Cue sticks, ping pong paddles, PlayStation II and X Box games). ID must be given to Game Room Monitor. Student must sign in and out for equipment use.
- Checkout is on an individual basis. Others are not to be invited to use the same equipment.
- Recheck out of like equipment is not allowed for a 50-minute period. Recheckout of like equipment may be possible immediately at slack play periods. The discretion of the Cavalier Cove supervisor will be used.

3. Facility Use Regulations

- a. A student must be currently enrolled and hold a valid Darton ID card to use the Cavalier Cove facilities.
- b. Play is to be restricted to the table designated at the time of checkout. Abuse of recreation equipment may bring about loss of privilege to use such equipment as well as restitution for damages, if any. The Cavalier Cove supervisor will retain the ID card of anyone abusing or damaging the recreational facility or equipment until restitution has been made.
- c. The student assistant on duty in a recreational area is a representative of the Associate Director of Student Activities. The student assistant has the authority to enforce the regulations or rules of the area, and reports any infractions to the Associate Director of Student Activities for follow-up if needed.

J. COLLEGE FACILITIES PRIORITY SYSTEM

The use of any Darton College facilities or services shall be governed, whenever feasible, according to the following priorities:

- 1st Priority: Regular academic instructional programs
- 2nd Priority: Intercollegiate athletics
- 3rd Priority: College Continuing Education activities
- 4th Priority: Other approved College activities
- 5th Priority: Off-campus governmental, civic, special interest activities, in that order.

It should be noted that some requests for activities or services might have to be denied due to the requested facilities not being available or other complications on the date or dates requested. The President of Darton College may set aside or temporarily suspend the facilities or services priority system at any time he/she deems this action to be necessary for the total operation or functioning of the college.

K. STUDENT TRAVEL PROCEDURES

Individual students or organized groups of students who plan to attend college-sponsored out-of-town events which are funded by the Student Activities budget must submit a Request to Travel (Form S-11) to the Vice President for Student Affairs at least one week prior to the date of intended departure.

L. SCHEDULING OF ACTIVITIES

In order to schedule a college-affiliated activity such as a club meeting, event, forum, etc., an individual or a group must submit a Request for Approval of Activity Form (S-20) to the Director of Student Activities at least ten days prior to the event date. This form may be obtained from the Director of Student Activities.

No tests shall be given in academic courses and no student activities shall be scheduled during the three (3) calendar days prior to final exams each semester (Academic Committee, 6-3-74). Due to the nature of the following areas, the policy does not include physical education, applied music skill tests, makeup tests and individualized studies tests and the National League for Nursing Test.

M. EXPANDED RECREATION PROGRAM

The expanded recreation program, administered by the Office of Student Activities, allows the student to participate in various areas of community recreation on a fee paid basis or a shared fee basis by the student activity fund.

A listing of the community recreation facilities available to students is available in the Office of Student Activities. Details are available in the Office of Student Activities, C112.

STUDENT GOVERNMENT

PART THREE

STUDENT GOVERNMENT ASSOCIATION CONSTITUTION

PREAMBLE

We, the students of Darton College, in order to establish a student government, to insure the basic right of personal freedom to students, to play a positive role in recommending proposed college policy and to provide the opportunity for responsible student action and leadership, individually and collectively, in promoting the general welfare of the student body, hereby ordain and establish this constitution of the Student Government Association of Darton College.

ARTICLE I - Name

Section 1. The name of this organization shall be the Student Government Association of Darton College hereafter referred to as SGA.

ARTICLE II - Authority

Section 1. SGA derives its authority from the students of Darton College, the Darton College administration and the University System of Georgia and represents the students of Darton College.

ARTICLE III - Purpose

Section 1.

- a. To serve as a liaison and shall provide a forum for communication and recommendation between the students of Darton College and the Darton College administration, the Board of Regents, the state government and the public concerning problems and issues, which are important to the students of Darton College.
- b. To be a legislative body chosen through popular election by the student body of Darton College.
- c. To be the official and legal voice of the students of Darton College.
- d. To work under Darton College and the Board of Regents of the University System of Georgia.

ARTICLE IV - Affiliations

Section 1. SGA is a member of the Student Advisory Council to the Board of Regents of the University System of Georgia as stipulated by Article IV, Section A of the Student Advisory Council constitution.

ARTICLE V - Duties

Section 1.

- a. To make recommendations to the Vice President for Student Affairs concerning any considered change in college rules governing student conduct or that could affect student life.
- b. To make recommendations of approval or disapproval to the Vice President for Student Affairs for all new clubs and organizations on campus.
- c. To represent policy changes in the form of resolutions to the appropriate administrative members, the Student Advisory Council and appropriate legislative delegates.
- d. To advise the administration in the creation of or increasing of mandatory student fees.
- e. To have representatives on Darton College standing committees with each representative being a full member of each committee.
- f. To impeach and remove from office any member of SGA in accordance with Article XII of this document.
- g. To make rules regulating SGA elections.
- h. To execute any powers not specifically delegated herein but which are subject to the limitations of the framework of the policies of the University System of Georgia and Darton College.
- i. To represent Darton College and Darton College students in a positive manner at all times.

ARTICLE VI - Membership

Members are subject to all rules as may be hereafter enacted by this organization,

Section 1. **SGA**

SGA shall consist of the Executive Council, the Senate and the Cabinet hereafter referred to as members of SGA, the membership or members.

Section 2. **The Executive Council**

The Executive Council shall be elected by popular vote regardless of any reason not specifically prohibited in this document.

Section 3. **The Senate**

- a. The Senate shall be selected by a majority vote of the Executive Council annually.
- b. There shall be created one position of senator for every 200 students enrolled at Darton College with a minimum of ten positions open regardless of enrollment.

Section 4. **The Cabinet**

- a. The Cabinet shall consist of Presidents or Vice Presidents from every Darton College club and/or organization. In the absence of a club or organization's President or Vice President, an official representative shall be selected by the membership of said club or organization.
- b. The Cabinet shall report on matters of specific interest pertaining to the membership of the club or organization.

Section 5. **Responsibilities, Duties and Privileges**

Members of SGA shall have the following responsibilities and privileges in addition to others, which may be specified elsewhere in this Constitution or in the Bylaws.

- a. Shall discuss issues of concern to students of Darton College.
- b. Shall debate and pass legislation to be presented and advocated before the Darton College administration, the Board of Regents and the University System of Georgia. Said legislation shall express the official recommendations, opinions and positions of the students of Darton College.
- c. Shall be able to cast one vote on every issue and motion that shall come before SGA with the exception of the President.
- d. Shall have the power to make motions and hold the floor during meetings of SGA and during committee meetings of SGA.
- e. Shall serve on an SGA committee. Senators, as recommended by the Advisor to SGA and the Vice President of Student Affairs and approved by the President of Darton College, may also serve on a Darton College Standing Committee.
- f. Shall represent the student body of Darton College and advise the President of SGA in all matters affecting student interest, activities and welfare.
- g. Shall attend all general session meetings of SGA and all committee meetings for which they are a member.
- h. Shall advise the President of SGA on all appointments and establishment of ad hoc committees.
- i. Shall provide for the execution of all duties of SGA, except for those specifically delegated.
- j. Shall carry out other duties or functions as may be assigned to them from time to time by the membership or the Executive Council.
- k. Shall undertake other action that would serve to fulfill the purpose of SGA and serve the students of Darton College.

Section 6. **Eligibility**

- a. All members of SGA shall be enrolled in a minimum of three credit hours of course work at Darton College, with exception of the Executive Council, which shall be enrolled in a minimum of four credit hours, and of Summer semester, which shall be regulated in accordance with Article XI of this document.
- b. All members of SGA shall possess a minimum GPA of a 2.0 with the exception of the Executive Council, which shall be 2.5.
- c. All students running for an executive position must have a Darton College GPA of at least 2.5 at the time of elections. Candidates for SGA president must have served as an SGA senator for at least one semester and also have at least 10 hours of earned credit at Darton College at the time of the elections.
- d. The Advisor of SGA shall check these requirements every semester. Failure to meet criterion shall result in expulsion for said member.

Section 7. **Term Lengths**

Terms shall be one academic year in length for all members of SGA. Senators must reapply each year.

Section 8. **Dismissals**

- a. Any member of SGA shall be dismissed for falling below the required amount of hours enrolled, three or more unexcused absences per semester for General Session meetings, three or more unexcused absences for committee meetings of which they are a member, or possessing a GPA of less than 2.0.
- b. Executive Officers shall be removed from office, but shall assume the position of senator for possessing a GPA of less than 2.5, but not less than 2.0.
- c. An absence shall be considered unexcused until it is changed by a majority affirmative vote by the Executive Council.
- d. Dismissals shall take place immediately.

ARTICLE VII - Executive Council

The Executive Officers of SGA shall be the President, the Vice President of Academic Affairs, the Vice President of Business Affairs, the Vice President of Student Affairs, the Secretary and the Webmaster. The Executive Council shall be comprised of the aforementioned Executive Officers and the Advisor(s) of SGA. All Executive Officers shall perform such additional duties as the President may request.

Section 1. **President**

- a. Shall be the official spokesperson for SGA and serve any public relations function that membership or the Executive Council feels necessary.
- b. Shall be the official voting delegate to the Student Advisory Council from Darton College SGA.
- c. Shall call and preside in a fair and impartial manner over all meetings of SGA.
- d. Shall serve to appoint, upon the recommendation of the Executive Council, all SGA senators or other officers as provided for elsewhere in this Constitution.
- e. The President of SGA shall appoint the position of the Webmaster under the advisement of the Executive Council.
- f. Shall call and preside over committee meetings of the Executive Council.
- g. Shall vote in SGA general session in the event of a tie or when said vote would cause a tie.
- h. Shall undertake other action that would serve to fulfill the purpose of the SGA and serve the students of Darton College.
- i. Shall carry out other duties or functions as may be assigned to the position from time to time by the membership, unless such duties would be in conflict with other constitutional responsibilities of the President.
- j. Shall serve on the Executive Council Committee.
- k. Shall serve on the Administration Committee.
- l. Shall serve as an ex-officio member of each SGA committee, except for the Executive Council of which the President is a full member.
- m. Shall appoint and remove the chairperson of all committees with majority approval of SGA.
- n. Shall write at least one article per semester for the Cavalier Attitude. This article must be approved by a majority vote of the Executive Council.

Section 2. **Vice President of Academic Affairs**

- a. Shall assist the President in the execution of all duties of the office of President.
- b. Shall investigate and report on all academic matters affecting students including but not limited to courses, grading systems, awards, and graduation.
- c. Shall chair the SGA Academic Affairs committee.
- d. Shall serve on Academic Affairs Standing College Committee,
- e. Shall serve on the Executive Council Committee.
- f. Shall meet with the Vice President of Academic Affairs of Darton College at least once per semester to discuss issues affecting students.
- g. Shall write at least one article per semester for the Cavalier Attitude. This article must be approved by a majority vote of the Executive Council.

Section 3. **Vice President of Business Affairs**

- a. Shall assist the President in the execution of all duties of the office of President.
- b. Shall investigate and report on all business matters affecting students including but not limited to student fees, tuition, auxiliary enterprises and parking.
- c. Shall chair the SGA Business Affairs committee.
- d. Shall serve on Auxiliary Enterprises Standing College Committee.
- e. Shall serve on the Executive Council Committee.
- f. Shall meet with the Vice President of Business Affairs of Darton College at least once per semester to discuss issues affecting students.
- g. Shall write at least one article per semester for the Cavalier Attitude. This article must be approved by a majority vote of the Executive Council.

Section 4. **Vice President of Student Affairs**

- a. Shall assist the President in the execution of all duties of the office of President.
- b. Shall investigate and report on all student life matters affecting students including but not limited to rules governing student conduct, student welfare and student activities.
- c. Shall chair the SGA Student Affairs committee.
- d. Shall serve on the Executive Council Committee.
- e. Shall serve on the Student Services Standing College Committee
- f. Shall meet with the Vice President for Student Affairs of Darton College at least once per semester to discuss issues affecting students.
- g. Shall write at least one article per semester for the Cavalier Attitude. This article must be approved by a majority vote of the Executive Council.

Section 5. **Secretary**

- a. Shall record, preserve and have for inspection of all members of the senate, upon request, all papers, proceedings, rolls of attendance, and other records of the senate.
- b. Shall be responsible for the timely communication of the minutes of the SGA general session meetings to its members. Said communications will be made available to members no later than three college days after said meeting.
- c. Shall coordinate the internal communication efforts of SGA.
- d. Shall create and maintain current contact information of the membership of SGA.
- e. Shall notify membership of all meetings and specially called meetings.
- f. Shall publicize SGA and SGA events and activities.
- g. Shall serve on the Executive Council Committee.
- h. Shall inform members of dismissals, impeachment proceedings, or vacancies in SGA.

Section 6. **Webmaster**

- a. Shall be appointed by the Executive Council.
- b. Shall create, maintain and archive a photographic representation of SGA and SGA events.
- c. Shall create, maintain and update the SGA webpage as necessary.
- d. Shall meet regularly with all executive officers to ensure information on the webpage is correct.
- e. Shall coordinate with the Secretary to post meeting minutes, meeting times and member roster on the webpage.
- f. Shall serve as a non-voting member of the Executive Council Committee.

Section 7. **Advisor**

- a. The advisor(s) of SGA shall consist of a member of the Vice President for Student Affairs' staff and/or a member of the faculty serving in an advisor capacity.
- b. The advisor shall be an ex-officio member of all SGA committees. The advisor may gain the floor during discussions, but may not make motions or vote.
- c. Shall serve on the Executive Council Committee.

ARTICLE VIII - Absences

Section 1. In the event of the absence of the President of SGA, the general session shall be chaired by a member of the Executive Council following the order listed in this document.

Section 2. In the event that an office becomes vacant, SGA shall hold an election during the next official general session meeting. Candidates shall be nominated from the membership of SGA. Officers shall be selected according to an affirmative majority vote of the membership. Voting shall be by secret ballot.

ARTICLE IX - Committees

All members of SGA shall be appointed to an SGA committee. Senators, as recommended by the Advisor to SGA and the Vice President of Student Affairs and approved by the President of Darton College, may also serve on a Darton College Standing Committee.

Section 1. SGA Committees

- a. There shall be created within SGA an Executive Council Committee, an Academic Affairs Committee, a Business Affairs Committee, and a Student Affairs Committee.
- b. The President of SGA shall have the prerogative of establishing additional SGA committees as deemed necessary.
- c. Members of SGA may serve on one of the aforementioned committees with the exception of the Executive Council Committee.

Section 2. Executive Council Committee

- a. Shall be chaired by the President of SGA.
- b. Shall meet a minimum of every two weeks at the discretion of the President of SGA.
- c. Membership shall be comprised of the Executive Officers of SGA and the Advisor of SGA.
- d. Tasks required of the Executive Council Committee shall include, but are not limited to discussing the general session agenda and ensuring all members are completing their constitutional responsibilities and duties.

Section 3. Academic Affairs, Business Affairs, and Student Affairs Committee

- a. Each committee shall be chaired by the respective Vice President.
- b. Shall meet at the discretion of the chair of said committee.
- c. Shall serve as a forum to discuss issues pertaining to said committee as outlined under duties of each Vice President.

Section 4. Darton College Standing Committees

- a. The President of Darton College, under advisement of the SGA Executive Council, shall appoint all student members to any committee formed to create or to increase mandatory student fees under the guidelines and regulations set forth by Darton College and the Board of Regents.
- b. At the beginning of each academic year, SGA senators may submit a written request to the advisor of SGA to serve on a College standing committee. Recommendations for students to serve on College standing committees are submitted by the SGA advisor and the Vice President for Student Affairs to the College President, who makes all appointments to College standing committees. Appointment to a College standing committee is not guaranteed, although preference for a committee will be considered.

ARTICLE X - Meetings, Quorums, and Procedures

Section 1.

- a. Robert's Rules of Order shall be the final authority on parliamentary procedure observed in all general session meetings when not in conflict with the provisions of this document.
- b. SGA shall hold general sessions a minimum of twice per month.
- c. SGA shall hold general sessions as deemed necessary by the President of SGA.
- d. The Executive Council shall have the ability to call additional meetings as deemed necessary.
- e. If a member of SGA cannot attend a general session meeting, they may send a proxy to represent them for voting and attendance purposes. Said proxy shall have all the rights and privileges of said member for the duration of the meeting or until said member revokes privileges, whichever comes first.

- f. All motions shall be passed during an official general session by a simple majority of members present.
- g. All items shall be presented to the membership in resolution form.
- h. Only a member of SGA may introduce a resolution.

Section 2.

- a. Quorum shall consist of 30% plus one of the total number of the Senate and the Executive Officers.
- b. Attendance of Cabinet members shall count in meeting quorum.

ARTICLE XI - Provisional Government

Section 1.

- a. A council shall be appointed by the President of SGA with a majority affirmative vote of the membership of SGA to serve as an interim government during Summer Semester.
- b. Said council shall be bound by the provisions of this document.
- c. All SGA members enrolled in school during this interim period shall be members of the council.

ARTICLE XII - Impeachment

Section 1. The SGA shall have the sole authority in all impeachment hearings.

Section 2. One of the Vice Presidents of SGA -- the Vice President of Academic Affairs, the Vice President of Business Affairs or the Vice President of Student Affairs -- shall preside over all impeachment proceedings except against themselves. The Vice President initiating the charge shall be the one to preside over the impeachment proceedings.

Section 3. Any member of SGA is subject to impeachment.

Section 4. A member of SGA may be impeached for failure to serve in the best interests of the Darton College student body or failure to accept all responsibilities of the position, which includes, but is not limited to attending meetings and compliance with the rules and regulations of the college.

Section 5. A three-fourths majority affirmative vote is necessary to remove a member from SGA with the exception of the provisions set forth in Article VI, Section 8 of this document.

ARTICLE XIII - Amendments, Revisions, and Ratification

Section 1. Membership of SGA

SGA shall have the authority to propose and make amendments and revisions to the SGA Constitution upon an affirmative majority vote of members present during a general session.

Section 2. Students of Darton College

- a. The student body shall have the power to propose amendments and revisions by initiative petition.
- b. Said petition must contain the proposed amendment or revision in the form in which it would appear on the ballot.
- c. Signatures of at least 10% of the student body of Darton College shall be required for acceptance of the proposal by SGA.
- d. Said signatures shall be verified by the advisor of SGA.
- e. Said amendment or revision shall be considered by SGA during the next scheduled General Session meeting.

ARTICLE XIV - Schedule of Operation of Bylaws

Section 1. SGA shall have the authority to propose amendments and make revisions to this constitution upon a three-fourths majority vote of the members present.

Applications for elected officers and senators are available in the Office of Student Activities, C112.

STUDENT GOVERNMENT ASSOCIATION ELECTION BY-LAWS

1. Campus wide elections shall be held during spring semester. The President, three Vice Presidents, and Secretary shall be elected spring semester.
2. There shall be established an Election Committee appointed by the Student Government Association and the Office of Student Activities to handle all phases of each election. The Election Committee shall be chaired by a member of the Student Government Association, but no more than half the Committee membership shall be Student Government Association members. This committee shall be appointed at least one month prior to any upcoming election and shall work to coordinate, publicize, and supervise the voting and vote counting.
3. Every candidate for office in the SGA shall personally sign and file with the Election Committee an official petition to qualify for an office. No candidate may file an application for more than one office in an election. The Director of the Student Activities must sign all petitions. The Election Committee shall set and publicize a deadline for filing a petition and will furnish the proper forms for this petition.
4. Candidates for office in the SGA must submit their petitions to the Election Committee via the Office of Student Activities on or before the last day of filing set by the Election Committee.
5. A petition shall be approved by the Election Committee only upon submission of a valid and complete petition. The Election Committee shall be the judge of a valid and complete petition.
6. Every candidate must fulfill the qualifications of the office. No student on academic warning or social probation may become a candidate for office. No student who is scheduled to graduate before serving a full term in a legislative office may become a candidate for office.
7. After the Election Committee has approved the petition of a candidate, the name of the candidate shall appear on the ballot unless a written request for withdrawal of his name is submitted by the candidate to the chairperson of the Election Committee not less than twenty-four hours prior to the election.
8. An Election Committee in conjunction with the Office of Student Activities shall be responsible for setting the exact date for student elections.
9. Candidates are encouraged to demonstrate respect and attitudes of good sportsmanship during their campaigns.
10. No posters may be erected and no campaign materials distributed prior to the approval of the petition by the Election Committee.
11. Posters placed on walls must be secured with a suitable tape or adhesive that will not remove the paint or finish.
12. All candidates are responsible for removing their posters the day after the election.
13. No candidate or his supporters may actively solicit votes or distribute campaign materials within the any designated polling area.
14. All students enrolled at Darton College shall be allowed to vote in all elections.
15. SGA elections shall be held online.
16. The President, Vice Presidents, and Secretary shall be elected by a simple majority vote of those students voting. If no majority vote is received on the initial ballot, a run-off election shall be held within one week of the initial election. The Elections Committee in conjunction with the Office of Student Activities shall set the date for all run-off elections.
17. The SGA Senate is authorized to hear and determine all cases of contested elections. The contesting candidate shall give written notice to the Chairman of the Elections Committee via the Office of Student Activities within two class days after the official results are announced. This notice shall state in detail the reasons for contesting the election.
18. In all cases not otherwise provided herein, the Election Committee shall have the authority to make all rules necessary for the conduct of any election.

SGA REPRESENTATION ON COLLEGE COMMITTEES

The following are the College standing committees which may have student members. Evaluation of the committee structure is an on-going process with new committees being formed and non-functional committees being eliminated as the situation warrants. Appointment of an SGA senator to a College standing committee is not guaranteed.

ADVISORY COMMITTEES

1. Academic Committee
2. Administration Committee
3. Auxiliary Enterprises Advisory Committee
4. Enrollment Management Committee
5. Intercollegiate Athletics Advisory Committee
6. Library and Learning Resources Committee
7. Marketing Committee
8. Student Honors Committee
9. Student Services Committee

SPECIAL PURPOSE COMMITTEES

1. Ethnic Diversity Committee
2. Joint Curriculum Committee
3. Partners in Excellence Committee
4. College Calendar Committee

APPEALS/GRIEVANCE COMMITTEES

1. Affirmative Action Appeals Committee
2. Judicial Committee

STUDENT RECOGNITION

PART FOUR

A. HONORS CONVOCATION

Awards presented at the annual Honors Convocation held during the spring semester are as follows:

ACADEMIC AWARDS

1. BUSINESS DIVISION
 - a. Outstanding Achievement, Business Administration.
 - b. Outstanding Achievement, Business Computer Systems.
 - c. Outstanding Achievement, Management.
 - d. Outstanding Achievement, Office Administration.
 - e. Outstanding Achievement, Accounting.
 - f. Outstanding Achievement, Computer Information Systems

The criteria for the above awards are:

- (1) Completion of all course work by the end of the spring semester.
- (2) A minimum of a 3.0 overall grade point average.
- (3) A minimum of a 3.0 business grade point average.
- (4) Vote of majority of Business Division Faculty.

The Division reserves the right not to offer one or more of the awards listed above in any particular year.

2. HUMANITIES DIVISION

- a. Outstanding Achievement, Art. The criteria are:
 - (1) A minimum of a 3.0 overall grade point average,
 - (2) A minimum of a 3.5 grade point average in all art coursework,
 - (3) Outstanding contribution to community, college, or Art Students League,
 - (4) Exceptional work in the visual arts,
 - (5) Candidacy for graduation.
- b. Outstanding Achievement, Music. The criteria are:
 - (1) A minimum of a 3.0 overall grade point average,
 - (2) A minimum of a 3.5 grade point average in all music coursework
 - (3) Participation in college and community musical events,
 - (4) A display of mastery in musicianship,
 - (5) Candidacy for graduation.
- c. Outstanding Achievement, English. The criteria are:
 - (1) A minimum of a 3.0 overall grade point average,
 - (2) Must have completed or be currently enrolled in the fourth English course at Darton with a minimum of a 3.5 grade point average in all English coursework,
 - (3) Candidacy for graduation.
- d. Outstanding Achievement, Theater. The criteria are:
 - (1) A minimum of a 3.0 overall grade point average,
 - (2) A minimum of a 3.5 grade point average in all Theater coursework,
 - (3) Involvement in community and college productions,
 - (4) Exceptional work in the area of Theater,
 - (5) Candidacy for graduation.
- e. Outstanding Achievement, Foreign Language. The criteria are:
 - (1) A minimum of a 3.0 overall grade point average,
 - (2) Must have completed or be currently enrolled in the fourth foreign language course at Darton with a minimum of a 3.0 grade point average in all Foreign Language coursework,
 - (3) Exceptional work in the area of foreign language,
 - (4) Candidacy for graduation.
- f. Outstanding Achievement, Speech Communications. The criteria are:
 - (1) A minimum of a 3.0 overall grade point average,
 - (2) A minimum of a 3.5 grade point average in all speech communication courses,
 - (3) Exceptional work in the area of speech communications,
 - (4) Candidate for graduation.

3. SCIENCE/MATHEMATICS DIVISION

- a. Outstanding Student, Science/Mathematics. The criteria are:
 - (1) Must have completed 45 semester hours of academic work with 20 semester hours in Science/Math,
 - (2) A minimum of a 3.0 overall grade point average,
 - (3) Science/Math faculty will make a selection from those students who meet the above requirements considering such items as the level of courses taken, number of courses completed, overall grade point average, grade point average in the Science/Math Division, or any other factors it deems suitable.
- b. Outstanding Student, Mathematics. The criteria are:
 - (1) Must have completed 45 semester hours of academic work and have completed or enrolled in Calculus III,
 - (2) A minimum of a 3.0 overall grade point average,

- (3) Science/Mathematics faculty will make a selection from those students who meet the above requirements considering such items as the level of courses taken, number of courses completed, overall grade point average, grade point average in science and mathematics courses, and other suitable factors.
- c. Outstanding Student, Science Major. The criteria are:
 - (1) Must have completed 45 semester hours of academic work and be a natural science major,
 - (2) A minimum of a 3.0 overall grade point average,
 - (3) Science/Mathematics faculty will make a selection from those students who meet the above requirements considering such items as the type, level, and number of courses taken, grade point average overall and in science courses, hours of credit transferred to Darton and other suitable factors.
- d. Outstanding Student, Science/Mathematics Division Health Major. The criteria are:
 - (1) Must have completed 45 semester hours of academic work and be a Science/Mathematics Division health major,
 - (2) A minimum of a 3.0 overall grade point average,
 - (3) Science/Mathematics faculty will make a selection from those students who meet the above requirements considering such items as the type, level and number of courses taken, grade point average overall and in science courses, hours of credit transferred to Darton and other suitable factors.
- e. Outstanding Student, Computer Science Major. The criteria are:
 - (1) Must have completed 45 semester hours of academic work and have completed CSCI1301,
 - (2) A minimum of a 3.0 overall grade point average,
 - (3) Science/Math faculty will make a selection from those students who meet the above requirements considering such items as the level of courses taken, number of courses completed, overall GPA, GPA in science, math and computer science courses, and other suitable factors.
- 4. SOCIAL SCIENCE DIVISION
 - a. Outstanding Students, Social Science Division, up to five students are selected from social science majors. The criteria are:
 - (1) Must have a major in social sciences,
 - (2) Must have a minimum of a 3.0 overall grade point average,
 - (3) Must be recommended by a social science faculty member,
 - (4) Must have completed all course work during the previous summer or fall semester or be a candidate for spring graduation.
 - b. Special Projects Award, Social Science Division. The criteria are
 - (1) Must have a major in one of the social sciences,
 - (2) Must have a minimum of a 3.0 overall grade point average,
 - (3) Must have engaged in a project of research and/or scholarly activity, and have a recommendation from a social science faculty member.
 - c. Outstanding Student, Human Services Technology. The criteria are
 - (1) A graduating sophomore or one, who has graduated within two prior semesters,
 - (2) A minimum of a 3.0 overall grade point average,
 - (3) A minimum of a 3.0 grade point average in Human Services Technology courses,
 - (4) Selection by the Human Services Technology faculty.
 - d. Madge Holm Memorial Human Services Technology Scholarship. The criteria are
 - (1) The scholarship is to be awarded annually to either a freshman or sophomore student.
 - (2) The student must be accepted into the Human Services Technology Program.
 - (3) The student must have and maintain a minimum of a 2.50 overall grade point average.
 - (4) The student must demonstrate financial need.

- (5) The successful applicant must agree to work in a southwest Georgia setting following graduation from the Human Services Technology Program.
- (6) Students who meet the above criteria may apply for the scholarship.
- (7) Selection is by a committee composed of members of the Human Services Advisory Committee.

This scholarship is named in memory of Madge Holm, first chairperson of the Human Services Advisory Committee.

5. ALLIED HEALTH DIVISION

- a. Outstanding Student, Dental Hygiene. The criteria are
 - (1) A graduating sophomore or one, who has graduated within two prior semesters,
 - (2) A minimum of a 3.0 overall grade point average,
 - (3) A minimum of a 3.0 grade point average in Dental Hygiene courses,
 - (4) Selection by the Dental Hygiene faculty.
- b. Outstanding Student, Emergency Medical Services. The criteria are
 - (1) A graduating sophomore or one, who has graduated within two prior semesters,
 - (2) A minimum of a 3.0 overall grade point average,
 - (3) A minimum of a 3.0 grade point average in Emergency Medical Services courses,
 - (4) Selection by the Emergency Medical Services faculty.
- c. Outstanding Student, Medical Laboratory Technology. The criteria are
 - (1) A graduating sophomore or one, who has graduated within two prior semesters,
 - (2) A minimum of a 3.0 overall grade point average,
 - (3) A minimum of a 3.0 grade point average in Medical Laboratory Technology courses,
 - (4) Selection by the Medical Laboratory Technology faculty.
- d. Outstanding Student, Health Information Technology. The criteria are
 - (1) A graduating sophomore or one, who has graduated within two prior semesters,
 - (2) A minimum of a 3.0 overall grade point average,
 - (3) A minimum of a 3.0 grade point average in Health Information Technology courses,
 - (4) Selection by the Health Information Technology faculty.
- e. Outstanding Student, Occupational Therapy Assistant. The criteria are
 - (1) A graduating sophomore or one, who has graduated within two prior semesters,
 - (2) A minimum of a 3.0 overall grade point average,
 - (3) A minimum of a 3.0 grade point average in Occupational Therapy Assistant courses,
 - (4) Selection by the Occupational Therapy Assistant faculty.
- f. Outstanding Student, Physical Therapist Assistant. The criteria are
 - (1) A graduating sophomore or one, who has graduated within two prior semesters,
 - (2) A minimum of a 3.0 overall grade point average,
 - (3) A minimum of a 3.0 grade point average in Physical Therapist Assistant courses,
 - (4) Selection by the Physical Therapist Assistant faculty.
- g. Outstanding Student, Respiratory Care. The criteria are
 - (1) A graduating sophomore or one, who has graduated within two prior semesters,
 - (2) A minimum of a 3.0 overall grade point average,
 - (3) A minimum of a 3.0 grade point average in Respiratory Care courses,
 - (4) Selection by the Respiratory Care faculty.

6. NURSING DIVISION

Outstanding Student, Nursing. The criteria are

- a. Outstanding or significant contribution to Darton and the community,

- b. A minimum of a 3.0 overall grade point average,
 - c. Be selected by the Nursing faculty by majority vote,
 - d. Active participation in health-related community activities,
7. PHYSICAL EDUCATION DIVISION
- Outstanding Achievement, Physical Education. The criteria are
- a. Must be a physical education major and completed three semesters of physical education,
 - b. A minimum of a 3.0 overall grade point average,
 - c. Recommendation by at least two faculty members of the Physical Education Division,
 - d. Must be free of any disciplinary action on record.
8. HONORS PROGRAM
- Honors Program participants receive awards based on level of participation in the Honors Program while maintaining at least a 3.0 GPA. Students who earn the Sage Award receive medallions to wear with their graduation regalia.
- a. Achiever Award - Completion of 4-5 Honors courses
 - b. Scholar Award - Completion of 6 - 7 Honors courses
 - c. Sage Award
 - Completion of two Honors courses in Area C and two Honors courses in Area E
 - Completion of the Leadership Development course in Area B
 - Completion of three additional designated Honors courses in Area B
 - Students may substitute active participation in the life of the college, for an Area B course. This may include the Darton Players, Darton Ambassadors, Student Government, and various campus musical ensembles.
9. OUTSTANDING SCHOLAR
- The criteria are
- a. Must be a candidate for graduation in May,
 - b. Must have completed a minimum of 30 semester hours at Darton,
 - c. Must have the highest grade point average of all candidates for graduation in May, including those who satisfied requirements in July, December, and May.
10. KEN TYSON SCHOLARSHIP
- The criteria are
- a. Member of Alpha Beta Gamma,
 - b. A minimum of a 3.4 grade point average - academic excellence,
 - c. Active participation in service to Alpha Beta Gamma,
 - d. Selection by a vote of the faculty of the Business Division,
 - e. Named in memory of Ken Tyson, former Alpha Beta Gamma advisor.
11. DARTON COLLEGE MEMORIAL SCHOLARSHIP
- This scholarship is provided to one or more sophomores who have exhibited outstanding academic potential. The recipient is required to matriculate for the sophomore year at Darton College. Selection of recipient is made by the Darton Honors Committee from the top academically superior students of the previous freshman class. The scholarship is named in memory of deceased faculty members including Henry O. Adams, Altimon Doy Beck, and Owen B. Murphy.
12. CLIFFORD J. BOWLING MEMORIAL SCHOLARSHIP
- The criteria are
- a. This scholarship is to be awarded annually to a rising sophomore science major,
 - b. Preference given to pre-veterinary medicine majors,
 - c. Previous academic performance (GPA),
 - d. Preference to students not receiving other scholarship aid,
 - e. Named in memory of Clifford J. Bowling, former student.

13. JERRY A. WALTON MEMORIAL SCHOLARSHIP

The criteria are:

- a. The scholarship is to be awarded annually to a rising sophomore student,
- b. Student must be an education major and be enrolled in the Darton College Education Program,
- c. A minimum of a 3.0 grade point average,
- d. Must be involved in extra-curricular activities
- e. Nominations are made by Darton faculty,
- f. A committee of Social Science faculty selects the recipient,
- g. Named in memory of Jerry A. Walton, deceased history and education professor.

14. TALENT ROSTER OF OUTSTANDING TRANSFER STUDENTS FROM COMMUNITY COLLEGES

The criteria are:

- a. Students for nomination must have cumulative grade point averages of at least 3.0,
- b. Must be U.S. citizen, U.S. national, or permanent resident,
- c. Must be enrolled in transfer programs, with an interest in attending four-year post-secondary institutions for pursuit of a bachelor's degree,
- d. Must be scheduled to receive associate degrees during the current academic year or will have completed at least 60 semester hours by the end of the current academic year,
- e. Must be nominated by faculty.

15. PHOEBE PUTNEY HUMAN SERVICES SCHOLARSHIP

The criteria are:

- a. Enrollment in the Human Services Technology program
- b. A minimum of a 2.5 grade point average
- c. Demonstration of commitment to the field of human services through work (paid or volunteer) in a human service agency

16. DARTON COLLEGE FOUNDATION AND REGENTS STUDY ABROAD SCHOLARSHIPS

Students must be nominated by their home institutions. Eligibility is limited to undergraduate students who demonstrate superior academic performance, have financial need and have no prior travel experience outside the United States. Recipients are expected to serve the College by sharing their experiences with the student body and the community.

17. DARTON COLLEGE STAFF HONOR SCHOLARSHIP

This scholarship is awarded to a traditional student who has demonstrated academic promise, leadership ability and engagement in extra-curricular activities. The one-half fee scholarship is funded through contributions and fundraising activities by the Darton College staff.

18. ELMER H. "MOE" BRIDGES MEMORIAL SCHOLARSHIP

The criteria are:

- a. Outstanding student majoring in Allied Health
- b. A score of 950 or higher on the SAT
- c. A minimum of a 2.8 grade point average for high school or college
- d. Submission of an essay describing reasons for choosing a career in healthcare

19. CHARLES M. JONES, JR. SCHOLARSHIP

This scholarship is named in memory of Charles M. Jones, Jr., longtime trustee and friend of Darton College. This full tuition memorial scholarship supports students pursuing a degree in the arts, with special consideration given to majors in the visual and performing arts. The criteria are:

- a. A score of 950 or higher on the SAT/ 20 or higher ACT score
- b. A minimum of a 3.0 grade point average
- c. Recipients are expected to play an active role in extracurricular activities at Darton College, to include performing or assisting in school plays, music performances, etc.

- d. Ten hours of volunteer service at Darton College per semester will be required
- e. Recipients are chosen by a committee of faculty members and trustees of the Darton College Foundation.

20. GARRY WHITEHEAD, PH. D. ACADEMIC SCHOLARSHIP

This scholarship is established in the Darton College Foundation, Inc. by Dr. Garry Whitehead for the purpose of providing scholarships for psychology majors at Darton College. The recipient will be selected by Darton College psychology faculty members. Each scholarship is for one academic year, and shall be dispersed at regular intervals during the school year in accordance with normal College policies. The criteria are:

- a. Be a rising sophomore
- b. Be a full time student
- c. Be a declared psychology major
- d. Have taken the SAT or equivalent
- e. Have a minimum cumulative 2.5 GPA and minimum 3.0 GPA in psychology classes
- f. Demonstrate financial need

21. JAMES M. BARNETT, JR. FOUNDATION SCHOLARSHIP

The James M. Barnett, Jr. Foundation Scholarship is awarded to a deserving music major pursuing an Associates of Music in the Darton College Music Department. The scholarship is based upon the recommendation of the music director at Darton College.

22. LINDA D. HAM MEMORIAL SCHOLARSHIP

This scholarship is named in memory of Linda D. Ham, daughter of Richard and Ann Ham. Recipients are selected by a representative of the Ham family and representatives of the Humanities Division. The criteria are:

- a. Be a first time freshman, including nontraditional students, majoring in art
- b. A minimum of 2.7 high school GPA
- c. Submission of an artist portfolio and essay describing reasons for choosing an art major
- d. If no high school students meet the scholarship criteria, current Darton College art majors meeting the criteria may apply.

STUDENT ACTIVITY AWARDS

1. ALPHA BETA GAMMA STOLES

Stoles are presented to members of Alpha Beta Gamma who are candidates for graduation at the forthcoming commencement exercise.

2. CLUB OF THE YEAR

- a. The criteria include: scrapbook of the club's activities and projects, written report of completed club objectives, college and community service, average club membership and members' attendance at meetings, interview with club president and/or two club representatives, and exhibition of college spirit through athletics, the arts and/or Student Activities.
- b. Selection will be by an ad hoc committee.

3. KEN ALLEN RODGERS OUTSTANDING STUDENT LEADER

- a. The criteria include: at least 40 semester hours of earned credit and a minimum of 2.50 grade point average.
- b. Selection will be based on: service to Darton College, service to the community, elected or appointed positions held at Darton, demonstrated leadership, impression at personal interview, future goals, effective communication skills (revealed in interview and a written letter to committee), and academic standing.
- c. Selection will be by an ad hoc committee.
- d. Named in memory of the late Ken Allen Rodgers, former student.

4. PHI THETA KAPPA STOLES

Stoles are presented to members of Phi Theta Kappa who are candidates for graduation at the forthcoming commencement exercise.

5. STUDENT SERVICES SPECIAL RECOGNITION

This award is presented to the student, faculty or staff member who has made the most outstanding contribution in the area of student services, which includes recruitment, admissions, records, financial aid, alumni affairs, orientation, testing, counseling, student health, student housing, foreign student affairs, job placement, student activities, library services, student discipline, minority affairs and club advising. Nominations may be submitted by students, faculty, staff or administrators to the Student Services Committee. Selection is made by the Committee based primarily on the content of the written nomination.

6. WHO'S WHO AMONG STUDENTS IN AMERICAN JUNIOR COLLEGES

The criteria are:

- a. Students who have graduated during the summer or fall semester of the preceding year or have 40 semester hours at the end of fall semester. Students may only be selected once.
- b. A minimum of a 2.50 grade point average,
- c. Be of good character,
- d. Have excelled in one or more of the following: student activities, service to the College, service to the community, and scholastic performance.

B. AT THE GRADUATION EXERCISE

1. GRADUATION WITH HONORS

Special recognition is accorded students who satisfy the following conditions of scholarship based on all college work attempted at Darton College.

- a. Cum Laude - a grade point average of 3.40
- b. Magna Cum Laude - a grade point average of 3.65
- c. Summa Cum Laude - a grade point average of 3.85

2. HONOR SOCIETY STOLES

Graduates who are members of honor societies are permitted to wear the stole of the respective society as part of the academic regalia. Graduates of the Darton Honors Program, who have a 3.0 GPA or higher, wear a medallion with their regalia.

C. ON THE DIPLOMA

1. The diplomas of graduates who belong to one of the national honor societies may bear the nationally approved seal of the respective society.
2. The diplomas of students who graduate with honors will bear a gold colored bar on which is embossed "CUM LAUDE," "MAGNA CUM LAUDE," or "SUMMA CUM LAUDE" if the student has at least the grade point average on work attempted at Darton College as follows:
 - a. Cum Laude - a grade point average of 3.40.
 - b. Magna Cum Laude - a grade point average of 3.65.
 - c. Summa Cum Laude - a grade point average of 3.85.
3. Graduating students who complete the Honors Program curriculum with a 3.0 cumulative GPA or higher will have the designation "Honors Program Graduate" placed on their academic record.

D. ON THE ACADEMIC RECORD

The Academic Record will bear a notation, as appropriate, for students who are initiated into the honor societies and/or who graduate with honors. Since a transcript is a computer-generated copy of the Academic Record, these honor notations are a part of the respective student's transcript.

E. PROGRAMS FOR ACADEMICALLY SUPERIOR STUDENTS

Programs for academically superior students include advanced placement, Honors Program, and the option of taking any academic class as an honors class.

Students who would like to be considered for advanced placement or credit by examination should check with the Testing Center. Students interested in the Honors Program should contact the Honors Program Coordinator.

CODE OF CONDUCT

PART FIVE

Darton College has a dual responsibility to its students. One responsibility is to furnish them with academic knowledge. The other is to help the student grow and develop into mature, worthy citizens of the community. When College disciplinary actions are taken, penalties are imposed so as to teach the individual and the student body that the rules and regulations of society must be obeyed. The minimum, which will accomplish this educational purpose, should be used.

I. ACADEMIC IRREGULARITIES

A. Prohibitions

1. The receiving or giving of unauthorized assistance in the preparation of any academic or clinical laboratory assignment is prohibited.
2. The taking or attempt to take, stealing, or otherwise procuring in an unauthorized manner any material pertaining to the education process is prohibited.
3. The selling, giving, lending, or otherwise furnishing to any unauthorized person the questions and/or answers to any examination known to be scheduled at any subsequent date is prohibited.
4. The fabricating, forging, falsifying of laboratory and/or clinical results is prohibited.
5. Plagiarism is prohibited. Themes, essays, term papers, tests and other similar requirements must be the work of the student submitting them. When direct quotations are used, they must be indicated and when the ideas of another are incorporated into the paper they must be appropriately acknowledged.
6. Breach of confidentiality regarding patient information is prohibited.

B. Procedures

1. When an instructor elects to charge a student with a violation of this Code of Conduct, the instructor will advise the student of the charge and will describe the evidence which supports the charge. Visual or audible observations by the instructor will be considered acceptable forms of evidence. The student may, in writing, admit guilt; waive his right to a hearing, and request that the instructor impose penalties. Authorized penalties for academic irregularities include:
 - a. A reprimand from the instructor;
 - b. A requirement to resubmit the assignment in which the irregularity occurred;
 - c. A grade change for the course and/or assignment which the irregularity occurred;
 - d. Referral to the Vice President for Student Affairs by the Vice President of Academic Affairs for Judicial Committee disposition.
2. If the student denies guilt and/or refuses to waive his right to a hearing, the matter will be referred to the Judicial Committee through the Vice President for Student Affairs.

II. CLINICAL MISCONDUCT

In selected programs (i.e., Allied Health and Nursing) clinical education assignments are an integral part of the planned academic program of study. Darton College students receive clinical training at Darton College and at affiliated institutions (hospitals, clinics, nursing homes, etc.) and are in direct contact with patients, patients' families, professional staff and other students. Professional standards of behavior, as outlined in the individual program handbooks, must be met for successful completion of the program.

A. Prohibitions

1. Any conduct, which places a patient, staff member, faculty member or fellow student in direct personal jeopardy, is prohibited.
2. Any breach of patient or institutional confidentiality is prohibited.
3. Any action, which violates professional and/or ethical standards of behavior, is prohibited.
4. Any action, which violates the policies of the affiliated institution and/or the terms of the affiliation agreement, is prohibited.

B. Procedures

Action taken will depend on the seriousness of the charge(s) and will be determined by the specific program director after consultation with the appropriate clinical faculty, the Vice President for Academic Affairs and the Vice President for Student Affairs. Some actions may result in the student being immediately suspended from all clinical activities. The process for Academic Appeals shall be followed.

III. POLICIES OF DISRUPTIVE AND OBSTRUCTIVE BEHAVIOR

Policies of the Board of Regents stipulate that any student, faculty member, administrator or employee, acting individually or in concert with others, who clearly obstructs or disrupts, or attempts to obstruct or disrupt any teaching, research, administrative, disciplinary or public service activity authorized to be discharged or held on any campus of the University System of Georgia is considered by the Board to have committed an act of gross irresponsibility and shall be subject to disciplinary procedures, possibly resulting in dismissal or termination of employment.

A. Classroom Behavior

Ordinarily, disruptive behavior is not a problem in a college setting. However, should a student's classroom or clinical laboratory 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 Vice President for Student Affairs 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 Vice President for Student Affairs. Such a report should include dates, times, action, names of persons involved, and names of witnesses. The Vice President for Student Affairs then pursues the matter with the Vice President for Academic Affairs and through the student disciplinary procedure if necessary.

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 security officers to remove the student from the class and prevent return to that class. The instructor will inform the Vice President for Student Affairs of the incident without delay.

- B. Campus disruptions pending or caused by acts of God (tornado) or of undetermined origin (fires or bomb threats) and other disruptions (accidents or traumatic illnesses) are to be dealt with by existing emergency plans that will if possible preserve life, property, and the normal operations of the College.
- C. It is college policy that no pets, unenrolled or unauthorized persons or other friendly but distracting elements be brought into classrooms, 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. Children under the age of 12 must be accompanied by a responsible adult when visiting Darton College. All student activities sponsored events are for students with valid ID cards unless otherwise indicated. This restriction on persons, particularly members of the family, attending public college functions does not apply, as family members and friends are always welcome at public activities on campus, such as graduation or nurse pinning ceremonies.

IV. NONACADEMIC IRREGULARITIES

A. Prohibitions

1. Alcoholic Beverages and Illicit Drugs

The sale, use, distribution, or possession of alcoholic beverages or illicit drugs on campus or at institutionally sponsored events off campus are prohibited.

2. Damage to Property

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

3. Disorderly Assembly
 - a. 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 right of peaceful, non-disruptive assembly.
 - b. 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.
 - c. The abuse or unauthorized use of sound amplification equipment, boom boxes, radio, etc. indoors or outdoors is prohibited.
4. Disorderly Conduct
 - a. Disorderly conduct or breach of the peace on college property, in college facilities or at off campus activities, is prohibited.
 - b. Pushing, striking, or physically assaulting any member of the faculty, administration, staff, student body, or any visitor to the campus is prohibited.
 - c. Conduct on college property or in college facilities which materially interferes with the normal operations of the college is prohibited.
 - d. Harassment of students, faculty and staff will not be tolerated. Harassment includes conduct, whether verbal, written or physical, which has the purpose or reasonably foreseeable effect of creating an offensive, demeaning, intimidating or hostile environment for any individual or group because of race, nationality, origin, gender, sexual orientation, age, disability, religion or any other reason. Such conduct includes but is not limited to objectionable epithets, demeaning depictions or treatment, slurs, taunting, negative stereotyping and threatened or actual abuse or harm. Any student, employee or student organization privileged to study or work in the Darton College community who violates this policy will be subject to disciplinary action.
 - e. Entering or attempting to enter any social, athletic or any other event sponsored or supervised by the College or any recognized college organization without credentials for admission, i.e., ticket, Darton College ID card or invitation, is prohibited.
 - f. Interference with, or giving false identification to or failure to cooperate with any properly identified college faculty, administrator or staff personnel while these persons are in the performance of their duties, is prohibited
5. The possession or use (without valid medical or dental prescription) manufacture, furnishing or sale of any narcotic or dangerous drug controlled by federal or Georgia law on college property or in college facilities is prohibited
6. 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.
7. Explosives
No student shall possess, furnish, sell, or use explosives of any kind in or on college property.
8. Fire Safety
 - a. No student shall tamper with fire safety equipment.
 - b. The unauthorized possession, sale, furnishing, or use of any incendiary device is prohibited.
 - c. No student shall set or cause to be set any unauthorized fire in or on college property.
 - d. The possession or use of fireworks in or on college property is prohibited.
 - e. No student shall make, or cause to be made, a false fire alarm.
9. 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 weapons is prohibited.
10. All acts, rites, and ceremonies of induction or initiation into any college club or organization, which tend to inflict or allow physical or mental abuse, are prohibited.

11. Eating and/or drinking are prohibited in areas so designated. Prohibited areas include all classrooms, laboratories, and other areas where such restrictions are posted.
12. The use of tobacco products is prohibited in all campus buildings and outdoor campus areas which include athletic fields, tennis courts, Challenge Course area and parking lots (with the exception of use in personal vehicles).
13. Cellular phones, beepers, or any other devices with an audible alert are not allowed in the classrooms, clinical settings or any other professional function sponsored by Darton College.
14. Student ID Cards
 - a. Lending, selling, or otherwise transferring a student ID card is prohibited.
 - b. The use of a student ID card by anyone other than its original holder is prohibited.
15. Theft
 - a. No student shall sell a textbook not his own without written permission of the owner.
 - b. 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.
16. Unauthorized Entry or Use of College Facilities
 - a. 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.
 - b. No student shall make unauthorized use of any college facility.
17. Gambling

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

Parking is permitted only in appropriately designated areas. Vehicles parked in unauthorized areas will be subject to removal at owner's expense.
19. 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.
20. Violation of local, state, or federal law, on or off the campus, which act constitutes (or creates a substantial likelihood) of material interference with the normal, orderly operation and process of the college is prohibited.
21. If it becomes evident that a student has a condition, either physical, mental, emotional or psychological, which could cause danger to self or others or creates a disruption to the normal operations of the college, the College reserves the right to withdraw the student, pending a hearing. In this situation, the College may require medical information prior to permitting re-enrollment or continuation in a course, lab and/or clinical setting.

B. 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 according to constitutional requirements, due process and in keeping with the procedures outlined below:

1. All complaints of alleged violations by a student shall be made to the Vice President for Student Affairs. Each complaint shall include a statement of facts outlining each alleged act of misconduct. The Vice President will assist in the preparation of the charge.
2. The student will be notified in writing by the Vice President for Student Affairs that he is accused of a violation. The student may 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. In writing, the student may admit or deny the alleged violation, waive all further hearing, and request that the college official take appropriate action.

- b. In writing, the student may admit or deny the alleged violation. If the case involves the possibility of suspension or expulsion, the Vice President for Student Affairs will refer the case to the Judicial Committee for full disposition. Otherwise, the Vice President for Student Affairs will make full disposition of the case, except that the Vice President for Student Affairs may, for good cause, refer any case to the Judicial Committee. Cases otherwise referable by the Vice President for Student Affairs to the Judicial Committee, may in very unusual instances, be referred by the Vice President to an ad hoc faculty committee of five faculty members appointed by the President where there exists good cause e.g., the likelihood of serious emotional damage to the student defendant or others connected with the case. In such cases all the procedures set out herein for cases before the Judicial Committee and appeals there from shall be substantively followed.
4. In cases referred to the Judicial Committee the Vice President for Student Affairs will, at least 72 hours in advance of the hearing, notify the student in writing, by hand delivery if reasonably possible and otherwise by certified mail to the last local address of the student within the reasonable knowledge of the Vice President for Student Affairs, concerning the following:
 - a. The date, time, and place of hearing.
 - b. A statement of the specific charges and grounds which, if proven would justify disciplinary action being taken.
 - c. The names of witnesses scheduled to appear.
5. The student is expected to notify parents or guardian of the charges and these persons may request a conference with the college officials prior to the hearing.
6. The decision reached at the hearing will be communicated in writing to the student and if the student is a minor or if the student so requests, to his/her parents or guardian, it will specify the action taken by the hearing body and the interest of the College which has been adversely affected by the conduct which necessitated the disciplinary action. Upon the request of the student or the student's parents, a summary of the evidence will be communicated.
7. The student will be notified in writing of the right to appeal the decision of the hearing body. A copy of the final decision will be mailed to the student and, if the student is a minor or if the student so requests, to his/her parents or guardian.

V. DRUGS AND ALCOHOLIC BEVERAGES

The officials and faculty of this college, along with the Board of Regents, recognize and support the laws of Georgia with respect to sale, use, distribution, and possession of illicit drugs and alcoholic beverages on college campuses as well as within the state-at-large. Liability for violation of these laws and related liabilities may be imposed on the purchaser or seller as well as on hosts, chaperons, sponsors or promoters of any event or occasion involving participants going to, being present at or departing from such event. To this end, the college and the board have endorsed a program designed to enhance awareness and curb use of illicit drugs and alcohol by students and others in the University System. Further, this college shall stress individual responsibility related to the use of illicit drugs and alcohol on and off the campus.

Any student of a public educational institution who is convicted, under the laws of this state, the United States, or any other state, of any felony offense involving the manufacture, distribution, sale, possession, or use of marijuana, a controlled substance, or a dangerous drug shall as of the date of conviction be suspended from the public educational institution in which such person is enrolled. Except for cases in which the institution has previously taken disciplinary action against a student for the same offense, such suspension shall be effective as of the date of conviction, even though the educational institution may not complete all administrative actions necessary to implement such suspension until a later date. Except for cases in which the institution has already imposed disciplinary sanctions for the same offense, such suspension shall continue through the end of the term, semester, or other similar period for which the student was enrolled as of the date of conviction. The student shall forfeit any right to any academic credit otherwise earned or earnable for such term, semester, or other similar period; and the educational institution shall subsequently revoke any such academic credit which is granted prior to the completion of administrative actions necessary to implement such suspension.

VI. COMPUTER POLICY AND NETWORK USE POLICY

Darton College provides computing resources and worldwide network access to qualified members of the college community and general public for legitimate academic and administrative purposes. All

resource users utilizing Internet, Email and network resources are expected to be aware of specific policies governing their use, and should act responsibly while using shared computing and network resources. Specific usage policies and guidelines follow, but may not be all inclusive. All policies are subject to change as the Internet/Email and computing network environment evolve.

Each person using Darton College computer and network resources should:

1. **Take no actions which violate the Computer and Network Use Policy, Student Code of Conduct, Classified Staff Personnel Policy, or College's Faculty Handbook.**

2. **Abide by security measures implemented to protect information, data and systems.**

Examples of adhering to this policy include periodic establishment of new passwords for your computer accounts and limiting use only to the registered account owner. Examples of misuse include using a computer account and/or obtaining an unauthorized password, using the campus network to gain unauthorized access to any computer system, or using a "sniffer" or other method in an attempt to "crack" a password.

3. **Identify himself/herself clearly and accurately.** Concealing or masking the identity of electronic communications such as altering the source of an email message by making it appear as if the message was sent by someone else, or the sending of anonymous email is in violation of Darton's Computer and Network Use Policy.

4. **Use computer and network resources efficiently.** Due to limited bandwidth, playing network games are prohibited, as are other high use applications such as "IRC's". Using College printers as a "copy machine" to print multiple copies of a document is prohibited. Other examples of inappropriate use include deliberately wasting computer resources by sending unsolicited mail either individually or via listservs and/or newsgroups (spam), and sending "chain letters" or engaging in "pyramid" schemes.

5. **Ensure that others are free from harassment or intimidation.** Do not use computer systems to send, post, or display offensive, abusive, slanderous, vulgar, or defamatory messages, text, graphics, or images. This includes harassment and intimidation of individuals on the basis of race, sex, religion, ethnicity, sexual orientation, or disability.

6. **Ensure that the use of computer resources is academically oriented.** Use of a computer account or the network for profit or commercial gain is prohibited. Examples include using a computer account for engaging in consulting services, software development, advertising products/services, and/or other commercial profit-based endeavors.

7. **Respect copyright and intellectual property rights.** Users must adhere to the terms and conditions of any and all software licensing agreements and/or copyright laws as specified by the vendor or licensor.

8. **Respect Darton College property.** Misuse of equipment or software, knowingly running or installing computer viruses or password cracking programs, attempting to circumvent installed data protection methods that are designed and constructed to provide secure data and information, or in any way attempting to interfere with the physical computer network/hardware, or attempting to degrade the performance or integrity of any campus network or computer system is in violation of this policy. Installation of hardware or software and changing the configuration on desktop PC systems without prior approval of the CIS Department is prohibited.

9. **Respect and adhere to other departmental/college/Internet Service Provider's acceptable use policies governing that system or network.** However, this does not in any way release the users obligation to abide by the established policies governing the college's computer systems and Internet/Intranet networks.

Consequences of Misuse and/or Non-Compliance

Misuse of computing and network resources or non-compliance with written usage policies may result in one or more of the following consequences:

- Temporary deactivation of computer/network access
- Permanent deactivation of computer/network access
- Disciplinary actions taken by the department or Vice President for Student Affairs Office
- Expulsion from school or termination of employment
- Subpoena of data files
- Legal prosecution under application Federal and State laws
- Possible penalties under the law, including fines and imprisonment

The campus Information Service Helpdesk is located in Building A, Room 168, (229)317-6704.

The Computer Lab is located in Building G, Room 101, (229)317-6754.

This is an abbreviated version of the full Darton College Computer and Network Use Policy. A copy of the full document is located in the library, department offices and all computer classrooms and labs. A copy is also published on the web. If you need a full copy, you may request one in the Campus Information Office (A160).

VII. THE JUDICIAL COMMITTEE

- A. The Judicial Committee of the College consists of five members of whom three are members of the faculty appointed by the President of the College and two are currently enrolled full-time students appointed by the President of the College.
- B. The Vice President for Student Affairs provides staff for recording services when necessary.
- C. The Judicial Committee hears cases involving alleged violations of the Student Conduct Code referred to it by the Vice President for Student Affairs. Normally, these cases are those in which there is a possibility of suspension or expulsion of the accused student.
- D. Preliminary investigations of charges against students are made by the Vice President for Student Affairs. Cases are referred to the Judicial Committee through its chairperson. The chairperson sets the time and place for a hearing and notifies other members from that point. The Vice President for Student Affairs does all summoning of defendant(s) and witnesses.
- E. Decisions of the Judicial Committee are made by majority vote. A quorum consists of four members, two faculty and two students.
- F. Members of the Judicial Committee may disqualify themselves if their personal involvement in the case is detrimental to the interest of the accused or of the institution. The President may make replacements for members who disqualify themselves.
- G. The Judicial Committee makes a tape recording and/or summary transcription of the proceedings. This tape will be placed in the custody of the Vice President for Student Affairs immediately following the hearing. A copy will be made for review and/or appeals purposes. The original will be secured until all chances for appeal and/or litigation have passed.
- H. The Judicial Committee hears cases involving non-academic grievances. (See Grievance Procedures).

VIII. RIGHTS OF STUDENT DEFENDANT BEFORE THE JUDICIAL COMMITTEE

- A. At hearings of the Judicial Committee, student defendants will be afforded all rights required by due process. As a minimum, they must be advised of the following:
 1. The right to an advisor of their choice.
 2. The right to question the complainant.
 3. The right to present evidence in their behalf.
 4. 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.
 5. The right to cross-examination.
 6. The right to appeal if the Judicial Committee imposes suspension or expulsion. (See Disciplinary Appeals)
 7. A tape recorder and/or summary transcription 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. The student may also have a verbatim transcript made at the student's own expense. The College will also have this option at its expense.
 8. 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 clear and present danger of material interference with the normal operation and processes of the requirements of appropriate discipline at the College. In such cases, the Vice President for Student Affairs 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.

IX. 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.

- A. Expulsion - permanent severance of the student's relationship with the College.
- B. Disciplinary Suspension - temporary severance of the student's relationship with the College for a specific period of time, through not less than one semester.
- C. Disciplinary Probation - notice to the student that any further major disciplinary violation may result in suspension; disciplinary probation might also include one or more of the following: the setting of restriction, the issuing of a reprimand, restitution.
- D. Reprimand
 - 1. Oral reprimand - an oral disapproval issued to the student.
 - 2. Letter reprimand - a written statement of disapproval to the student.
- E. Restrictions - exclusion from enjoying or participating in:
 - 1. Social activities
 - 2. Student ID card privileges.
- F. Restitution - reimbursement for damage to or misappropriation of property; this may take the form of appropriate service or other compensation.
- G. Those sanctions listed in B.1., for academic irregularities.

STUDENT RIGHTS

PART SIX

A. 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.

B. TO INVITE AND HEAR SPEAKERS

Darton College is firmly committed to First Amendment rights, which include freedom of speech, freedom of expression and the right to assemble peaceably. Students will be afforded the opportunity to listen to speakers representing a wide variety of opinions and beliefs; however, in order to insure equal opportunity for all persons, preserve order on campus and provide a secure campus environment, the College reserves the right to regulate the time, manner and place of expression. The following policies and regulations shall govern the campus appearances of speakers other than faculty/administration having speakers in their designated classes or conference facilities.

- 1. Any recognized student organization may invite speakers to campus following procedures for student activities.
- 2. Uninvited speakers must reserve the designated campus area and time 48 hours in advance through the Office of the Vice President for Student Affairs. "Designated area" is defined as the open area (on the quad) between C building, F building and the Library. "Designated time" is defined as the hours between 12 to 1PM and 4 to 5PM.
- 3. First priority for use of College facilities will be given to student, academic or administrative functions at Darton College.
- 4. There shall be no interference with the free flow of traffic nor the ingress and egress to buildings on campus.
- 5. There shall be no interference with educational activities inside or outside of buildings.
- 6. There shall be no harassment of passersby or other disruptions of normal activities.
- 7. There shall be no interference with scheduled College ceremonies or events.

8. Whoever makes the reservation shall be responsible for seeing that the area is left clean and in good order. Malicious or unwarranted damage to, or destruction of, property owned or operated by the College or by students, faculty, staff or visitors to the College is prohibited, and violators shall be held financially and legally responsible.
9. A speaker's appearance on campus does not involve an endorsement of his/her views by the College or its students, faculty or staff.

C. TO HAVE THEIR RECORDS KEPT CONFIDENTIAL

Students shall have the right to have their academic and disciplinary records kept confidential, as subject to existing state law. All practices and policies dealing with the acquisition and retention of information for records shall be formulated with due regard for the students' right to privacy. No permanent records shall be available to unauthorized persons within the institution or to any person outside the institution without the express consent of the student involved except under legal compulsion. No permanent records are kept that reflect any alleged political activities or beliefs of students. Specific policies with respect to access to student records follow:

1. Any student, regardless of age, who is or has been in attendance at Darton College, has the right to inspect and review his education records within a reasonable period of time (not to exceed 45 days) after making a request. However, the student shall not have access to:
 - a. Financial records of parents.
 - b. Confidential letters of recommendations placed in the record prior to January 1, 1975.
 - c. Letters of recommendation concerning admission, application for employment or honors for which the student has voluntarily signed a waiver.
2. When the student and the official responsible for a particular record are unable to resolve questions as to the accuracy of information contained therein, the student will have an opportunity for an impartial hearing to challenge the content of his record, as follows:

The student submits, to the Vice President for Student Affairs, a request for a hearing before the Judicial Committee. The hearing will be conducted in a manner similar to that described for disciplinary hearings in this student handbook. Appeals of such hearings should be made in accordance with procedures described in this student handbook.
3. If the records are found to be inaccurate, misleading or otherwise in violation of the privacy or other rights of the students, he may ask the Registrar to correct or delete such material. Each student also has the right to insert into his record a written explanation of the contents thereof. "Education record" means generally any record maintained by or for Darton College, which contains information directly related to the student. However, the following items are excluded:
 - a. Records kept by education personnel, which remain in the sole possession of the maker.
 - b. Law enforcement records maintained by campus police.
 - c. Employment records which relate exclusively to employment.
 - d. Records of professionals providing medical or psychological treatment to the student. However, the student may have an appropriate professional review such records.
 - e. Directory information, unless a student requests that such information, which relates to him or her, not be released.
4. Federal law recognizes the student social security number as personally identifiable information. However, the law allows the University System of Georgia to request and use this information according to federal and state guidelines. A student's social security number is required when he/she applies for financial aid, for educational tax benefits and employment, and it may be required for other purposes. A student's social security number may be disclosed only under certain circumstances, including the following:
 - to other institutional officials
 - to representatives of state and local educational authorities
 - in connection with financial aid
 - for research purposes to improve instruction
 - to collection agents in connection with university-related business
 - pursuant to an order from a court of law
 - other circumstances as required by state or federal law

5. Release of personally identifiable information without consent will be allowed to:
 - a. Institution personnel who have a legitimate educational interest.
 - b. Officials of other schools where the student seeks to enroll. The student will be notified of the release of such information and will be provided a copy of the record if requested.
 - c. Representatives of federal agencies authorized by law to have access to educational records and members and staff of the Board of Regents of the University System.
 - d. Appropriate persons in connection with a student's application for or receipt of financial aid.
 - e. State and local officials to whom information must be released pursuant to a state statute adopted prior to November 19, 1974.
 - f. Organizations conducting studies for the institution.
 - g. Accrediting organizations.
 - h. Parents of a dependent student, as defined by the Internal Revenue Code of 1954, as amended.
 - i. Necessary persons in emergency situations to protect health and safety.
 - j. Persons designated in subpoenas or court orders.
6. Where written consent by a student is required for release of personally identifiable information such consent must:
 - a. Specify records to be released.
 - b. Include reasons for such release.
 - c. Specify to who records are to be released.
 - d. Be dated.
 - e. Be signed by the student.
7. A copy of the information released will be provided to the student upon request.
8. Records will be released in compliance with a judicial order or lawfully issued subpoena. However, every reasonable effort will be made to notify the student in advance of compliance.
9. The types of educational records maintained on students at Darton College and the offices maintaining these records are:
 - a. Educational Records - Registrar, Assistant Vice President of Enrollment Management, and Director of Financial Aid and student's advisor
 - b. Financial Records - Vice President for Business and Financial Services, Assistant Vice President of Enrollment Management, and Director of Financial Aid.
 - c. Disciplinary Records - Vice President for Student Affairs.
 - d. Placement Records - Testing Center.
10. Faculty and other college personnel shall have access to student educational records only where such persons have a legitimate educational interest and demonstrate a need to know to the official responsible for the record.
11. Students have the right to obtain copies of information contained in their educational records. One transcript will be issued free of charge. Students will be charged \$1.00 for each additional transcript. Copies of other information in the student's educational record will be provided on the basis of the actual cost to the College, not exceeding \$1.00 per page. Directory information consists of name, address, telephone number, date and place of birth, major, participation in activities, weight and height of members of athletic teams, dates of attendance, degrees and awards received, and the most recent educational institute attended. Any student may present a written request to the Registrar that such information not be released. However, requests that directory information be withheld from written publication must be received in sufficient time to prevent a delay in processing that publication.

D. 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 Board of Regents to assure adequate protection for essential interests and policies of the institution. Students shall share in the formulation of standards of student conduct.

E. TO DUE PROCESS

Students have the right to due process when accused of a violation of any campus regulation or code of conduct. The jurisdiction of judicial bodies, the disciplinary responsibilities of institutional officials, and the 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.

F. AGAINST PREJUDICED ACADEMIC EVALUATION

Students have the right of protection against prejudiced academic evaluation. At the same time, however, 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 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 professor involved; (2) If the student cannot obtain satisfactory results from such a conference, he 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 are 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 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 be granted formal hearing before the Academic Appeals Committee.

G. 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 though not necessarily published. 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 the publication is charged to protect those rights and establish and enforce standards of responsible journalism and includes the avoidance of libel, indecency, undocumented allegations, attacks on personal integrity and the techniques of harassment and innuendo.

H. 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. Darton 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 should inform his 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.

I. STUDENT MEDICAL WITHDRAWALS

A student may be administratively withdrawn from the College when in the judgment of the Vice President for Student Affairs, and after consultation with the students' parents and personal physician, if any, it is determined that the student suffers from a physical, mental, emotional or psychological health condition which: (a) poses a significant danger or threat of physical harm to the student or to the person or property of others or (b) causes the student to interfere with the rights of other members of the college community or with the exercise of any proper activities or functions of the college or its personnel or (c) causes the student to be unable to meet institutional requirements for admission and continued enrollment as defined in the student conduct code and other publications of the College. Except in emergency situations, a student shall upon request be accorded an appropriate hearing prior to a final decision concerning his continued enrollment at the College. The College may require medical information prior to permitting re-enrollment or continuation in a course, lab, and/or clinical setting.

J. STUDENT GRIEVANCE PROCEDURE

Darton College recognizes the importance of providing a prompt and efficient procedure for fair and equitable resolution of student grievances pertaining to academic matters or other such matters resulting from actions of faculty and administrative staff members. (Academic grievance procedures are discussed in Part Seven, Student Appeals Procedures.)

A grievance will not involve administrative decisions regarding the operation of the College, such as but not limited to the scheduling of classes, the awarding of financial aid, or the reservation of facilities.

Resolution of grievances should be achieved at the lowest administrative level and in the most equitable way possible. The burden of proof rests with the student who claims a grievance. Students are encouraged to use the grievance process without fear of prejudice or reprisal for initiating the process or participating in its resolution.

1. Non-Academic Grievance Procedures

Level I - A student who has a grievance should first seek to resolve the problem within 10 days of the occurrence by discussion with the individual involved. If this informal means fails to resolve the problem, within 10 days of this meeting, the student may file a formal written grievance with the individual's immediate supervisor, a copy of which will be sent to the individual. The grievance should be in the form of a written statement indicating what the student believes is wrong and what remedy is expected.

Level II - Upon receiving a written grievance, the supervisor will meet with the student and make a determination if there are grounds for a grievance. If grounds for a grievance exist, the supervisor will offer a solution to both the student and the individual involved. If the solution is satisfactory to both parties, no further action will be required. If the solution is not acceptable to the student, an appeal to Level III can be made within 10 days of the end of the Level II process. The supervisor will forward a written summation of the grievance and reply to the appropriate key staff member (Level III).

Level III - Within 10 days of the end of the Level II process, the student may appeal in writing to the appropriate key staff member. That individual will meet with the student to determine the nature of the grievance. The key staff member may ask for time to conduct an investigation to determine the merit of the case. If it is determined that the grievance has merit, a solution will be provided to both the student and the individual involved. If the solution is satisfactory to both parties, no further action will be required. If the student is not satisfied at Level III, an appeal to Level IV can be made within 10 days of the end of the Level III process. The key staff member will forward a written summation of the grievance and reply to the President of the College (Level IV).

Level IV - Within 10 days of the end of the Level III process, the student may appeal in writing to the President of the College. The President of the College will refer the grievance to the Judicial Committee. The committee will review the case and make a recommendation, forwarding this recommendation to the President, who will inform the student of his decision. The decision of the President will become the final campus decision on the grievance.

2. Procedure for Grievance Hearings

- a. The Judicial Committee shall establish its own procedures in accordance with the following stipulations:
 - (1) Only committee members, parties to the action and their advisors (drawn from among the students, faculty, and staff of the College) and witnesses testifying before the Committee shall be permitted in the hearing.
 - (2) At the hearing the student with a grievance, defendant, and witnesses for each party may testify, and may be questioned by committee members.
 - (3) A tape recording or other record of the hearing shall be preserved for reference and review until the case has been finally resolved.
 - (4) A transcript or summary of the proceedings will be furnished if the appeal is taken to the Board of Regents.
- b. The Committee shall arrive at a decision after all evidence has been heard and the parties have been dismissed. Only committee members who have been present for the entire hearing may vote on the case.

- c. A majority vote of qualified members shall constitute a judgment.
- d. Upon receipt of the Committee's recommendation, the President of the College shall render a final decision on the grievance according to his best judgment.

K. 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:

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

Any student who feels he/she has been sexually harassed should contact his/her faculty advisor or a faculty member of his/her choosing for further details on the Darton Sexual Harassment Policy and for assistance in the procedures for filing non-academic grievances (beginning with Level II).

L. EQUAL OPPORTUNITY VIOLATIONS

Darton 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.

The College complies with the requirements of Executive Order 11 246 as amended; Vietnam Era Veterans' Readjustment Assistance Act of 1974, as amended (38 USC 201 2); Section 504 of the Rehabilitation Act of 1973, as amended; Americans with Disabilities Act of 1990 (Title II) and their implementing regulations.

Students who feel that any of their rights under these regulations have been violated are entitled to Due Process. The procedures for seeking redress under these regulations are as follows: (1) if at all possible, the student should first consult and work with the individual involved; (2) if the student cannot obtain satisfactory results from such a conference, he should then file a complaint in writing with the Affirmative Action Officer. At the discretion of the Affirmative Action Officer, the student may be granted a formal hearing before the Affirmative Action Appeals Committee.

Any complaints dealing with any type of discrimination may be addressed to the College's Affirmative Action Officer who is located in the Administration Building.

M. POLICIES FOR VICTIMS OF SEXUAL ASSAULT

Victims of sexual assault are afforded rights that are recognized by Darton College. These rights include assistance by the College to help the victim. Darton's policy for Victims of Sexual Assault is stated in the Darton College Sexual Assault Victim's Bill of Rights, a copy of which is available in the Vice President for Student Affairs Office. In the event of a sexual assault, please contact this office or campus security so that assistance can be rendered. Counseling for victims is also available in the Division of Student Affairs, located upstairs in the Student Center.

N. INFECTIOUS DISEASE POLICY

It is the policy of Darton College that all applicable federal, state and local laws pertaining to contagious or infectious diseases, all matters of public health, as well as those governing discrimination and privacy, should be appropriately observed and followed in the operation of the College.

The College shall not discriminate on the basis that the individual has a chronic communicable disease.

The College recognizes the right of every person to privacy and confidentiality and will not disclose any information regarding the health status of applicants, students, employees, or patients without prior written consent.

Each curricula involving exposure to blood or other body fluids shall utilize the most current U.S. Center for Disease Control Guidelines and Universal Precautions as the basis of instruction in infection control procedures. All students and employees are expected to understand and shall adhere to these guidelines.

Students enrolled in programs that have affiliations with health care facilities shall be subject to any additional requirements enforced by the facility.

The faculty, staff, and students in health care programs shall uphold professional and ethical standards of care.

O. DISCRIMINATORY HARASSMENT POLICY

Darton College is committed to creating and maintaining a pluralistic community in which all persons are valued. It seeks to provide a setting characterized by respect for all individuals - one that is a safe, comfortable environment in which all members of the community are able to reach their full academic or work potential. The College will not tolerate discriminatory and/or harassing speech or behavior on the basis of race, national origin, gender, sexual orientation, age, disability, religion or any other reason.

STUDENT APPEAL PROCEDURES

PART SEVEN

A. ACADEMIC APPEALS

Appeals can be made for the following reasons: change of grade from “F” or “WF” to “W”; academic renewal; additional attempts for Learning Support courses; or to lift academic suspension. All appeals are done through the Academic Appeals Committee. The Academic Appeals Committee sits each semester on registration day, along with a second time during fall and spring semesters. Students may contact the Records Office for information regarding scheduling an appointment to be heard by the Committee.

Academic Renewal: If you previously attended a University System school but have been out of school for at least 5 years, exited all Learning Support courses prior to your absence from school, and have been back in college for not more than 1 calendar year, you may qualify for academic renewal. This recalculates your GPA without your previous college courses included. Any classes you passed (“C” or better) are retained for graduation credit.

Additional Attempts for Learning Support: The Board of Regents allows for academic appeal to continue in Learning Support classes after three attempts. If you have made three attempts in any one Learning Support class and have not yet exited that class, you may appeal for a fourth or fifth attempt.

Lift Academic Suspension: If you have been academically suspended and you feel there are extenuating circumstances, you may appeal to the Academic Appeals Committee. Supporting documentation regarding any extenuating circumstances must be submitted with the “Request for Academic Appeal” form.

Grade Change From “F” or “WF” to “W”: If you made an “F” or “WF” and feel the grade is wrong or you attempted to drop the class without success, you may appeal to the Academic Appeals Committee. Supporting documentation regarding any extenuating circumstances and/or letter from instructor stating his/her opinion about the grade change must be submitted with “Request for Academic Appeal” form.

B. ADMISSION APPEALS

Applicants who are denied admission to the College should, if they feel there are extenuating circumstances, ask the Assistant Vice President of Enrollment Management for a hearing before the Admissions Appeals Committee. This includes applicants who are admitted to the College but denied admission to one of the special programs such as Nursing, Dental Hygiene, or Medical Laboratory Technology.

C. DISCIPLINARY ACTION APPEALS

When students are expelled or suspended by action of the Judicial Committee, they have the right to appeal in accordance with the following procedures:

1. Appeal in writing to the President of the College within five days after notification of the decision. The President, within five days, appoints a committee composed of three members of the faculty of the College or he utilizes the services of an appropriate existing committee. This committee reviews all facts and makes its findings and reports to the President.

After consideration of the committee’s report, the President, within five days, makes a decision, which will be final so far as the institution is concerned.

2. A student may appeal on grounds that the evidence was not sufficient to find a guilty verdict or other specified relevant grounds. In either case, the student states grounds for appeal in a written statement to the President.
3. The President will be given a tape recording and/or a written summary of the proceedings in the original hearing by the Judicial Committee. If a verbatim transcript has been made, it should be made available to the President for his consideration.
4. When the President of the College has rendered a decision in writing on an appeal, the student will be considered to have exhausted remedies on the local level.
5. Should the aggrieved person be dissatisfied with the decision of the President, that person shall have the right to appeal in writing to the Board of Regents. An appeal to the Board of Regents will be directed in writing to the Executive Secretary, Regents of the University System of Georgia, 244 Washington Street, S.W., Atlanta, Georgia 30334. This appeal must be submitted within twenty days of the action of the President and shall cite all reasons for dissatisfaction with the President's decision.

D. FINANCIAL AID APPEALS

The Student Financial Aid Committee serves as an appeals committee for students who wish to appeal financial aid decisions, including financial aid suspension.

Students who have been terminated from financial aid due to failure to maintain satisfactory academic progress may appeal if they have extenuating circumstances and can provide required documentation. For an appointment for a hearing before the Committee, the student should contact the Office of Student Financial Aid. For the student's convenience, the Committee meets at least once each semester, usually during the first week of the semester. The Office of Student Financial Aid should be contacted regarding appointment procedures and questions related to reinstatement of financial aid.

E. RESIDENCY STATUS APPEALS

It is the student's responsibility to prove that he is a Georgia resident for college fee purposes. If students (or applicants) feel they have been incorrectly classified or that their classification has changed, they should request, from the Registrar, a reclassification hearing. Residency rules are printed in the College Catalog.

STUDENT SURVIVAL PART EIGHT

A. SURVIVAL BASICS

This section on Student Survival is a collection of some of the questions which are asked most frequently by students. The explanations given here are purposefully simple. More details can be found in your College Catalog.

These are the basics of student survival:

1. Understand and use your College Catalog.
2. Understand and use your Student Handbook.
3. Know and use your Academic Advisor.
4. Know where you should be and when you should be there, then be there - a little ahead of time.

B. QUESTIONS AND ANSWERS

ADVISING/ADVISORS

HOW ARE ADVISORS SELECTED?

If you need one or more Learning Support courses, you are assigned an advisor in the Learning Support Division until you have completed remedial work. You are assigned an advisor according to your major - first to specific division and then to a specific advisor familiar with your major.

MAY I CHANGE ADVISORS?

Yes, all you need to do is see the chairperson of the division where you are being advised and request a change. In most cases there will be an advisor change when you change your major from one division to another.

WHAT IS ADVISING WEEK?

Advising week normally occurs during the early registration period and provides time for the student to sit down with his advisor and plan a course schedule for the next semester as well as work out a complete program of study. This is also an ideal time for the student to discuss other matters of concern with the advisor since there is not the rush generally associated with registration. However, you do not need wait for advising week to consult with your advisor. You may prefer to make an appointment earlier in the semester.

DROPPING AND ADDING COURSES

WHAT CAN I DO IF I WANT TO CHANGE ONE OR MORE OF MY CLASSES?

The second day of classes is designated Drop/Add Day. On this day it is possible to change courses if such a need exists. Academic advisors are available to assist students with the drop/add process.

IF I FIND MYSELF IN OVER MY HEAD IN A COURSE, IS THE ONLY SOLUTION TO WITHDRAW FROM THE COURSE?

In some sequences, students can drop back to a lower level. A Peer Tutoring Program is also available in most areas of study. Check with your instructor or the Peer Tutoring Center, C144, for tutoring information.

WHAT IF I WANT TO DROP A COURSE AFTER DROP/ADD DAY?

It is possible to drop a course after Drop/Add Day. The steps to follow are:

- 1) See your academic advisor to complete a drop card.
- 2) Return the drop card to the Registrar/Records Office for processing.

WHAT IF I CAN'T FIND MY ADVISOR?

See the chairperson of the division where you are being advised for assistance - see the directory later in this guide for office locations.

WHAT KIND OF GRADE DO I RECEIVE IF I DROP A COURSE OR WITHDRAW FROM SCHOOL?

If you drop before the last day to drop without penalty (see the Catalog or Semester Class Schedule for exact dates), the grade will be 'W' - after that date the grade will be 'WF'. The 'WF' is counted as an 'F' in computing your grade point average.

WHY MUST I FILL OUT THE DROP FORM? I STOPPED GOING TO CLASS; DOESN'T THAT TAKE CARE OF IT?

No, unless you officially drop a course or withdraw from school the instructor has no option but to award a grade of 'F' for the course or courses. Only you can withdraw yourself and this must be done through the official process.

I ONLY ATTEND NIGHT CLASSES. WHERE DO I GO FOR HELP WITH DROPPING COURSES, WITHDRAWING FROM SCHOOL, ETC.?

The Evening Operations Office is located in the Cavalier Arena and is open from 5:00 PM - 10:00 PM Monday through Thursday to assist evening students with matters of this nature. One member of the administrative faculty is always on hand during these hours to assist students.

CAN I CHANGE FROM CREDIT TO AUDIT ONCE THE SEMESTER BEGINS?

Only if the change is made on Drop/Add Day. After that date University system policy prohibits changing from credit to audit or audit to credit.

WHAT IF I DROP A COURSE OR WITHDRAW FROM SCHOOL BECAUSE OF CIRCUMSTANCES BEYOND MY CONTROL AND I DON'T WANT TO GET 'WF'S'?

Appeal to the Vice President for Academic Affairs for an exception to the 'WF' rule. Check the current Darton catalog under LATE WITHDRAWAL/ DROP.

HOW DO I WITHDRAW FROM SCHOOL?

Follow the same procedure as described above for dropping a course.

REFUNDS

IF I DROP COURSES OR WITHDRAW FROM SCHOOL DO I GET ANY KIND OF REFUND?

If you drop one or more classes after Drop/Add Day but do not withdraw from school, there is no refund. The refund amount for students withdrawing from the institution shall be based on a pro rata percentage determined by dividing the number of calendar days in the semester that the student completed by the total

calendar days in the semester. The total calendar days in a semester includes weekends, but excludes scheduled breaks of five or more days and days that a student was on an approved leave of absence. The unearned portion shall be refunded up to the point in time that the amount equals 60%.

Students that withdraw from the institution when the calculated percentage of completion is greater than 60% are not entitled to a refund of any portion of institutional charges.

WHEN DO I GET MY REFUND?

No refunds are made until after the tenth day of the semester is completed. Refund checks are mailed to the student at the address shown on the withdrawal form. Refunds for students receiving financial aid are returned to the financial aid programs.

WHY CAN'T I OBTAIN A REFUND FOR DROPPING JUST ONE COURSE?

You can if you drop the course by the end of Drop/Add Day. Otherwise, College policy prohibits refunds except in the case where the student withdraws completely from school.

PHYSICAL EDUCATION REQUIREMENTS

WHAT ARE THE PHYSICAL EDUCATION REQUIREMENTS FOR GRADUATION?

If you are enrolled in a transfer major, you must take one Physical Education course for each semester of full-time enrollment to a maximum of four courses. A competency in fitness/wellness will be required of all graduates of Darton College. The Physical Education requirements for career majors vary from zero to four semesters. Check the catalog for your particular major.

CAN I TAKE TWO TWO-HOUR PHYSICAL EDUCATION COURSES RATHER THAN FOUR ONE-HOUR COURSES TO FULFILL THE PHYSICAL EDUCATION DEGREE REQUIREMENTS?

No, the requirement is one course per full-time semester.

WHAT IF I NEVER ENROLL FULL-TIME! DO I STILL NEED THE PHYSICAL EDUCATION COURSES?

A competency in fitness/wellness will be required of all graduates of Darton College.

CHOOSING A MAJOR

DO I HAVE TO DECLARE A MAJOR WHEN I FIRST ENROLL?

No, the Core Curriculum of the University System of Georgia calls for approximately twelve courses which are common to most transfer programs so that you may enroll in General Studies and take some of these courses while choosing a major. You will be better off choosing a major as soon as you can to insure that you enroll in the proper major courses. In the career programs there are some courses common to all programs that you can take before declaring a major - ENGL1101, HIST2111 or 2112, POLS1101, but the options are more limited than in the transfer programs.

HOW CAN I FIND A COLLEGE MAJOR TO SUIT MY CAREER INTERESTS AND NEEDS?

Personnel in the Career Development Center located on the second floor of the Student Center are trained to assist students in career exploration. A variety of interest tests, brochures, and computer-assisted career exploration instruments are available to assist both students and prospective students.

HOW DO I CHANGE MAJORS?

See your advisor so that the proper notation can be made in your advising folder.

THE REGENTS TESTING PROGRAM

WHAT IS THE REGENTS' TEST? DO I HAVE TO TAKE IT?

To graduate from any college or university in the University System of Georgia, a student must pass the Regents' Test. The Regents' Test certifies minimum competence in college-level reading and writing. It is offered every semester close to mid-term.

HOW SOON CAN I TAKE THE REGENTS' TEST?

Students can take the Regents' Test after they have completed their required basic core English composition courses (ENGL1101 in some programs, ENGL1102 or BUSA2105 in others) with the grade of C or better and either have earned 30 credit hours or have a 2.0 (or higher) cumulative grade point average. However, students must take the Regents' Test in their first semester after earning 30 credit hours regardless of their progress through the English sequence. Students who have earned at least 45 credit hours and either have not passed or have not taken the Regents' Test may not enroll in any credit courses without concurrently enrolling in the appropriate review courses. (See Regents' Testing Program in the College Catalog.) Sign up for the Regents' Test in the Writing Lab, F202.

IS THERE ANY PLACE TO GO FOR HELP BEFORE TAKING THE REGENTS' TEST?

Yes, the Humanities/Learning Support Division conducts the Regents' Test Workshop each semester for this purpose. Contact that office in F101 for details.

IF I DON'T PASS THE REGENTS' TEST OR A PART OF THE REGENTS' TEST, HOW SOON CAN I RETAKE IT?

Students designated as "early testers" may retest the next semester without taking remediation courses. If they fail a second time or postpone retesting past one semester, the early testers must enroll in appropriate remedial courses before retesting. Other students who fail all or part of the Regents' Test must enroll in remediation courses before they can take the Regents' Test again. Enrollment in remediation courses does not automatically ensure that students can retest immediately. The students are referred to retest only when the instructors are satisfied that the students have a good chance of passing.

STUDY HINTS

I'M OVERWHELMED! HELP!

That is a common reaction when you are beginning your college career. It even happens when you're a seasoned student and you decide to take on too many responsibilities. Experienced counselors can help you sort out and prioritize your responsibilities. Make an appointment with a Student Success counselor in the Student Success Program, second floor of the Student Center.

I CAN'T KEEP UP - WHAT DO I DO?

You may need to take a look at all you have going in your life. Are you working? Do you need to be a full time student? What problems would it cause if you were a student a little longer than you originally planned? If you are having trouble getting everything done, talk to your advisor and a Student Success counselor as soon as possible.

I CAN'T KEEP UP IN CLASS. MY INSTRUCTOR MOVES TOO RAPIDLY, WHAT CAN I DO?

See your instructor in his/her office immediately and explain the problem - the instructor is there to help!

I'VE BEEN OUT OF SCHOOL A NUMBER OF YEARS AND HAVE FORGOTTEN HOW TO STUDY. WHERE DO I GO FOR HELP?

There are several options you may want to try. Counselors are available to help you sharpen your skills. You may wish to take advantage of the Reading, Writing, or Math labs. The Office of Student Activities offers free tutoring in most areas of study. Contact the Peer Tutoring Center in C227 or your instructor about the Peer Tutoring Program.

I AM NOT LEARNING THE WAY I WANT, WHERE CAN I FIND HELP?

You have several options:

1. Contact the Peer Tutoring Center located in the Student Center, C227, or your instructor regarding the Darton College Peer Tutoring Program.
2. Use the Math, Reading and/or Writing labs located in the McKnight Building.
3. Contact the Student Success Program for individual assistance.

GRADE POINT AVERAGE

IF I REPEAT A COURSE, IS THE BEST GRADE THE ONE THAT APPEARS ON MY PERMANENT RECORD?

No, every course that you enroll in (with the exception of those dropped on Drop/Add Day) remains as a part of your permanent academic record. Should you repeat a course, your overall grade point average will reflect both grades. Your graduation average will be computed using only the last grade.

WHAT IS THE DIFFERENCE BETWEEN MY OVERALL GRADE POINT AVERAGE AND MY GRADUATION AVERAGE?

Your overall grade point average is computed on all credit hours attempted while your graduation average is computed using only those courses you are presenting for graduation. Only the overall grade point average appears on the academic record.

HOW DOES A 'WF' COUNT IN MY GRADE POINT AVERAGE?

The 'WF' counts the same way as an 'F' with zero grade points on three hours attempted.

DO INSTITUTIONAL CREDIT COURSES COUNT IN MY GRADE POINT AVERAGE?

No, institutional credit courses do not apply toward your degree and therefore are not computed in your grade point average.

HOW DO I CALCULATE MY GRADE POINT AVERAGE?

The formula for computing a student's GPA is as follows: Total Grade Points Earned divided by Total Semester Hours Attempted = GPA. Grade points are calculated on college degree credit courses, not institutional credit courses.

To arrive at grade points multiply semester hour value of college level courses (All courses numbered 1000 or higher) by point value of grade earned, the point values of grades are A=4, B=3, C=2, D=1, F and WF=0. A sample computation of one semester's academic record by a student is shown below:

<u>COURSE</u>	<u>SEMESTER HOURS</u>	<u>GRADE EARNED</u>	<u>GRADE POINTS</u>
ENGL 0099	*4	B	0
MATH 1111	3	C	6
HIST 2111	3	A	12
BUSA 2106	3	B	9
POLS 1105	2	A	8
PHED 1115	1	B	3
	12		38

38 divided 12 = 3.16 Grade Point Average

*Institutional Credit

LEARNING SUPPORT

WHY DO I HAVE TO TAKE REMEDIAL COURSES?

Remedial courses are required only in those areas in which the COMPASS Placement Test indicates that a student would have difficulty completing a college-level course without strengthening basic academic skills.

HOW LONG DO I HAVE TO COMPLETE MY REMEDIAL WORK?

Board of Regents' rules require students to begin remediation immediately upon enrollment. Students must register for all required Learning Support courses before registering for college credit work (exception: the college orientation class, physical education activity class, and musical performance classes). Students are permitted to enroll in credit classes 1) if they have completed or are enrolled in all of their Learning Support courses, and 2) if the Learning Support courses in which they are enrolled are not prerequisites. Students who do not complete all courses in a learning support area (reading, writing, mathematics) within two attempts will be placed on Learning Support probation. A student who does not complete requirements for an area in twelve semester hours or three semesters, whichever comes first, will be suspended. The student may not be considered for readmission within three years of the suspension.

Prior to suspension, a student may appeal to the Darton College Academic Appeals Committee for two additional courses. For each additional attempt, the student must have reached the limit in only one Learning Support area, be in an exit level course, and be individually evaluated and determined to have a reasonable chance of success. During the semester of the first attempt, the student may enroll in courses other than Learning Support. If granted the appeal for the second additional course, the student may enroll in only the Learning Support course.

WHAT DO I DO IF I NEED MORE THAN 3 SEMESTERS TO EXIT A LEARNING SUPPORT AREA?

The Board of Regents allows for a student to appeal for up to 5 attempts to complete a Learning Support area. The student must obtain a "Request for Academic Appeal" form from the Records Office, complete it, and submit it back to the Records office. When submitting the form, the student must make an appointment to be heard by the Academic Appeals Committee.

PERSONAL AND ACADEMIC SUCCESS (PASS) CLASS

WHO IS THE PASS COURSE DESIGNED FOR?

- Any first-time freshman who is placed into one or more learning support classes, with the exception of math, is required to take this course the first semester enrolled.
- Any student who feels the need to enhance academic and personal skills to become a more successful student. Note: For non-learning support student, this course is not covered under financial aid.

WHAT ARE THE MAJOR COMPONENTS OF THE COURSE?

- Study, test taking, and time management skills
- Career exploration and goal setting
- College policies and procedures
- Campus resources

CLASSES/GRADES

WHO WILL EXPLAIN HOW MY INSTRUCTOR IS COMPUTING MY GRADES?

Normally the instructor will explain the grading system on the first day of class; if you are still unsure of the grading system ask the instructor after class.

WHAT DO I DO IF I RECEIVE A LOWER GRADE THAN WHAT I THINK I EARNED?

First talk with the instructor of the course in question. If, after this, you are still dissatisfied, see the division chairperson for the course in question. Should you still be dissatisfied at this point you should contact the Vice President for Academic Affairs.

I RECEIVED AN "F" FOR A CLASS THAT I DROPPED. WHAT SHOULD I DO?

In order to have a grade changed from an "F" or "WF" to a "W", obtain a "Request for Academic Appeal" form from the Records Office and complete it. Submit it back to the Records Office with supporting documentation and/or a letter from the instructor stating his/her opinion about changing the grade. When submitting the form to the Records Office, an appointment can be made to meet with the Academic Appeals Committee.

HOW DO I KNOW WHAT GRADE I MUST MAKE IN ONE COURSE IN ORDER TO CONTINUE IN THE SEQUENCE OR TO TAKE A COURSE WITH PREREQUISITES?

The course description section of the Darton catalog identifies prerequisite course requirements as well as minimum grades required if applicable.

PROBATION/SUSPENSION

I AM ON ACADEMIC PROBATION, WHAT CAN I DO TO PULL UP MY AVERAGE?

There may be any number of reasons why you are having academic problems - talk with personnel in the Division of Student Affairs or your advisor about this. Together a solution to your particular problem can be found.

I WAS ON ACADEMIC PROBATION AND RECEIVED THE FOLLOWING GRADES: ENGL1102 - D and MATH0099 - A. I JUST RECEIVED A LETTER SAYING THAT I HAVE BEEN SUSPENDED, WHY?

Institutional credit courses do not count in your GPA so the 'A' in MATH0099 has no bearing on your standing; your semester GPA is 1.00 based on the 'D' in ENGL1102. See your catalog for Academic Probation and Suspension policies.

I AM ON ACADEMIC SUSPENSION AND WISH TO APPEAL. WHAT DO I DO?

A student can appeal to have academic suspension lifted by obtaining a "Request For Academic Appeal" form from the Records Office. After completing and submitting the form (along with supporting documentation regarding why the appeal should be granted), the student can make an appointment in the Records Office to be heard by the Academic Appeals Committee.

GRADUATION/TRANSCRIPTS

MY ADVISOR AND I KNOW WHAT I NEED TO GRADUATE; DO I HAVE TO HAVE A DEGREE AUDIT?

Yes, while you and your advisor are keeping up with your course requirements, the official records are maintained in the Office of Records and the Graduation Record Check is one of the final audits to insure that your courses meet program requirements.

WHAT IS MY TRANSCRIPT?

A transcript is a computer-generated copy of the written record of your academic career, which outlines your courses and grades.

WHAT IS A TRANSCRIPT USED FOR?

An official transcript is used for a variety of purposes such as when you apply for a job or seek to transfer to another school.

HOW DO I HAVE TRANSCRIPTS SENT AND HOW MUCH DOES IT COST?

The Office of Records will, at the written request of the student, send an official transcript. The first copy of a student's transcript is free; each additional copy is \$1.00.

WHAT IS A CANDIDATE FOR GRADUATION?

To be considered a candidate for graduation, you must have a graduation record check, complete an Application for Graduation, and be within 13 hours of graduation.

GENERAL ACADEMIC QUESTIONS

WHAT IS CONSIDERED A FULL-TIME STUDENT?

A student taking 12 credit hours per semester is considered full-time.

WHY ARE SOME CLASSES NEVER OFFERED AT NIGHT?

It is necessary to have a minimum number of students needing a particular class before it can be offered. It has been found historically that there are insufficient numbers of students needing certain classes at night to justify their being offered. In certain instances it is simply a matter of being unable to gain access to proper facilities to offer classes at night - an example is dental hygiene.

IS THERE ANY WAY TO HAVE A CLASS ADDED TO A SEMESTER SCHEDULE IF YOU REALLY NEED THE COURSE?

There are cases when a sufficient number of students request a particular course that it can be added to the schedule for a particular semester. See the Vice President for Academic Affairs on this matter.

WHEN CAN I START TAKING COURSES IN MY MAJOR?

Students who have exited Learning Support or did not need any remedial work can normally start taking courses in their major the first semester - in fact, in some majors it is necessary to start immediately. Examples include nursing, dental hygiene, medical laboratory technology, math, etc.

WILL ALL MY COURSES TRANSFER (SOME OF MY FRIENDS SAY THEY WON'T)?

If you are enrolled in an Associate of Arts degree program (transfer) or Associate of Science degree program (transfer), then all of your courses, which meet degree requirements here, should transfer without difficulty. Darton College, as a unit of the University System of Georgia, operates under a Core Curriculum, which is designed to assure transferability. There are courses offered in the career programs, which may not transfer because the receiving institution may not have a comparable course. It is important to remember that the career programs are designed primarily for those students who have no plans to transfer.

I TOOK A COURSE SEVERAL YEARS AGO AT DARTON AND MADE A LOW GRADE THAT I DON'T WANT FIGURED INTO MY GRADUATION GPA. CAN I TAKE A TEST AND GET CREDIT BY EXAMINATION FOR THE COURSE?

No, University System policy prohibits the awarding of credit by examination for any course in which the student has earned a grade - A, B, C, D, F, or WF.

I ATTENDED COLLEGE SEVERAL YEARS AGO AND MADE POOR GRADES. IS THERE ANY WAY TO GET THESE GRADES ERASED FROM MY TRANSCRIPT?

Yes, the Board of Regents has a policy known as Academic Renewal. If the student has been absent from a University System school for at least 5 years, exited all learning support classes prior to the absence, and has been back in college for not more than 1 calendar year, that student is eligible for academic renewal. Academic renewal removes all grades for the appropriate time from the GPA; however, any courses which were passed ("C" or better) are retained for graduation requirements. The student should obtain a "Request for Academic Appeal" form from the Records Office, complete it, and submit it back to the Records Office.

FINANCIAL AID/EMPLOYMENT

HOW DO I FIND OUT ABOUT FINANCIAL AID AND IF I AM ELIGIBLE!

Contact the Office of Student Financial Aid to obtain applications and literature on the various sources of aid and how to apply - you may want to get copies of these to study. Office personnel will be happy to discuss the programs with you and answer your questions. However, it is normally not possible to state what types of aid any individual would be eligible for until the applications have been completed and submitted to the processor.

I DID NOT QUALIFY FOR A PELL GRANT. IS THERE A POSSIBILITY THAT I MAY BE ELIGIBLE FOR OTHER FORMS OF AID?

Yes, you should contact the Office of Student Financial Aid to discuss the matter. The information on the Student Aid Report will assist the Financial Aid Officer in determining whether or not you have eligibility for other types of aid.

ARE THERE ANY TYPES OF FINANCIAL AID AVAILABLE BASED ON ACADEMIC ABILITY AND NOT INCOME?

Yes, the Darton College Foundation, Inc. provides a variety of scholarships in which academic ability is a key factor. Additional information is available in the Office of Student Financial Aid.

WHERE CAN I GO FOR HELP IN FINDING A JOB, PART-TIME OR FULL-TIME?

Contact the Career Center on the second floor of the Student Center. This office maintains a listing of on-campus and off-campus employment opportunities as well as files on students seeking employment.

SOME STUDENTS RECEIVE ACADEMIC CREDIT FOR THEIR WORK - WHAT CAN I DO TO GET CREDIT FOR MY WORK EXPERIENCE?

The Cooperative Education Program provides academic credit for a student's work experience if the work is related to the student's major field of study. Contact personnel in the Cooperative Education Office if your work experience qualifies.

Veterans may be able to receive college credit for their military training and experience. Contact the VA counselor in the Financial Aid Office for contact information.

STUDENT ACTIVITIES

HOW DO I FIND OUT WHAT TYPE OF STUDENT ACTIVITIES ARE AVAILABLE FOR ME?

The Office of Student Activities makes every effort to publicize all of its activities but personnel in that office are always happy to answer your specific questions. The Office of Student Activities is located in the Student Center, C112.

WHAT DO I GET FOR MY STUDENT ACTIVITIES FEE?

The Student Handbook/Planner as well as other publications is possible only because of the Student Activities fee. Prior to the beginning of each semester, the Office of Student Activities publishes a listing of major activities planned for the semester. Read further for more examples of where the money goes!

WHAT ARE EXPANDED RECREATION PROGRAMS?

These are community-based activities designed for students on a drop-in basis. By showing a student ID card, students can play golf, bowl, attend the Theatre Albany and Albany Symphony performances on a fee-paid, fee-shared or reduced rate basis.

WHAT ABOUT INTRAMURALS?

Through the Office of Student Activities intramural sports are offered each semester for students. A complete listing of intramural activities is available at the beginning of each semester. Contact Eric O'Cain in the Cavalier Cove Game Room for more information.

HOW CAN I JOIN A CAMPUS CLUB?

Individual clubs and organizations are listed in Part Two of this handbook. Contact the Office of Student Activities for more information on clubs.

WHAT OTHER TYPES OF ACTIVITIES ARE OFFERED THROUGH STUDENT ACTIVITIES?

The Office of Student Activities is responsible for scheduling a variety of social, educational, recreational and cultural activities both on-campus and off-campus. Activities include speakers, musical presentations, art exhibits, tours, workshops, and seminars. The Office of Student Activities plans social activities, such as Welcome Back Party, ice cream socials, beach parties, Fall Fling, etc.

CLASS ATTENDANCE

WHAT IS THE COLLEGE ATTENDANCE POLICY?

The development of a sense of self-discipline is more important than learning to satisfy the minimum requirements for task completion. Learning to be present and on time for obligations is essential. It is hoped that these statements will be the student's guide with respect to class attendance.

Students are expected to attend all classes for which they are registered and are responsible for class work or assignments missed regardless of the reason for the absence. It is common courtesy to inform one's instructors in advance of absence when possible, and it is an obligation to confer with one's instructors following each absence.

The College attendance policy is stated in the COLLEGE CATALOG and is included in the course introductory material presented by each instructor at the beginning of the semester.

DOES THE COLLEGE CLOSE WHEN THERE ARE DANGEROUS WEATHER CONDITIONS?

It is the policy of this college to continue conducting scheduled classes, keep offices open and carry on normal college operations under weather conditions that are considered to be normal and reasonably safe for being on campus as well as on the road. In case of severe inclement weather such as hurricanes or icy conditions, the college may discontinue classes, close offices and cease routine operations. Unless notified to the contrary, the normal schedule will be followed. If classes are canceled all campus offices will be closed and the College will notify the local radio and TV stations.

CAMPUS DIRECTORIES

PART NINE

A. SERVICE DIRECTORY

FOR INFORMATION ABOUT:	CONTACT:	OFFICE:	PHONE:
Academic Advising	Faculty Advisor		
Academic Status.....	Registrar's Office.....	A-160	317-6742
Admissions	Admissions Office	A-198	317-6740
Advising Center	Vice Pres. of Student Affairs	C-223	317-6859
Affirmative Action.....	Affirmative Action Officer	A-158	317-6700
Appeal, Academic Regulations	Vice Pres. of Academic Affairs	A-132	317-6710
Appeal, Residency Status	Registrar's Office.....	A-160	317-6742
Appeal, Social Regulations	Vice President for Student Affairs	C-225	317-6728
Appeal, Transcript Evaluation	Registrar's Office.....	A-160	317-6742
Bookstore Operations	Director of Auxiliary Enterprises	C-101	317-6756
Building/Grounds	Plant Operations	D-108	317-6780
Career Counseling.....	Career Development Center	C-217	317-6865
Career Information.....	Career Development Center	C-217	317-6865
Challenge Course.....	Challenge Course Coordinator	E-118N	317-6778
Change of Name or Address	Registrar's Office.....	A-160	317-6742
Civil Service Benefits	Registrar's Office.....	A-160	317-6742
Clubs/Organizations	Student Activities.....	C-112	317-6750
Community Services.....	Continuing Education Office.....	J-102	317-6730
Complaints	Vice President for Student Affairs	C-225	317-6728
Continuing Education Courses	Continuing Education Office	J-102	317-6730
Cooperative Education Courses	Cooperative Education Office	I-133	317-6803
Disability Student Services	Director, Disability Services.....	C-224	317-6738
Evening Operations.....	Evening Operations Office	E-118A	317-6944
Facilities	Facilities Office.....	J-111	317-6000
Financial Aid	Financial Aid Office	A-198	317-6746
Food Service	Food Service Manager.....	C-124	317-6893
Graduation.....	Registrar's Office.....	A-160	317-6742
Housing Information	Vice President for Student Affairs	C-225	317-6728
Intercollegiate Athletics	Intercollegiate Athletics	E-118	317-6788
International Student Services	International Student Coordinator	C-219	317-6924
Intramurals.....	Student Activities.....	C-137	317-6981
Job Placement.....	Career Development Center	C-217	317-6865
Minority Advising.....	Minority Advisor.....	C-227	317-6738

Parking Permits and Fines	Business Office	A-152	317-6718
Payment of Fees	Business Office	A-152	317-6718
Personal Counseling	Division of Student Affairs	C-216	317-6728
Registration Procedures	Registrar's Office	A-160	317-6742
Social Security	Registrar's Office	A-160	317-6742
Special Help with Math	Mathematics Laboratory	F-216	317-6881
Special Help with Reading	Reading Laboratory	F-206	317-6879
Special Help with Writing	Writing Laboratory	F-202	317-6880
Student Activities	Director of Student Activities	C-112	317-6750
Student Job Placement	Career Development Center	C-217	317-6865
Study Skills	Division of Student Affairs	C-216	317-6728
Testing	Testing Office	C-208	317-6735
Transcripts	Registrar's Office	A-160	317-6742
Tuition Aid (Active Military)	Business Office	A-152	317-6713
Tutoring	Peer Tutoring Program	C-227	317-6738
Vending Machines	Director of Auxiliary Enterprises	C-101	317-6756
Veteran's Benefits Problems	Financial Aid Office	A-198	317-6746
Vocational Rehabilitation	Business Office	A-152	317-6713
Withdrawal from College	Registrar's Office	A-160	317-6742

B. DEPARTMENTAL DIRECTORY

OFFICE:	BUILDING:	ROOM:	PHONE:
Admissions	Administration	A-198	317-6740
Allied Health	"J"	J-210	317-6900
Bookstore	Student Center	C102	317-6755
Business Division	"I"	I-133	317-6800
Career Ctr.	Student Center	C-217	317-6865
College Relations	Administration	A-111	317-6725
Computer Operations	Administration	A-168	317-6704
Continuing Education	"J"	J-102	317-6730
Cooperative Education	"I"	I-133	317-6803
Dental Hygiene	"B"	B-104	317-6840
Development	Administration	A-106	317-6776
Disability Services	Student Center	C-224	317-6738
Distance Learning	"J"	J-205	317-6838
EMS	"B"	B-112	317-6840
Financial Aid	Administration	A-198	317-6746
Food Services	Student Center		317-6893
Humanities	"F"	F-101	317-6850
International Student Services	Student Center	C-219	317-6924
Job Placement	Student Center	C-217	317-6865
Learning Support	"F"	F-101	317-6870
Library	"G"		317-6760
Math Lab	"F"	F-216	317-6881
Media	"J"	J-118	317-6770
Minority Advising	Student Center	C-227	317-6738

MLT.....	"B".....	B-112.....	317-6840
Nursing.....	"I".....	I-237.....	317-6820
Personnel.....	Administration.....	A-123.....	317-6720
Physical Education.....	"E".....	E-118.....	317-6788
Plant Operations.....	"D".....	D-108.....	317-6780
President.....	Administration.....	A-138.....	317-6705
Reading Lab.....	"F".....	F-205.....	317-6879
Registrar.....	Administration.....	A-160.....	317-6742
Science/Math.....	"B".....	B-112.....	317-6830
Social Science.....	"I".....	I-133.....	317-6810
Student Activities.....	Student Center.....	C-112.....	317-6750
Testing.....	Student Center.....	C-208.....	317-6735
Vice President for.....	Administration.....	A-132.....	317-6710
Academic Affairs			
Vice President for Business and.....	Administration.....	A-152.....	317-6700
Financial Affairs			
Vice President for Student Affairs.....	Student Center.....	C-225.....	317-6728
Writing Lab.....	"F".....	F-202.....	317-6880

CALENDAR OF EVENTS/ DAILY PLANNER

TIME MANAGEMENT TIPS

These are some techniques for overcoming procrastination and managing your time. Choose several that will work for you. Recognize that different techniques work best for different people.

- Do your most important and least favorite activity first
- Schedule important tasks during high-energy times. Schedule fun time as a reward (such as after studying).
- Study two hours for every hour in class.
- There are only 168 hours in a week, use them wisely.
- The only difference between time and money is that you can always get more money but you cannot get more time.
- Accomplish one task before moving on to another one.
- Write things down. Use your daily planner.
- Break large projects into manageable bits.
- Make a schedule weekly:
 - 1) Start with a 'to do' list
 - 2) Prioritize the items on your 'to do' list
 - 3) Schedule your priorities first and then your other items
 - 4) Monitor your progress
 - 5) Keep your schedule flexible
 - 6) Make changes as necessary