

YHC SERVICES REFERENCE GUIDE

YHC Police	Day: 706-896-7460 Night: 706-896-7460	Emergency: 911
On-Call Residence Life Coordinator (RLC):		706-781-8393
On-Call Resident Assistant (RA):	Appleby Complex & Rollins	706-897-3079
	Enotah & Manget	706-897-3080
	The Towers & Hillgrove	706-970-9002
	The Village	706-897-7036
On-Call Nurse		706-897-6228
On-Call Counselor		404-630-3764
Title IX Coordinator	Director of Human Resources	706-379-4572
Support in <u>A</u>busive <u>F</u>amily <u>E</u>mergencies Inc. 24-hour crisis hotline		706-379-3000

<u>Service</u>	<u>Phone Number</u>
Academic Affairs	706-379-5171
Art Gallery	706-379-5256
Athletics	706-379-5296
Bookstore	706-379-5032
Business Office	706-379-5223
Campus Activities	706-379-5110
Campus Dining	706-379-3734
Dial-a-Menu	706-379-4317
Counseling Services (CAPS)	706-379-5167
Facility Reservations	706-379-5276
Financial Aid	706-379-5162
Health /Wellness Services	706-379-5160
Intramurals	706-379-4472
IT Helpdesk	706-379-5212
Library	706-379-4313
Maintenance, Housekeeping & Grounds	706-379-5150
Orientation (START)	706-379-5118
Police Department	706-379-4570
Recreation & Fitness	706-379-4472
Registrar	706-379-5230
Religious Life	706-379-5166
Residence Life	706-379-5300
Student Conduct	706-379-5174
Student Development Office	706-379-5118
Student Success Center	706-379-5200
Residence Life Coordinator Offices	
Appleby Complex & Rollins	706-379-5238
Enotah & Manget	706-379-5305
The Towers & Hillgrove	706-379-5190
The Village Apartments	706-379-5274

ABOUT THIS GUIDE

This *Guide to Student Life* serves as a resource/reference guide for your journey of learning and personal development at YHC. We encourage you to take advantage of the many services and programs offered by the faculty and staff that are designed to enhance your overall experience. The administration and Board of Trustees at Young Harris College believe that one of their primary responsibilities is to encourage the development and maintenance of an environment within the Young Harris College community which best permits the institution and its students to realize their goals. Most of these expectations center on policies and procedures that establish and maintain a safe and healthy campus, provide an environment that is conducive to learning and personal development, support and reflect local, state, and national laws, provide equal opportunities for all students, and reflect principles of shared responsibility.

The *Guide to Student Life* is divided into multiple sections:

- **A Tradition of Excellence** gives an overview of the institution including the history, mission, slogan, goals, values, and vision statement.
- **Campus Information** exposes students to a fairly comprehensive list of experiences and services offered by the College to help them succeed academically and socially.
- **Student Life Policies** encompasses selected policies and procedures most relevant to students; including information for Residence Life as well as Campus Activities. Included are the non-academic policies and procedures of Young Harris College every student is responsible for knowing, observing, and complying with.
- **Student Conduct System** focuses on the process followed if a student violates College Policy or, in turn, feels that his/her rights have been violated. This section describes in detail the Student Conduct Process as well as student development opportunities in policy revision and enforcement.
- **Calendar of Events** Students are able to use this 52-week calendar to help balance their busy lives and keep up with important events such as class, assignments, tests, organizational meetings, road trips, and sleep.

We look forward to working with you in many ways as you begin or continue your Young Harris College experience; and what an experience it can be! The proud tradition of academic challenge and achievement, the success of our athletic teams, the many quality programs and activities offered through the student development program, the beautiful environment of the campus and the North Georgia Mountains combine to make this place very special. Have a great year!

Examination and Revision

The policies of Young Harris College are under continual examination and revision. *The Guide to Student Life* is not a contract; it merely presents the policies in effect at the time of publication and in no way guarantees that the information contained herein will not change. For the most current policies and information go to www.yhc.edu/gsl which we encourage you to review regularly.

A TRADITION OF EXCELLENCE

Young Harris College is a private, residential, liberal arts, institution located in the southern Appalachian region. The College is affiliated with the United Methodist Church and students from all backgrounds are welcome.

As you learn more about Young Harris College, we trust that your loyalty to your Alma Mater will grow. In the pages of this guide you will find additional information about the College, its traditions, and its services.

The Young Harris College Tradition

Young Harris College was conceived in the mind of a circuit-riding Methodist minister, Rev. Artemas Lester, and it was through his efforts that the institution became a reality. Judge Young L. G. Harris of Athens, Georgia, contributed to the financial needs of this mountain school when it became evident during its first year of existence that it would not continue without financial support. After 1886, Judge Harris continued to contribute substantially each year. Originally known as McTyeire Institute, for the town in which it was located, its name was soon changed to honor its first great benefactor. The name of the surrounding village was later changed to Young Harris by an act of Georgia legislature.

From its beginning, Young Harris College was more than just a school for young men and women of the mountains. Because of its academic standing and Christian tradition, it attracted students from across Georgia, from the Southeast and, in due time, from foreign countries. Today its student body is drawn from Georgia, other states, and dozens of foreign countries. Young Harris College sends back to these places, to quote a graduate, "...men and women able to serve their communities and their God, for in the mountain college of North Georgia they found a place in society and faith to live by."

Mission Statement

Young Harris College educates, inspires, and empowers students through a comprehensive liberal arts experience that integrates mind, body, and spirit.

Slogan "Educate, Inspire, Empower"

Goals

Young Harris College will:

- Educate students through a comprehensive liberal arts experience.
- Challenge students through innovative academic, cultural, athletic, and spiritual programs.
- Recruit and retain excellent students, faculty, and staff.
- Empower students, faculty, and staff to reach their full potential.
- Increase significantly the College's financial resources and facilities to support growth and development.
- Contribute to the quality of life of our local community.

Values

Young Harris College Values:

Truth

- Truth and its unfettered pursuit through intellectual inquiry.
- Integrity in all aspects of academic, professional, and personal life.

The Liberal Arts

- Open-minded and inquisitive learners.
- The liberal arts model of higher education and its role in transforming students.

Heritage

- Its historic affiliation with the United Methodist Church and the Wesleyan tradition of higher education which seeks to develop both a trained mind and a warm heart.
- Academic freedom, affirmation of the dignity and worth of all persons, moral integrity, and support for the spiritual journeys of the members of our college community.

Community

- The relationships engendered through a small and diverse campus community.
- The support provided by our faculty, staff, trustees, alumni, and friends.
- The natural world and the cultural traditions and rich history of the Appalachian region.

Citizenship

- Our personal and collective responsibilities as citizens in service to society.
- The role of leadership dedicated to creating a sustainable, just, and caring society.

Vision Statement

Young Harris College will be a liberal arts institution of recognized excellence comprised of a vibrant community of learners.

Educate: Young Harris College seeks to be recognized in the Southeast as an institution that, through its liberal arts education, encourages students to be intellectually curious. The College will educate the whole person through a comprehensive program of classroom, residential, and extra-curricular experiences. Faculty and staff will be active lifelong learners, and the College will support their intellectual and professional development. The College will examine its processes and learn not only from itself, but also remain involved with the academy at-large. The College will embrace emerging technology and pedagogical innovations.

Inspire: Young Harris College will be inclusive in character, providing opportunities for the development of faith through study, worship, and service. The College will take advantage of its mountain setting, incorporating the heritage and natural environment in both academics and student programming. The College will provide

diverse educational, recreational, social and cultural experiences for its students and the surrounding community.

Empower: Young Harris College will prepare its students to exercise mature and independent moral judgment in an ever-changing and diverse world. The College will challenge students to find and develop their particular talents, skills, and abilities. The College will provide opportunities for students to interact with others from diverse backgrounds, thus preparing them for responsible citizenship. The Young Harris College experience will exemplify environmental awareness, stewardship, and service to the community.

Accreditation

Young Harris College is accredited by the Southern Association of Colleges and Schools Commission on Colleges to award baccalaureate degrees. Contact the Commission on Colleges at 1866 Southern Lane, Decatur, Georgia 30033-4097 or call 404-679-4500 for questions about the accreditation of Young Harris College.

Young Harris College is an accredited institutional member of the National Association of Schools of Music, 11250 Roger Bacon Drive, Suite 21, Reston, Virginia 20190, 703-437-0700.

Young Harris College is endorsed by the University Senate of The United Methodist Church as an affiliated United Methodist institution.

The Teacher Preparation Program at Young Harris College is approved by the Georgia Professional Standards Commission, 2 Peachtree Street, Suite 6000, Atlanta, Georgia 30303, (404) 232-2500.

CAMPUS INFORMATION

Athletics: 706-379-5218

Young Harris College is a member of the NCAA and the Peach Belt Conference. Young Harris College participates in baseball, men's and women's basketball, competitive cheerleading, men's and women's cross country, men's and women's golf, men's and women's lacrosse, men's and women's soccer, softball, and men's and women's tennis. These teams play a full schedule and compete against other colleges and universities in the NCAA. General information concerning these teams may be obtained from the Director of Athletics and /or team coaches.

Bonner Leaders: 706-379-5104

Bonner Leaders are a select group of students who represent Young Harris College through outreach work, building relationships, and shared experiences in learning and leadership at non-profit agencies throughout the community. Bonners Leaders work at their community partner sites approximately eight to ten hours per week during the academic year and receive financial compensation through the College and federal work-study programs, as well as through the AmeriCorps Program, for their time and commitment. Bonners also meet regularly for workshops on leadership development, planning, discussion and reflection, have opportunities to attend regional and national conferences throughout the year, help plan and implement community engagement opportunities on campus, and partner with Bonner programs at other institutions to work on joint projects. The program started at Young Harris College in 2009 with 9 Bonner Leaders and continues to add additional cohorts each academic year.

Bookstore: 706-379-5032

The Young Harris College Bookstore, operated by Follett, is located on the lower level of Sharp Hall. The bookstore offers all textbooks and supplies YHC students need for their courses as well as a variety of apparel, and other Young Harris College merchandise.

EFOLLETT.COM=YOUR BOOKSTORE

When you order books from efollett.com, you're ordering from your bookstore. Shop our store online at www.yhc.bkstr.com from your computer, tablet, or smartphone. No matter how you shop, you will get our top-notch customer support and access to the largest textbook inventory. And for your convenience, you can choose to pick up your order in-store.

Rent-A-Text

Going to college costs more now than ever before...and books are big-ticket items. To help ease the burden, the YHC bookstore now offers you the ability to rent your textbooks. Renting can save you an average of more than half the cost of a new book. You can rent your books in-store or online, and you can also use your financial aid. For more information visit www.rent-a-text.com.

Go Digital!

Young Harris Bookstore offers more digital course materials choices than ever before. From digital textbooks and study guides to complete digital learning environments, we offer course materials to suit your unique learning style. Plus, digital course materials can often be used on the web, mobile and tablet devices, so you can study where and when you want to. Almost all digital textbooks include built-in study features such as searchable text and highlighting and note-taking. Some even offer social learning capabilities that allow you to interact with your classmates and instructors within the text itself.

Campus Activities: 706-379-5110

The mission of the Office of Campus Activities is to provide Young Harris College students with different opportunities to become involved in on and off campus experiences, which will enhance the development of the whole person. The office complements the College's academic programs. It enhances the overall educational experience of students through development of, exposure to, and participation in social, cultural, leadership development, fraternity and sorority, intellectual, recreational, and community service activities.

For most students, a significant factor in the successful attainment of a college education is the manner in which time outside the classroom is utilized. The fact that Young Harris College makes available to students a number of social, recreational, cultural, and academic opportunities implies a firm belief in the value of extra-curricular educational experiences. One important phase of a student's learning can be participation in campus clubs and organizations, where the opportunity is offered to form friendships, work with others of varying backgrounds, assume leadership, and explore shared interests.

For more information stop by the Office of Campus Activities.

Campus Gate Art Gallery: 706-379-5114

The Campus Gate Art Gallery provides a great source of cultural enrichment to the YHC campus and community. The gallery is a beautifully restored building located on College Street next to the U.S. Post Office. Throughout the year there are exhibitions by professional artists as well as a juried student exhibition at the end of the spring semester that is open to all students. Each exhibition has a reception where guests can meet and mingle with the exhibiting artist and discuss the artwork with them. All exhibitions and receptions are free and open to the public. The gallery hours are Monday-Friday, 9:00 a.m.-2:00 p.m.

College Publicity and News Releases: 706-379-5310

The Office of Communications and Marketing disseminates news and information about Young Harris College to the media and to the public. Hometown news releases can be provided to students' hometown newspapers, when that information is provided, for both academic and extracurricular achievements, such as inclusion on the Dean's and President's Lists, honor society inductions, academic and leadership awards, Commencement, participation in fine arts events and performances, and other noteworthy involvements. Students who wish to have hometown news releases distributed should complete a Parent and Newspaper Information Form that is distributed during START Orientation sessions. This form is also available online

through YHC Connect or in the Student Development Office. The Office of Communications and Marketing cannot guarantee that any newspaper or media outlet will publish news releases provided by the College. Students are encouraged to contact their hometown newspapers and request that such releases be published in a timely manner.

Common Reading Program: 706-379-5109

Young Harris College's common reading program is a first year experience initiative that brings together the campus community by requiring all first year students to read a common book. It allows new students to participate in a shared academic experience which encourages community dialogue and personal reflection with their peers as well as faculty and staff. Each year a book is chosen with input from the campus community and the themes of that book are integrated into a number of activities both inside and outside of the classroom throughout the academic year.

Counseling and Psychological Services (CAPS): 706-379-5167

Students looking for assistance with a personal problem or who are attempting to cope with one of life's ongoing challenges are encouraged to meet with the College Counselor. Counseling services, provided by a National Board Certified, Licensed Professional Counselor, are free and confidential. Any student needing assistance beyond the professional abilities of the Counselor will be referred to community agencies or private professionals.

CAPS also provides public outreach programs held in campus housing, in classrooms, at club meetings, or similar settings. While emergency and crisis situations are given top priority, no problem is too small for consideration. The Assistant Dean of Students, Vice President for Student Development, Residence Life Coordinators, the Campus Minister, members of the faculty, and other College employees are also available to aid the student in making the necessary social and academic adjustments.

Dining Services: 706-379-5359

Young Harris College offers a program of nutritious and balanced meals for students at convenient times throughout the day and evening. Students must present their YHC One Card upon entering the Campus Restaurant. Under no circumstance should a student allow anyone else to use his/her YHC One Card, share food and/or beverages with nonpaying students or guests, misuse or remove food, beverages, dishes, or other equipment from the Campus Restaurant. Appropriate behavior is expected at all times. All freshmen are required to purchase an unlimited meal plan. Changes to meal plans by sophomores, juniors, and seniors must be made no later than two weeks after the beginning of the semester.

Guest Meals: Guests and parents of students may eat in the Campus Restaurant. Payment for meals shall be made upon entering the facility. Students are responsible for the actions of their guests at all times.

Meals for Commuters: Commuters must purchase \$75 dining dollars for use at any campus dining facility.

Late Night: Sunday – Friday evenings the Campus Restaurant reopens to provide students with service using their campus meal plan.

Campus Restaurant Meal Hours

The regular meal schedule is as follows (all changes will be posted):

Dining Hall

Monday – Friday

Breakfast 7:30 - 10:00

Lunch 11:00 - 2:00

Dinner 5:00 - 7:30

Late Night 9:00 - 1:00

Saturday

Continental Breakfast 8:00 - 10:00

Lunch 11:00 - 1:30

Dinner 5:00 - 7:30

No Late Night

Sunday

Continental Breakfast 8:00 - 10:00

Brunch 11:00 - 1:30

Dinner 5:00 - 7:30

Late Night 9:00 - 11pm

Chick Fil A

Monday - Friday

11:00am -11pm

Saturday

11:00am -11pm

*service ends at 10:30pm

Sunday

Closed

Starbucks

Monday - Saturday

8am-1am

Sunday

8am-11pm

The Campus Restaurant is closed during breaks when classes are not in session for longer than two academic days (Thanksgiving, Winter, and Spring Breaks). Daily menus, hours of operation, catering guides, and other information may be viewed by opening the Dining tab on YHC Connect.

Financial Aid Office: 706-379-5162

The YHC Financial Aid Office is located in the lower level of the Pruitt-Barrett Administration Building. Because the financial aid process can be tedious and confusing, any student and/or parent is welcome to contact the office for help with understanding the College financial aid process, completing the financial aid processes, filing the FAFSA, loan processes, and/or any other financial aid matter. If special circumstances develop, students are encouraged to discuss them with a financial aid counselor at any time. The office offers advising in educational loans, loan repayment information, and can also counsel students about the criteria needed to continue receiving scholarships which they are awarded such as academic requirements for HOPE and YHC Academic Scholarships. It is important for students to speak with a financial aid counselor when considering dropping a class, or repeating a class, because of the affect it may have on their financial aid. Every student is encouraged to learn how to calculate his/her GPA.

Health and Wellness Services: 706-379-5160

The Student Health Clinic, located on the ground floor of Appleby Center, is staffed by a Registered Nurse and is open to all resident and commuting students. The clinic provides the following services:

- Exam by an RN in case of illness or injury with referral to local health care providers as indicated;
- Assistance in making appointments with local health care providers;
- First Aid treatment for injuries;
- Blood pressure checks;
- Health promotion and wellness counseling;
- Free health information and wellness reference library;
- Free loans of crutches, heating pads, cold packs, knee, ankle and wrist supports, etc.;
- Non-prescription medicines; and
- Psychological and counseling referrals.

A local physician serves as Medical Director of Health & Wellness Services and provides oversight of all clinic services and consults with the Nurse Director as needed.

Since the clinic is not a full-service medical facility, students are referred to local physicians as need dictates. Health & Wellness Services can help find a doctor's office who accepts your medical insurance. Although the clinic maintains a close working relationship with certain local doctors, students may go to any local physician who is accepting new patients.

We encourage students to become active participants in their own health care. We try to provide adequate information to allow you to make knowledgeable decisions about your own health and proper utilization of the health-care system.

Transportation to the doctor's office is **not** provided routinely by the College and is the responsibility of the student. The College reserves the right to call emergency responders for any student if the need should arise. Should hospitalization be necessary, students are admitted to Chatuge Regional Hospital in Hiawassee or Union General Hospital in Blairsville. In cases of major illness which require hospitalization elsewhere, students are referred to another facility, preferably close to the student's home.

College officials reserve the right to contact parents or authorities in cases of medical emergencies as allowed by law.

Hours

The Clinic is open 8:00 a.m. – 5:00 p.m. Monday through Friday. Walk-in appointments are accepted but students may also schedule appointments by calling the clinic at 706-379-5160. Messages left on voice mail are automatically forwarded to the on-call nurse's cell phone.

After Hours Care

Students who need non-emergency medical care when the clinic is closed, should contact a Residence Life Coordinator or Resident Assistant who will assist in contacting the nurse or procuring medical attention in the local community.

In Case of Emergency

Call the local EMS **by dialing 911**.

Be sure to stay on the line to answer any questions the EMS operator may ask.

If you call the EMS, you should also contact the Residence Life Coordinator On-Call: 706-781-8393, who will notify the nurse and/or the Police Department as needed.

Other Emergency Contacts

- **YHC Police Department:** 706-379-4570
- **On-Call Residence Life Coordinator:** 706-781-8393
- **On-Call Nurse:** 706-897-6228
- **On-Call Counselor:** 404-630-3764

Medications

Health and Wellness Services stocks a variety of nonprescription medications which are offered to students free of charge. Prescription medications must be purchased by the student at one of the local pharmacies.

Medical Insurance Coverage

The cost of medical care is the fastest rising expense in the United States today. For a college

student, one serious illness, injury or catastrophic medical emergency can mean financial ruin and cause the end of educational dreams. Therefore, all students are strongly encouraged to have medical insurance coverage, in compliance with the Affordable Care Act.

International students are required to purchase an international student medical insurance policy that is effective prior to entering the United States and remains in effect until the student arrives back in his/her home country. Further information about international student insurance policy requirements can be found on the college website or by contacting the Director of Health and Wellness Services.

Questions about insurance should be referred to the Director of Health and Wellness Services at 706-379-5160 or lkniess@yhc.edu.

NOTE: It is very important to carry a copy of your medical insurance card at all times.

Privacy of Medical Records

The College complies with all legal and ethical obligations to safeguard personal health information. Young Harris College Health and Wellness Services will only release or disclose the Protected Health Information (PHI) of students in a manner that is consistent with ethical and legal obligations to protect the medical privacy of persons who have PHI on file in the clinic.

HIV/AIDS Statement

Young Harris College does not consider the existence of a positive HIV status, ARC or AIDS in its admission or hiring procedures. Legal and ethical considerations suggest there is no reason to adopt policies or courses of action that would deny ordinary privileges and rights, including that of privacy, to students, faculty or staff members who are known or suspected to be infected with HIV.

Honor Code/Honor Council: 706-379-5171

The Honor Code brings a special freedom to campus life. Every student on campus has agreed in writing to abide by the Honor Code and the system of discipline it requires. At Young Harris College, academic integrity and honor allow students, faculty, and staff to have mutual confidence in each other's words and actions. This atmosphere is self-perpetuating and enables students to live and learn together more easily.

From time to time violations of the Honor Code commitment do occur. These are taken seriously; each case is heard and judged promptly according to the provisions of the Honor Code governance policy. Student members of the Honor Council may be elected by their peers or appointed by the Honor Council Chair.

We urge each prospective member of the College to give thoughtful consideration to the Honor Code as he or she applies to become part of the campus community. When students join the community, they affirm this commitment during a formal ceremony, which marks the beginning

of the academic year. Honor and academic integrity are the keystones of life at Young Harris College. The full Honor Code can be found at www.yhc.edu/honor.

Honors Program: 706-379-5326

The Young Harris College Honors Program offers exciting intellectual challenges for students interested in maximizing their collegiate academic experience. Students enrolled in the YHC Honors Program take special courses reserved exclusively for Honors students. These courses are innovative, discussion-based, and taught by the best professors at the College. Students may select Honors sections of courses offered as part of the General Education Core Curriculum, one-hour seminars on special topics within various academic disciplines, or a combination of both types. Honors students also receive academic scholarships, priority registration for classes, and special opportunities for travel. Honors students also have the opportunity to earn an Honors Degree in their chosen field of study.

Admissions Process for Incoming Freshmen

Prospective freshmen with outstanding High School GPAs and SAT/ACT scores are invited to join the Honors Program prior to enrolling at the College. They are not required to complete a separate application for admission to the Program, but they may be invited to submit materials to compete for additional academic scholarships awarded through the Honors Program.

Admissions Process for Current Students

Students who do not enter the Honors Program as first-semester freshmen but wish to join after enrolling at the College may apply through the Honors Program Director. The Honors Program admits a maximum of fifteen current students each year. Students wishing to enter the Honors Program must apply before they have completed 90 credit hours. Applications are accepted in April for the next academic year. Students must submit at least two letters of recommendation from current YHC faculty members who have taught them and a 500-1000 word essay explaining why they wish to join the Program. Students must also have a cumulative YHC GPA of 3.5 or better. Applications will be reviewed by the Honors Program Committee. After final grades have been submitted, the Honors Program Director will confirm students' GPAs with the Office of the Registrar and notify successful applicants.

Information Technology: 706-379-5212

The Office of Information Technology seeks to enhance the liberal arts experience by integrating and supporting appropriate technological solutions for all aspects of the campus community. We believe a technology rich environment will help prepare students to succeed in today's marketplace. IT provides services in four core areas: individual computer support, network/telecommunications, information systems, and instructional technology.

Available Technology:

- **Wireless:** Wireless connectivity is available in most areas of campus.

- Email: All students are provided with a network login and email address via Microsoft's hosted email service called Office 365.
- Computers: Computers are available in the Zell and Shirley Miller Library, the Student Success Center, and specific computer labs related to academic disciplines.
- Passwords: Passwords expire every 90 days and can be reset by going to <https://changemypassword.yhc.edu>

Technology Support

Any student who needs help connecting to the campus wired or wireless network, YHC email, or internet access is urged to call, email (helpdesk@yhc.edu), or drop by the IT Helpdesk located in the Pruitt-Barrett Building. Information Technology does not work on student owned computers/devices or remove viruses. Information Technology will provide information on removing viruses or answers questions related to computer problems.

Intramural Sports: 706-379-4472

Intramural sports offer an expanded variety of team and individual activities for students, staff and faculty. Leagues and tournaments offer opportunities for competitive play in a safe environment that promotes good sportsmanship and fair play. One day events highlight specialized and fun activities. Intramurals provide a positive social environment to develop healthy relationships. The intramurals program has partnered with www.IMLeagues.com which is an interactive online sports league registration site allowing you to create and join teams, keep track of game schedules and any upcoming events, create personal pages, interact with other participants, the ability to send mass cancellation notifications, and allows you to stay up to date with any sports information.

Sports offered on www.IMLeagues.com include 3-on-3 basketball, ultimate frisbee, flag football, volleyball, basketball, tug-o-war, powder puff football, rugby, corn hole, and dodge ball. For additional information contact the Recreation and Fitness Center.

Lost & Found: 706-379-4570

Any found unclaimed property can be turned in to the YHC Police Department located in Manget Hall. The Police Department will make every effort to process and return an item to the rightful owner. A record will be maintained of all lost and found items processed through the department. All unclaimed items will be held for a 60 day period before being discarded or donated to a charitable organization.

Mail: 706-379-3240

The U.S. Post Office for the city of Young Harris is located near the front of the College campus on College Street. All students are encouraged to obtain a PO Box from the Young Harris Post Office when they arrive on campus so that they can receive mail. A small box may be rented for a year or 6 months for a nominal fee. The Young Harris Post Office is maintained by the USPS, not the College. Keys must be returned to that location upon completion of the rental period.

If a student does not have a PO Box s/he is still able to receive packages. Items may be shipped to 1 College Street, Young Harris, GA 30582. The Business Office will notify students via email

when they receive a package. Packages may be picked up Monday through Friday from 8:00 a.m. – 5:00 p.m. with a student ID.

Orientation Programs – START & Welcome Week: 706-379-5174

The Young Harris College START (Students Together for Advising, Registration and Transition) program is a collaborative effort to provide programs and services to new students. The intent of the program is to prepare students for their academic pursuits as well as initiate their integration into Young Harris College's intellectual, cultural, and social climate. All new students (first year and transfer) are required to attend the START orientation prior to the beginning of classes. The program provides events and information that create a common experience by connecting students to each other and fostering student learning and development both in and out of the classroom. Information is provided to inform students and family members about policies, procedures, academics, and life on campus. Welcome Week is designed to supplement START Summer Orientation and occurs the 3 days prior to the beginning of the fall semester so that students are fully prepared to begin the academic year.

Performance Opportunities: 706-379-5182

All ensembles and productions of the Division of Fine Arts are open to all Young Harris College students regardless of major. Students may audition for a part on stage or behind the scenes for all theatre and musical theatre productions. It is not uncommon for leading roles to be performed by students who are not theatre or musical theatre majors. YHC students from any major are also invited to participate in The Concert Choir, The Compulsive Lyres (men's a cappella group), Southern Harmony (women's a cappella group), The College/Community Concert Band, The Wind Ensemble, The Jazz Ensemble, or The Pep Band. Please contact the Division of Fine Arts for more information.

Police Department: 706-379-4570/911

The Young Harris College Police Department is a certified police agency recognized by the State of Georgia. The department is staffed by certified officers with full police powers authorized to enforce College Policies as well as all local, state, and federal laws. The YHCPD has jurisdiction over the campus and local vicinity, but also maintains a working relationship with all other local and state law enforcement agencies.

The Police Department office is located adjacent to the common room in Manget Hall. The campus is patrolled and an officer is on duty 24-hours a day, seven days a week, year-round. In addition to general safety and law enforcement services, the Police Department maintains campus crime statistics and reports, conducts educational programs, issues parking decals and enforces campus parking policies, and provides safety escorts, lock-out assistance, and security and traffic/parking assistance for athletic and campus-wide events.

In addition to certified officers, the Police Department is staffed by student police cadets who carry out limited public safety and security services for the College community.

Recreation and Fitness Center: 706-379-4472

The Young Harris College Recreation and Fitness Center spans almost 60,000 square feet and is designed to serve the entire campus community. The space includes athletic courts lined for basketball and volleyball, a 37 foot climbing wall, an elevated 1/10 mile indoor track, spectator seating, fitness areas for yoga, dance, cardio, free weights, and selectorized machines, locker rooms, multipurpose classrooms, and an office suite for building staff and athletic coaches. The building also serves as the home court for the YHC Mountain Lions Men's and Women's Basketball teams.

Religious Life: 706-379-5166

Since the founding of the College in 1886 by a Methodist circuit-riding preacher, Rev. Artemas Lester, exploring life's hard questions and engaging in a robust religious life has been an integral part of the Young Harris College experience.

As a natural outgrowth from our United Methodist heritage, The Office of Religious Life endeavors to create space and opportunities on campus where faith seeking understanding connects with life. Here at Young Harris College, we recognize that to be educated includes the transformation of how we think, what we believe, and what we do. The Office of Religious Life seeks to connect those three actions by integrating mind, spirit, and body; linking education, inspiration, and empowerment; merging the classroom, the chapel, and the community; connecting head, heart, and hand. This connection is the purpose of a transformative, liberal arts education. This connection is the purpose of faith. This connection is why we are here. To connect, join in weekly worship, find out about a local community worship, participate in one of our many student organizations, come to one of our special events or drop by the Campus Minister's office. For more information about these programs and religious life at YHC, go to www.yhc.edu, click on the *Student Life* link and then on the *Religious Life* link.

Whether you come from a particular faith tradition or no tradition at all, you are welcome at the Office of Religious Life at Young Harris College.

Registrar: 706-379-5230

The Office of the Registrar oversees the College's registration process and ensures the accuracy, integrity, and security of academic records. In carrying out this mission, the Office distributes registration materials and class schedules, verifies enrollment, certifies enrollment for Veterans, maintains address information for students, processes withdrawals from courses and from the college, records student grades, monitors academic progress, issues grade reports and transcripts, issues transient letters, evaluates HOPE Scholarship eligibility, oversees credit by transfer, certifies eligibility for graduation, and submits required state and federal reports. Students should consult the Academic Policies published in the *Young Harris College Catalog* to determine procedures that require action by the Office of the Registrar. Students are encouraged to contact the Office for assistance with registration, withdrawal from classes, grade reports, transcripts, graduation, or other aspects of the academic program.

Residence Life: 706-379-5300

The Office of Residence Life is committed to providing and maintaining a clean and safe living

environment conducive to intellectual and personal growth, where students can live, study, and share ideas with peers, faculty, and staff whose culture, lifestyle, and opinions may be very different from their own. An environment of diversity is supported and celebrated.

The Department of Residence Life offers numerous opportunities for students to become involved, the first of which is the Resident Assistant (RA) position. Resident Assistants are a primary resource for students living on campus. These student leaders facilitate the development of community on their floor(s), suite(s), and building(s). He or she can assist you with personal or academic concerns and refer you to appropriate resources on campus. RAs are also excellent sources of information and advice about classes and ways to get involved in campus life. Another of the RA's many responsibilities is to enforce College and Residence Life policies. In doing so, they assist in the maintenance of a clean, safe environment where all students can sleep, study, socialize, and live comfortably. For more information about involvement opportunities, contact your Residence Life Coordinator or the Assistant Dean of Students.

Rhetorica Program: 706-379-5333

Young Harris College has developed a narrowly focused program within the academic curriculum to improve students' written and spoken communication. The program, entitled *Rhetorica: The Art of Writing and Speaking at Young Harris College*, was initially developed as the College's Quality Enhancement Plan (QEP), a component of the reaccreditation process required by all institutions of higher education accredited by the Southern Association of Colleges and Schools. The program's title, taken from the Latin term for rhetoric, not only emphasizes the program's encompassment of both writing and speaking, but also signals the program's ties to the classical foundation of the liberal arts.

The Rhetorica Program includes two main components designed to improve students' written and spoken communication: Writing and Speaking Intensive Courses and The Center for Writing and Speaking.

Writing and Speaking Intensive Courses

Each semester, professors volunteer to teach writing or speaking intensive versions of their courses. These courses are indicated in the course schedule with the following abbreviations: WI, SI, or WI/SI. These courses are not more difficult and do not require more work than "regular" courses. They simply include papers, presentations, or class discussion as part of the course requirements

Each student who earns a degree from Young Harris College is required to complete a certain number of Writing and Speaking Intensive courses. Please see the *YHC Catalog* for details.

The Center for Writing and Speaking: 706-379-5120

The Center for Writing and Speaking (CWS) is designed to help students improve their performance on papers, presentations, and class discussion. Trained student tutors will review paper drafts, evaluate presentations, and explain discussion strategies to help students improve

their performance on these assignments. Students who visit the CWS should bring a copy of the assignment and a draft of the paper or project they are working on.

The CWS is located adjacent to the Pruitt-Barrett Administration Building. For hours and other information, please see the CWS webpage on the Young Harris College website.

Rollins Campus Center: 706-379-5023

The Rollins Campus Center serves as the social and intellectual heart of campus. The Rollins Campus Center is home to the Zell and Shirley Miller Library, Chick-fil-A Express, Starbucks, and the Grace Rollins Dining Hall. Additionally, the Center has plenty of indoor and outdoor space for students to meet, study, or socialize. The multimedia theater, game area, and recreation area provide plenty of opportunity for entertainment!

Rollins Planetarium & College Observatory: 706-379-5195

The Rollins Planetarium features a GOTO Chronos Space Simulator star projector. This state-of-the-art device uses light guided technology to project a realistic and beautiful starry sky. With high-speed, computer-calculated positioning, a simple click of a mouse sets the sky for any time in the past, present or future. Installed at Young Harris College in 2002, the projector was the first installation of the Chronos model anywhere in the world.

A Sky-Skan *Definiti* fulldome digital projection system was added in 2008. Representing the next generation in planetarium technology, the system creates an immersive and engaging image over the entire dome surface and a powerful “you-are-there” experience for the audience.

The Rollins Planetarium, located in the Maxwell Center, is open to the public at least 30 Friday evenings per year. Shows begin at 8:00 p.m., except during May, June and July, when shows begin at 8:30 p.m. Latecomers are not allowed entrance, so plan to arrive a little early to get the best seats. YHC students, faculty and staff are admitted free with ID. For others, regular admission is \$3 for adults and \$2 for students. If skies are clear, the Young Harris College Observatory, which is located nearby on the Brasstown Valley Resort property, will be open following the planetarium shows. You will be able to look through a telescope to observe planets, stars, clusters and many other astronomical phenomena. Contact the planetarium for a recorded message about the current show.

SERVE: 706-379-5110

(Service, Education, Responsibility, Voice, and Engagement)

Community service is vital to a liberal arts institution. Community service provides the occasion for holistic engagement—intellectually, spiritually and physically—in projects both within and beyond the campus. Moreover, community service challenges students to push outside themselves to care for others and to push inside themselves in examination of values and beliefs. In support of this, the Office of Campus Activities, the Bonner Leaders program, and the Office of Religious Life facilitate regular community service opportunities for the YHC community through an umbrella organization called SERVE.

Student Conduct Council: 706-379-5174

The Young Harris College Student Conduct Council is in place to evaluate the Student Conduct System, recommend policy and procedural changes, recommend sanctions for student conduct violations, and oversee and populate the Hearing Board and Traffic Appeals Board. The Council is comprised of 6-10 students appointed through an application process and 3 administrative staff and 3 faculty members appointed by the College. Students interested in joining or learning more about the Student Conduct Council should contact the Vice President for Student Development. More information can be found in the Student Conduct System section.

Student Publications

Yearbook: 706-379-5114

Enotah is the Young Harris College student yearbook, which documents the academic year in photographs. Published in late April, *Enotah* is planned, designed, compiled, and edited by students as a volunteer organization. Working on the yearbook is open to any student interested in photography, layout, design, or copywriting. New volunteers are always welcome to join the club.

Literary Magazine: 706-379-5115

Corn Creek Review is Young Harris College's literary magazine. It is created by and for the students of YHC and serves as a vehicle for their creative expression. The magazine accepts submissions of poetry, prose, musical composition, photography, painting, drawing, and other art forms. Each year, the magazine is put together by a student group that gathers submissions, chooses the content for the magazine, and designs the layout. Students interested in joining the staff should contact the English Department.

Student Success Center: 706-379-5200

The Student Success Center (SSC) staff support students' efforts to create and execute their educational plans and provide resources students need along the way. The SSC staff work to help all students feel confident as they perform their best at Young Harris College—academically, personally and professionally.

The SSC staff provide the following services to all students at the College:

Academic Advising

All students are assigned an academic advisor upon admission with the College and will continue to have an academic advisor throughout their four years at YHC. Students within the Division of Education and the Division of Fine Arts are assigned a faculty advisor upon enrollment while all other students are assigned a SSC staff advisor for their first two years at the College. Students can contact the Registrar to verify their assigned academic advisor. Students can create degree plans with their advisors. Advisors help students understand how to best apply the information that is outlined in the Catalog at www.catalog.yhc.edu to their own personal journey at the College.

Academic advisors are outstanding resources. If you have particular questions about the academic advising processes at the College, please contact the Assistant Director for Academic Advising and Planning in the SSC.

Academic Coaching

Students can meet one-on-one to discuss academic goals, study skill strategies, and campus resources. Academic coaching is facilitated by both SSC professional staff and peer leaders. During an academic coaching session, you can discuss GPA goals, study skills, time management strategies, concentration, note taking and more. Academic coaching is for all students with all academic abilities and goals.

Academic Recovery

Students may be contacted by the SSC staff because of their status with academic probation, financial aid warning/probation, or another academic concern at the College. Students on academic probation are strongly encouraged to meet with their academic advisor at the beginning of the semester to create a plan for academic success. Students who are participating in the Financial Aid Probation (FAP) appeal process are required to meet one-on-one with a SSC professional for three academic coaching sessions.

Career Exploration and Coaching

The SSC staff offer career exploration tools, advice and guidance to introduce career exploration. Students are encouraged to meet with a SSC peer leader to discuss their next steps with resources including FOCUS2, Purple Briefcase and other inventories and tools. In addition to SSC peer leaders, SSC staff are ready and available to support your career discovery process. For more information on the career exploration tools and resources at the College, please contact the Coordinator of the Professional and Career Development program in the SSC.

Career Search

Once students have participated in the initial career exploration process, they are encouraged to meet with the Coordinator of the Professional and Career Development program to discuss skill development, resume building, and interview preparation. Beyond one-on-one consultations, the Coordinator also facilitates Series on Success (SOS) workshops and presentations focused on career skills and hosts off-campus events including trips to career fairs and graduate schools throughout the year.

Course Support

Meet with a faculty member or peer tutor to review course content, clarify questions and gain confidence in the subject matter. The tutoring schedule is posted throughout campus each semester and copies are available in the Center.

Disability Services

The College is committed to providing an environment in which all students are given a reasonable opportunity to learn and work to their full potential. In compliance with Section 504 of the Rehabilitation Act of 1973, and the Americans with Disabilities Act of 1990, the College will provide reasonable accommodations for students with known disabilities. Student Disability

Services staff will work with each qualified student to design an individualized and confidential Student Support Plan and to coordinate accommodations throughout the academic term.

Early Intervention

The transition to college can be very difficult and the SSC staff work to support students' steps to success. Faculty and staff are encouraged to raise concerns on students' performance through an online software. When the concern is raised, a member of the early-alert team will reach out to address in-class performance (class absence, academic assistance, mid-semester grades, and desire to transfer) and out-of-class behavior concerns. Please contact the Director of the SSC with questions about the early intervention program.

Engagement Coaching

The SSC staff encourage all students to engage in purposeful activities at the College rooted in their overall interests, talents and passions. SSC staff can help students connect their interests to the opportunities available at the College. This includes undergraduate research, peer leadership, study abroad, student organization leadership and more.

Internship Experiences

Employers want to see several internship and work experiences on a resume prior to a student completing their degree. Internships provide students a wealth of experience, skills, and new knowledge to benefit their career decision-making process and professional network. Many academic programs (majors) will have opportunities to gain class credit for internship experiences, but students are always encouraged to participate in an internship either for credit or not for credit. Contact the Coordinator of Professional and Career Development in the SSC to learn more about the value of internships.

Peer Leadership in the SCC

The SSC staff are always looking for competent and energetic students to serve as peer tutors and student assistants. As a peer leader in the SSC, you will build meaningful relationships with students, serve others in your work, and gain skills and leadership needed for future careers and experiences. Contact the Director of the SSC to learn more.

Pre-Professional Services

Interested in a pre-professional field (law, medical, health, veterinary)? The Coordinator of the Professional and Career Development program can work with students to understand the level of competition within the selected field, prepare adequately, and help students get involved in ways that help them become most marketable for the desired program of study.

Tutoring

Tutoring is available for all students in several courses. The schedule and locations are updated each semester and are posted throughout campus and are available in the Center. Tutors are students who have made excellent grades in their classes and are often majoring in the area they tutor. Students can choose to schedule an appointment online or drop by during the posted hours.

Title IX Coordinators 706-379-5272

The director of human resources has been assigned as a Title IX coordinator to resolve complaints and address issues of gender-based discrimination and sexual misconduct within the College. Additionally, several deputy Title IX coordinators have been assigned to help with this process. Their responsibilities include:

- Tracking and monitoring incidents, including sex discrimination and sexual misconduct
- Ensuring that the College responds effectively to each complaint; and
- Where appropriate, conducting investigations of particular situations.

Coordinators are knowledgeable about, and will provide information on, all options for complaint resolution. They also work closely with the Office of Counseling and Psychological Services (CAPS) and the Young Harris College Police Department (YHC PD).

Together, the coordinators play an integral role in carrying out the College's commitment to provide a positive learning, teaching, and working environment for the entire community.

The following administrators and faculty are available to respond to general concerns or questions or to address specific complaints of harassment, sexual harassment, discrimination, or retaliation.

Title IX Coordinator

- Vincent Robelotto, Human Resources Director: 706-379-5272/vrobello@yhc.edu

Deputy Title IX Coordinators

- Dr. Amy Boggan, Assistant Professor of Psychology: 706-379-5327/alboggan@yhc.edu
- Stuart Miller, Assistant Dean of Students: 706-379-5300/samiller@yhc.edu
- Jennifer Stearsman, Senior Women's Administrator/Assistant Athletic Director for Compliance: 706-379-5107/jmstearsman@yhc.edu
- Lynne Grady, Counselor Psychological Services: 706-379-5167/lbgrady@yhc.edu
- Ken Henderson, Chief of Police: 706-781-7521/kenh@yhc.edu

YHC Connect: 706-379-5212

YHC Connect is a campus portal that provides an electronic medium for faculty, staff and students to connect and share information about events, announcements and campus news. In addition, YHC Connect users can:

- View a calendar of campus activities
- Register for classes online
- View class schedules
- View grades
- View an unofficial transcript
- LaundryView - Monitor the status of washers and dryers in residence halls. Text message or email can be received when a cycle is complete.

YHC Connect can be accessed by going to <https://connect.yhc.edu>. Students will need to use their network username and password to access the site.

Zell and Shirley Miller Library: 706-379-4313

The Zell and Shirley Library is a students' home away from home during midterms and finals! 40,000 square feet of space is dedicated to academic achievement and the library staff is ready to assist with your needs. Guidelines on use of the College library's resources and facilities can be found at the library website <http://library.yhc.edu>. Questions and/or suggestions relating to library operations should be brought to the attention of any library staff member. Follow the library on Twitter @yhclibrary. Students may also email (library@yhc.edu) or text (706-897-4616) the library with any questions. Library databases can be accessed by students from off campus. Check the website for information. Library hours during the fall and spring semesters and the summer sessions are posted at the library website.

STUDENT LIFE POLICIES

Introduction

All students are expected to comply with the policies and procedures of the College. The *Guide to Student Life* contains the policies most relevant to students (“Student Life Policies”), the College catalog contains policies related to academics (“Academic Policies”) and the College’s website (www.yhc.edu) contains additional general policies. The policies of the College are under continual examination and revision.

The *Guide to Student Life* is not a contract; it merely presents the policies in effect at the time of publication and in no way guarantees that those policies will not change. The most up to date version shall be kept online at www.yhc.edu/gsl. Additionally, the College and its students, faculty, and staff are also subject to all local, state, and federal laws and statutes. Alleged violations of law by any student, whether on or off campus, are subject to internal College investigation, review, and action, including student conduct proceedings, in addition to any action by the proper civil authorities. Each member of the community is individually responsible for being informed of the law. Ignorance of federal, state, or local laws or College Policies will not be accepted as an excuse for prohibited conduct.

Student Life Policies are applicable to all Young Harris College students, visitors, and guests.

Student Rights and Responsibilities

At Young Harris College, a prevailing atmosphere of civility and mutual respect in service to the academic mission is expected. Admission to the Young Harris College community carries with it certain rights and responsibilities concerning personal conduct. These rights and responsibilities will remain in effect throughout the tenure of a student’s enrollment at Young Harris College, including during and between academic terms.

Students have the right to:

- Freely pursue their educational goals.
- Consistent and thoughtful evaluation of their academic work.
- Provide constructive feedback regarding teaching, curriculum, and College services via institutional evaluations and surveys.
- Be treated with respect and free from harassment, physical threats, and discrimination by all members of the College community.
- Expect the College to take appropriate and necessary measures in the maintenance of a safe and healthy living and learning environment.
- Express, and peacefully assemble for the purpose of expressing, their views on issues of personal and public concern.
- Participate in governance through membership in recognized student organizations.
- Privacy of all educational records according to the requirements of the Family Educational Rights and Privacy Act (FERPA).

- File a grievance with the appropriate College official pertaining to a violation of law or College Policy by another student, group of students, recognized student organization, or faculty or staff member.
- A prompt investigation and due process in all matters handled by the College.
- Receive a fair, full, and impartial hearing when charged with any violation of College Policy.
- Personal privacy and free access regarding their campus residence, vehicle, and personal property, except as required to ensure health and safety standards, and compliance with College Policy and federal, state, and local law.
- Receive clarification or guidance regarding any College Policy by contacting the appropriate College official.

Students are responsible for:

- Knowing, observing, and complying with all College Policies and procedures as found in, but not limited to, the *Guide to Student Life*, College website, College catalog, and *Honor Code*.
- Exercising the above mentioned rights in a manner that does not violate College Policy or infringe upon the rights of other students, faculty, or staff.
- Respecting the educational mission of the College, helping to maintain an environment conducive to academic achievement.
- Acting with integrity in all facets of academic and campus life, in accordance with the *Honor Code* pledge that each student signs.
- Respecting the physical and emotional rights of fellow students, faculty, and staff.
- Exercising care and consideration when using College facilities.
- Accepting responsibility for their behavior at all times.
- Accepting responsibility for their guests' behavior at all times.
- Holding others accountable for their actions when those actions negatively affect the College community.
- Checking their email on a frequent and consistent basis in order to stay current with YHC-related communications.
- Providing honest and complete information on all College documents and to all College officials, including, but not limited to, professors, residence life staff members (including RAs), police officers, and hearing officers and boards.

Where appropriate and possible, instances of uncivil behavior involving students will be handled in personal and informal ways, not by formal and administrative procedures. Therefore, members of the Young Harris College community that have experienced uncivil behavior should first seek resolution by personal consultation with friends, faculty, designated advisers or others who may intervene in the dispute. If those efforts do not resolve the matter, instances of uncivil or inappropriate behavior may be reported to the Student Development Office. The Vice President for Student Development will take appropriate action by resolving the matter or referring the matter to other resources for informal resolution or, in appropriate cases, to the appropriate College office or student conduct body.

Information Concerning Alcohol and Drugs

Young Harris College is committed to supporting and complying with all applicable laws, including the Drug Free Schools and Communities Act, as an Institution of Higher Education. The law under this act now covers both drugs and alcohol, and relates to faculty, staff and students. Additional applicable sanctions under this Act may include loss of financial aid and/or termination of employment. College Policies concerning alcohol and drugs, as well as the consequences for violations, can be found under “Selected Policies and Procedures” later in this section.

Philosophy on Alcohol and Drugs

The College expects its students to comply with Federal and Georgia laws regarding drugs and alcohol. Additionally, Young Harris College is concerned with both the welfare of the College community and the academic and personal development of each student. The College strives to create a healthy environment where the illegal and/or improper use of alcohol or drugs does not interfere with learning, performance, or development. The abuse of alcohol and/or drugs disrupts this environment and places the well-being of the members of the College community at risk. It is important for all members of the community to take responsibility for preventing the illegal and/or improper use of alcohol or drugs from adversely affecting the community’s learning environment and the academic, physical, spiritual, and emotional well-being of its students. The use of alcohol by any student, regardless of age, is prohibited on campus.

Federal and State Laws Regarding Alcohol

Penalties for violations of law may involve serious fines, probation, jail time, and forfeiture of a driver’s license. Below is a brief synopsis of the state alcohol code (Georgia State Code Title 3) including penalties associated with violations:

- Possession or use of alcoholic beverages by persons under 21 years of age, or distribution of alcoholic beverages to persons under 21 years of age, is prohibited.
- Furnishing alcoholic beverages to persons who are underage or intoxicated is prohibited.
- The sale of alcoholic beverages without a license is prohibited. The sale of alcoholic beverages within 100 yards of a college campus in the State of Georgia is also prohibited, regardless of the existence of a license. “Sale” includes charging admission to any activity where alcoholic beverages are served, even if the beverage is “free” to those who have gained admission.
- Public intoxication and possession of an open container of an alcoholic beverage in public are prohibited in the State of Georgia.

Possible Legal Sanctions for Legal Convictions Regarding Alcohol

The sentence for a first conviction regarding alcohol is 30 days imprisonment or \$300 fine or both. In addition to criminal penalties, anyone who furnishes alcohol to an underage person, knowing that such person will soon be driving, may become liable for injuries or damages caused by the underage drinking driver. Any person convicted of driving under the influence (DUI) of alcohol or drugs carries the following penalties:

- First DUI conviction: Fine of no less than \$300 nor more than \$1000 and imprisonment for not less than 10 days nor more than 12 months
- Second DUI conviction: Fine of \$600 to \$1000, prison for not less than 90 days
- Third or subsequent DUI conviction: Fine of \$1000 to \$5000, prison for not less than 120 days
- If a DUI causes the death of another person, the prison sentence is from 2 to 15 years.

Federal and State Laws Regarding Drugs

Georgia State Statutes make it unlawful to be under the influence of, use, possess, distribute, sell, offer, or agree to sell, or represent to sell narcotics, hallucinogens, dangerous drugs, or controlled substances, except where permitted by prescription or law. Young Harris College affirms these statutes and stands committed to cooperate with and involve civil authorities at any time. Dangerous drug refers to those drugs defined in the Official Code of Georgia Section 16-13-71.

Possible Sanctions for Legal Convictions Regarding Drugs

A federal or state drug conviction can disqualify a student for Federal Student Financial Aid funds. The period of ineligibility depends on whether the conviction was for sale or possession and whether the student had previous offenses, ranging from one year to an indefinite period of time.

Under Georgia criminal statutes, the penalties for drug offenses depend on the nature of the offense, the drug involved, whether the offense is a first or subsequent offense, and in some cases, the amount of the drug involved. Possible sanctions include imprisonment, forfeiture of property used to facilitate illegal possession, forfeiture of vehicles and other conveyances used to transport or conceal controlled substances, civil fines, denial of Federal benefits including student loans, grants and contracts, ineligibility to receive or purchase firearms, and denial or revocation of certain Federal licenses and benefits (e.g. pilot licenses, public housing, etc.).

In addition, in accordance with the Georgia law, any student convicted of a felony that involves the manufacture, distribution, sale, possession or use of a controlled substance or other illegal drug, or student organizations involved in these activities will be subject to specific penalties required by state law, federal law, or both.

For more information, federal penalties can be found at:
<http://www.justice.gov/dea/agency/penalties.htm>

Health Risks Associated with Alcohol and Other Drug Use

The following list describes some of the health hazards that are associated with alcohol and other drug use. This listing includes substances, both legal and illegal, that are most commonly found on college campuses.

Stimulants

Drugs classified as stimulants speed up central nervous activity. Excess use causes dizziness, anxiety, impaired coordination, sleeplessness, and hallucinations. Prescription drugs in this category include Ritalin and Adderall, which when mixed with alcohol can cause serious health consequences up to and including death.

- Amphetamines (Benzedrine, Dexedrine, methadrine, diet pills, MDMA): Effects include rushed and careless behavior, euphoria, increased alertness, talkativeness, stimulated heart, increased adrenaline, insomnia, and restlessness. Common complications can include nervousness, paranoia, hallucinations, dizziness, tremors, decreased mental ability, sexual impotence, seizures, and death from an overdose.
- Cocaine (cocaine powder, crack, free-based coke): Effects include brief euphoria, increased energy and sense of power, restlessness, surface anesthesia, and suppressed appetite. Common complications include tremors, nasal bleeding, inflammation and perforation, loss of brain function, toxic psychosis, seizures, depression (particularly afterward), confusion, and death from an overdose (heart or respiratory failure) or impure supply.
- Nicotine (cigarettes, dip, chew, snuff): Takes an almost immediate effect on the central nervous system. When smoked, nicotine travels through the bloodstream twice as quickly as injected heroin, reaching the brain within seven seconds. Tobacco, both smoked and smokeless, is the leading cause of cancers of the cheeks, gums, palate, tongue, and lips.

Depressants

Drugs classified as depressants slow down the central nervous system, reduce heart rate and blood pressure. Even small doses can produce depression, drowsiness, and irrational behavior.

- Alcohol (beer, wine, liquor, some medications for coughs, colds, and congestion): Absorbed into the bloodstream and transmitted to all parts of the body, most significantly affecting the brain. It is classified as a psychoactive drug because of its effects on the mind and behavior. Small to moderate doses reduce physical coordination, mental alertness, cause staggering, slurred speech, and slow reaction time. Larger doses can cause mood swings, memory blackouts, unconsciousness, and even death. Common complications include dehydration, hangover, long-term heart, brain, circulatory, liver damage, and cancer. Overdose or mixing with other depressants can cause respiratory failure.
- Narcotics/Opiates (heroin, oxycodone, hydrocodone, morphine, opium, codeine, methadone, Demerol): Depress blood pressure and breathing, elevate pulse, relax muscles, and reduce pain. They also produce euphoria, nausea, drowsiness, and slurred speech. Common complications include respiratory and circulatory depression, dizziness, vomiting, sweating, dry mouth, lowered libido, and complications from injection.

- Cannabis (marijuana, hashish, hashish oil, tetrahydrocannabinol/THC): Effects include higher blood pressure, heightened senses, distorted perception, impaired psychomotor skills, euphoria, increased heart rate and appetite, dilated pupils, and memory impairment. Common complications include possible lung damage, reduced sperm count and sperm mobility, changes in ovulation cycles, and damage from impure doses.
- Tranquilizers (Valium, Librium, Rohypnol (roofies), Thorazine): Immediate effects include relief of tension and anxiety and drowsiness. Complications and long term effects can include a hangover, menstrual irregularities, destruction of blood cells, jaundice, and coma. Especially dangerous when used with alcohol.

Other Drugs

- Hallucinogens (LSD, Ketamine, PCP, psilocybin, MDA, mescaline (peyote), DMT, SIP, ecstasy): Produce auditory and visual hallucinations and a distorted perception of time and space. Hallucinogens elevate blood pressure, dilate pupils, and cause dizziness. Common complications include depression, paranoia, physical exhaustion after use, psychosis (freaking out), exaggerated body distortion, fear of death, and flashbacks.
- Anabolic Steroids (HGH, steroids): Many of these drugs are synthetic copies of the male hormone testosterone. Regular use can cause acne, sexual impotence and damage to the heart, lungs, and kidneys. Users may also experience psychosis, delusions, paranoia, and hallucinations.
- Synthetic Cannabis (synthetic, marijuana, K2, Spice, Incense): The product is generally made up of various herbs sprayed with synthetic chemicals causing effects similar, but not identical, to marijuana. Georgia HB 1309, signed into law in 2010, classifies these such substances in the same schedule 1 controlled substance category as heroin and LSD.
- Inhalants (nitrous oxide, chlorohydrocarbons (used in aerosol sprays), hydrocarbons (found in gasoline, glue, and paint thinner), amyl nitrate): Immediate effects include nausea, nosebleeds, fatigue, lack of coordination, and sneezing. Excessive use can cause pressure behind the eyes, headache, vomiting, and sometimes blackouts. Long-term use can damage kidneys, bone marrow, and the brain.

Treatment and Educational Programming

Alcohol and drug abuse are prohibited not simply because they are in violation of the law, but because of the demonstrated health risks associated with their use. Young Harris College is committed to providing accurate and up-to-date information regarding dangerous substances, as well as the risks and potential consequences of their use. For students seeking assistance with suspected drug or alcohol problems, the offices of Counseling and Psychological Services (CAPS) and Health and Wellness Services are available for initial dialogue and assistance in defining the extent of any problem. If a substance abuse problem is determined to exist, referral may be made to a local or

state alcohol and drug service or other certified rehabilitation programs. Treatment and educational options can be found in Title 26 Chapter 5 of the Georgia State Code.

The complete Georgia State Code, including laws, penalties, and treatment options, can be found at: <http://www.lexis-nexis.com/hottopics/gacode/>

The Application of Student Life Policies and Procedures

College Policies, including Student Life Policies shall apply to conduct that occurs on College premises, at College-sponsored activities, and to off-campus conduct that adversely affects the YHC Community and/or the pursuit of its objectives. Each student shall be responsible for his/her conduct from the time of admission through the actual awarding of a degree, even though conduct may occur before classes begin or after classes end, as well as during the academic year and between terms of actual enrollment (and even if their conduct is not discovered until after a degree is awarded). College Policies apply to a student's conduct even if the student withdraws from school while a disciplinary matter is pending.

The Vice President for Student Development:

- Is designated by the Young Harris College President as responsible for the administration of Student Life Policies and any College Policies concerning student conduct;
- Decides whether College Policies shall be applied to conduct occurring off campus, on a case-by-case basis, in his/her sole discretion;
- Has jurisdiction over all non-academic matters;
- Ensures that the Student Conduct Council will develop policies for the administration of the Student Conduct System and procedural rules for student conduct hearings that are not inconsistent with the provisions of College Policies.

Violations of Academic Policies, such as cheating and plagiarism, shall fall under the jurisdiction of the Vice President for Academic Affairs and the Honor Council. For more information contact the Office of Academic Affairs at 706-379-5171.

Violation of Law and YHC Student Conduct

Young Harris College as an entity supports the enforcement of the laws and regulations of the United States, the State of Georgia, Towns County, and the City of Young Harris. Each student and employee, as a responsible member of the College community, is expected to do the same. Any student found to have committed or attempted to commit a violation of federal, state, or local law may be subject to disciplinary action by the College.

Young Harris College student conduct proceedings may be instituted against a student involved in conduct that potentially violates both the criminal law and College policy (that is, if both possible violations result from the same factual situation) without regard to the pendency of civil or criminal litigation in court or criminal arrest and prosecution. Proceedings under the College Policies and procedures may be carried out prior to, simultaneously with, or following civil or criminal proceedings off campus at the discretion of the Vice President for Student

Development. Determinations made or sanctions imposed under the College Policies and procedures shall not be subject to change because criminal charges arising out of the same facts giving rise to violation of College rules were dismissed, reduced, or resolved in favor of or against the criminal law defendant.

When a student is charged by federal, state, or local authorities with a violation of law, the College will not request or agree to special consideration for that individual because of his/her status as a student. If the alleged offense is also being processed through the Student Conduct System, the College may advise off-campus authorities of the existence of College Policy and of how such matters are typically handled within the Young Harris College community. The College will attempt to cooperate with law enforcement and other agencies in the enforcement of criminal law on campus and in the conditions imposed by criminal courts for the rehabilitation of student violators (provided that the conditions do not conflict with College Policies or sanctions). Individual students and other members of the College community, acting in their personal capacities, remain free to interact with governmental representatives as they deem appropriate.

Any student arrested for any reason must contact the Vice President for Student Development before returning to campus – that includes entering campus housing or attending class.

Formulation of College Policy

Any student, faculty member, or administrator may recommend a revision of, addition to, or deletion from the College Policies contained in the *Guide*. Recommendations from interested parties shall be submitted to the Student Development Office. The Vice President for Student Development, in consultation with the appropriate parties, ensures discussion of the proposed change. When all parties have had the opportunity to comment on the proposal, the Vice President for Student Development then forwards the recommendations for evaluation and implementation by the President's Leadership Council and the President.

Interpretation and Revision

Any question of interpretation or application of the College Policies or Student Conduct System shall be referred to the Vice President for Student Development or his or her designee. The College Policies and Student Conduct System shall be reviewed every 2 years under the direction of the Vice President for Student Development.

Definitions for use within this publication:

1. The term "College" means Young Harris College or YHC.
2. The term "student" includes all persons taking courses at the College, either full-time or part-time, persons who withdraw after allegedly violating College Policy, who are not officially enrolled for a particular term but who have a continuing relationship with the College or who have been notified of their acceptance for admission.
3. The term "faculty member" means any person hired by the College to conduct classroom or teaching activities who is otherwise considered by YHC to be a member of its faculty; whether full-time or part-time.

4. The term “YHC official” includes any person employed by YHC, performing assigned administrative or professional responsibilities.
5. The term “member of the YHC community” includes any person who is a current student, as defined by the Office of the Registrar, or employee of the College, as defined by the Director of Human Resources.
6. The term “YHC premises” includes all land, buildings, facilities, and other property in the possession of, or owned, used, or controlled by YHC (including adjacent streets and sidewalks).
7. The term “organization” means any number of persons who have complied with the formal requirements for recognition by YHC, also known as a recognized student organization.
8. The term “shall” is in the imperative sense.
9. The term “may” is used in the permissive sense.
10. The term “policy” or “College Policy” means the written regulations of YHC as found in, but not limited to, the *Guide to Student Life*, College website, College catalog, and *Honor Code*.
11. The term “Student Life Policy” means the written regulations of YHC as found in, but not limited to, the *Guide to Student Life*.
12. The term “Academic Policy” means the written regulations of YHC as found in, but not limited to, the College catalog and *Honor Code*.
13. The term “Administrative Hearing Officer” or “hearing officer” means any member of the College community appointed and trained by the Vice President for Student Development or Associate Vice President for Student Development to determine if a student has violated College Policy and assign sanctions if appropriate. Hearing officers may include, but are not limited to, the Vice President for Student Development, Senior Vice President, Assistant Dean of Students, Director of Residence Life or designee within residence life, and Director of Campus Activities.
14. The term “hearing board” refers to a group of students, faculty, and/or administrators trained by the Vice President for Student Development or Associate Vice President of Student Development to determine if a student has violated College Policy and assign sanctions if appropriate.
15. The term “Complainant” means any person, group of people, or student organization who submits a charge alleging that a student violated College Policy. When a student believes that s/he has been a victim of another student’s misconduct, the student who believes s/he has been a victim will have the same rights under the College Policies as are provided to the Complainant, even if another member of the YHC community submitted the charge itself. In most cases the Complainant is a College official.
16. The term “Accused Student” means any student, group of students, or student organization accused of violating College Policy.

Selected College Policies

Academics

Students are responsible for knowing, observing, and complying with all Academic Policies published in hard copy or available electronically, including, but not limited to, the *Honor Code* (www.yhc.edu/honor) and College catalog (<http://catalog.yhc.edu/>). For more information regarding Academic Policies, please refer to the above documents located online or contact the Office of Academic Affairs at 706-379-5171.

Administrative Search

The College believes that students should be protected from unreasonable search and seizure. When deemed necessary by College officials, however, personnel are authorized to enter a suite/apartment, room or vehicle to conduct a search. Suite/apartment and rooms searches may be conducted whether or not the occupants are present. Room, person, and vehicle searches and seizures of contraband, stolen items, or any items found in violation of College Policy shall be conducted only by authorized representatives of the College in the completion of job-related responsibilities or in cooperation with local law enforcement. The College shall not conduct searches without just cause.

Legal search warrants do not require the approval of the College and shall be honored. To the extent allowed by the civil officers, every effort shall be made to have a representative of the Division of Student Development and/or YHC Police Department observe a search conducted as a result of a warrant.

Alcohol

The possession, consumption, distribution, sale, or manufacture of any alcoholic beverage is prohibited on campus, including all campus owned facilities and property, and at College-sponsored events where students are present.

- Alcoholic beverages may not, in any circumstance, be used by, possessed by, or distributed to any person under twenty-one (21) years of age. Nor may any student, regardless of age, possess or consume alcohol on College property.
- Public intoxication, consumption, display of alcoholic liquors, wines, beer, or alcohol paraphernalia (i.e. shot glass, flask, funnel, tap, or items possessing an alcohol related logo) on campus is prohibited.
- If empty or full alcoholic beverage containers (including collectibles and organizational pass downs) and/or paraphernalia for use or abuse of alcohol are found in any suite or room, all occupants of that suite or room shall be held accountable. Claiming that the alcohol containers are present for other purposes, including recycling, decorative, organizational pass downs, or disavowing any knowledge of how the containers got in a particular suite or room is not acceptable justification.
- It is to be clearly understood that each officially assigned occupant of a suite or room is responsible for what takes place in that area; therefore, if alcoholic containers are found in a suite or room, even if an occupant is not present at time of discovery or incident, all residents may be charged accordingly.

- If a student is present in a room or suite where alcohol consumption, or the presence of alcoholic containers, is found, that student may be charged accordingly.

Possible Sanctions for Campus Alcohol Policy Violations

When violations of the Alcohol Policy are discovered, the Young Harris College Police may be asked to participate in the investigation. Suspected violators of state and/or federal alcohol laws may be subject to arrest as well as the College student conduct procedures. Within the Student Conduct System, violations of the Alcohol Policy will be handled on a case-by-case basis. As a general practice, the following sanctions will serve as a guide:

- 1st Offense: \$100 fine, alcohol education program, and notification to parents of dependent students under 21
- 2nd Offense: \$300 fine, work sanction or educational project, notification to parents of dependent students under 21, and up to 2 years conduct probation
- 3rd Offense: \$500 fine, work sanction or educational project, notification to parents of dependent students under 21, indefinite probation, and/or suspension/expulsion
- An additional \$200 fine may be added if it is determined that a student was acting as a host (i.e. the student has furnished the location for the event). Further, an additional fine may be added if a large quantity of alcohol is present at the site of the violation.
- An additional \$200 fine may be added if it is determined that a student was providing alcohol to minors.

Additionally, the following sanctions will normally be imposed for alcohol-related violations of the Community and Shared Responsibility Policy:

- First Offense: Administrative Warning
- Second Offense: \$50 fine and/or work sanction
- Third Offense: \$100 fine, alcohol education program, and notification to parents of dependent students under 21

A portion of the money collected from fines is used for program and assessment materials.

Animals

Inside of Buildings: With the exception of fish, as outlined in the Residence Life section of the *Guide*, and animals that meet federal requirements related to service and support, animals are prohibited from all buildings on campus.

Outside of Buildings: While on College property all animals must be leashed, carried, or under the control of their owner at all times. The owner is responsible for cleaning up after the animal if necessary, and addressing any damage, including digging, done by the animal. Animals, even if on a leash, are not permitted on the athletic fields at any time.

Annual Security and Fire Safety Report

In compliance with the Jeanne Clery Disclosure of Campus Security Policy and Crime Statistics Act, crime and fire statistics are compiled by the Office of Student Development in cooperation with the YHC Police Department and relevant state and local agencies. The Office of Student

Development, in conjunction with the YHC Police Department, prepares and publishes the College's Annual Security and Fire Safety Report each October containing statistics from the previous year. The current report is available online at www.yhc.edu/clery, in the Office of Student Development, or in the YHC Police Department.

Community and Shared Responsibility

All students are responsible for upholding and reinforcing the College Policies.

Students who knowingly act in concert to violate College Policy will be held jointly responsible for such violations. Students are responsible for the conduct of their guests on or in College property and at functions sponsored by the College or any recognized student organization activity or function. Shared responsibility applies to both disciplinary action and monetary fines.

Allowing the existence of behaviors, failing to immediately remove oneself from a situation when a violation is being committed, or failure to report a behavior that violates College Policy is in itself a violation of College Policy. In addition, students present, but not observed participating in inappropriate behavior or in possession of prohibited items/objects, are in violation of College Policy.

Discrimination

Young Harris College does not discriminate on the basis of race, color, religion, sex, age, national origin or ancestry, physical or mental disability, veteran status, genetic information and any other basis protected by federal, state, or local laws in the administration of its scholarship and loan program, admission, athletic, or other school administered College programs.

It is expected that persons connected with Young Harris College should treat all individuals with respect and dignity. As a collegiate community, the College will not support or condone behaviors that violate the integrity of any individual or group. While the College respects the right of its community to exercise free speech and freedom of expression, behaviors shall not be tolerated that may be considered harassment, destruction of property, or acts of violence or inciting violence or disruptive behavior. Students who believe they are victims of discrimination or harassment are encouraged to immediately report all facts and information to the following:

1. Allegations of sex discrimination or harassment should be reported to the Title IX Coordinator, Vincent Robelotto, (706) 379-5272, vrobello@yhc.edu, whose office is in the Pruitt-Barrett Building;
2. Allegations of disability discrimination or harassment should be reported to the ADA/Section 504 Coordinator, Angela Smith, (706) 379-5170, adsmith@yhc.edu, whose office is in the Rollins Campus Center;
3. Allegations of age discrimination or harassment should be reported to the Age Act Coordinator, Vincent Robelotto, (706) 379-5272, vrobello@yhc.edu, whose office is in the Pruitt-Barrett Building;
4. Allegations of race discrimination or harassment, or national origin discrimination or harassment should be reported to the Vice President for Student Development, Angela Smith, (706) 379-5170, adsmith@yhc.edu, whose office is in the Rollins Campus Center, or the Vice President for Academic Affairs, Gary Myers, (706) 379-5060, glmyers@yhc.edu, whose office is in the Pruitt-Barrett Building.

An investigation will be conducted and corrective action, if appropriate, will be initiated. Please see the Sections below entitled “How to File a Discrimination or Academic Grievance” and “How to File a Harassment Complaint”, as applicable, for more information on the process and procedures for resolution of discrimination complaints.

Disorderly Conduct

Students are expected to uphold proper respect and appreciation of other students, faculty, staff, and guests. Disruption or obstruction of teaching, research, administration, conduct proceedings, or other Young Harris College activities is prohibited. This includes on or off campus public functions of the College or any authorized non-College activity that occurs on College premises. No student shall act in a manner which can reasonably be expected to disturb the academic pursuit or infringe upon the privacy, rights, privileges, health, or safety of themselves or other persons. Any unauthorized activity on College property which affects the College’s pursuit of its proper educational mission is prohibited.

Examples include, but are not limited to, the following:

1. Pushing, striking, or physically assaulting any member or guest of the College community
2. Verbal abuse, threats, intimidation, harassment, coercion, and/or other conduct which threatens or endangers the health or safety of any person be it through verbal, written, or any other means of communication
3. Entering, attempting to enter, or allowing someone else to enter without the proper credentials for admission (i.e. ticket, identification card, or invitation) any College building, office, or other facility which is locked, closed to student use, or otherwise restricted including, but not limited to, the recreation and fitness center, campus housing, campus dining areas, athletic competitions, and campus/organizational social events
4. Any unauthorized use of electronic or other devices to photograph, broadcast, or make an audio or video record of any person while on College premises without his/her prior knowledge, or without his/her effective consent when such a recording is likely to cause injury or distress including, but is not limited to, surreptitiously taking pictures or video of another person in a gym, locker room, restroom, or campus housing
5. Obstruction of the free flow of pedestrian or vehicular traffic on Young Harris College premises or at College sponsored or supervised functions
6. Conduct that is disorderly, lewd, or indecent such as indecent exposure, illicit sexual activity, and public use or display of vulgar or abusive language or gestures
7. Manipulation of the Student Conduct System in any way
8. Accessing ledges, roofs, or overhangs of any campus building in any situation other than an emergency
9. Participating in an on-campus or off-campus demonstration, riot, or activity that disrupts the normal operations of the College and/or infringes on the rights of other members of the Young Harris College community including leading or inciting others to

- disrupt scheduled and/or normal activities within any campus building or area
10. Propping open or tampering in any way with a locked door within a residential complex or any other campus facility
 11. Casting, or attempting to cast more than one ballot in any election or referendum conducted on campus

Drugs

Young Harris College does not permit or condone the illegal possession, use or sale of controlled substances or paraphernalia. Controlled substances means any drug, substance, or immediate precursor included in the definition of controlled substance in the Official Code of Georgia Annotated 16-13-21(4) or Schedules I through V of Section 202 of the Federal Controlled Substance Act. If a student is present in a room or suite where drug use, or the presence of drugs or drug paraphernalia, is found, that student will be charged accordingly. Students who violate the Drug Policy may be subject to arrest.

Young Harris College officials reserve the right to take disciplinary action when students violate the Drug Policies while off-campus.

Possible Sanctions for Campus Drug Policy Violations

Students found to be involved in possession, use, distribution, or transportation of illegal drugs or paraphernalia will be held accountable. Sanctions may include immediate suspension and possible expulsion from the College. Possession of drugs with the intent to distribute will result in expulsion. Police will be notified accordingly.

Failure to Comply

All students shall fully comply with the directions of College officials acting in the performance of their duties, including, but not limited to, scheduling and attending a student conduct hearing, completing assigned conduct sanctions within the designated period of time, and responding to all official College communications in a timely manner.

Falsification

Students shall at all times truthfully represent themselves.

- No student shall obtain or possess false sources of identification, including driver's licenses, YHC One Card, or registration certificates.
- College Records
 - No student shall complete any College record or form dishonestly.
 - No one shall alter, or cause to be altered, any record, form, instrument of identification, or document used by the College. Additionally, no student shall knowingly use such an altered document.
- College Officials
 - No student shall hinder or mislead or attempt to hinder or mislead a College official in the performance of his or her duty by providing false or misleading information.
 - No student shall fail to comply with the direction of, fail to identify oneself to, and/or provide false information/identification to a College official or law enforcement officer acting in performance of his/her duties.

- No student shall file a false report with College officials or the Young Harris College Police Department. Students may face criminal charges for such action.

Fire Safety

General fire safety:

- No student shall set, or cause to be set, any unauthorized fire in or on College property.
- No student shall cause a false fire alarm.
- No student shall tamper with, block, or hang something from fire safety equipment (i.e. smoke detectors, fire extinguishers, sprinkler system, or signage).
- Once a fire alarm sounds all persons must vacate a building immediately.
- Balconies, hallways, windows, and stairwells must have a clear passage at all times.
- No student shall falsely report a fire to the police or fire department.
- The possession or use of fireworks on College property is forbidden. Fireworks are defined as any substance prepared for the purpose of producing a visible or audible effect by combustion, explosion, or detonation.
- Grills (with the exception of those outlined in the Residence Life section of the *Guide*), flammable devices, and combustible materials, including, but not limited to, kerosene, lighter fluid, and gas cans are prohibited in or near campus buildings (including porches and balconies). Students may ONLY grill on campus using College supplied or approved grills.

Additional Guidelines for the College Fire Pit

No individual student or recognized student organization shall use the College fire pit without prior approval from the Director of Campus Activities at least two weeks prior to the desired date. A "Fire Pit Policy & Reservation Form" may be found in the Office of Campus Activities. Approval to use the fire pit will not be honored if a burn ban is issued by local, state, or federal authorities. Below are safety regulations and other conditions that must be followed in order to use the fire pit.

Safety Regulations:

- The fire cannot be lit or must be extinguished if the winds exceed 10 miles per hour.
- All personal vehicles must be at least 50 feet away from the fire and parked so as not to impede access by emergency vehicles, if necessary.
- Means of extinguishment must be present at the fire site.
- The fire cannot be left unattended.
- The YHC Police Department must be called prior to the ignition of the fire and after it is extinguished.

Other Conditions:

- Only recognized clubs and organizations and College departments may reserve and use the fire pit.
- The sponsoring group must provide firewood and is responsible for lighting and extinguishing the fire. The following items MUST NOT be burned: paper, cardboard, paperboard, treated wood, foam, lead paint, asbestos materials, rubber, garbage,

plastics, tires, stumps, roofing materials, sheet rock, tar paper, or any other polluting matter.

- Flammable fuels such as gasoline, diesel or kerosene shall not be used to start or keep fires burning. Charcoal lighter fluid or manufactured starter logs are recommended.
- The fire must be extinguished by 11:00 p.m. and the area completely clean and cleared by 11:30 p.m.
- Advisors **MUST** be present prior to the ignition of the fire and/or start of the event until after the fire is extinguished/the end of the event.
- Reservations will be confirmed or denied via email. Reservations are not guaranteed until confirmation is received.
- Any exception to the above guidelines and regulations may only be made with the written permission of the Director of Campus Activities and shall be noted on the Fire Pit Policy & Reservation Form.

Freedom of Assembly

Young Harris College is committed to affording each member of the College community the opportunity to engage in peaceful and orderly protests and demonstrations for the purpose of freely expressing their views on issues of personal and public concern. Dissent by individuals or groups that is conducted pursuant to the established time, place, and manner set forth by College Policies shall be accommodated. Members of the College community may participate in these activities, in accordance with College Policy as well as civil and criminal laws. No event or person shall be allowed to disrupt the regular or essential operations of the College, produce an unreasonable level of noise, or infringe upon the rights of others.

Reasonable limitations may be placed on the time, place, and manner of speeches, demonstrations, distribution of written material, and marches in order to serve the interests of health and safety, prevent disruption of the process, and protect against invading the rights of others. All events shall have a predetermined day, time, and place approved by the Vice President for Student Development at least 3 business days prior to the event.

How to File a Discrimination or Academic Grievance

Students have the right to bring grievances to the attention of the Administration. A student who has a complaint about a faculty member, administrator, staff member, student, third party, or College program, policy or procedure should report the complaint to the appropriate administrator listed in the Discrimination Policy, above, except that students with complaints regarding sexual misconduct or harassment that is sexual or discriminatory in nature should follow the procedures set forth in the Sexual Misconduct and Harassment Policies in this guide.

1. The College will issue a written notice indicating receipt of the grievance.
2. The College will initiate an investigation within ten (10) days of receipt of the grievance.
3. The investigation will be conducted in an impartial manner, and will utilize an impartial decision-maker. The investigation process will allow the parties to submit evidence and witness testimony.

4. Any attempts to resolve the matter informally must be strictly voluntary and facilitated by a College staff member. The student making the complaint will be informed of his or her right to end the discussion at any time.
5. It is recommended, but not required, that the complaint be made in writing, describe the particulars of the allegations in detail, and be signed and dated by the complainant.
6. The appropriate Vice President or Coordinator will investigate the grievance and serve as the contact person for the duration of the investigative process.
7. Upon completion of the investigation, the parties will be provided with a written response concerning the resolution of the complaint. This will occur no later than thirty (30) working days from the College's receipt of the complaint, unless additional time is required and the time of a later response is provided to the parties in writing.
8. Based upon the outcome of the investigation, the College will take all steps necessary to prevent the recurrence of the discrimination and to correct the discriminatory effects on the complainant and others, if appropriate.
9. If the student is not satisfied with the College's resolution of the complaint, or if a response was not provided as required by Section 7, the student may appeal to the President of the College. Any appeal must be in writing and received by the President no later than ten (10) working days from the date of the written response or the date by which the written response was to have been received, and must state the reason why the student is not satisfied with the College's resolution of the complaint.
10. The President will provide a written response to the appeal within ten (10) working days from receipt unless additional time is required, in which case, the student will be notified in writing of how much additional time is needed.
11. The President's decision on appeal is final.
12. If the complaint involves either the Vice President for Academic Affairs or the Vice President for Student Development, the President of the College will investigate the complaint. The student will receive a written response to his or her complaint.
13. If the complaint involves the President, the Chair of the Board of Trustees will investigate the complaint. The student will receive a written response to his or her complaint.
14. If the President investigates the complaint, the appeal will be processed by the Trusteeship Committee of the Board of Trustees. The student will receive a written response to his or her appeal.
15. With regard to allegations of unlawful discrimination, retaliation against the student making the complaint or individuals participating in the investigation is prohibited and should be reported to the designated Vice President or Coordinator or to the President.
16. Employee grievance procedures are contained in the Employee Handbook.

Harassment

Young Harris College is committed to an atmosphere of human dignity in which effective collegial relationships are based on mutual respect. The College prohibits harassment based on race, color, religion, sex, age, national origin or ancestry, physical or mental disability, veteran status, genetic information and any other basis protected by federal, state, or local laws.

Examples of harassment include, but are not limited to:

- Verbal conduct such as threats, epithets, derogatory comments, jokes or slurs.
- Visual conduct such as derogatory or offensive pictures, posters, photographs, cartoons, drawings, objects or gestures and sending or displaying derogatory emails.
- Physical conduct such as assault, unwanted touching, or blocking normal movement.

In addition, unwelcome sexual advances, requests for sexual favors, or other unwanted verbal, visual, or physical conduct of a sexual nature may constitute sexual harassment or sexual assault (see Sexual Misconduct Policy), and are violations of this policy.

Retaliation for reporting harassment or threatening to report harassment is also a violation of this policy, and the procedures set forth in this policy will be applied to claims of retaliation.

Harassment violates a person's rights and can create an environment that is hostile, offensive, or intimidating. Due to the effect harassment can have on the campus environment, prompt and immediate action will be taken to rectify it.

How to File a Harassment Complaint:

The College's student complaint procedure provides for a prompt, thorough, and objective investigation of any claim of prohibited harassment, appropriate disciplinary action against one found to have engaged in prohibited harassment, and appropriate remedies for any victim of harassment. A claim of harassment may exist even if the student has not lost a job or other academic benefit.

1. If a student believes that he or she has been harassed, or is aware of the harassment of other students, he or she should report, without fear of reprisal, the alleged conduct to his or her supervisor (if the behavior is related to a campus student job and the supervisor is not the individual accused of harassment or condoning harassment), or to the appropriate administrator listed in the Discrimination Policy, above, as soon as possible. The report should include as much detail as possible, such as the names of individuals involved, the names of any witnesses, direct quotations if language is relevant, descriptions of any conduct or gestures, and any documentary evidence (notes, pictures, cartoons, etc.) the student may have or is aware of.
2. All incidents of prohibited harassment will be investigated as soon as possible, but no later than ten (10) working days from the date of receipt of the complaint. If more time is needed, a notice will be issued in writing to the complainant. The College may take interim steps pending investigation, as appropriate. The College will conduct a thorough

and objective investigation of the harassment allegations, regardless of whether such complaints are communicated verbally or in writing. The parties will have the opportunity to submit evidence and witnesses, and the investigation will be conducted by an impartial decision maker. The College will protect the confidentiality of students reporting suspected violations of this policy to the extent possible consistent with its investigation.

3. The College will make a determination as soon as possible, but in any event no longer than ten (10) working days following the conclusion of the investigation, regarding the reported harassment, and communicate the determination in writing to the student who complained and to the accused harasser(s). The College will take appropriate action to remedy any harassment and to prevent any future harassment. If a complaint of prohibited harassment is substantiated, appropriate disciplinary action, up to and including expulsion (if the accused harasser(s) is a student) or discharge (if the accused harasser(s) is a College employee) will be taken and communicated to the student who complained.
4. If a student is not satisfied with the College's resolution of his or her harassment complaint, the student may follow the appeal procedure set forth in "How to File a Discrimination or Academic Grievance", above.
5. If the behavior or harassment continues after the College has taken appropriate action to stop it, the student should report the continuing harassment as soon as possible to the appropriate administrator listed in the Discrimination Policy, above.
6. Any student who makes a good faith complaint regarding alleged harassment will be protected from retaliation or student conduct charges related to the making of the complaint (see Immunity for Victims Policy). Any student who is found to have made a false charge of harassment will be subject to referral to the Student Conduct System (see Falsification Policy).
7. Employee harassment complaint procedures are contained in the Employee Handbook.

Hazing

Young Harris College strictly prohibits hazing of any kind. Student organizations as a whole and/or individual members of any student organization will be held accountable for violations of federal, state, and local law and the College Policy as it relates to hazing. The College upholds the position on hazing adopted by the Association of Fraternity Advisors (www.fraternityadvisors.org) and Fraternal Information and Programming Group (www.fipg.org). However, for brevity the following policy should be the guideline used by all student organizations. Enforcement of this policy comes under the jurisdiction of the Vice President for Student Development or his/her designee. In this regard, the College defines hazing as follows:

Any activity or situation intentionally or unintentionally created, with or without consent, whether on or off the organization's premises, which endangers the mental or physical health of participants; which provides physical discomfort; which subjects the individual to embarrassment, harassment, or ridicule; which creates excessive fatigue, physical, or

psychological shocks to the individual; which requires participation by the individual in quests, treasure/scavenger hunts, stunts, morally degrading or humiliating games and activities, road trips or any other such activities; which requires late or early work sessions or any activity which is not consistent with the academic achievement, laws, rituals, and/or policies of the organization or the regulations and College Policies or applicable state law.

State Law

State of Georgia Hazing Law – OCGA §16-5-61.

1. As used in this Code section, the term:
 - a. "Haze" means to subject a student to an activity which endangers or is likely to endanger the physical health of a student, regardless of a student's willingness to participate in such activity.
 - b. "School" means any school, college, or university in this state.
 - c. "School organization" means any club, society, fraternity, sorority, or a group living together which has students as its principal members.
 - d. "Student" means any person enrolled in a school in this state.
2. It shall be unlawful for any person to haze any student in connection with or as a condition or precondition of gaining acceptance, membership, office, or other status in a school organization.
3. Any person who violates this Code section shall be guilty of a misdemeanor of a high and aggravated nature.

Any individual member or members of the organization participating in hazing activities will forfeit the organization's campus privileges, including its right to license or exist on campus. The express or implied consent of the victim will not be a defense. Apathy or acquiescence in the presence of hazing are not neutral acts; they are violations of this policy. In addition, students that allow themselves to be hazed without notifying the Vice President for Student Development or the Director of Campus Activities may be held accountable for participating in hazing.

The following are examples of conduct which are hazing activities:

- a. Actions that recklessly or intentionally endanger the physical and mental health or safety of students;
- b. Forced or required consumption of any food, drug, or any other substance;
- c. Forced or required participation in physical activities, such as calisthenics, exercises, or so-called games;
- d. Exposure to the weather;
- e. Excessive fatigue resulting from sleep deprivation, physical activities, or exercises;
- f. Assignment of activities that would be illegal or unlawful, or might be morally offensive to the individual;
- g. Physical brutality, including paddling, striking with fists, open hands, or objects, and branding;
- h. Kidnapping, transporting, or stranding of individuals ("road trips");
- i. Verbal abuse including "line-ups" and berating of individuals;

- j. Forced or required conduct that could embarrass or adversely affect the dignity of the individual, including the wearing of apparel that is conspicuous or extraordinary, or the performance of public stunts and activities;
- k. Forced servitude including errands and clean-up activities;
- l. The intentional creation of clean-up work or labor for new members by active members or alumni;
- m. Denial of sufficient time to study;
- n. Nudity or lewd behavior;
- o. Any activity, ceremony, or ritual using live animals;
- p. Any other activities not consistent with the philosophy and policies of the College.

Is it Hazing?

Five possible questions to ask to determine if it's hazing?

1. Will active/current members of the organization refuse to participate with the new members and do exactly what they're being asked to do?
2. Is there risk of injury or a question of safety?
3. Would you object if the activity were featured in the newspaper or on a local TV news program?
4. Would you have any reservation about describing and justifying the activity to your parents, to a professor, or to the President of the College?
5. Would you have any reservations informing the Office of Campus Activities what you are doing?

If the answer to any one of these simple questions is "yes," the activity is probably hazing. You should be proud of all the activities you ask your new members to do.

How to Report Hazing

Georgia law makes hazing illegal and Young Harris College strictly prohibits hazing of any kind. Any violations or suspected violations of the law or College Hazing Policy should be reported immediately to the Office of Campus Activities or the Student Development Office. The Division of Student Development staff will carefully investigate all complaints and take necessary actions upon verification of violation. Student athletes may also contact the Athletic Director or specific coach to report an incident of hazing.

Any student who believes they are a victim of hazing has the right to file a police report regardless of whether or not they make a complaint with the College.

To report an incident:

- **YHC Police Department:**
 - Emergency: 911
 - Non-emergency: 706-379-4569 (8:00am-5:00pm) or 706-896-7460 (after 5:00pm).
- **Student Development Office:** 706-379-5118
- **Office of Campus Activities:** 706-379-5110
- **NCAA Athletics:** 706-379-5296 or the sport coach.

When reporting an incident:

- Indicate who was involved, what happened, and when and where it occurred.
- Include your name, phone number, and e-mail address.
- Provide contact information of all witnesses.
- An anonymous report may be filed, and all appropriate steps will be taken to protect the confidentiality of anonymous reporters. However, the quality and outcome of the College's investigation of an alleged hazing incident may be affected by the need to protect the identity of anonymous reporters.

Immunity for Victims

Young Harris College encourages the reporting of conduct violations and crimes that occur on campus or against any student. A victim might be hesitant to report a crime to a College official in fear of receiving a policy violation themselves (i.e. underage drinking at the time of a sexual assault). It is in the best interest of the community that any victim of a crime reports the incident to a College official. To encourage reporting, Young Harris College pursues a policy of offering victims of crimes amnesty from policy violations related to the incident as determined by the Vice President for Student Development.

Information Technology Acceptable Use

The Young Harris College Acceptable Use Policy ("AUP") promotes the efficient, ethical, and lawful use of Young Harris College's information technology resources ("IT Resources"), including the College's computing systems, networks, and associated facilities are intended to support the College's mission and to enhance the educational environment. Any use of the IT Resources deemed inconsistent with the mission and purpose of the College will be considered a violation of this policy.

Scope

- Rights & Responsibilities
- Prohibited Use of IT Resources
- Provisions for Private Computers Connected to the College Network
- Electronic Mail
- File Sharing and Copyright Infringement
- Reporting Violations of Acceptable Use Policy
- Disciplinary Action
- Indemnification/Liability Statement

This policy applies to anyone who uses the College's IT Resources. The IT Resources covered by this policy include, but are not limited to: computer hardware and software, telephone and data networks, and electronically stored data. Use of these resources includes access from off campus and on campus, as well as access from privately owned PCs and laptops.

Rights & Responsibilities

Employees and students may use College's IT Resources for instructional, research, or administrative purposes. Access to and use of the IT Resources and the Internet shall comply with federal laws, Georgia law, and College Policies, including the College's Intellectual Property

Policy (“IP Policy”). Misuse of the IT Resources could result in criminal charges. By using the IT Resources, all users agree to the rules, regulations, and guidelines contained in this Acceptable Use Policy.

Computers and networks provide access to resources on- and off-campus, as well as the ability to communicate with other users worldwide. Such open access is a revocable privilege and requires that individual users act responsibly. This AUP is intended to supplement other College Policies and does not release users from compliance with any existing policies that address issues such as harassment, academic dishonesty, and plagiarism.

The College’s computers and networks are shared resources, for use by all employees and students. Any activity that inhibits or interferes with the use of these resources by others is not permitted. The College will ensure reasonable use by monitoring access logs, traffic data, and network utilization.

Users are responsible for all activities to and from their network accounts. Users must take every precaution to protect logins and passwords. Under no circumstances should a user allow someone else to share a network or e-mail account.

Users should not assume or expect any right of privacy with respect to the IT Resources. Although the College does not seek to monitor the communication of its employees or students, system administrators may access or examine files or accounts that are suspected of unauthorized use or misuse, that have been corrupted or damaged, or that may threaten the integrity of the College’s computer systems. In addition, files, e-mail, access logs, and any other electronic records may be subject to search under court order.

Prohibited Use of Information Technology Resources

It is a violation of this policy to:

- Gain access by willfully exceeding the limits of authorization.
- Attempt (even if unsuccessful) to gain unauthorized access through fraudulent means.
- Gain access by using another person’s name, password, access codes, or personal identification.
- Attempt (even if unsuccessful) to gain unauthorized access by circumventing system security, uncovering security loopholes, or guessing passwords/access codes.
- Give or publish a password, identifying code, personal identification number or other confidential information about a computer, computer system, network or e-mail account, or database.
- Install any software on computer systems in the computer labs, unless authorized by a member of the information technology staff.
- Transfer copyrighted materials to or from any system, or via the College network, without the express consent of the owner of the copyrighted material. (See section entitled “File Sharing and Copyright Infringement.”)
- Provide outside access to College-developed or commercially-obtained network resources.
- Intentionally or negligently use computing resources in such a manner as to cause congestion and performance degradation of the network.

- At no time may unauthorized wireless equipment be placed on any portion of the campus network including (but not limited to) student rooms and faculty and staff offices. An unauthorized wireless device is defined as being any device that extends the campus network using the air as a medium. This includes (but is not limited to) access points, bridges, repeaters, and client devices operating in access point and ad hoc modes.
- Intentionally and without authorization, access, modify, damage, destroy, copy, disclose, or take possession of all or part of any computer, computer system, network, software, data file, program, or database.
- Use any College IT resource for commercial, political, or illegal purposes, or for harassment of any kind.
- Display obscene, lewd, or otherwise offensive images or text.

Provisions for Private Computers Connected to the College Network

The following apply to anyone connecting a private computer to the College network via the College network, wireless LAN connection, or a regular network connection in an office.

The owner of the computer is responsible for the behavior of all users on the computer, and all network traffic to and from the computer, whether or not the owner knowingly generates the traffic.

A private computer connected to the network may not be used to provide network access for anyone who is not authorized to use the College systems. The private computer may not be used as a router or bridge between the College network and external networks, such as those of an Internet Service Provider.

Should the IT staff have any reason to believe that a private computer connected to the College network is using the IT Resources inappropriately, network traffic to and from that computer will be monitored. If justified, the system will be disconnected from the network, and action taken with the appropriate authorities.

Any residential student, with an authorized network account, may use the in-room network connection for scholarly purposes, for official College business, and for personal use, so long as the usage: (1) does not violate any law or this policy, (2) does not involve extraordinarily high utilization of the IT Resources or substantially interfere with the performance of the College network, and (3) does not result in commercial gain or profit.

Users are responsible for the security and integrity of their systems. In cases where a computer is "hacked into," it is recommended that the system be either shut down or be removed from the campus network as soon as possible to localize any potential damage and to stop the attack from spreading. If you suspect electronic intrusion or hacking of your system and would like assistance, contact the Office of Information Technology at (706) 379-5212.

All computers connected to the College network must have the latest patches, security updates, and current anti-virus software. The college uses a network access tool that will check

for the latest patches, security updates, and anti-virus software installed. Only systems that meet the required criteria will be allowed access to the College network.

The following types of servers should never be connected to the College network: DNS, DHCP, BOOTP, WINS, or any other server that manages network addresses.

Electronic Mail

The College e-mail system is not a private secure communications medium. As such, e-mail users cannot expect privacy. By using the College e-mail system, each user acknowledges:

The use of electronic mail is a privilege not a right. E-mail is for college communication, research, or campus business. Transmitting certain types of communications is expressly forbidden. This includes messages containing chain letters, pyramids, urban legends, and alarming hoaxes; vulgar, obscene or sexually explicit language; threatening or offensive content; derogatory, defamatory, sexual, or other harassment; and discriminatory communication of any kind. As with other IT Resources, the use of e-mail for commercial or political purposes is strictly prohibited.

Under the Electronic Communications Privacy Act, tampering with e-mail, interfering with the delivery of e-mail, and using e-mail for criminal purposes may be felony offenses, requiring the disclosure of messages to law enforcement or other third parties without notification.

E-mail messages should be transmitted only to those individuals who have a need to receive them. Distribution lists should be constructed and used carefully. E-mail distribution lists should be kept current and updated regularly. Inappropriate mass mailing is forbidden. This includes multiple mailings to newsgroups, mailing lists, or individuals (e.g., "spamming," "flooding," or "bombing").

All users of the College e-mail system waive any right to privacy in e-mail messages and consent to the access and disclosure of e-mail messages by authorized College personnel. Accordingly, the College reserves the right to access and disclose the contents of e-mail messages on a need-to-know basis. Users should recognize that under some circumstances, as a result of investigations, subpoenas, or lawsuits, the College might be required by law to disclose the contents of e-mail communications.

The Young Harris College-based email system is the official communication resource for the College. Students are expected to check their email on a frequent and consistent basis in order to stay current with YHC-related communications.

File Sharing and Copyright Infringement

Federal copyright law applies to all forms of information, including electronic communications. The IP Policy requires, among other things, that all members of the College community abide by the copyright laws of the United States. Members of the College community should be aware that copyright infringement includes the unauthorized copying, displaying, and/or distributing of copyrighted material. All such works, including those available electronically, should be considered protected by copyright law unless specifically stated otherwise. The College has also

developed the IP Resource Materials to assist members of the College community in understanding the basics of copyright law and the exceptions that permit the fair use of works that are otherwise protected by copyright laws.

Any use of the Young Harris College network, e-mail system, or Web site to transfer copyrighted material including, but not limited to, software, text, images, audio, and video is strictly prohibited. Therefore, the use of popular file sharing programs such as iMesh, Wareshare, Bit Torrent etc. is, in most cases, a violation of the College's IP Policy and federal law.

Anyone using the IT Resources to commit acts of copyright infringement will be subject to the College's Student Conduct Process. Additionally, acts of piracy are violations of state and federal laws, and as such, may result in civil and criminal liability. Unauthorized distribution of copyrighted materials, including peer-to-peer file sharing, may subject the individual to civil and criminal liabilities. Those who copy and distribute copyrighted material without legal permission may be found liable for civil or criminal copyright infringement. Civil penalties may include actual damages and profits or statutory damages (ranging from \$750 to \$30,000 per work that is infringed). Moreover, the court can also award reasonable attorney's fees and costs and increase the damages in the case of a willful infringement. Criminal penalties can include fines and imprisonment.

Suspected copyright infringement should be reported to the Office of Information Technology.

Reporting Violations of IT Acceptable Use Regulations

Violations of this Acceptable Use Policy should be reported immediately to the Vice President for Campus Technology and/or the Vice President for Student Development. The College will make every effort to maintain confidentiality to the extent possible consistent with other obligations.

Disciplinary Action

Violations of these regulations will result in the appropriate disciplinary action, which may include loss of computing privileges, suspension, termination, or expulsion from the College, and legal action.

Indemnification/Liability Statement

Young Harris College makes absolutely no warranties of any kind, either express or implied, for the Internet services it provides. The College will not be responsible for any damages suffered by users including, but not limited to, any loss of data resulting from delays, non-deliveries, user errors, or service interruptions.

The College is not responsible for the accuracy or quality of information obtained through its Internet services, including e-mail. Users assume responsibility for any damages suffered as a result of information obtained through these sources.

The user agrees to indemnify and hold harmless Young Harris College, the Board of Trustees, and College employees from and against any claim, lawsuit, cause of action, damage judgment, loss, expense, or liability resulting from any claim, including reasonable attorneys' fees, arising

out of or related to the use of the college's hardware, software, and network facilities. This indemnity shall include, without limitation, those claims based on trademark or service mark infringement, trade name infringement, copyright infringement, defamation, unlawful discrimination or harassment, rights of publicity, and invasion of privacy.

Keys/YHC One Card

Any key or ID issued by Young Harris College is the sole property of the College and shall be returned to the issuing College official or office according to the terms of issuance. **Duplication of any Young Harris College key is strictly prohibited.**

Medical/Mental Health Withdrawal

The academic and personal success of a student may be impacted by his/her mental or physical welfare. When, as determined by the College, a student may be a danger to him/herself or to others, when a mental or physical illness is beyond the College's capacity to address, or when a mental or physical illness disrupts the student's or other community member's ability to participate in the educational mission of the College, steps may be taken by College officials to remove the student from campus housing, classes, and/or campus. In consultation with the Director of Counseling and Psychological Services and/or the Director of Health and Wellness Services, the Vice President for Student Development or a designee may require the student to provide an evaluation from a qualified medical professional at the student's expense to determine continued enrollment status. Attempts will be made to contact legal guardians if it is determined by College officials that the student is incapable of caring for him/herself. Consideration of a medical or mental health withdrawal does not preclude a student from being charged, as determined by the Vice President for Student Development, with a violation of College Policy.

Posting

The purpose of this policy is to establish a balance between efficiently disseminating information and maintaining the aesthetic appearance of the College environment. The posting of printed literature, posters, placards, and banners on campus must be approved by the Office of Campus Activities. The posting of non-College related materials is limited to designated areas. Posting in residential areas must be approved by the Assistant Dean of Students. Department and office boards are maintained by the respective department/organization and are not available for general use, unless prior approval is granted.

The College encourages sensitivity to all members of our diverse community in postings and prohibits profanity or prejudicial content in advertising. It is expected that individuals respect the goals of building and maintaining a dynamic college community. Postings that contain subject matter demonstrating lack of thought, common sense, or good judgment contradict the values and goals of the community. Individuals should consider the impact of their words. While individuals may have a right to post something, they also have a responsibility as members of the Young Harris College community to review the impact before submission for posting. In addition, the Student Development team is committed to sustainable practices. Please consider the impact on the environment as you make decisions regarding

printing and distributing flyers. Events approved by the Director of Campus Activities are automatically placed on YHC Connect.

All public notices or publicity material posted on College property must be sponsored by a recognized student organization, College department, or otherwise approved by the Director of Campus Activities. In addition, advertising that promotes the use and/or sale of alcohol is prohibited. Publicity should bear the following information:

1. Name of the activity
2. Date and time of the activity
3. Place of the activity
4. Name of the person or organization responsible for the activity

Any general questions about the Young Harris College Posting Policy should be directed to the Director of Campus Activities at 706-379-5110.

Approval

- Materials may be posted for a maximum of two weeks.
- All materials advertising campus events must include the name of the sponsoring organization, group or department, title of event, location, and event start and end times.
- **All flyers, handbills, banners, and notices to be posted on the campus of Young Harris College must be submitted to the Office of Campus Activities a minimum of five (5) business days before the expected posting date for approval.** The original must be approved and stamped PRIOR TO PRINTING.
- For all recognized student organizations and clubs, approval must be obtained from the Office of Campus Activities (approval/date stamp on flyer, poster, or banner). Recognized student organizations and clubs **MUST** be registered with the Office of Campus Activities in order to post flyers/banners on campus.
- Flyer size for bulletin boards is limited to 8 1/2 by 11" or 8 1/2 by 14" for all postings. Exceptions: College sponsored or external events that have preprinted posters size 11 x 17".
- Flyers/postings will not be rejected as long as all information presented is true and not libelous; must not be inconsistent with the College academic mission College Policies; and does not infringe upon rights of others.
- All constituents interested in posting flyers on campus must make their own copies and post around campus. In some cases, Residence Life staff can post flyers in campus housing. Please see the addendum below for clarification.
- At no time will businesses or other organizations outside of the Young Harris College community post flyers without the consent of the Director of Campus Activities. Postings from any businesses or organization found in violation of this policy will immediately be removed and the group may lose future campus posting privileges.

Posting Procedures: All Campus

- **Materials may be posted on campus bulletin boards and doors only (excluding special purpose bulletin boards specifically designated by campus departments or groups, and/or Susan B. Harris Memorial Chapel).**

- Posting on designated bulletin boards is limited to 1 flyer per event per board and only one single layer of fliers allowed (no overlapping). Postings may go up no more than 2 weeks prior to the event and must be removed by the next business day following the completion of the event. Only one banner per organization or department may be displayed at one time on/in each campus building.
- **Only transparent scotch tape and blue painter's tape are acceptable means of attaching flyers and banners.** Many adhesives are too aggressive and will damage the finish (i.e. paint) of the door. If found responsible, an organization or individuals using improper adhesives (i.e. clear packing tape, duct tape, etc.) will be held financially accountable for damages.
- Posting of materials on any campus bulletin board that is assigned to a College department or unit requires the approval of that department or unit, and must follow its applicable policies and practices relating to the posting of materials. Any materials not authorized by the applicable department or unit will be removed and discarded.
- Academic offices may post on their own department office doors at their own discretion.
- Space for banners is on a first-come, first-serve basis. Banners may only be moved by the sponsoring group or the Office of Campus Activities.

Posting Procedures: Campus Housing

In addition to the above posting procedures, the following must be followed when posting in any residential facility.

- All flyers/notices to be posted in Young Harris College campus housing must be approved by the Assistant Dean of Students Life a minimum of 5 business days before the expected posting date.
- Residence Life staff members are unable to guarantee that the flyers will stay posted as students ultimately make choices about the decoration of their doors and may choose to take down the flyers.
- Constituents interested in posting flyers must make their own copies and collate them in separate stacks for each building.
- Residential students may post on their own room doors in campus housing.
- One of the following three strategies must be used for posting flyers in the campus housing
 - **Strategy A**
 - This strategy requires a total of 391 flyers and the constituency requesting this type of posting is responsible for actually posting the flyers. Flyers may be posted in the following places:
 - Room doors in Appleby Center (67), Appleby West (22), The Towers (123), and Hillgrove (48)
 - Suite/apartment doors in Enotah Hall (50), Rollins (11), Manget (8), and the Village (62)
 - **Strategy B**
 - Another strategy is to post one flyer per RA (51 copies total). Residence Life staff will post these flyers. You must provide the flyers in the following manner to the Assistant Dean of Students at least 5 business

days prior to the posting date. The Assistant Dean of Students reserves the right to refuse excessive requests.

- **Strategy C**
 - A final strategy is to post two flyers per building (16 copies total). Residence Life staff will post these flyers. You must provide the flyers in the following manner at least 5 business days before the event. The Assistant Dean of Students reserves the right to refuse excessive requests.

Posting Prohibitions

Posters, flyers, notices, or similar items may not be attached to unauthorized campus facilities, including, but not limited to, trees, columns on the Plaza, trash cans, Susan B. Harris Memorial Chapel, recycling bins, benches, campus maps, light poles, or exterior surfaces of buildings. Items posted improperly will be removed daily and destroyed. Persons and organizations that post items improperly may be subject to student conduct sanctions and/or charged for the cost of removal and any damage to College property. Young Harris College is not responsible for maintaining or returning items that are improperly posted and removed.

Posting Removal

Recognized student organizations and College departments are responsible for removing their posted notices. Directional signs must be staked and removed by the next business day after completion of the event.

Chalking Procedures

Chalking is not allowed on poles, columns, or campus buildings. Chalking should only be displayed where rain will naturally wash it off and all of the posting guidelines should be followed as well.

Recreational Equipment/Sports

- Bicycles and Longboards
 - Bicycles and longboards shall be allowed on campus as a means of transport only. Riders ride at their own risk and the College assumes no liability for injury. Bicycles or longboards shall not be used for stunts or tricks, nor shall they be used in any manner that would cause damage to campus buildings or landscapes.
 - Longboard measurement requirements: board must be 30 inches or longer with wheels 60 millimeters or larger.
 - The use of a bicycle or longboard in any campus building is prohibited.
 - Bicycle racks are provided throughout the campus for storage. A bicycle may be stored in a residential room or suite/apartment only if 1) all occupants approve, 2) it is cleaned before entering campus housing, and 3) room exits are not obstructed.
 - It is against fire code to store a bicycle in a hallway or stairwell. Any bicycle, or other object chained to or left in a stairwell or other unauthorized location, may be removed and discarded without notice.

- Students must demonstrate care when riding bicycles or longboards on campus roads, sidewalks, etc.
- Any bicycle, longboard, or other non-motorized vehicle left unattended after the close of the spring semester shall be discarded. Any non-motorized vehicles remaining on campus after Spring semester will be donated to a local charitable organization.
- Skateboarding and roller skating of any kind is prohibited on the College campus.
- Playing or practicing golf is not allowed on campus due to the potential of injury to bystanders and the possibility of damaging college grounds and property. The only exception is the use of lightweight “whiffle” type golf balls.

Residence Life

Regardless of commuter or residential status, all students, visitors, and guests are responsible for knowing, observing, and complying with the information contained in the Residence Life section within the *Guide to Student Life*. Any general questions about Residence Life should be directed to the Assistant Dean of Students at 706-379-5300.

Responsible Action

The welfare of the College community is of the highest priority. Young Harris College encourages students to offer help and assistance to others in need by contacting the YHC Police Department or On-Call Residence Life Coordinator. At times, a student, or group of students, might hesitate to provide assistance to another for fear of one, both, or all of them receiving a policy violation (i.e. an underage student has been drinking and fears the consequences of calling an ambulance for an incapacitated friend). While policy violations cannot be overlooked, the College pursues a policy of limited immunity that takes into account the situation as a whole and the act of helping someone in need.

Retaliation

Young Harris prohibits retaliation against any individual who files a complaint regarding harassment (including sexual), discrimination, hazing, or is involved in the complaint or grievance process for any reason. Such conduct not only violates College Policy, it is also contrary to federal law.

Safety & Security

The Young Harris College Police Department provides 24 hour/7 day per week coverage for the campus. All officers are certified by Georgia Police Officers Standards Training (POST) Council. They are in place to protect the members of the campus community and to enforce college and civil laws. Young Harris College Police officers have the authority to arrest individuals. The campus community is encouraged to report crimes and emergencies to the police immediately.

Sales and Solicitation

Any recognized student organization or student wanting to engage in a money-making project on campus must first request permission from the Director of Campus Activities. Additionally, any fundraising activities that take place in campus housing must also be approved by the Director of Residence Life. Organizations seeking funds or advertisements from persons or

businesses off campus may do so only with the approval of the Director of Campus Activities in conjunction with the Office of Advancement.

Organizations may collect dues, fees, and donations. They may sell materials related to the purpose of the organization. Funds raised by recognized student organizations may be expended consistent with the stated purposes of those organizations. Such funds are subject to local, state, and federal laws, and to financial accountability. No fundraising activities shall conflict with the ongoing business operations or interests of Young Harris College. Recognized organizations must receive prior approval from the Director of Campus Activities before soliciting businesses for funds, gift cards, etc.

The solicitation of sales, services, memberships, or gifts on campus from outside vendors or persons is prohibited without the permission of the Vice President for Student Development.

Sexual Misconduct

Sexual misconduct refers to sexual assault, sexual harassment, dating violence, domestic violence, and stalking.

Definitions

Sexual Harassment: Sexual harassment is defined as unwelcomed sexual advances, requests for sexual favors and other physical and expressive behavior of a sexual nature where 1) submission to such conduct is made either explicitly or implicitly a condition of an individual's employment or education, 2) submission to or rejection of such conduct by an individual is used as the basis for academic or employment decisions affecting the individual, or 3) such conduct has the purpose or effect of substantially interfering with an individual's academic or professional performance or of creating an intimidating, hostile, or demeaning employment, living, or educational environment.

It is unlawful for males to sexually harass females or other males, and for females to sexually harass males or other females under Title VII of the 1964 Civil Rights Act pertaining to employees and Title IX of the 1972 Educational Amendment Act pertaining to students.

Sexual Assault: An offense classified as a forcible or non-forcible sex offense under the uniform crime reporting system of the FBI. Sexual assault is any form of unwanted sexual contact obtained without consent and/or obtained through the use of force, threat of force, intimidation, drugs or substances that impact a person's ability to resist, or coercion by any person upon another person. This includes, but is not limited to, intentional touching, either of the victim or when the victim is forced to touch, directly or through clothing, another person's genitals, breasts, thighs, or buttocks; penetration that involves sexual, anal, or oral intercourse without effective consent; or sexual penetration with an object.

Domestic Violence: Felony or misdemeanor crime of violence committed by a current or former spouse or intimate partner of the victim, a person with whom the victim shares a child in common, a person who is cohabitating with or has cohabitated with the victim

as a spouse or intimate partner, a person similarly situated to a spouse of the victim under the domestic or family violence laws of the jurisdiction receiving grant monies [under VAWA], or any other person against an adult or youth victim who is protected from that person's acts under the domestic or family violence laws of the jurisdiction.

Dating Violence: Violence committed by a person who is or has been in a social relationship of a romantic or intimate nature with the victim; and where the existence of such a relationship shall be determined based on a consideration of the following factors: the length of the relationship; the type of relationship; and the frequency of interaction between the persons involved in the relationship.

Stalking: Engaging in a course of conduct directed at a specific person that would cause a reasonable person to fear for his or her safety or the safety of others; or suffer substantial emotional distress.

The College prohibits harassment based on race, color, religion, sex, age, national origin or ancestry, physical or mental disability, veteran status, genetic information and any other basis protected by federal, state, or local laws.

Campus-wide programs are conducted by the Student Development staff each year that promote the awareness of rape, acquaintance rape, and other forcible and non-forcible sex offenses. Information about existing on- and off-campus counseling, mental health, and other services available to victims of sex offenses are available to all students in the Office of Counseling and Psychological Services (CAPS).

If a student feels that s/he has been the victim of sexual assault s/he should call 911 immediately and then contact a Title IX Coordinator or any other College official as soon as possible.

Consent

Consent can be communicated between parties through words or actions, but must be given with the intention of creating a mutual understanding regarding sexual activity. Consent is invalid when it involves physical force, threats, or intimidation; minors under the age of consent; persons whose mental disabilities prohibit sound judgment; persons physically or mentally incapacitated, either voluntary or involuntary, as a result of alcohol or other drug consumption; and individuals who are unconscious, unaware, or otherwise physically helpless. Consent is not a passive means of approval and silence cannot be interpreted as consent. Lack of consent may also be communicated through the use of non-verbal expressions or actions indicating resistance. Consent may be withdrawn at any time.

Reporting Sexual Misconduct

Students who feel they have been a victim of sexual misconduct; including sexual harassment, domestic violence, dating violence, sexual assault, or stalking should contact the YHC Police Department, Resident Director on Call, Office of Student Development or Title IX Coordinator immediately. Upon reporting, the victim has the right to file criminal charges through the Young Harris College Police Department or

other law enforcement agencies, be assisted by campus authorities in notifying law enforcement authorities if s/he chooses, or decline to notify such authorities. Regardless of the immediate decision to pursue charges, it is important to preserve evidence as it may be necessary to the proof of criminal activity or obtaining a protection order in the future. A student or employee who reports that s/he has been a victim of sexual misconduct, whether the offense occurred on or off campus, shall be provided with a written explanation of his/her rights and options by the Title IX Coordinator or designee.

The Title IX Coordinator or Office of Student Development will provide written notification of, and work with the victim to review:

1. On-campus and community services available for counseling, health, mental health, victim advocacy, legal assistance and other services available for victims.
2. Options for, and provide assistance with, changing academic, living, transportation, and working situations, if so requested by the victim and if such accommodations are reasonably available, regardless of whether the victim chooses to report the crime to campus police or local law enforcement.

Resolving Reports of Sexual Misconduct

Cases where alleged domestic violence, dating violence, sexual assault, or stalking has occurred will be adjudicated through the YHC student conduct system. This process provides a prompt, fair, and impartial investigation conducted by officials who receive annual training on the issues related to domestic violence, dating violence, sexual assault, and stalking and how to conduct an investigation and hearing process that protects the safety of victims and promotes accountability. In these proceedings, the accuser and accused are entitled to the same opportunities to have others present during the hearing, including the opportunity to be accompanied to any related meeting or proceeding by an advisor of their choice as described in the *Guide to Student Life*. Both the accuser and accused shall be simultaneously informed, in writing, of 1) the hearing outcome 2) any change to the results of the original outcome because of appeal, and 3) the final outcome of any allegation of domestic violence, dating violence, sexual assault, or stalking. Both the accuser and accused may appeal the initial decision through the normally stated appeal process as outlined in the *Guide to Student Life*.

Possible Sanctions and Protective Measures

Students found responsible for violating the College sexual misconduct policy will be held accountable; which includes sanctions up to and including suspension or expulsion from the College. If a student is found responsible and not banned from campus, protective measures may be imposed as part of the sanction to ensure the wellbeing of the victim. These include, but are not limited to, no contact order, change of classes, or relocation of living situation.

A representative from the Office of Student Development or Office of Human Resources meets individually with anyone involved in an incident of sexual misconduct about no

contact or restraining orders issued by the College or outside entities to ensure proper understanding of and ramifications of not abiding by each.

Educational Programs

The offices of Health & Wellness Services and Counseling and Psychological Services work, often in conjunction with the Office of Residence Life, to coordinate primary and ongoing prevention and awareness programs to educate the students about healthy relationships and bystander intervention and to prevent rape, acquaintance rape, domestic violence, dating violence, sexual assault, and stalking. The Office of Human Resources coordinates primary and ongoing prevention awareness programs for all employees. Some examples of primary and ongoing prevention and awareness programs are:

Human Resources distributing a Guide to Understanding and Responding to Sexual Harassment and Violence that can be found here: <http://www.yhc.edu/human-resources/title-ix>.

The Division of Student Development sponsors a peer advocacy group called Campus Leaders Advocating Wellness (CLAW). This group, trained by the directors of Health and Wellness Services and Counseling and Psychological Services, presents programs to students and student groups about healthy relationships and sexual violence.

The Office of Counseling and Psychological Services sponsors a variety of support groups as needed throughout the year.

Prior to enrolling at YHC, the Office of Health & Wellness Services requires all incoming students to take two online seminars. AlcoholEdu, which focuses on substance abuse prevention and Haven, which focuses on rape, acquaintance rape, domestic violence, dating violence, sexual assault, stalking, bystander intervention, and risk reduction.

For more information about upcoming events and services related to educational programs contact either the Office of Student Development or Office of Human Resources.

Sex Offender Registration

Information on registered sex offenders may be obtained from the YHC Police Department or by contacting the Georgia Bureau of Investigation at 404-270-8465 or www.gbi.georgia.gov and clicking on "Services" then "Georgia Registered Sex Offenders" (http://gbi.georgia.gov/00/channel_modifieddate/0,2096,67862954_87983024,00.html). Sex offenders are required under state law to provide notice to College officials if they are employed or are enrolled as a student at Young Harris College.

Smoking and Use of Tobacco Products

Smoking or use of tobacco products is prohibited inside any building or facility owned by the College. Entrances, breezeways, porches, patios, and balconies are designated as smoke and

tobacco free. Students who choose to smoke or use tobacco products must be 25 feet from any campus building.

Smoking is defined as inhaling, exhaling, burning, or carrying any lighted cigar, cigarette (including electronic cigarette), pipe, or other tobacco or vapor producing product in any manner or form.

Student Conduct System

All students are responsible for knowing, observing, and complying with the information contained in the Student Conduct System section.

Student ID (YHC One Card)

The Young Harris College One Card is the sole property of Young Harris College and is used to access certain campus buildings including residential public areas, student rooms, the dining hall, and the campus recreation center. In addition, the Student ID acts as a meal card at campus food venues.

- Students are required to carry, and upon the request of College personnel, including Residence Life and library staff members, to exhibit their YHC One Card.
- Falsifying information on the YHC One Card is prohibited.
- Use of a YHC One Card by anyone other than its original holder is prohibited.
- Lending, selling, or otherwise transferring a YHC One Card is prohibited.
- A student unable to locate his/her YHC One Card must, within 24 hours, notify the Student Development Office during normal business hours or the On-Call Residence Life Coordinator after hours or on weekends for a reissuance. A \$30 replacement fee will be charged.
- Students receive their YHC One Card when they enter the College as a new student and must keep the same card throughout the time of enrollment. If a card is lost or damaged a \$30 replacement fee will be charged.

Student Organizations

All students are responsible for knowing, observing, and complying with the Student Organization Policy manual provided by the Office of Campus Activities. Anyone interested in forming a Student Organization should contact the Director of Campus Activities at 706-379-5110.

Selected Policies for Student Organizations:

Film / Movie Guidelines

Young Harris College acknowledges and complies with the Federal Copyright Act (Title 17, United States code, Public Law 94-553, 90 Stat. 2541) that oversees how copyrighted materials (i.e. movies or film) may be used publicly. Federal copyright law restricts the use of movies to private showings (private room/home) and prohibits public performance. Therefore, any student or recognized student organization wishing to show a movie in common meeting spaces (student center, lawn, classrooms, etc.) must

abide by federal copyright law and uphold College Policies. Under no circumstances should a student and/or student organization show a movie on campus without prior approval from the Office of Campus Activities and purchasing/securing the rights to the movie. Organizations should plan accordingly as the cost to these rights may vary. Stop by the Office of Campus Activities, in the Rollins Campus Center with any questions.

Event Sponsorship

In order to sponsor an event, student and student organizations must submit a Request for Program form to the Office of Campus Activities a minimum of five (5) business days prior to the requested event date. Individuals or organizations unaffiliated with the College wishing to sponsor an event on campus, must be sponsored by a student organization and the student organization must submit the required information. The Director of Campus Activities will notify the YHC Police Department of any events on campus. Local authorities in conjunction with YHC Police monitor off campus student sponsored events. The Campus Activities Office reserved the right to deny an event from taking place on campus that violates College Policies.

Student Organizations are expected to leave all reserved spaces as they found them. This includes replacing tables and chairs in their original position, picking up trash and recyclable materials. Any food items needing disposal should be taken to a dumpster. Any group that has left a reserved space in poor condition will be charged an excessive cleaning fee and/or damage fees (if applicable).

When using an academic space (i.e. classroom, lecture hall, student room) for social meetings or events, organizations are expected to conduct activities quietly. Sound systems other than the provided computer speakers are prohibited. Complaints regarding noise may result in future loss of privilege to use academic spaces.

Booking an Event Location

The College extends to recognized student organizations the right to use its name and facilities. Requested venues will be reserved through the Request for Program Form located in the Student Development Office in the Rollins Campus Center. The College reserves the right to deny the use of facilities to any organization that is not officially recognized by the College or a recognized student organization that does not follow College Policy.

Final Exam Week "Dead Week" Policy

In an effort to support the academic mission of the College and ensure students are not overly burdened during finals week, certain restrictions are placed on the activities of recognized student organizations. Beginning Reading Day through the end of the semester, student groups and organizations shall not organize/schedule social events such as dances, elections, concerts, or other activities which may conflict with academic studies.

Institutional events that are not sponsored or organized by student groups and organizations may be exempt from this policy. Study breaks, tutoring sessions, regular organization meetings and/or end-of-term, and members-only social gatherings are permitted. However, organization presidents and advisors should ensure meetings or academic-related activities do not conflict with the study time of members. In rare cases, exceptions to this policy may be made as determined by the Director of Campus Activities.

Conduct Policies Regarding Recognized Student Organizations

The goals and purposes of recognized student organizations must be consistent with and in support of the goals and mission of Young Harris College. Student organizations will be held responsible for the behavior of their members when their actions evolve from, or are in any way related to, their association with activities of the group. The only means by which liability on the part of the organization can be avoided is if the violators are identified and it can be shown that members of the organization took responsible steps to prevent the violation by their fellow members.

Any student or organization wishing to report a violation related to a recognized student organization may do so by contacting the Director of Campus Activities or Associate Dean of Students. At the discretion of the Vice President for Student Development, reported policy violations by student organizations may be handled administratively by the Director of Campus Activities or referred to the Student Conduct System.

Shared Responsibility

Every organization has the duty to take all reasonable steps necessary to prevent infractions of College Policy as well as federal, state, and local laws related to the activities of the organization. This duty is not only applicable to members of the organization who are engaging in the activity, but is applicable to every member, including those not engaged in the activity.

Recognized student organizations should understand that when dealing with allegations of student organization violations, the College defines a "College related activity" as any activity sponsored by the College or by an organization recognized by the College. The degree to which an organization is responsible for the activity of its members is not necessarily dependent upon the number of members engaging in the activity, but depends upon whether the activity is related to the organization. All members need to be aware of their behaviors while participating in College related activities.

Sanctions

Each recognized student organization must conduct its affairs in a lawful manner according to state and federal law, its constitution, and College Policies. It is expected that every organization will exercise self-governance, which carries with it the responsibility of each member to hold other members accountable for their actions. When such actions are in conflict with the policies, philosophy, or interests of the College, an organization may be

held responsible for the actions of its membership, or for any part thereof, and may be subject to disciplinary action, including, but not limited to, the following:

- Administrative Warning
- Restitution
- Conduct Probation
- Loss of Privilege
- Loss of YHC Recognition/Charter
- Completion of mandated or approved education and training programs

In addition, if any Greek organization is suspended through the YHC Student Conduct System, the period of suspension may include but is not limited to the following:

- No participation as an organization, formally or informally, in any campus activities, including Recruitment Week, Greek Week, intramurals, Fall and Spring Fest, etc.
- No wearing of sorority or fraternity jerseys or t-shirts (including rush t-shirts) on campus.
- No display of sorority or fraternity letters anywhere on campus, including but not limited to residence hall windows, student center, and recreation center.
- No formal recruitment activities of any kind.

For a complete list of sanctions please refer to the Student Conduct System section of this publication.

In the case of an organization failing to follow the appropriate administrative guidelines outlined by the Director of Campus Activities, loss or suspension of recognition may be appealed to the Vice President for Student Development for reconsideration. In the case of loss or suspension of recognition as a result of a student conduct violation, please refer to the Student Conduct System section of the *Guide* for information on the appeal process. Additional information regarding Student Organizations may be found in the Student Organization Handbook.

Student Records

The Family Educational Rights and Privacy Act (FERPA) allows students access to their educational records and limits the ability of others to access those records, except as authorized by law. Academic records are compiled and maintained in the Office of the Registrar while student conduct records are under the jurisdiction of the Vice President for Student Development. The College Policy on the release of student information (FERPA regulations) is on file in the Office of the Registrar. The full Young Harris College FERPA Policy is available in the College catalog and online at www.yhc.edu under Registrar.

Theft and Disregard for Property

No student shall take, or attempt to take, and/or damage College property, items belonging to students, faculty, staff, guests of the College, or student groups without proper authorization.

- No student shall remove College furniture from common areas, residence halls, rooms, or suites/apartments.
- Any activity which destroys or defaces property or grounds, at the College or elsewhere, is prohibited.

- Removal of books or other resources from the Zell and Shirley Miller Library without the use of proper checkout procedures is prohibited.
- The College is not responsible for any personal property including damage caused by employees in the performance of their work. It is suggested that students obtain rental or property insurance. Information regarding such insurance is available on the Residence Life website (www.yhc.edu/student-life/residence-life).

Tuition, Fees, and Financial Aid

Tuition

Students are charged the same rate for 12 to 18 semester hours. An additional fee will be charged for hours taken in excess of 18 hours per semester. Students who enroll for fewer than 12 semester hours will be charged at the less-than-full-time rate on a per-credit-hour basis. All accounts must be paid in full before a student will be allowed to register or reserve housing for the next semester. More detailed information about current tuition and fees is available from the Business Office.

Housing Charges

Housing charges for the next academic year are announced each spring. A list of all charges is available on the College website. Private rooms are available upon request as space permits, on a first come, first served basis. Contact the Residence Life Office for more information at 706-379-5300.

Institutional Refund Policy

If a student withdraws from the College, refunds for tuition charges for each semester will be made according to the following schedule:

- Within the 1st week of class: 75% Adjustment
- Within the 2nd week of class: 25% Adjustment
- Within the 3rd week of class: 10% Adjustment
- After the 3rd week of class: No Adjustment

Charges are prorated on a weekly basis from the first scheduled class period until actual withdrawal. Withdrawals made any time during the week are prorated to the Monday following the week of withdrawal. Any portion of a week is charged as a full week. There are no refunds for temporary absences, for labs, special fees, or courses dropped after the drop/add period, or for charges to any student suspended or expelled for disciplinary reasons. Refund of institutional aid is calculated on the same basis as tuition (stated above). In no case will institutional aid generate a refund greater than the amount of funds already received from the student. No refund for any deposit is given to a student dismissed for disciplinary reasons.

Withdrawal can affect student financial aid and create a balance due. Any student who receives federal financial aid, including grants and loans, will have a return to Title IV funds calculated to determine what portion of their aid can be kept within their package. Failure to pay any balances due for any semester will result in an administrative STOP being placed on the student

account. Students with an administrative STOP on their account will be restricted from registering for classes in future semesters. Transcripts and diplomas will not be released until the account is paid in full. Uncollectible balances are subject to be turned over to a commercial collection agency and may be reported to a national credit bureau. All costs, expenses, and fees incurred by the College in collecting or attempting to collect a past due account are the responsibility of the student.

To resolve any past due accounts, please call the Business Office at 706-379-5223.

Housing and Meals Refund Policy

Refunds for meal charges are prorated to the Monday following the withdrawal date. In no case will institutional aid generate a refund greater than the amount of funds already received. No refund is given for housing. No refund for meal charges will be given to any student dismissed for disciplinary reasons.

Additional information and policies regarding tuition, fees, and payment plans, as well as student financial aid, can be found in the College catalog, by contacting the Business (706-379-5223) or Financial Aid Office (706-379-5162), or online at www.yhc.edu.

Vehicle, Traffic, and Parking

The following policies have been developed in an effort to maintain traffic conditions conducive to safety on the campus and to ensure maximum availability to all campus residents of the campus parking facilities. Violations of these policies may result in fines or other action. For questions relating to traffic policies, students should contact the Student Development Office or the Young Harris Police Department.

Vehicle Registration

Young Harris College grants permission for students to have and operate a duly registered automobile, motorcycle, or other vehicle on campus. All motorized vehicles must be registered with the YHC Police Department within 48 hours after the vehicle is brought to campus. To register the vehicle, the student must provide the current tag number of their vehicle. The cost of registration is \$90 per semester. Vehicle permits must be clearly displayed at all times on the bottom right corner of the back window. Vehicle registration is billed to student accounts each semester.

Discounted Parking for low-emitting and fuel-efficient vehicles

As a comprehensive liberal arts institution that values the natural environment and resources of its location in the southern Appalachian region, Young Harris College recognizes the importance of serving as a community leader in meeting the 21st century challenges of energy efficiency, resource conservation, and waste reduction. The sustainable development of the Young Harris campus through green building, careful site selection, and responsible resource use has the potential to serve as a model for the design, construction, and operation of all buildings.

Young Harris College offers a 20% discount on vehicle registration and parking decal

exclusively for students, faculty, and staff who own low-emitting and/or fuel-efficient vehicles. In order to qualify for this discount, low-emitting and fuel-efficient vehicles must be classified as a Zero Emissions Vehicle (ZEV) by the California Air Resources Board or have achieved a minimum green score of 40 on the American Council for an Energy Efficient Economy (ACEEE) annual vehicle rating guide. The number of discounted permits available to students each semester shall not be limited.

On-Campus Use of Vehicles

Students should maintain a speed limit conducive to safe conditions for themselves and for pedestrians and other vehicles on campus. **The speed limit on campus is 15 mph.** Students are reminded that all state and local regulations must be obeyed on roads throughout the campus. Student vehicles are to be used only on campus and city streets and parking areas. Vehicle use on sidewalks and non-paved areas is prohibited.

Parking Areas

Parking areas are reserved for student vehicle parking. Students are to park in designated parking areas indicated by the designation of the parking decal only. Students are reminded that the lawns on campus are not to be used as parking areas. At no time may vehicles be taken inside campus buildings or parked on porches, entrance ways, sidewalks, or lawns. Students are not permitted to park in reserved spaces. **A YELLOW CURB INDICATES A NO PARKING ZONE. A BLUE CURB INDICATES A HANDICAPPED PARKING ZONE.** The current parking map can be found at <http://www.yhc.edu/about/maps-directions-parking>.

Designated parking areas for students (commuters and residential), faculty, and staff are determined each year and communicated during campus housing and commuter meetings.

Traffic Tickets and Fines

Fines associated with traffic tickets will be added to student accounts. An excessive number of tickets per semester MAY RESULT IN REVOCATION OF VEHICLE PRIVILEGES. All charges will be \$25.00. Questions regarding traffic tickets and fines should be directed to the Young Harris College Police Department or the Student Development Office.

Ticket Appeal Process

Any student may choose to appeal a College ticket by submitting a YHC Student Conduct Appeal form to the Student Development Office within 5 business days of the ticket being issued. Hearings are closed meetings of the board. Generally, information considered during the appeal is limited to that which is submitted in writing to the board.

The board may uphold, overturn, or modify the original decision or fine. Notice of the decision will be given via the student's YHC email address within 3 business days of the

hearing. Any decision rendered by the Traffic Appeals Board shall be considered final and binding upon all involved. For more detailed information about the traffic appeals process refer to the Student Conduct System section.

Weapons

Possession of firearms, explosives, other weapons, or dangerous chemicals or the use of any such item is prohibited by both College policy and Georgia law. It is likewise prohibited to use any item in a manner that harms, threatens, or causes fear to others.

- Students found to be in possession of any handgun or weapon anywhere on campus, at any off-campus College sponsored event, or at any off-campus recognized student organization sponsored event, shall be subject to immediate expulsion from school. Police will be notified accordingly of any violation of this policy.
- Weapons include all firearms, bow and arrows, ammunition, knives (excluding pocket knives with blades under 4 inches), swords, tasers, explosives of any description, and any other item designed to inflict bodily harm.
- Any item that can be construed as a weapon, cause fear or intimidation, or designed to shoot projectiles (i.e. bb, Airsoft, paint, or potato guns) is prohibited, unless specifically authorized by the Division of Student Development in conjunction with participation in a student organization. The item must be maintained in a specified, secure location. When transporting items to or from an event, the item must be transported in a gear bag or carrying case. Brandishing such items is prohibited.
- Using water guns, water balloons, or any device which projects water, is prohibited in all campus buildings, including campus housing, as many surfaces become slippery when wet.
- It is acceptable to possess pepper spray or mace if such items are used ONLY as a defense mechanism against a serious attack.

RESIDENCE LIFE

Mission & Objectives

The Office of Residence Life is committed to providing and maintaining a clean and safe living environment conducive to intellectual and personal growth, where students can study and share ideas with peers, faculty, and staff whose culture, lifestyle, and opinions may be very different from their own. An environment of diversity is supported and celebrated.

The Residence Life Office is committed to the following:

1. Maintaining an environment conducive to learning;
2. Maintaining an environment conducive to safety;
3. Maintaining an environment conducive to personal growth;
4. Maintaining an environment conducive to social and community development.

Housing Application

To be considered for accommodations in campus housing, a housing application must be submitted along with the room deposit. This deposit is not applicable to payment of room and/or board, but is a contingency deposit against possible damage to College property or failure to follow check-out procedures. Deposits are collected at initial application and retained by the College throughout the student's entire experience at Young Harris College. New incoming students are assigned campus housing based on date of deposit. The deposit, less any outstanding charges on the student's account, shall be returned upon graduation or separation from the institution. No refund for any deposit is given to a student dismissed for disciplinary reasons.

This agreement is for residents in College housing and not for a particular room or roommate. The College will honor specific requests whenever possible.

Compulsory Living and Meal Plan Policy

All students who do not meet one of the following criteria are required to live in campus housing:

- 23 years of age or older
- 5th year senior
- Married or divorced
- A permanent resident of Towns or the surrounding counties and living with a parent or guardian (not in a vacation/2nd home) or with a close relative as defined by the Assistant Dean of Students.
- Other requests for a housing exemption may, on rare occasion, be granted. An appointment should be made with the Assistant Dean of Students to determine individual eligibility.

All students living in campus housing are required to purchase an approved meal plan.

If a student drops below ten semester hours (six for a summer term) he or she must have written permission from the Vice President for Student Development to remain living in campus housing facilities. Students over the age of 25 must receive permission from the Assistant Dean of Students to live on campus.

Residence Life Staff

Residence Life Coordinators

Residential facilities are supervised by full-time, live-in professional Residence Life Coordinators (RLCs). The RLC serves as a resource to the resident students in his or her building(s). Every RLC keeps regular office hours in his/her residential facility and can provide such services as personal and academic advice and referrals, crisis intervention, and conflict mediation. He or she also ensures that students maintain appropriate behavior as members of the residential community. The RLC is responsible for all administrative functions of the residence hall and directly supervises the Resident Assistants.

Resident Assistants

Resident Assistants (RAs) are a primary resource for students living in campus housing. These student leaders facilitate the development of community on their floor(s), suite(s), and building(s). He or she can assist you with personal or academic concerns and refer you to appropriate resources on campus. RAs are also excellent sources of information and advice about classes and ways to get involved in campus life.

Another of the RA's many responsibilities is to enforce College and Residence Life Policies. In doing so, they assist in the maintenance of a clean and safe environment where all students can sleep, study, socialize, and live comfortably.

Residence Life Policies, Procedures, and Amenities

Animals

For reasons of health, maintenance, pest control, and general convenience, with the exception of fish in an aquarium of 10 gallons or less, animals are not allowed in campus housing for any length of time. Any student found to have an animal, and/or pet related item (i.e. pet cage, pet food, water bowl, kitty litter, or leash), is subject to disciplinary action. Additionally, any student assigned to the same room/suite where an animal is found shall be held responsible as well. If an animal is found, it will immediately be taken to the Blairsville Mountain Animal Shelter. Students requiring a service or assistance animal must make appropriate arrangements through Disability Services and the Vice President for Student Development or designee.

Break Closings

All residential facilities are closed when school is not in session for longer than three consecutive business days. Before leaving, residents must turn off all lights, unplug all appliances (including refrigerators), and lock all doors and windows. Times for opening and closing are available in the calendar section of the *Guide to Student Life* and on the Residence Life section of the YHC website. Any modifications shall be posted in all residential facilities.

Cable

Young Harris College residential facilities are equipped with cable television connections. Basic cable service is available in the common room of each suite and main common room of each residential facility. Bedrooms in Enotah Hall do not have cable connections.

Check-In, Check-Out

Upon moving into their assigned room, students are required to complete and sign a Room Condition Report. Any room damages or defective equipment are noted on the form. The RLC or RA is available during this room inspection so he or she can assist with this process.

All students must check-out of their room with an RA or RLC. A Room Condition Report must again be completed and signed at this time. When changing rooms a student must be checked out of the old room and checked into the new room by an RLC or RA in each campus housing facility involved. Improper check-out will result in a \$50.00 fine and the loss of the ability to appeal or dispute charges related to room damage.

Upon checking out of a room, students must leave the room in the same condition it was in upon check-in. The room should be clean with no posters on the walls, trash left in the room, or personal belongings left behind. There is a minimum charge of \$45.00 for rooms left unclean; which may be applied in addition to an improper check-out fine. An additional walkthrough will be conducted by physical plant staff and residence life staff following move out of all campus facilities. At that time, additional charges may be applied for cleanliness and damages.

For various reasons, students may at times be assigned to a room without a roommate. If adequate space is available on campus, students may select to pay an additional fee for a private room. If a student does not pay the additional fee, then the room shall be left in a condition to which another assigned student may move in at any time. Typically, ample notice is given to the occupant of the room if another student will be moving in.

Community and Shared Responsibility

In addition to College Policy pertaining to community and shared responsibility, residential students are responsible for assisting in the maintenance of a healthy, safe, and comfortable living community. Students are responsible for their assigned room, its contents, and any act that takes place in it. It is important for all residents to understand that they are responsible for what goes on in their room and suite/apartment. Students are also expected to conduct themselves with proper regard for the rights, property, and privileges of other residents within the framework of good community living. In situations where personal responsibility cannot be determined, all occupants of a room, suite, or hall may be charged accordingly. Shared responsibility applies to both disciplinary action and monetary fines.

Damage

Rooms and furnishings should be kept in good condition at all times. Furniture should not be removed from rooms. Any disassembled furniture must be reassembled prior to move out. Students are responsible and will be charged accordingly for any damage they cause. Nails, screws, and other such fixtures may not be used because of the excessive damage to walls

and/or woodwork. Some examples for which occupants are held responsible include stains, burns, tears, breakage, or undue wear on furniture and walls. Students may also be charged a fine for leaving personal belongings or trash in the room upon check-out.

Fire Safety

Fire safety and prevention is of paramount importance in a residential living environment. The responsibility for this safety rests with each resident living in the hall. Each residential facility is equipped with fire alarm pull stations on every floor and at every access point. In addition to the institution's Fire Safety Policy, the following pertain to all residential students.

- Open flame items such as oil lamps and incense are prohibited. Unlit/Unused candles are permitted for decoration as long the wick has been removed
- Appliances:
 - One refrigerator (6.0 cubic feet or less) is permitted in each room – refrigerators are provided in Enotah Hall and The Village.
 - One microwave oven (under 1 cubic foot or less) is permitted in each room
 - Open coil or open flame items such as ranges are prohibited.
 - George Foreman type grills, toasters, and toaster ovens are only permitted in the Village.
 - Be extremely careful with allowed electrical appliances such as irons, coffeepots, hot pots, and electric blankets – while on, these must not be left unattended
 - It is prohibited to house refrigerators, microwaves, or other appliances in use in closets, drawers, or other enclosed spaces
- Halogen lamps, lava lamps, and lamps with plastic shades are prohibited
- Electrical Safety
 - Do not overload electrical outlets.
 - Electrical products should be marked by the manufacturer as “UL Listed”.
 - Always use a power surge protector for multiple outlets to protect your property.
 - Each power strip and extension cord must be plugged into a wall outlet. Plugging extension cords into other extension cords, plugging extension cords into power strips, plugging power strips into extension cords, or plugging power strips into other power strips is prohibited. In addition, power strips and/or extension cords may not be plugged into outlet expanders.
 - Do not place posters or wall hangings over electrical outlets or lights.
- Live trees are prohibited in campus housing.
- Grills (charcoal only) are allowed in the Village. Residents will need to properly dispose of used charcoal and store grills properly. Grills should never be used or stored on wooden porches/decks. Failure to use or store grills properly may result in loss of grilling privileges.
- Other Fire Safety Concerns:
 - Hookahs or other smoking devices are prohibited in campus housing.
 - Removal of window screens is prohibited.
 - Jamming of personal bedroom doors or propping of exterior doors is prohibited.

Fire Alarm Evacuation Procedure:

At the beginning of the fall semester, the fire drill procedure is explained, exits are posted, and a fire drill is held for the instruction of all residents. A minimum of one unannounced fire drill will be held each semester. The following procedures should be implemented during a fire drill:

1. Close all windows in your room
2. Put on a coat, if necessary, and hard sole shoes
3. Take your keys, close and lock your room door behind you
4. Walk quietly and quickly to your exit
5. Wait for the "all clear" signal from your RA or RD before re-entering the building

Failure to evacuate the building or re-entering a building prior to receiving permission to do so during a fire drill is prohibited.

Furniture

All student possessions, as well as any and all College-owned furniture and equipment assigned to a room or suite/apartment must be stored in that room or suite/apartment. No additional storage space is provided. Furniture shall not be arranged in a manner in which it impedes access or egress from a room or disrupts fire safety equipment (i.e. sprinklers) from working properly.

Furnishings from any room or suite shall not be removed, exchanged (including mattresses) between rooms, or dismantled. College bedroom furniture may not be stored in common rooms. Additionally, indoor furniture should never be placed in an outdoor location.

Housekeeping and Maintenance

While Young Harris College employs housekeepers in each building to maintain the cleanliness of shared spaces, it is the responsibility of each resident to assist in creating a healthy living environment. Residents are expected to clean up after themselves and not to leave personal items or garbage in the hallways, common lobbies, or laundry rooms of any building.

When items in a room or in common area are in need of repair, a RA or RD should be contacted to submit a maintenance work request. It is especially important to immediately report the following:

- Defective or non-operating smoke detectors
- Electrical problems
- Leaks from window, walls, or ceilings
- Damage to furnishings or windows
- Pest control problems
- Clogged sinks, showers, or toilets
- Malfunction of heating and cooling systems
- Defective/inoperable door locks

Most repairs are completed within a day or two. A student's RA or RD should be contacted with questions regarding the status of a work request.

Insurance

Students are encouraged to carry appropriate insurance to cover any loss or damage of personal property. Oftentimes, dependants are covered under a parent or guardian's home owner's insurance policy. Students should check with their insurance carrier for details. The College makes every effort to safeguard the personal property of each student. However, the College cannot assume any obligation to pay for the loss of or damage to items of personal property which occurs in its buildings or on its grounds.

Keys and YHC One Card

The primary responsibility for personal safety remains with the student. However, because no amount of watchfulness on our part can replace the habit of consistently locking one's door, each resident is issued, and is responsible for a key and YHC One Card which provides access to his/her room. Whenever a student checks out of his/her room, withdraws from the College, or graduates, it is required that all keys be returned to a member of the Residence Life staff.

Duplication of any Young Harris College key is strictly prohibited.

If a resident is locked out of his/her room, an RLC or RA in that building can let the student into the room upon presentation of appropriate identification. Students shall not be allowed access to any resident room, for any reason, to which they are not assigned. A fine shall be assessed for excessive lock-outs and for replacing a lost key or YHC One Card.

In order to promote community, some students choose to prop their doors open when they are present in their room and willing to accept drop-in visitors. Students should not prop their doors when they are not present in their room. Students may not tamper with or disable a lock, door mechanism, or card access technology in order to prevent their door from locking. This includes using tape to prevent a door from locking. Students should never prop open exterior doors to any campus building.

Laundry

Each residence hall is equipped with a laundry room, accessible using the YHC One Card, for residents of that building. The use of washers and dryers is included in residential fees. Students must provide their own detergent. All washers on campus use "high efficiency" detergent. Each unit in The Village Apartments has its own washer and dryer.

Lofts

In the interest of safety, homemade lofts are not allowed in campus housing facilities. Most beds within residence halls are bunkable. Those students wishing to bunk beds are free to do so as long as the bed frames meet the standard to be bunked.

Meeting Attendance

Campus housing meetings are an important part of living in a residential community. Students will be given a 24-hour minimum notice of an upcoming campus housing meeting, with the exception of the first meeting held following resident check-in. If a student has a reasonable excuse for missing a meeting, the Residence Life Coordinator of that building must be notified in advance of the meeting to arrange an alternate time to meet. Regardless of a student's reason for missing a meeting, he or she is accountable for the information discussed/distributed at the

meeting, without exception. Failure to attend a mandatory hall meeting without being excused ahead of time will result in disciplinary action and/or monetary fine.

Noise/Quiet Hours

In order to create an environment which allows students to gain the most from their time at Young Harris College, policies have been established which allow for both study and socialization. The right to sleep and study takes priority over all other activities and privileges. Each building has standard quiet hours of 11:00 p.m. – 10:00 a.m. Quiet hours are when noise should be kept to a minimum to facilitate sleep and study. Beyond such minimum hours, it is entirely up to the discretion of the residents of each hall to modify these hours. Quiet hours are in effect 24 hours a day starting on Reading Day until the end of final exams each semester.

Although specific quiet hours exist, courtesy is expected at all times. When noise interferes with the ability to sleep, study, or otherwise enjoy the living environment, it is each student's responsibility to resolve the issue by first speaking with the person(s) responsible for the noise. If an agreed upon resolution is not established, an RA or RD may be contacted to further address the problem.

Personalization

Room personalization remains an important component in the student development program at Young Harris College. The Residence Life Office is committed to the goal of allowing residents the freedom of expression inherent in adapting their rooms to their personal needs. Students are strongly advised to consult their roommate before purchasing any large items such as a TV, refrigerator, or microwave to avoid duplication.

Students may:

- Hang drapes using tension rods
- Decorate in any other way that does not permanently alter the room (i.e. posters, plants, throw rugs)
- Use poster putty to hang items on walls

Students may NOT:

- Dismantle any College furniture
- Prevent egress from a room (i.e. affix cardboard to a window with duct tape)
- Affix anything permanently to the walls, ceiling, or doors; which includes lofts, bunk beds, bookcases, wall paper, and glued cork boards, among other items
- Paint anything that belongs to the College
- Cover or line inside or outside of light fixtures with fabric or paper
- Use puffy double-sided, duct, or packing tape to affix items to College walls or furniture
- Use stolen items such as restaurant or street signs, or items that seem likely to have been stolen such as bathroom signs, road cones, or large cardboard cutouts without proper proof of purchase, to decorate
- Have or use a dart board (including soft or safety darts)

Room Changes

For safety and security reasons, as well as the comfort of all residents, it is vital that the College be able to determine where each resident lives at any given time. The only room a student is allowed to occupy is the one assigned by the Residence Life Office. Residents who wish to change rooms for any reason must complete a Room Change Request Form with their Residence Life Coordinator or the Assistant Dean of Students. The room change request period for each semester begins the second week of the semester and runs through the Friday prior to Thanksgiving in the Fall and through the Monday two weeks prior to the start of finals in the Spring. Upon approval, check-in and check-out procedures must be completed. Taking up residence, as defined by the College, for any length of time or for any reason, in a room or common area other than the one assigned is prohibited.

Room Entry

The residential facilities are owned and controlled by the College. In addition to entering a student's room in accordance with the Administrative Search Policy, authorized College personnel may enter a student's room for the purpose of inspecting health and safety conditions, providing maintenance and/or housekeeping services, ascertaining general room condition, or ensuring compliance with College Policy. Except in emergency situations, YHC staff members do not enter a room before 10:00 a.m. in order to respect student privacy.

Roommates

Students are able to select or request a specific roommate. If a specific roommate request is not received, the Office of Residence Life compares interests, anticipated major, and all other information given on the housing application in an attempt to place people together with similar interests in the building each person requests. In addition, each student is also given an opportunity during START to request a roommate. Every reasonable effort is made to honor available requests and preferences.

Of course, this process may not always work to everyone's satisfaction. For this reason, room and roommate changes are allowed two weeks after check-in. The waiting period is to allow time for people to try to adjust to each other's personalities and behaviors. If for some reason the two students simply cannot get along, one or both will be allowed to move after the 2-week waiting period.

It is important to note that some people stay with the same roommate throughout their entire college career, and some change each year. Neither of these patterns is better than the other because different people require different experiences. Roommate communication is essential to a positive relationship. Resident Assistants provide a roommate contract which will facilitate a conversation regarding behavior in each living space. Students are encouraged to not only create a friendship with their roommate, but with other Young Harris College students in order to enrich their college experience.

Theft

Students should always lock the door when leaving their room/suite, keep their YHC One Card and room key with them at all times, and promptly report any doors or windows that do not lock properly to an RLC/RA.

Tips to prevent theft:

- Always lock your bicycle
- Never leave unattended valuables in plain sight
- Do not leave jewelry or other valuables in the bathroom
- Do not leave clothing in the laundry room
- Be careful where you leave your books in public areas, especially during final exam week when books are being sold back to the bookstore.

Personal belongings found in residential common rooms or laundry rooms should be turned in to the RLC/RA or taken to the YHC Police Department. Immediately report all thefts to the Young Harris College Police Department, and then contact the RLC of the building. It is suggested that students obtain property insurance. Information regarding such insurance is available on the Residence Life website (www.yhc.edu/student-life/residence-life).

Telephones

Because the vast majority of students come to Young Harris College with cell phones, the College does not provide telephones in each residential room or suite/apartment. Long distance service requires a personal calling card with access to an 800 number.

Should a student wish to have a telephone in his/her room, phones with local service and voicemail are available for rent from the Admissions Office. The College telephone system is digital and will not work with home-based analog systems. Only phones provided by the College will work when plugged into phone jacks in student rooms.

Visitation/Guests

Restrictions exist for visitors and guests to protect the health, safety, comfort and well-being of all students. Resident Assistants and Residence Life Coordinators will assist roommates in the negotiation of roommate contracts each semester or when room changes occur. If those students residing in a given room or suite/apartment wish to further limit the access of visitors and/or guests they may do so by indicating agreed upon changes on a roommate contract. Enforcement of visitation and guest restrictions will include consideration of College Policies as well as any additional restrictions determined by roommates through the agreed upon roommate contract.

Visitation: A visitor is defined as any current Young Harris College student present, with permission, in a particular residential complex, room or suite/apartment where they are not officially assigned.

Each residential facility is equipped with at least one common area where visitation is permitted 24-hours a day. Outside of that area (i.e. residential rooms, suites/apartments, and interior hallways of same-sex buildings), the following conditions apply:

- Visitors are limited to the following times:
 - Residence Halls:

- 9:00 a.m. – 1:00 a.m., Sunday through Thursday
- 9:00 a.m. – 2:00 a.m., Friday and Saturday
- Village Apartments:
 - 9:00 a.m. – 1:00 a.m., Sunday through Thursday
 - 24-hour visitation, Friday and Saturday
- All students are responsible for what occurs in their assigned room or suite/apartment. If a violation of the Visitation Policy occurs all occupants of that room or suite/apartment may be held accountable.
- Same-sex overnight visitors are permitted on a limited basis and with the permission of all students assigned to that room or suite/apartment.
- Residents are expected to be mindful of their roommate and their suitemates when hosting visitors.

Guest: A guest is defined as any person on YHC premises who is not a current Young Harris College student.

In addition to having to abide by all above visitor conditions, the following restrictions also apply to guests who enter a residential complex:

- Residents must register their guests with their Residence Life Coordinator in writing in advance of their guest's arrival.
- All guests must have a designated host. Hosts are responsible for the conduct of their guests and for escorting them at all times. Guests are not allowed to be present in a residential complex without their host.
- Guests are not exempt from observing all College Policies and will be asked to leave campus if found to be a disruption to the community or individual residents.
- No overnight guests are permitted prior to the start of classes and after Reading Day each semester.
- A student may have no more than two guests at a time.
- Guests may not stay for longer than two nights per visit. Any extension must be approved by the Residence Life Coordinator of that complex. No guest is allowed to stay for an extended period of time or to visit an unreasonable amount of times, as determined by the Assistant Dean of Students.
- Overnight guests UNDER the age of 18 must have written consent from the Assistant Dean of Students or the Residence Life Coordinator of the complex. Permission is typically granted with parental consent.

No person may take up residence, as defined by the Assistant Dean of Students, in campus common areas (public or those within a suite/apartment) or a bedroom to which they have not been formally assigned.

Windows/Porches/Balconies

Windows cannot be obstructed by furniture, cardboard, or other items. Entering or exiting a campus facility through a window, hanging anything out of windows and/or placing items outside the window on ledges, roofs, or overhangs without the permission of the Assistant Dean of Students is prohibited. Some windows on campus are equipped with restrictors, a device which prevents the window from opening to the full extent. Students must not remove this device from their window. While displaying organization letters or other items in a window is acceptable, students will be asked to remove any item that is deemed to be offensive by the College.

Should a room window be broken, the occupants of the room are responsible for the damage if the responsible party cannot be identified.

At no time are students allowed to climb/scale any porch railings or balconies. Jumping from The Village porches is prohibited, as is allowing others to jump from a porch.

STUDENT CONDUCT SYSTEM

Purpose

Upon admittance to Young Harris College, students are informed of the standards and expectations associated with entrance into the YHC Community. The expectations have been developed to enhance the health and safety of the individuals on campus and to promote an atmosphere that is conducive to the educational process. The Student Development Office, administrators, faculty, and staff are here to assist students in making the decisions needed for growth and development while fostering a climate on campus that is supportive of their academic progress.

To help students realize and understand the consequences of their behavior the College has developed the Student Conduct System. This systematic process applies the values of YHC to establish the best possible living and learning environment for students. For the Student Conduct Process to help students effectively, each case must be handled individually in terms of the student's values and motives, as well as the severity of the alleged violation.

Because the Student Conduct System is administrative in nature and not judicial, it is not bound by standard rules of evidence. It does not either enforce outside criminal or civil law or intend to mimic such judicial processes. Attorneys or legal advisors will not be permitted at student conduct hearings. Decisions reached by the Vice President for Student Development, the Student Conduct Council, a hearing officer, an appeals officer, the Hearing Board, or the Traffic Appeals Board are based on a preponderance of the evidence.

The aim of the YHC Student Conduct System is to:

- Educate students concerning relevant College Policies and procedures;
- Arrive at an accurate and impartial decision by reviewing each incident, as well as individual student involvement, carefully and allowing each student involved a chance to respond to alleged violations; and
- Hold those students found to be in violation of College Policy accountable by imposing appropriate sanctions.

Student Conduct Process

A diagram of the Student Conduct Process can be found following this section.

1. Once an incident report is submitted, the Associate Vice President for Student Development will review the report, gather further information if necessary, and establish appropriate charges, if any.
 - a. With the approval of the Associate Vice President for Student Development, the matter may be addressed administratively by mutual consent of the parties involved. Such disposition shall be final and there shall be no subsequent proceedings.
 - b. If an agreement is not reached, or agreed upon outcomes are not met within the stated period of time, the incident shall be directed through the Student Conduct Process.
2. If a hearing is necessary, the Accused Student will, upon notification, have three (3)

business days to schedule a hearing with a hearing officer by contacting the Office of Student Development. The appropriate hearing officer will be determined by the Associate Vice President for Student Development. A student may, prior to the start of a hearing, request to be heard by a hearing board.

3. Hearings shall be conducted according to the following guidelines: The Accused Student may provide information related to his/her involvement/non-involvement in the incident in which s/he is being charged and the Complainant may provide information to support his/her claim against the Accused Student.
 - a. The Complainant or Accused student may bring a member of the YHC Community, as defined by the College, to advise him/her during the hearing. The Complainant and Accused Student are responsible for presenting their own information and advisors are not permitted to speak or participate directly in the hearing. Admission of any other persons to the hearing shall be at the discretion of the hearing officer or board.
 - b. In hearings involving more than one Accused Student, the hearing officer or board, at their discretion, may permit the hearing concerning each student to be conducted either separately or jointly. An independent decision shall be determined for each Accused Student.
 - c. The Complainant, Accused Student, and hearing officer or board may arrange for witnesses to present pertinent information at the hearing. If the Complainant or Accused wishes for a witness to be present, it is his/her responsibility to supply a list of witnesses, including contact information and relevance to the incident, to the hearing officer or board at least two (2) business days prior to the start of the hearing for approval. Upon approval, notification of hearing details to witnesses is the sole responsibility of the person submitting the request.
 - d. Pertinent records, exhibits, and signed written statements may be accepted as information for consideration by a hearing officer or board at their discretion. Such information must be presented by the Accused Student or Complainant at least two (2) business days prior to the start of the hearing for approval.
 - e. All procedural questions are subject to the final decision of the hearing officer or chair of the board.
 - f. After the portion of the hearing concludes in which all pertinent information has been received, the hearing officer or board (by a simple majority vote) will, in closed quarters, discuss and determine if the Accused Student violated College Policy. The determination of the hearing officer or board shall be made on the basis of whether it is more likely than not that the Accused Student violated College Policy.
 - g. A student's conduct history shall not be considered when determining the outcome of the hearing. If, however, the student is found "responsible" for violating College Policy, the hearing officer or board shall consider the student's past disciplinary record along with present demeanor, the nature of the offense, the severity of any damage, injury, or resulting harm, and other relevant factors in recommending and determining a sanction.
 - h. Upon conclusion of the hearing, a written notice of the decision and sanction, if any, shall be given to the students involved via the student's YHC email address

within three (3) business days of the decision unless otherwise specified by the hearing officer or board.

- i. Formal rules of process, procedure, and/or technical rules of evidence, such as are applied in criminal or civil court, are not used in Student Conduct proceedings.
4. If an Accused Student, with notice, does not schedule a hearing within the designated amount of time or attend a hearing to which s/he was summonsed, a Failure to Comply violation may be added to the current violations. At the discretion of the hearing officer or board, the information in support of the charges may be presented and considered even if the Accused Student is not present.
5. The proceedings of all student conduct hearings at Young Harris College are closed and remain confidential within the Student Conduct System except as provided by law. All hearings/meetings may be audio/video recorded and may become part of a student's official conduct file.
6. Decisions made by a board or hearing officer shall be final, pending the normal appeal process.
7. At certain times of the year hearing boards are unavailable. A hearing with an administrative hearing officer is necessary when 1) the Hearing Board or Traffic Appeals Board is unable to meet (including summer session, between terms, during the week of finals, or any other time it is not feasible to convene) or 2) deemed appropriate by the Vice President for Student Development.

Interim Suspension

In certain circumstances, the Vice President for Student Development, or a designee, may impose an interim suspension prior to a hearing.

- In the event of a serious violation of College Policies, where there is reason to believe the continued presence of a student is a threat to the health, safety or welfare of Young Harris College community members or him/herself, an emergency suspension by the Vice President for Student Development may be issued. This suspension shall be immediate and in effect until the conclusion of a hearing.
- Interim suspension may be imposed only: a) to ensure the safety and well-being of members of the YHC community or preservation of YHC property; b) to ensure the student's own physical or emotional safety and well-being; or c) if the student possesses an ongoing threat of disruption of, or interference with, the normal operations of the College.
- During the interim suspension, a student shall be denied access to campus housing facilities, the campus (including classes), and/or all other YHC activities or privileges for which the student might otherwise be eligible, as the Vice President for Student Development or a designee may determine to be appropriate.
- The interim suspension does not replace the regular process, which shall proceed on the normal schedule, up to and through a student conduct hearing, if required.

Sanctions

1. The following sanction options may be imposed upon any student found to have violated College Policy:
 - a. Administrative Warning: A notice in writing to the student that the student is

- violating or has violated College Policy.
- b. **Conduct Probation:** Probation is for a designated period of time and includes the probability of more severe disciplinary sanctions if the student is found to violate any College Policy, or specific College Policies if deemed appropriate by the hearing officer or board, during the probationary period.
 - c. **Loss of privilege:** Denial of specified privileges for a designated period of time.
 - d. **Fines:** A monetary fine may be assessed.
 - e. **Restitution:** Compensation for loss, damage, or injury. This may take the form of appropriate service and/or monetary or material replacement.
 - f. **Housing Suspension:** Separation of the student from campus housing for a definite period of time, after which the student is eligible to return. Conditions for readmission must be specified. If a student is suspended from campus housing, s/he may still be charged for room and board during that time of suspension while still enrolled at YHC.
 - g. **Housing Expulsion:** Permanent separation of the student from campus housing. If a student is expelled from campus housing, s/he may still be charged for room and board for the remainder of their time at YHC.
 - h. **YHC Suspension:** Separation of the student from YHC for a definite period of time, after which the student is eligible to return. Conditions for readmission may be specified.
 - i. **YHC Expulsion:** Permanent separation of the student from YHC.
 - j. **Revocation of Admission and/or Degree:** Admission to, or a degree awarded from, YHC may be revoked for fraud, misrepresentation, or other violation of YHC standards in obtaining the degree or admittance, or for other serious violations committed by a student prior to graduation.
 - k. **Withholding Degree:** YHC may withhold awarding a degree otherwise earned until the completion of the process set forth in College Policy, including the completion of all sanctions imposed, if any.
 - l. **Parental Notification:** Changes to the Family Educational Rights and Privacy Act (FERPA) have given colleges/universities the option to release specific types of information from a student's conduct record. The Office of Student Development reserves the right to release student conduct records when it is determined to be in the best interest of the student and the College. This may include but is not limited to serious violations of College Policy.
 - m. **Work Sanction/Community Compensation:** A work sanction is the assignment to work a specific number of hours at the College or a community service agency.
 - n. **Awareness, Educational, and Treatment Programs:** A hearing officer or board may mandate that an individual or group attend or present information and/or programming related to their policy violation. In certain cases, participation in counseling or rehabilitation programs may also be required in order to maintain enrollment status.
 - o. **Other Sanctions:** Other sanctions may be imposed instead of or in addition to those specified above, such as denial of participation in College activities, denial or restriction of privileges, and solutions agreed upon administratively.

2. In addition to the above list, the following sanctions may be imposed upon groups or recognized student organizations:
 - a. Loss of YHC Recognition/Charter: A recognized student organization may be placed on permanent or temporary suspension from Young Harris College and may lose its status as a recognized student organization and not be allowed to plan or use College facilities or other resources for any functions.
 - b. Completion of education and/or training programs: Organization/individual may be required to plan an educational event for the student body/individual student group (i.e. alcohol awareness program)
3. A sanction imposed for any single violation may include more than one of the sanction options listed.
4. Students who receive a suspension or expulsion must vacate the campus as directed in a hearing and/or appeal. Students who are suspended or dismissed from Young Harris College are banned from the campus or College property. Violators shall be subject to arrest for criminal trespass.
5. Students involved in multiple violations (3 or more) of College Policy may be subject to suspension or expulsion from the College.
6. In each case in which a hearing officer or board determines that a student and/or group or organization has violated College Policy, the sanction shall be determined and imposed by the hearing officer or board. The group as a whole, and/or individual members, may be sanctioned as appropriate.
7. If a student fails to complete an assigned sanction within the specified amount of time a Failure to Comply violation may be assessed to the student. An administrative STOP shall be placed on the student's account preventing him/her from registering for classes, accessing grades, attaining a transcript, and performing other administrative functions until the original sanction is complete. In addition, monetary fines may also be imposed and placed on a student's account.

Student Conduct Council

The purpose of the Young Harris College Student Conduct Council is to evaluate the Student Conduct System, recommend policy and procedural changes, provide recommended sanctions for student conduct violations, and oversee and populate the Hearing Board and Traffic Appeals Board.

Student Conduct Council Composition and Membership:

- The Vice President for Student Development shall chair the Student Conduct Council and serve as an ex-officio member of the Hearing Board and Traffic Appeals Board.
- Six to ten (6-10) full-time students, nominated by any member of the College community shall be selected each year to serve on the Student Conduct Council. From the list of applicants, a select slate of potential members shall be approved by the Vice President for Student Development, who may disqualify a nominee because of previous conduct violations or not meeting the minimum qualifications for membership. The slate of students shall be presented to the student body for election to the council. All student members must maintain a 2.5 GPA. Once granted membership on the council

by a student vote, student members, with approval of the Vice President for Student Development, may be reappointed each year.

- Three (3) full-time faculty members who are familiar with the behavioral expectations and the curricular and co-curricular aspects of student development shall be appointed by the Vice President for Student Development.
- Three (3) full-time professional staff members who are familiar with the behavioral expectations and the curricular and co-curricular aspects of student development shall be appointed by the Vice President for Student Development.

Hearing Board

The purpose of the Hearing Board is to hear, decide upon, and render sanctions for student conduct cases and appeals as assigned by the Student Conduct Council, Associate Vice President for Student Development or Vice President for Student Development.

Composition of the Board:

The Hearing Board shall be comprised of Student Conduct Council members with the quorum of five (5) for each hearing as follows:

- Three (3) students, including a non-rotating Hearing Board Chair elected by the Student Conduct Council and approved by the Vice President for Student Development. Two (2) faculty/staff members
- Vice President for Student Development, as an ex-officio member, will advise group

If a quorum is not present, the Accused Student shall be given an opportunity to reschedule the hearing or to waive his/her rights to a quorum and proceed with the hearing with approval of the Chair.

Traffic Appeals Board

The purpose of the Traffic Appeals Board is to render a decision on all submitted appeals regarding traffic or parking tickets issued on campus by the Young Harris College Police Department to any YHC student.

Process Overview:

- Any student may choose to appeal a College ticket by submitting a YHC Student Conduct Appeal form to the Student Development Office within five (5) business days of the ticket being issued.
- The ticketing officer then has the opportunity to read the appeal and submit a written response to the Traffic Appeals Board 24 hours prior to the hearing.
- Hearings are closed meetings of the board. Information considered during the appeal is limited to that which is submitted in writing to the board. A student or ticketing officer may submit a written request with the appeal to present information in person. If granted, notice will be given 48 hours prior to the appeal hearing inviting both the student and ticketing officer to speak.
 - If a student or officer is granted the opportunity to present information at the appeal and is not present at the time of the hearing, the hearing

will not be delayed or rescheduled and his/her written statement only will be considered.

- The board may uphold, overturn, or modify the original decision or fine.
- Notice of the decision will be given via the student's YHC email address within three (3) business days of the hearing unless otherwise specified by the hearing officer or board.
- Any decision rendered by the Traffic Appeals Board shall be considered final and binding upon all involved.

Traffic Appeals Board Composition:

The Traffic Appeals Board shall be comprised of Student Conduct Council members with the quorum of three (3) for each hearing as follows:

- Three (3) students, including a non-rotating Traffic Appeals Board Chair elected by the Student Conduct Council and approved by the Vice President for Student Development.
- Vice President for Student Development, as an ex-officio member, will advise group

Appeals Process

A decision reached or sanction imposed by an initial hearing officer or board may be appealed in writing by the Accused Student or Complainant within five (5) business days of the decision by submitting a YHC Student Conduct Appeal form to the Student Development Office. A student may request to have his/her appeal heard by an appeals officer or hearing board. Traffic or parking tickets may be appealed to the Traffic Appeals Board using the same guidelines.

Upon receipt, the board or hearing officer assigned the appeal may uphold, overturn, or modify the original decision or sanction and/or choose to refer the case back to the original hearing officer or board for re-opening to allow reconsideration of the original determination and/or sanction. The board or hearing officer assigned the appeal may uphold a decision without a hearing if the reasons for the appeal are not stated or not adequate to warrant review.

The following reasons shall constitute valid grounds for appeal:

1. **To determine whether the initial hearing was conducted fairly** in light of the charges and information presented, and in conformity with prescribed procedures giving the Complainant a reasonable opportunity to prepare and to present information that College Policy was violated, and giving the Accused Student a reasonable opportunity to prepare and to present a response to those allegations. Deviations from designated procedures will not be a basis for sustaining an appeal unless significant prejudice results.
2. **To determine whether the decision reached was based on substantial information**, that is, whether there were facts in the case that, if believed by the finder, were sufficient to establish that a violation of College Policy occurred.
3. **To determine whether the sanction imposed was appropriate for the violation** of College Policy which the student was found responsible for violating.

4. **To consider new information**, sufficient to alter a decision or other relevant facts not brought out in the original hearing, because such information and/or facts were not known to the person appealing at the time of the original hearing, nor could have reasonably been obtained by the person.

If the board or hearing officer assigned agrees to hear the appeal, the original hearing officer/board then has the opportunity to read the appeal and submit a written response to the appeals officer or Hearing Board within 24 hours prior to the hearing. The same procedures shall apply to both initial and appeal hearings. Upon conclusion of the hearing regarding the student's appeal, notice of the decision will be given via the student's YHC email address within three (3) business days of the decision unless otherwise specified by the hearing officer or board.

Appeal outcomes shall be considered final and binding upon all involved.

Notification to Others

In an effort to holistically develop students and more effectively identify behavior patterns, there are times when those with a "need to know" are notified about a student's involvement, or alleged involvement, in an incident. To the extent allowed by FERPA, this "need to know" may include administrators, faculty, advisors, the College retention officer, coaches, health and wellness professionals, and residence life staff. Those considered "need to know" are determined by the Vice President for Student Development on a case-by-case basis.

Student Conduct Records

Incidents involving the imposition of sanctions other than YHC suspension, YHC expulsion or revocation or withholding of a degree shall be expunged from the student's confidential record seven (7) years from the date of the student's last violation.

In situations involving both an Accused Student (or group or organization) and a Complainant, the records of the process and of the sanctions imposed, if any, shall be considered to be the educational records of both the Accused Student and the Complainant because the educational career and chances of success in the academic community of each may be affected.

Student Conduct records, including hearing outcomes and sanctions shall follow a student for his/her entire enrollment at Young Harris College.

Special Circumstances

The Vice President for Student Development may choose to review a case directly and has the right to initiate legal action when necessary. This includes but is not limited to cases involving the use or possession of illegal drugs and drug paraphernalia, sexual misconduct, or violence. The student will be given the opportunity to refute the charges or accept responsibility for his/her behavior. Decisions at this level may be appealed to the President, or his or her designee.

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