## YHC IMPORTANT NUMBERS

<table>
<thead>
<tr>
<th>SERVICE</th>
<th>PHONE</th>
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<tr>
<td>YHC Police</td>
<td>(706) 379-4569</td>
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<tr>
<td>Campus Police Office:</td>
<td>(706) 896-7460</td>
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<tr>
<td>Local Dispatch (non-emergency):</td>
<td>(706) 896-6388</td>
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<td>Towns County Police</td>
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<td>Emergency:</td>
<td>911</td>
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<td>Support in Abusive Family Emergencies Inc.</td>
<td>(706) 379-3000</td>
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<td>24-hour crisis hotline</td>
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<tr>
<td>On-Call Counselor</td>
<td>(706) 669-1814</td>
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<tr>
<td>Vice President of Student Development</td>
<td>(706) 379 5171</td>
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<tr>
<td>Title IX Coordinator</td>
<td>(706) 379 5118</td>
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<tr>
<td>Academic Affairs</td>
<td>(706) 379-5171</td>
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<td>Art Gallery</td>
<td>(706) 379-5114</td>
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<tr>
<td>Bookstore</td>
<td>(706) 379-5032</td>
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<td>Business Office</td>
<td>(706) 379-5119</td>
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<tr>
<td>Campus Dining</td>
<td>(706) 379-5359</td>
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<tr>
<td>Disability Services</td>
<td>(706) 379-5042</td>
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<td>Facility Reservations</td>
<td>(706) 379-5016</td>
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<tr>
<td>Financial Aid</td>
<td>(706) 379-5188</td>
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<tr>
<td>Intramurals</td>
<td>(706) 379-4472</td>
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<tr>
<td>IT Helpdesk</td>
<td>(706) 379-5212</td>
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<td>Library</td>
<td>(706) 379-4313</td>
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<tr>
<td>Maintenance, Housekeeping, &amp; Grounds</td>
<td>(706) 379-5150</td>
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<tr>
<td>Recreation &amp; Fitness</td>
<td>(706) 379-5340</td>
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<tr>
<td>Registrar</td>
<td>(706) 379-5230</td>
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<td>Religious Life</td>
<td>(706) 379-5166</td>
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<td>Residence Life</td>
<td>(706) 379-5300</td>
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<td>Student Conduct</td>
<td>(706) 379-5174</td>
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<td>Student Counseling Services</td>
<td>(706) 379-5057</td>
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<td>Student Development Office</td>
<td>(706) 379-5118</td>
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<tr>
<td>Student Involvement</td>
<td>(706) 379-5025</td>
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<tr>
<td>Success Center</td>
<td>(706) 379-5200</td>
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ABOUT THIS GUIDE

The Guide to Student Life serves as a resource and reference guide for your journey of learning and personal development at Young Harris College. 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 college 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 YHC community that best permits the institution and its students to realize their goals. The policies and procedures contained within this Guide are to: 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** – an overview of the institution that includes the history, goals, values, and mission statement of the College
- **Campus Information** – a detailed list of the many programs and services offered by the College to help students succeed academically and socially
- **Student Life Policies** – an outline of important policies and procedures relevant to student life, including subsections for Residence Life and the Sexual Misconduct Policy. These policies and procedures are in addition to the academic expectations and responsibilities of students, and each student is responsible for knowing, observing and adhering to all student life policies and procedures.
- **Student Code of Conduct** – an outline of the institution’s expectations and student rights and responsibilities; it creates a standard by which students are expected to conduct themselves that is consistent with the educational goals of the College.

We look forward to working with you in many ways as you begin or continue your Young Harris College experience. 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, and the beautiful environment within the North Georgia Mountains all 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. We encourage you to review these policies regularly and refer to the Guide when questions arise.
POLICIES AFFECTED BY THE COVID-19 PANDEMIC

All students are advised that policies in this Guide may be superseded or modified to ensure the health and well-being of students during the COVID-19 pandemic. Please see the COVID-19 Addendum, included as an appendix to this Guide, for examples. Notice of any additional modifications to policies published in this Guide will be communicated to the YHC student body using official College communication platforms, such as YHC email, the YHC app, and the YHC Connect intranet site.
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. Students from all backgrounds are welcome.

The History of Young Harris College

Young Harris College was conceived in the mind of circuit-riding Methodist minister, Rev. Artemas Lester, and it was through his efforts that this institution became a reality. The College was started in 1886, as the McTyeire Institute, with the purpose of providing the first and only educational opportunities to the residents of this isolated area in the Blue Ridge Mountains. Judge Young L. G. Harris of Athens, Georgia contributed to the financial needs of the school when it became evident, during its initial years, it would not continue without financial support. Even after 1886, Judge Harris continued to contribute substantially to the College.

In 1891, the name of the school was official changed to Young L.G. Harris College to honor its first great benefactor. The name of the surrounding village was later changed to Young Harris by an act of the Georgia legislature.

In 1931, Young Harris College was accepted for accreditation by the Southern Association of Colleges and Schools Commission on Colleges (SACSCOC). At that time, YHC only offered terminal college diplomas and college prep diplomas for those planning to continue to the baccalaureate level.

Throughout the years, the College has survived by being flexible. It has served as a two (2) year institution and a high school, and it has created and replaced courses and programs as the needs of its students change. In 2007, the Board of Trustees charged the then incoming president, Cathy Cox, with returning the College to a four (4) year institution. In December 2008, Young Harris College received accreditation as a baccalaureate-granting institution, offering majors in Biology, Business and Public Policy, English, and Music.

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, YHC has attracted students from across Georgia, the Southeast, and even foreign countries. Today, its student body is drawn from all over the world. 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.” More information about the history of the College can be found at https://www.yhc.edu/about/history.
Mission Statement
In a world of continual change, Young Harris College educates students in the liberal arts and professional programs, serves both the region and the world, and empowers its graduates to create and define service, successes, and meaning throughout their lives. Young Harris College’s Mission Statement, Goals, and Values can be found here: https://www.yhc.edu/about/mission.

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 the 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.

Innovation
• Open to new methods and ideas.
• Open to using a variety of learning platforms to deliver educational programs.

Heritage
• Its historic affiliation with the United Methodist Church and the Wesleyan tradition of higher education, which seek 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 the College community.
Community
• The relationships engendered through a small and diverse campus community.
• The support provided by faculty, staff, trustees, alumni and friends.
• The natural world and the cultural traditions, and rich history of the Appalachian region.

Citizenship
• Personal and collective responsibilities as citizens in service to society.
• The role of leadership dedicated to creating a sustainable, just, and caring society.
• Our role of assisting our region in reaching its economic and societal objectives that reflect the values of the College.

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

Slogan
“Educate, Inspire, Empower”

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 different 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 and master’s degrees. Contact the Southern Association of Colleges and Schools 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. Contact the National Association of Schools of Music at 11250 Roger Bacon Drive, Suite 21, Reston, Virginia 20190, or call (703) 437-0700 for questions about the accreditation of Young Harris College.

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. Contact them at 2 Peachtree Street, Suite 6000, Atlanta, Georgia 30303, or call (404) 232-2500 with any questions or concerns. Young Harris College’s Accreditation statement can be found here: https://www.yhc.edu/about/quick-facts.
CAMPUS INFORMATION

Athletics
Young Harris College is a member of the NCAA (Division II) and Peach Belt Conference, and is an associate member of the Gulf South Conference (WLAX). Young Harris College participates in baseball, softball, men’s and women’s basketball, men’s and women’s golf, men’s and women’s lacrosse, men’s and women’s soccer, men’s and women’s tennis, men’s and women’s cross country, volleyball, and competitive cheerleading.

These teams play a full schedule and compete against other colleges and universities in the NCAA. There are also junior varsity teams for baseball, men’s basketball, softball, and men’s and women’s soccer. Young Harris College has recently added E Sports under Athletics. General information concerning each team may be obtained from the Director of Athletics and/or team coaches, or online at yhcathletics.com. Fan merchandise can be found in the campus Bookstore or online at yhcgear.com.

All athletic fields, including practice facilities and courts, are for Athletics use only. Special requests for use of the athletic fields and/or courts must be submitted in writing to the Athletic Director, jlrushton@yhc.edu, at least seven (7) business days in advance. Approval from the Athletic Director is required before use of any athletic field or court.

Academic Advising and Planning
All incoming students are pre-assigned an academic advisor. For incoming freshmen, their First Year Foundations instructor will be their academic advisor; students will later transition to a faculty advisor within their major; it is therefore vital that transfer students declare a major as soon as possible.

Students are required to attend an academic advising session each semester in order to be approved to register for classes for the upcoming semester. Prior to an advising session, students should review core and major (and minor, if applicable) requirements in the YHC catalog (using appropriate catalog year, based on first semester at YHC – see catalog.yhc.edu) and place appropriate courses into their cart using self-service. During an academic advising session, students will update degree plans and have an opportunity to address any other academic concerns or questions. Students are encouraged to meet with their academic advisor throughout the year and not just during scheduled advising and registration.

If you have any questions regarding academic advising, please contact the Registrar’s Office on the lower level of the Pruitt-Barrett Administration Building.
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 variety of apparel and other Young Harris College merchandise. The Bookstore is open Monday – Thursday, 8:30 a.m. - 6 p.m., Fridays 8:30 a.m. - 5 p.m., and Saturday 11 a.m. - 3 p.m. For more on the bookstore, look here: https://www.bkstr.com/youngharrisstore.

Learning Materials
As part of its commitment to students’ ongoing success, Young Harris College includes the cost of all required textbooks in its tuition rate for all residential and commuter undergraduate degree-seeking students. Textbooks are available for pick-up at the YHC Bookstore in Sharp Hall prior to the first day of classes and must be returned no later than the last day of exams of the same term. If a book is not returned or is returned in an unusable condition, a book replacement fee will be assessed.

A student who chooses to opt out of the included textbook program is entitled to a refund of $200 per semester. To opt out of the program, the student must make this request to the Business Office no less than 30 days prior to the first day of classes. The student is required to secure his or her own copies of all required course materials for the opt-out semester by no later than the drop deadline; failure to do so subjects the student to a $200 fine.

Campus Gate Art Gallery: (706) 379-5114
The Campus Gate Art Gallery provides a great source of cultural enrichment to the YHC campus and surrounding communities. The gallery is a beautifully restored building located on College Street next to the U.S. Post Office. Throughout the year, the Gallery hosts exhibitions by professional artists, as well as a juried student exhibition at the end of the spring semester. Following each exhibition is a reception where guests can meet and mingle with the exhibiting artist and discuss the artwork displayed in the exhibit. All exhibitions and receptions are free and open to the public. The gallery hours are Monday-Friday, 9 a.m.-5 p.m. Information about specific exhibitions can be found at https://www.yhc.edu/academics/fine-arts/campus-gate.

Dining Services: (706) 379-5359
The Grace Rollins Dining Hall provides a program of nutritious and balanced meals for students at convenient times throughout the day and evening. Students must present their YHC ID Card upon entering the dining hall. Under no circumstances should a student allow anyone else to use their YHC ID Card, share food and/or beverages with nonpaying students or guests, or misuse or remove food, beverages, dishes or other equipment from the dining hall. Appropriate behavior is expected at all times.
Guests and family members of students may pay to eat in the dining hall; payments for meals must be made upon entering the dining hall. Students are responsible for the actions of their guests at all times.

Daily menus, hours of operation, catering guides, and other information may be viewed by opening the Dining tab on YHC Connect or by visiting yhc.sodexomyway.com.

**Disability Services: (706) 379-5042 | disability@yhc.edu**

Disability Services works to ensure that students with disabilities have equal access to all college programs and activities including but not limited to academic accommodations, housing & dining accommodations, extra-curricular activity accommodations, and student employment workplace accommodations. Advisors collaborate one-on-one with students to establish and implement necessary accommodations, and strive to educate and remove physical, programmatic, and attitudinal barriers that may prevent equal access to the campus environment and to campus programs.

Students in need of any accommodations due to a disability should register with Disability Services, which is located in the Success Center. To register, students must fill out a Request for Accommodations Form and provide documentation of the disability in accordance with established documentation guidelines. The Request for Accommodations Form and documentation guidelines are available in the Success Center, on YHC Connect, or by contacting the Director of Disability Services at disability@yhc.edu.

**Financial Aid: (706) 379-5188**

We encourage students or parents to contact our office for assistance in understanding and/or completing the financial aid process, including filing the annual Free Application for Federal Student Aid (FAFSA) or GSFAPPS (a one-time application for Georgia state aid only), college financing, loan options, scholarship requirements, etc. If special circumstances develop, students should contact the financial aid office as soon as possible to determine possible impacts to their financial aid.

Students should know how to calculate their GPA, an important factor in maintaining aid eligibility, as outlined in YHC’s Satisfactory Academic Progress (SAP) Policy. There are online tools available to assist students in calculating their current and cumulative GPA.

All YHC financial aid recipients must review the YHC Financial Aid Terms and Conditions. Please contact our office if you have questions about your awards.
The YHC Office of Financial Aid is located in the lower level of the Pruitt-Barrett Administration Building. General information can be found at yhc.edu/admissions/financial-aid and personal information may be found by clicking on the Finances tab on your YHC Connect page.

**Honor Code/Honor Council: (706) 379-5171**
The Honor Code is the keystone of student life at Young Harris College. At its heart, the Honor Code asks each member of the Young Harris College community to be a person of integrity. Students are expected to act with honesty and to adhere to the highest standards of moral and ethical values in all facets of academic and campus life. When students join the YHC community, they affirm this commitment in a formal ceremony that takes place at the beginning of the academic year. All violations of the Honor Code are resolved promptly and fairly by the Honor Council.

**Honors Program: (706) 379-5262**
The Young Harris College Honors Program celebrates the mission and values of Young Harris College, and provides a distinctive learning environment for high-achieving students. Students in the Honors Program have priority during registration and participate in multi-disciplinary, special-topic courses designed exclusively for the program, as well as Honors sections of some core courses. Program participation also includes opportunities for academic scholarships, research support, and leadership development. Ultimately, students may earn a degree with distinction.

**Admissions Process for Incoming Freshmen**
Graduating high school seniors with a minimum 3.5 GPA and 1200 SAT or 24 ACT are invited to apply to the Honors program via the online application. Applications are reviewed twice a year – the second week in January and the second week in April. Those accepted to the program in January will have the opportunity to compete for additional academic scholarships awarded on the Honors Program Scholars Day. Applications received after the April deadline will not be considered for the following academic year.

**Admissions Process for Current Students**
Students who do not enter the Honors Program as first-semester freshman, but wish to join after enrolling at the College, may apply online through the Honors Program web application. Students wishing to enter the Honors Program should have a cumulative YHC GPA of 3.5 or better, offer three (3) references from YHC faculty and staff, and apply before they have completed 90 credit hours. Applications are accepted in January for the next academic year. More information and applications can be found at yhc.edu/academics/immersive-learning/honors.
Information Technology Services: (706) 379-5212 | helpdesk@yhc.edu

The Office of Information Technology Services seeks to enhance the liberal arts experience by integrating and supporting appropriate technological solutions for all aspects of the campus community. IT provides services in four core areas:

1. Individual computer support
2. Network/telecommunications
3. Information systems
4. Instructional technology

Available Technology:

- Wireless connectivity: available in most areas of campus.
- Email: students are provided with a network login and email address via Microsoft’s hosted email service called Office 365.
- Microsoft Office: Students are provided with a downloadable copy of Microsoft Office 365. Programs include: Word, PowerPoint, Excel
- Computers: available in the Zell and Shirley Miller Library, the Success Center, and specific computer labs related to certain academic disciplines.
- Passwords: expire every 90 days and can be reset by going to www.yhc.edu/changemypass.

Technology Support

Any student who needs help connecting to the campus wired or wireless network, or their YHC email, or is encouraged to call, email (helpdesk@yhc.edu) or drop by the IT Helpdesk located in the Pruitt-Barrett Building. Information Technology Services staff does not work on student owned computers or devices, and does not remove viruses. Information Technology Services will provide information on removing viruses or answers questions related to computer problems. Additional information and tutorials can be found on the Information Technology Services page on YHC Connect.

Intramural Sports: (706) 379-4472

Intramural sports programming at Young Harris College offers a variety of team and individual activities for students, staff, and faculty. Leagues and day tournaments offer opportunities for competitive play in a safe environment while also providing an opportunity for students to stay active, make new friends, and have fun. Our intramural sports programming strives to provide a positive environment where students are encouraged to explore healthy ways to hone their social skills, strengthen their abilities, and sharpen their mental aptitude. We aim to continue expanding our program by offering new and interesting sports and activities to a broad range of participants.
For additional information on intramural sports at Young Harris College, contact the Recreation and Fitness Center or visit yhc.edu/student-life/recreation/center/intramurals.

**Lost & Found: (706) 379-4569**

Any found, unclaimed property should be turned in to the YHC Police Department located in Manget Hall. The Police Department will make every effort to process and return any found item to its rightful owner. A record will be maintained of all lost and found items processed through the department, and all unclaimed items will be held for 60 days 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 campus on College Street. All students are encouraged to obtain a P.O. 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 one (1) year or six (6) months for a nominal fee. The Young Harris Post Office is maintained by the United States Postal Service, not the College. Keys must be returned to that location upon completion of the rental period.

If a student does not have a P.O. Box, they are still able to receive mail and packages through the Business Office. Items must be addressed to 1 College Street, Young Harris, GA 30582 and **must include the student’s name**. Students will be notified via email when they receive a package or mail in the Business Office. Packages and mail may be picked up Monday through Friday from 8 a.m. – 5 p.m., and students must show their YHC ID Card.

**Medical Care, Medical Insurance, and Records: (706) 379-5057**

All students are required 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 that remains in effect until the student permanently arrives back in their home country. For questions contact Sandy McClure at (706) 379-5057 or smcclure@yhc.edu.

If you are ill or injured, you should seek medical care with a provider, either locally or at home. All students are encouraged to have a first aid kit on hand that is stocked with basic over-the-counter needs including adhesive bandages of various sizes, pain reliever, medication for gastrointestinal discomfort and symptoms, antibiotic cream, a means of cleaning minor cuts and scrapes, and any other items that the student may use on regular basis.

The College complies with all legal and ethical obligations to safeguard personal health information. Medical records will only be released or disclosed in a manner that is
consistent with ethical and legal obligations to protect the medical privacy of persons who have Personal Health Information (PHI) on file.

**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. YHC students from all majors are also invited to participate in the Concert Choir, Chamber Choir, Concert Band, Jazz Ensemble, Pep Band, and Piano Ensemble. Auditions are required for some ensembles. Contact the Division of Fine Arts or visit [https://www.yhc.edu/academics/fine-arts](https://www.yhc.edu/academics/fine-arts) for more information.

**Police Department: (706) 379-7460/911**

The Young Harris College Police Department is a certified police agency recognized by the state of Georgia. The Police Department is charged with the responsibility of providing life safety and property protection. Officers are authorized to enforce YHC policies as well as all local, state, and federal laws. The YHC PD has jurisdiction over the campus and local vicinity, and maintains a working relationship with all other local and state law enforcement agencies.

The Police Department is located in Manget Hall. An officer is on duty 24-hours a day, seven days a week. In addition to general safety and law enforcement services, YHC PD maintains campus crime statistics and reports, conducts educational programs, provides safety escorts, issues parking decals, enforces campus parking policies, and provides security and traffic assistance for athletic and other campus-wide events.

In addition to certified officers, the Police Department is also staffed by security officers and student police cadets who carry out limited public safety and security services for the Young Harris 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 features a first-class, fully equipped weight room and fitness center, a 37-foot climbing wall, an elevated indoor jogging track, athletic courts lined for basketball and volleyball and multipurpose classrooms for yoga, dance, and aerobics. The Rec Center also serves as the home court for the YHC Mountain Lions Men’s and Women’s Basketball teams. Call or visit yhc.edu/student-life/recreation/center for more information, including hours of operation and events.

Religious Life: (706) 379-5166
A Young Harris College education has incorporated wrestling with life’s hard questions and engaging in a robust religious life since the founding of the College in 1886 by Methodist circuit-riding preacher, Rev. Artemas Lester.

As a natural outgrowth from our United Methodist heritage, the Office of Religious Life endeavors to create space, opportunities, and conversations where faith seeks to connect with life. We believe that a liberal arts education includes the transformation of how we think, what we believe, and what we do. The Office of Religious Life seeks to connect those three distinct actions by integrating the mind, the body, and the spirit.

The Office of Religious Life believes that students are engaged in a spiritual journey at different speeds and toward different ends. As a result, we offer many opportunities to explore and express faith in ways unique to your own needs and individual interests, welcoming students of all faiths.

Some ways you can get involved in this transformative connection include joining in weekly Chapel on Wednesdays at 7 pm in the Chapel, finding a local worshipping community and church, participating in one or more of our 10+ Religious Life student organizations, attending a special lecture, or dropping by the Chaplain’s office located on the second floor of the Rollins Campus Center in the Student Development suite. You may contact the Chaplain, the Rev. Ryan Snider, at rcsnider@yhc.edu. For more general information about Religious Life and its various programs, visit yhc.edu/student-life/religious-life.

To view the guidelines for usage of the Chapel and/or to reserve the Chapel, please contact the Chaplain at rcsnider@yhc.edu.

Registrar: 706-379-5230 | registrar@yhc.edu

The Office of the Registrar is responsible for all aspects of student registration and ensures the accuracy, integrity, and security of academic records. The Registrar prepares
and distributes the academic calendar, registration schedule, records majors/minors and academic advisors, maintains grade reports and transcripts, evaluates HOPE Scholarship eligibility and transfer credits, verifies enrollment and certifies students for graduation.

The Office of the Registrar is located in the Student Success Center and students are encouraged to stop by with any questions or visit the Registrar’s page on YHC Connect.

**Residence Life: (706) 379-5300 | reslife@yhc.edu**

The Office of Residence Life is committed to providing and maintaining a clean and safe living environment that is conducive to the intellectual and personal growth of all YHC students. The Office of Residence Life seeks to provide an environment where students can live, study, and share ideas with their peers and members of the YHC faculty and staff whose culture, lifestyle, and opinions may be different from their own. An environment of diversity is supported and celebrated both in Residence Life and at Young Harris College as a whole.

Residential facilities are supervised by full-time, live-in professional Residence Life Coordinators (RLCs). The RLC serves as a resource to the students in their building(s). Every RLC keeps regular office hours in their residential facility, and can provide services such as personal and academic advice and referrals, crisis intervention, and conflict mediation. They also communicate community standards for members of the YHC residential community. The RLC is responsible for all administrative functions of the residence hall and directly supervise the Resident Assistants.

Resident Assistants (RAs) are a primary resource for students living on campus. These student leaders facilitate the development of community on their floor(s) and in their suite(s) and building(s). RAs are an excellent source of information and advice about classes and ways to get involved in campus life. RAs also enforce College and Residence Life policies, as well as all health and safety requirements. In doing so, they assist in the maintenance of a clean, healthy, and safe environment where all students can sleep, study, socialize, and live comfortably. For questions, comments, or concerns regarding Residence Life, please contact the Director of Residence Life at reslife@yhc.edu.

**Rollins Campus Center: (706) 379-5025**

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, the Academic Success Center, Grace Rollins Dining Hall, and the Mary Ripley Warren Student Organization Loft. The Center also houses Chick-fil-A Express and Starbucks, and contains a multimedia theater, game room and recreation space for student use and entertainment. The Office of Admissions, Student Development, and Religious Life are
also located in the Center. The Center provides plenty of indoor and outdoor space for students to meet, study, and socialize.

**Rollins Planetarium & College Observatory: (706) 379-5195**
The O. Wayne Rollins Planetarium, opened in 1979, features a state-of-the-art GOTO Chronos Space Simulator star projector. The simulator 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.

The planetarium also features a Sky-Skan *Definiti* full-dome digital projection system. The Sky-Skan Definiti system creates an immersive and engaging image over the entire dome surface and offers a powerful “you-are-there” experience for the audience.

Rollins Planetarium is located in the Alva and Edna Maxwell Center and hosts at least 30 Friday evening public showings per year. Guests are encouraged to arrive early for the best seats. No late seating is permitted. YHC students, faculty, and staff are admitted for free with their YHC ID.

The Young Harris College Observatory features a Schmidt-Cassegrain telescope and is open for occasional public viewing sessions, if skies are clear. The observatory is located nearby on the Brasstown Valley Resort property. Maps are available at the planetarium and observing sessions last up to one hour.

**SERVE: (706) 379-5118**
Community service is vital to a liberal arts institution. Community service opportunities at Young Harris College provide the occasion for holistic engagement—intellectually, spiritually and physically—in projects both on and off campus. SERVE embodies *Service, Education, Responsibility, Voice, and Engagement*. YHC community service projects challenge students to give beyond themselves, to care for others, and to reflect on their personal values and beliefs. The Office of Student Development, along with other campus partners, facilitates regular community service opportunities for the YHC community through SERVE. For more information on SERVE, contact Tonya Nix, SERVE Coordinator, at tpnix@yhc.edu.

**Student Conduct Board: (706) 379-5174 | conduct@yhc.edu**
The Student Conduct Board hears allegations of student misconduct involving violations of the Student Code of Conduct. In cases where a student or student organization is found responsible for violating one or more Standards of Conduct, the Student Conduct Board assigns an appropriate and equitable sanction. The Student Conduct Board is comprised of 12 to 15 upper classman (sophomores or above) who serve as members of
the Student Disciplinary Board and Traffic Appeals Board. Students interested in joining or learning more about the Student Conduct Board should contact the Director of Community Standards & Student Conduct at conduct@yhc.edu. More information can also be found in the Student Code of Conduct section below.

**Student Counseling Services: (706) 379-5057/ (706) 669-1814 / (706) 379-5200**

Students looking for assistance with personal difficulties or who are attempting to cope with one of life’s ongoing challenges are encouraged to meet with the college counselor. Student Counseling services are free and confidential, and are provided by a licensed professional counselor, and the other a licensed associate professional counselor. While emergency and crisis situations are given top priority, no problem is too small for consideration. Any student needing assistance beyond the professional capabilities of the counselor will be referred to community agencies or private professionals.

Student Counseling provides public outreach programs held in residence halls, classrooms, at club meetings, and in other similar settings. The Vice President for Student Development, Campus Chaplain, Residence Life Coordinators, members of the faculty, and other College employees are also available to aid students in making the necessary social and academic adjustments. The Counseling office is located on the lower level of the RCC in the Success Center suite beside Chick-Fil-A.

**Student Involvement: (706) 379-5025**

The mission of the Office of Student Involvement is to provide YHC students with a variety of opportunities to become involved both on and off campus. The office complements the college’s academic programs and mission by seeking to enhance the overall educational experience of students through the development of, exposure to, and participation in various social and cultural events.

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. Young Harris College makes a number of social, recreational, cultural and academic opportunities available to students because of a firm belief in the value of extra-curricular educational experiences. At Young Harris College, students have the opportunity to connect to the campus community through various registered student organizations, the Greek Life community, and the Campus Activities Board (CAB). Participation in student organizations provides students with opportunities to form friendships, work with others of varying backgrounds, assume leadership roles and explore shared interests.

The Office of Student Involvement is located on the third floor of the Rollins Campus Center in the Student Organization Loft. Come visit the Director of Student Involvement,
Eugene Burton ewburton@yhc.edu to see how you can get involved at YHC. For general information on the student organizations available at YHC, visit yhc.edu/student-life/campus-activities.

**Student Publications**

**Yearbook:**
The *Enotah* is the official Young Harris College yearbook, which produces the only permanent visual publication of the college year for such a diverse academic community. Published in late April, *The Enotah* depends on a dedicated and creative staff of volunteers whose responsibility is to strategize, design, compile and edit an inclusive archival document that actually preserves all the events of the year for students, faculty and staff alike. Students interested in photography, layout, graphic design, copywriting, or journalism are encouraged to become part of this critical-thinking and problem-solving volunteer staff. *The Enotah* is housed in Student Involvement.

**Literary Magazine:**
*Corn Creek Review* is Young Harris College's student-run literary magazine. The magazine accepts submissions of poetry, prose, photography, paintings, drawings 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.

**Student Work and Internships Program:**
There are career exploration tools and overall guidance to support career planning. Students are able to participate in a career exploration process through the Student Work & Internship Program through the Office of Student Development. Students are able to embark on an innovative and unique program to prepare them for robust and successful careers. The Student Work and Internship Program not only helps students apply for positions, but also to excel throughout their careers by helping them build resumes and cover letters. All students are eligible and encouraged to participate.

**Success Center: (706) 379-5200**
The Success Center staff support students’ efforts to create and execute their educational plans and provide the resources students need along the way. The Success Center staff provide various services including academic coaching and planning, academic success, peer tutoring, course support, counseling services, accommodations, and First Year Foundations. Located within the Success Center are the Office of Disability Services, Student Counseling, the Coordinator of Academic Success and Peer Tutoring, the Coordinator of Student Transitions, and the Success Center Director.
Academic Success and Course Support

To support students’ academic success, several services are offered within the Success Center including: academic success coaching (study skill consultations); academic recovery programs; early alert and intervention; midterm outreach; and peer tutoring. Students may be contacted by the Success Center staff as a result of their status with academic probation, a financial aid warning or probation, or another academic concern raised by the academic recovery programs. The Success Center staff also offer academic success coaching (study skill consultations) to all YHC students with academic abilities and educational goals. In these academic coaching sessions, ASC staff help students establish academic goals, discuss study skill strategies and review available campus resources. Further, faculty and staff are encouraged to raise concerns on students’ performance through the early alert and intervention program. When a concern is raised, a member of the Success Center staff through the early alert program will reach out to address in-class performance (class absence, academic assistance, and midterm grades), and behavioral concerns. Also, peer tutoring is available through the Success Center for all students in a variety of courses. Peer tutoring is free and available in both appointment based and walk-in formats. If you have questions regarding peer tutoring, please contact Morgan Henderson at mbhenderson@yhc.edu.

First Year Foundations (FOUN 1000)

The mission of the First Year Foundations (FYF) program is to support entering first-year students in making a successful transition into the scholarly life and social community at Young Harris College by providing opportunities for personal growth through academic planning, decision-making, and use of support services. Sections of FYF are taught by faculty and staff members and assisted by a peer mentor. FYF is a two-credit hour, required component of the YHC baccalaureate degree, which all first-time, full-time students must take in their first semester of enrollment. Specific courses have been designed following a theme selected by the instructor.

All classes meet on Mondays and Wednesdays. First-Year Foundation classes also provide group and individual academic advising, with the instructor serving as the academic advisor for each member of the class. All sections of FYF share similar experiences, goals and learning outcomes; however, individual instructional teams may develop, emphasize, and assess these goals differently.

Title IX Coordinators: (706) 379-5118

The Vice President of Student Development has been designated as the Title IX coordinator to address complaints and issues of sexual and gender-based discrimination and harassment (including sexual misconduct) reported to the College. Several deputy
Title IX coordinators have also been assigned to help with this process. Their responsibilities include: receiving reports of sexual misconduct including harassment, discrimination, and retaliation; ensuring that the College responds effectively to each complaint; and when appropriate, conducting investigations of formal complaints.

Coordinators are knowledgeable about, and will provide information on options for complaint resolution. They also work closely with the Office of Student Counseling, the Chaplain’s Office 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 YHC community.

The following individuals are available to respond to general concerns or questions, or to address specific complaints of harassment, sexual harassment, discrimination or retaliation. Unless otherwise noted as confidential reports, faculty and staff must report incidents.

**Title IX Coordinator**
- Dr. Laura Whitaker-Lea, Vice President for Student Development:
  (706) 379-5170 | ldwhitakerlea@yhc.edu

**Deputy Title IX Coordinators**
- Ryan Reinhart, Director of Residence Life
  (706) 379-5300 | rcreinhart@yhc.edu

- Hope Clark, Director of Athletics for Compliance/SWA
  (706) 379-5296 | hhclark@yhc.edu

- Marti Slaughter, Director of Disability Services
  (709) 379-5042 | mslaughter@yhc.edu

**Confidential Reporting of Incidents and Counseling**
  Susan Murphy, Director of Student Counseling: (706) 379-5057 | samurphy@yhc.edu

  Rev. Ryan Snider, Chaplain: (706) 379-5166 | rcsnider@yhc.edu

The two “confidential resources” listed above can provide a confidential setting to discuss concerns and are not required to disclose.
**Police Department**
- Emergency: 911
- Local Dispatch (Non-Emergency): (706) 896-7460
- Office Phone: (706) 379-4569
- Towns County Police: (706) 896-7460 or (706) 896-6388

**YHC Connect: (706) 379-5212**

YHC Connect is an online 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, grades and an unofficial transcript, and monitor the status of washers and dryers in residence halls through LaundryView.

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

**YHC SOLE Program: (706) 379-5139**

(Student Opportunities for Leadership through Engagement)

Members of the YHC SOLE program represent Young Harris College by building relationships through outreach work and shared experiences in learning and leadership throughout the community. YHC SOLE members currently work at a variety of on and off campus community partner sites. Members may work up to 130 hours per semester and receive financial compensation through the College and other federal work-study programs for their time and commitment. YHC SOLE members meet weekly to discuss local and global issues and determine ways to develop leadership in those areas. Through planning, discussion and reflection, SOLE members create opportunities to serve their campus and local communities throughout the year. The program began at Young Harris College in 2009 as part of the national Bonner Leader program. In 2015, the YHC SOLE program replaced Bonner in order to meet the specific needs of the region, and to allow the program to evolve organically in the future. The program currently has ten members and will accept applications in the late Fall for the spring semester and again in the spring for the following year as positions become available. For more information about the YHC SOLE program, please contact Jackie Bruen at jnbruen@yhc.edu.

**Zell and Shirley Miller Library: (706) 379-4313**

With collections, facilities, and services, the Zell and Shirley Miller Library supports teaching, learning, and research at Young Harris College. The three floors of the Library are designed and furnished for varied types of study and use. Group study and conversation are permitted at reasonable levels and as appropriate to each area. The first floor of the Library has computers, seating, and a conference room available 24
hours a day for student use. Electronic resources are accessible from anywhere for current students via proxy and password authentication. Food and beverages are permitted in the Library. Printing, scanning, and photocopying of academic material is free for students. The Library supports the Young Harris College Honor code, particularly Section 3(a), as it pertains to using Library owned materials.

Library hours during academic sessions are sufficient for student needs and are posted on the Library doors. Changes are posted to the doors, Instagram and the YHC app.

Assistance from Library staff is available in person at the Service Desk, via text messaging service at (706) 383-0005, telephone at (706) 379-4313 or email at library@yhc.edu. Follow us on Instagram at zsmillerlibrary, the YHC app, and Facebook @Zell and Shirley Miller Library at YHC.
STUDENT LIFE POLICIES

Introduction
All students are expected to comply with the policies and procedures of Young Harris College. The Guide to Student Life contains the policies most relevant to students ("Student Life Policies") and the College’s website (yhc.edu) contains additional general policies that all students should observe. 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 the policies will not change. 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 college investigation, review and action (including student conduct proceedings), in addition to any action taken by the proper civil authorities. Each member of the College 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.

Application of Student Life Policies and Procedures
College policies, including Student Life Policies and the Code of Conduct, shall apply to all Young Harris College students, whether matriculated or not, whether taking courses on-campus or off.

The Vice President for Student Development, as designated by the Young Harris College President, is responsible for the administration of Student Life Policies and any college policies concerning student conduct. The Vice President for Student Development, in their sole discretion and on a case-by-case basis, decides whether College policies shall be applied to conduct occurring off campus. The Vice President of Student Development has jurisdiction over all non-academic matters and ensures that the Office of Community Standards & Student Conduct will develop policies and procedures for the administration of the Student Code of Conduct in accordance with the provisions of College policies.

Violations of Academic Policies, such as cheating and plagiarism, shall fall under the jurisdiction of the Provost and the Honor Council. For more information, contact the Office of Academic Affairs at (706) 379-5171.
Violations of the Sexual Misconduct Policy shall fall under the jurisdiction of the Title IX Coordinator and Deputy Coordinators. For more information, contact the Title IX Coordinator at (706) 379-5118.

Formation of College Policy
Any student, faculty member, staff member, or administrator may recommend a revision of, addition to, or deletion from the College policies contained in the Guide to Student Life. Recommendations from interested parties shall be submitted to the Student Development Office. The Vice President for Student Development, in consultation with the appropriate parties, will ensure discussion of the proposed change.

Interpretation and Revision
Any question of interpretation or application of the College policies or Student Code of Conduct shall be referred to the Vice President for Student Development or their designee. The College policies and Student Code of Conduct shall be reviewed at least every two (2) years under the direction of the Vice President for Student Development.

Violation of Law and YHC Student Code of 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 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 in addition to any legal consequences.

Young Harris College student conduct proceedings are administrative proceedings and may be initiated against a student involved in conduct that violates or potentially violates criminal law or college policy. Conduct proceedings may be initiated without regard to the pendency of civil or criminal litigation in court, or criminal arrest, and prosecution. Proceedings under the Student Code of Conduct 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 Student Code of Conduct shall not be subject to change on the grounds that criminal charges regarding the same incident were dismissed, reduced, or resolved in favor of or against the student.

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 their status as a student. If the alleged offense is also being processed through the YHC 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 with the conditions imposed by criminal courts for the rehabilitation of student violators provided 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 government representatives as they deem appropriate.

Any student arrested for any reason must contact the Vice President for Student Development before returning to campus.

**Information Concerning Alcohol and Drugs**
Young Harris College, as an institution of higher education, is committed to supporting and complying with all applicable laws, including the federal Drug Free Schools and Communities Act Amendments of 1989. 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 student use of alcohol and drugs, as well as the consequences for violations, can be found under the Student Code of Conduct section.

**Philosophy on Alcohol and Drugs**
Young Harris College expects its students to comply with Federal and Georgia laws regarding drugs and alcohol. The College is concerned with both the welfare of the 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 and/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 and/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 illegal drugs by any student is prohibited. The use of alcohol by any student, regardless of age, is prohibited on campus, except as provided in the Alcohol on Campus Policy.
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 current state alcohol code (Official Code of Georgia 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 under 21 years of age or noticeably intoxicated is prohibited.
- It is prohibited for any person under 21 years of age to misrepresent his or her identity or use any false identification for the purpose of purchasing or obtaining any alcoholic beverage.
- The sale of alcoholic beverages without a license is prohibited. The sale of wine or malt beverages within 100 yards of a college campus, and the sale of distilled spirits within 200 yards of a college campus in the state of Georgia is also prohibited, regardless of the existence of a license; provided, however, that licensees selling alcohol only for on-premises consumption near college campuses are regulated by local law. “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 the passenger area of a vehicle are both prohibited in the state of Georgia. In addition, the College prohibits possession of an open container of an alcoholic beverage on campus other than as expressly provided for in the Alcohol Policy.

Possible Sanctions for Legal Convictions and Civil Liability Regarding Alcohol
The sentence for a first conviction regarding alcohol possession by a person under 21 years of age is up to six months’ imprisonment, or a $300 fine, or both. In addition to criminal penalties, anyone who knowingly furnishes alcohol to an underage person or a noticeably intoxicated person, knowing that such person will soon be driving, may become liable for injuries or damages caused by the drinking driver.

It is unlawful to drive under the influence of alcohol or drugs. Any person convicted of driving under the influence (DUI) of alcohol or drugs may face the following penalties:

- First DUI conviction: Fine of no less than $300 and no more than $1000, and imprisonment for not less than ten (10) days and no more than 12 months; license suspension; a minimum of 20-40 hours of community service; completion of a DUI risk reduction program; clinical evaluation; and probation of 12 months, if imprisoned for fewer than 12 months.
- Second DUI conviction: Fine of $600 to $1000, imprisonment for no less than 90 days; license suspension; not fewer than 30 days of community service;
completion of a DUI risk reduction program; clinical evaluation; and probation of 12 months less any days actually incarcerated.

- Third DUI conviction: Fine of $1000 to $5000, prison for no less than 120 days; license revocation for 5 years; not fewer than 30 days of community service; completion of a DUI risk reduction program; clinical evaluation; and probation of 12 months less any days actually incarcerated.

- If a DUI causes the death of another person, the prison sentence is from three (3) to 15 years.

**Federal and State Laws Regarding Drugs**

Georgia State statutes make it unlawful to be under the influence of, to 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, cooperates with, and involves civil and law enforcement authorities at any time. Dangerous drugs are those defined as “dangerous drugs” by 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 may range from one year to an indefinite period of time based on whether the conviction was for sale or possession and whether the student had previous offenses.

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.).

Moreover, 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: [https://www.deadiversion.usdoj.gov/21cfr/21usc/index.html](https://www.deadiversion.usdoj.gov/21cfr/21usc/index.html) under Part D, Offenses and Penalties.
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 system 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, including death.

- **Amphetamines (Benzedrine, Dexedrine, methedrine, diet pills, and MDMA):** Effects include rushed and careless behavior, euphoria, increased alertness, talkativeness, stimulated heart rate, 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, and freebased cocaine):** 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, e-cigarettes, dip, chew and snuff):** Affects the central nervous system almost immediately. When smoked, nicotine travels through the bloodstream twice as quickly as injected heroin, reaching the brain within seconds. Tobacco, both smoked and smokeless, is the leading cause of cancers of the cheeks, gums, palate, tongue, lungs and lips. For YHC’s policy on nicotine use, see the section entitled Smoking and Use of Tobacco Products.

**Depressants**

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

- **Alcohol (beer, wine, liquor and 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 and liver damage, and cancer. Overdose and/or mixing with other depressants can cause respiratory failure.

- Narcotics/Opiates (heroin, oxycodone, hydrocodone, morphine, opium, codeine, methadone and Demerol): Depresses blood pressure and breathing, elevates pulse, relaxes muscles and reduces 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 and tetrahydrocannabinol/THC): Effects include higher blood pressure, heightened senses, distorted perception, impaired memory and psychomotor skills, euphoria, increased heart rate and appetite, and dilated pupils. 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) and Thorazine): Immediate effects include relief of tension, anxiety, and drowsiness. Complications and long term effects can include a hangover, menstrual irregularities, destruction of blood cells, jaundice, and coma. It is especially dangerous when used with alcohol.

Other Drugs

- Hallucinogens (LSD, Ketamine, PCP, psilocybin, MDA, mescaline (peyote), DMT, SIP, and 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 and 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, and Incenses): The product is generally made up of various herbs sprayed with synthetic chemicals causing effects similar, but not identical, to marijuana. Official Code of Georgia Section 16-13-25 now classifies these substances in the same Schedule I controlled substance category as heroin and LSD.

- Inhalants (nitrous oxide, chlorohydrocarbons (used in aerosol sprays), hydrocarbons (found in gasoline, glue, and paint thinner) and 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

Underage consumption of alcohol and all use of drugs are prohibited at YHC 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 office of Student Counseling Services is available for initial dialogue and assistance in defining the extent of any problem. If a substance abuse problem is determined to exist, referrals may be made to a local or state alcohol and drug service or other certified rehabilitation program. Treatment and educational programs are regulated by Title 26 Chapter 5 of the Official Code of Georgia.

The complete Official Code of Georgia, including laws and penalties, can be found at: [http://www.lexisnexis.com/hottopics/gacode/default.asp](http://www.lexisnexis.com/hottopics/gacode/default.asp).

Definitions for use within this publication:

1. The term “College” or “YHC” means Young Harris College.
2. The term “student” includes all persons taking courses at the College, either full-time or part-time, as determined by the Office of the Registrar; persons who withdraw after violating or allegedly violating college policy; persons who are not officially enrolled for a particular term, but who have a continuing relationship with the College; or persons 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, and is considered by YHC to be a member of its faculty, whether full-time or part-time, as defined by the Director of Human Resources.
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 private streets and sidewalks).
7. The term “organization” means any number of students who have complied with the formal requirements for recognition by YHC, also known as a recognized student organization.
8. The term “shall” is used 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 catalog, Honor Code or on the College’s website.

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 “possession” includes both actual and constructive possession. Actual possession is having the physical custody or control of an object. Constructive possession is having the knowledge of an object’s existence and the ability to control the object.

14. The term “weapon” means any device, instrument, or substance that is designed to, or reasonably could be expected to, inflict a wound or harm, incapacitate, or cause serious bodily injury or death, including, but not limited to: firearms (loaded and unloaded, real and replica); ammunition; electronic control devices (such as Tasers and stun guns); devices designed to discharge an object (such as BB guns, air guns, pellet guns, potato guns, and slingshots); explosives; dangerous chemicals (such as tear gas and oleoresin capsicum); martial arts weapons; bows and arrows; artificial knuckles; nightsticks; blackjacks; dirks; and daggers, swords, and knives with fixed blades longer than three (3) inches. The term “weapon” does not include chemical repellents available over the counter for self-defense; instruments used solely for personal hygiene, preparation of food, or maintenance; instruments used in college-related instruction, college employment-related duties or by YHC recognized student organizations with expressed, written permission from the YHC Chief of Police or their designee.

15. The term “notice” means notice given in writing and delivered by regular mail, courier service, hand delivery to the address the College has on file for the student or student organization, or by e-mail to the student’s or student organization’s YHC e-mail account.

16. The term “Administrative Hearing” refers to the initial hearing a student has with a trained member of the Student Development staff regarding the student’s alleged involvement in a violation of one or more of the Standards of Conduct.

17. The term “Student Disciplinary Board Hearing” refers to the hearing an accused student may elect to have in order to contest pending disciplinary charges and/or a recommended sanction.

18. The term “Student Conduct Board” refers to the group of students trained by the Director of Community Standards and Student Conduct to hear allegations of student misconduct and determine the responsibility of an accused student or student organization charged, and establish an appropriate penalty in cases where the student or student organization is found responsible.

19. The term “Standards of Conduct” refers to the standards by which students are
expected to conduct themselves as members of the Young Harris College community.

20. The term “Complainant” refers to any person, group of people, or student organization that submits a complaint to the College alleging another student, group of students or student organization violated one or more of the Standards of Conduct and/or College Policies.

21. The terms “Accused Student” “Accused Student Organization” and “Respondent(s)” mean any student, group of students, or student organization accused of violating one or more of the Standards of Conduct and/or Young Harris College Policies.
GENERAL COLLEGE POLICIES AND PROCEDURES

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 (yhc.edu/academics/honor-code) and College catalog (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.

Room Entry and Searches
Young Harris College respects the privacy of its students and believes that students should be protected from unreasonable search and seizure. However, the College reserves the right to enter a suite, apartment, or room, or any vehicle located on College property in order to conduct a search. Typically, authorized representatives of the College in compliance with their job-related responsibilities will only conduct a room entry for one of the following reasons:

- **Administrative Search for Policy Violations:** YHC staff may enter to conduct an administrative search based on reasonable cause or credible information that a violation of College policy has occurred or may be occurring, or evidence of that violation may be located in the place to be searched. Administrative searches are generally conducted to enforce College policy requirements, not with the intention to pursue criminal prosecution. If YHC staff believe that potential criminal violations have occurred, either before or during an administrative search, YHC may contact campus or local police to proceed.

- **Health and Safety Inspections:** YHC staff may enter in response to health and safety concerns related to the facilities or potential policy violations that may impact the health and safety of students in the housing facility to ensure a healthy, safe environment.

- **Health and Safety Emergencies:** YHC staff may enter to respond to an emergency threatening the health or safety of students, or the property.

- **Facility Maintenance and Concerns:** YHC staff may enter to perform any necessary maintenance, custodial, or repair work.

Suite, apartment, and room searches may be conducted whether or not the occupants are present. Any personal items on campus are subject to the administrative search process. Legal search warrants by local, state, or federal police or law enforcement agencies do not require the approval of the College and shall be honored. To the extent allowed by the external law enforcement agency, 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.
Each officially assigned occupant of a suite, apartment, or room is responsible for what takes place in that area and the items found in the space. Any policy violation discovered during an administrative search may be the responsibility of the individuals assigned to the room even if they are not present at the time of the administrative search. If no student accepts responsibility for the policy violation, all occupants of the suite, room, or apartment will be considered responsible for the violation.

**Alcohol on Campus**

**YHC Alcohol Policy**
The President of Young Harris College at his/her discretion may permit beer and/or wine to be served by a third party server at certain College-sponsored events.

- Students must be at least 21 years of age to possess or consume alcohol at any such designated event.
- Students must be able to provide valid proof of age.
- Students deemed intoxicated prior to the event will not be allowed entry into the event.
- Students must not engage in any violations of institutional policy during the event.
- Students may not bring alcohol to the event and are only allowed to consume a limited amount of alcohol at the event which is being served by the third party server.
- Distilled spirits or Caffeinated Alcoholic Beverages will not be allowed at any designated student event.
- No common containers will be permitted at any designated student event.
- Any form of alcohol, except as described for the above designated events, is not permitted on campus regardless of student age.

**Animals on Campus**

Young Harris College allows animals on campus under certain conditions. The following are the basic guidelines to which an owner must adhere. For an unabridged version of the Animals on Campus Policy, please request information from any of the following offices: Provost, Vice President for Student Development, Disability Services, and Human Resources.

Animals on campus fall into one of the following categories and are permitted access according to their category.

**SERVICE ANIMAL:**
A service animal is any dog specifically trained to perform a task for the benefit of an individual with a disability. In some circumstances, a miniature horse may be
considered a service animal. The tasks performed by a service animal must directly relate to the individual’s disability. A service animal or a service animal in training may access any facility a person may access as long as it is related to the owner/handler’s disability.

EMOTIONAL SUPPORT ANIMAL (ESA):
Any animal specifically designated by a qualified medical provider that alleviates one or more identified symptoms of an individual’s mental health disability and that is approved as an accommodation by Disability Services. Such animal may afford an individual with a mental health disability an equal opportunity to use and enjoy a dwelling provided there is a nexus between the individual’s mental health disability and the assistance the animal provides.

ESAs must be approved by Disability Services and registered with Residence Life before coming to campus. ESAs are not service animals. ESAs are only permitted in a resident’s bedroom and to exit to the outside based on the shortest distance to the outdoor space. Because ESAs are a housing accommodation they will be considered pets outside of the specific residence of the owner.

PET:
For purposes of this policy, a pet is any animal that is not a service animal or an approved ESA. Pets are permitted on College grounds except as posted otherwise. Pets are not permitted in any campus building at any time with the exception of fish in an aquarium of 10 gallons or less.

- Animals are allowed in general public-access, outdoor areas.
- Animals must be leashed (6 foot leash or less) and in the control of their owner at all times. Under no circumstances should animals be allowed to run loose or be tied to buildings, handrails, trees, bicycle racks, or other objects.
- Owners should be aware of the animal’s behavior and be considerate of others. It is the owner’s sole responsibility to control the animal.
- The owner is responsible for cleaning up and disposing of animal waste properly.
- Young Harris College, at its sole discretion, except as required by law, retains the right to deny access to any animal.

Annual Security and Fire Safety Report
In compliance with the Jeanne Clery Disclosure of Campus Security Policy and Crime Statistics Act, Young Harris College prepares an annual security and fire safety report containing campus security policies and procedures, data on campus crimes, and other related information. The report is compiled and published each October by the Office of Student Development and the YHC Police Department. The current report is available in
Children on Campus
Minor children who are supervised by a custodial parent or guardian, and those who are participating in approved educational events with appropriate adult supervision, are welcome on the Young Harris College campus. Due to considerations of safety, confidentiality, liability, and the potential for disruption, the College has set the following limits on children visiting campus:

- A child visiting campus may not be left unaccompanied by the supervising adult for any length of time.
- Children exhibiting symptoms of potentially contagious illnesses may not be brought to campus.
- Children may be brought into places of work, including offices, classrooms, laboratories, athletics facilities, and other spaces where employees carry out assigned duties, only on a limited basis. Children may not be brought into such spaces repeatedly (e.g., as an alternative to childcare).

Children are welcome at all public events on campus unless otherwise indicated, provided they are appropriately supervised.

Exceptions to this policy may be granted only with the express consent of the President or the Provost.

Community and Shared Responsibility
All students are responsible for knowing, observing, and upholding all College policies. Students are responsible for their conduct and the conduct of their guests.

Students who knowingly act in concert to violate College policy will be held jointly responsible for such violations. Shared responsibility applies to both disciplinary action and monetary fines.
Failing to report behavior that violates College policy, failing to immediately remove oneself from situations where College policy is being violated, and failing to prevent others from violating College policy is in and of itself a violation of College policy.
Students who are present, but are not observed to be participating in inappropriate behavior or to be in possession of prohibited items/objects, are also in violation of College policy and may be subject to disciplinary action.

Discrimination and Harassment
Young Harris College encourages all students, faculty, and staff to foster a community that is welcoming, respectful, and equitable in all facets of campus life. Young Harris
College strictly prohibits harassment or discrimination against any person based on a protected class including race, color, ethnicity, sex (including sexual harassment), sexual orientation, gender identity, disability, religion, age, national origin, genetic information, or veteran status by any member of the Young Harris College Community. Should a student believe they have been subjected to discrimination or harassment of any kind on campus or in affiliation with a College sponsored activity, program, or event they should submit a report without fear of reprisal regarding the alleged conduct to the appropriate Coordinator listed below.

If the behavior is sexual in nature, the student should follow the procedures set forth in the Sexual Misconduct Policy. A student who alleges sex or gender discrimination or harassment should be report to the Title IX Coordinator, Laura Whitaker-Lea, Vice President for Student Development, (706) 379-5170, whose office is in the Rollins Campus Center. For employees, allegations of sex discrimination or harassment may be reported to their supervisor, their supervisor’s supervisor, the Chief Operating Officer, or the Title IX Coordinator. For employees, the process for resolution may be through the Title IX process or through the process outlined in Policy 703 of the Employee Handbook, depending on the allegations presented.

All other claims of discrimination or harassment should follow the following procedures. The report should include as much detail as possible, such as the name(s) of the individual(s) involved, the names of any witnesses, direct quotations if language is relevant, the date, time, and location of the incident, descriptions of any conduct or gestures, and any documentary evidence (notes, pictures, cartoons, etc.) the student may have in their possession or is aware exists. All complaints shall be investigated according to the following procedures:

Allegations of disability discrimination or harassment should be reported to the ADA/Section 504 Coordinator who is the Vice President for Student Development, (706) 379-5118, whose office is in the Rollins Campus Center;

Allegations of age discrimination or harassment should be reported to the Age Act Coordinator, Bo Wright, Chief Operating Officer, located in the Human Resources Office in the Pruitt-Barrett Building;

Allegations of race discrimination or harassment or national origin discrimination or harassment should be reported to the Vice President for Student Development, (706) 379-5170, whose office is in the Rollins Campus Center.

1. The College shall issue a written notice indicating receipt of the complaint to both the accused and the complainant when an investigation will be initiated.
2. Any investigation will be conducted in an impartial manner.

3. The College will take reasonable efforts to maintain the confidentiality of students alleging a violation of the Discrimination and Harassment policy, however such information may be revealed in order to carry out the College’s policies, in response to lawfully issued subpoenas and court orders, and in compliance with applicable law.

4. Any attempts to solve the matter informally by the parties must be mutual, voluntary and facilitated by the appropriate coordinator listed above.

5. Upon completion of the investigation or resolution, parties will be provided with a written resolution of the complaint.

6. If prohibited behavior is substantiated, appropriate disciplinary action will be taken and communicated to the parties, as appropriate. For conduct that violates the Student Code of Conduct or the Employee Handbook, the appropriate hearing processes will be followed.

Young Harris College will take all steps necessary to prevent the recurrence of discrimination and/or harassment, and to correct the effects that discrimination and/or harassment may have on others.

If the complaint involves either the Provost or the Vice President for Student Development, the Chief Operating Officer will investigate the complaint. The complainant will receive a written response to their complaint.

Retaliation against the individual making the complaint or individuals participating in the investigation is prohibited and should be reported to the appropriate Coordinator listed in the Discrimination and Harassment policy above.

Any student who makes a good faith complaint regarding alleged discriminatory and/or harassing behavior will be protected from student conduct charges related to the making of the complaint (see Immunity for Victims Policy below). Any student who is found to have made a knowingly false complaint of discrimination and/or harassment may be subject to student conduct charges.

**Email**

Email is the official means of communication among all students, faculty and staff at Young Harris College. Official communications will be sent to students and employees via email to their Young Harris College-assigned email addresses. Students are expected to check their email on a frequent and consistent basis.
**Expressive Activity and Campus Protests**

A liberal arts-based curriculum encourages conversation and critique, lively debates, thoughtful rebuttal, and peaceful demonstrations as means of expressing one’s perspective. Young Harris College as a private college affords students with the opportunity to engage in expressive activity and campus protests in a respectful and non-violent manner that does not disrupt the normal operations of the College. Students who desire to engage in expressive activity and campus protests may do so by following the process outlined below.

At least 1 week prior to the event/activity, the student(s) responsible for coordinating/organizing the event shall register the expressive activity with the Office of Student Development. Registration shall include the following:

1. Date, time, and location of expressive activity;
2. Name of event and identification of issue(s) or cause(s);
3. Anticipated number of attendees/participants;
4. Identification of student coordinator(s)/organizer(s) with contact information (phone number and email);
5. Acknowledgement of receipt of guidelines and acceptance of responsibility for event/activity; and
6. Date and time of meeting with Chief of Campus Police to discuss safety plan.

The Registration Form for Campus Protests and Expressive Activities is available in the Office of Student Development.

**NOTE:** Final approval for the event will not be considered until the completion of all of the above steps and meeting with the Vice President of Student Development or their designee.

Once the above information has been received, the Office of Student Development shall coordinate with other campus entities regarding communication and logistics, including, but not limited to: Campus Police, Communications Team, and Facilities. The event coordinator(s)/organizer(s) shall meet with the Chief of Campus Police to develop and agree upon a safety protocol **no later than three (3) business days prior** to the event/activity.

No outside entities shall be allowed to organize, coordinate or participate in protests or expressive activities on the Young Harris College campus. Additionally, campus affiliates of national organizations shall not have any outside assistance in coordinating or organizing an expressive activity.

Protests and expressive activities shall not disrupt classes, research, administration, living environments, and shall not prevent the free flow of motor vehicle, non-motorized
vehicle, or pedestrian traffic. All events shall take place outside in the area designated in the registration process.

Students engaged in expressive activity shall not belittle, bully, or target any student or group of students, or any individual or group of individuals. Students who use language that incites violence shall be removed from the protest or activity and the protest or activity shall be discontinued. Students who damage or attempt to damage property shall be removed and the protest or expressive activity shall be discontinued. Violation of the guidelines or registration process are grounds for discontinuation of the protest or expressive activity.

Young Harris College retains the right to bill the student organizer(s) and/or participants for costs incurred as the result of the protest or expressive activity including, but not limited to the following: cost of additional police or security, clean-up of the grounds, and/or the repair of property.

Students who engage in a protest or expressive activity that violates the YHC Student Code of Conduct or local, state, or federal laws are subject to student conduct proceedings and/or the legal process. Please refer to the Student Code of Conduct for information regarding appropriate student conduct.

Expressive activities and campus protests that occur on sidewalks and roads not owned by Young Harris College are subject to local and state ordinances and laws, and must be approved by local authorities prior to the activity or event.

Students should refer to the section on Posting with regard to publicity for any expressive activity or event.

**Student Grievances, Complaints, and Appeals Processes**

Young Harris College provides students with an opportunity to address grievances, complaints, and concerns through a comprehensive set of policies, programs, and procedures.

A grievance is a formal protest in which an individual believes he or she has been wronged, treated unfairly, or harmed by a person, process, or regulation. The YHC grievance process begins with a formal, written statement about the wrong and how it affected the student.
A complaint is a statement that a situation is unsatisfactory, not to one’s liking, or is an unacceptable condition. For example, a student may wish to complain about the business hours or quality of service for a campus office or service.

Please see below for information on specific types of issues for which the institution has a separate identified process to resolve concerns. Concerns regarding any of the topics listed below are not subject to this general grievances/complaints/appeals process and should instead follow the identified process to resolve the concern.

<table>
<thead>
<tr>
<th>Issue</th>
<th>Responsible Office</th>
<th>Location of policy</th>
</tr>
</thead>
<tbody>
<tr>
<td>Grade Appeal</td>
<td>Academic Affairs</td>
<td>College Catalog</td>
</tr>
<tr>
<td>Academic Suspension</td>
<td>Academic Affairs</td>
<td>College Catalog</td>
</tr>
<tr>
<td>Financial Aid Suspension</td>
<td>Financial Aid Office</td>
<td>College Catalog</td>
</tr>
<tr>
<td>Conduct Appeal</td>
<td>Student Development</td>
<td>Guide to Student Life</td>
</tr>
<tr>
<td>Parking Appeal</td>
<td>Student Development</td>
<td>Guide to Student Life</td>
</tr>
<tr>
<td>Housing Appeal</td>
<td>Student Development</td>
<td>Guide to Student Life</td>
</tr>
<tr>
<td>Accommodations Appeal</td>
<td>Student Development</td>
<td>Guide to Student Life</td>
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<tr>
<td>Title IX/Sexual Misconduct</td>
<td>Student Development</td>
<td><a href="https://www.yhc.edu/titleix">https://www.yhc.edu/titleix</a></td>
</tr>
<tr>
<td>Honor Code Appeals</td>
<td>Academic Affairs</td>
<td>College Catalog</td>
</tr>
<tr>
<td>General Student Complaints</td>
<td>Student Development</td>
<td>Guide to Student Life</td>
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</table>

If a student has a complaint about/grievance against an administrator or a faculty or staff member, the student should first attempt to resolve the complaint by an informal meeting with the individual(s) involved. If this does not resolve the matter satisfactorily, or if the student believes they cannot discuss the matter with the individual(s), the student should submit a formal, written statement. Complaints/grievances involving a faculty member or an academic program should be submitted to the chair of the academic program involved or the dean of the appropriate academic division within ten (10) business days of the alleged offense. Complaints involving staff members and/or administrators should be submitted to the Vice President for Student Development within ten (10) business days of the alleged offense. The written statement should include as much detail as possible, such as the name(s) of the individual(s) involved, the nature of the complaint or grievance and any other relevant information. The written complaint should also be signed and dated by the grievant.

Once received, the appropriate investigator (the academic chair or dean, or the VP for Student Development shall issue written notice to the grievant indicating receipt of the grievance. Within ten (10) business days of receipt of the grievance, the appropriate investigator shall initiate an investigation. The investigation shall be conducted in a fair and impartial manner, and in accordance with College policy. Upon completion of the investigation, the grievant shall be provided with a written response concerning the resolution of the grievance. This shall usually occur no later than thirty (30) business
days from the investigator’s receipt of the grievance, unless the investigator determines that additional time is required and written notice is provided to the grievant indicating additional time is necessary.

If the student is not satisfied with the decision, the student may appeal to the next highest administrator. In cases involving an academic program or faculty member, the next highest administrator may be the dean of the academic division (if the initial complaint was submitted to the chair of the department) or the Provost. In cases involving a staff member or administrator, the next highest administrator would be the Vice President for Planning and Research. Such appeals must be in writing and received by the next highest administrator no later than ten (10) business days from the date of the written response, and must state the reason why the grievant is not satisfied with the resolution of the grievance. The next highest administrator shall provide a written response to the appeal within ten (10) business days from receipt of the appeal, unless additional time is required and written notice is provided to the grievant that additional time is necessary. The decision of the next highest administrator is final.

If the initial grievance involves the Provost or the Vice President for Student Development, the Chief Operating Officer shall investigate the matter. The timelines for responding to and investigating initial grievances outlined above will apply. There is not an internal appeals process for complaints initially investigated by the Chief Operating Officer.

Young Harris students who have exhausted the grievance procedure offered by the College may file a complaint with the Georgia Nonpublic Postsecondary Education Commission. Further information on the Commission’s Complaint Procedure may be found at https://gnpec.georgia.gov/student-complaints.

Health, and Safety Requirements

The health, safety, and security of students and employees is the top priority of the College. The College will take reasonable precautions to prevent danger, mitigate risks, and address issues of health and safety. As a student of Young Harris College, the student assumes personal responsibility for taking personal precautions to prevent any accident and illness and for any personal accident or illness while on campus, or in conjunction with any College sponsored event or travel.

General Screenings and Documentation Requirements:

All students are required to provide documentation of required immunizations, titer tests, health information, and screenings. These records must be on file and complete by August 1 for students starting fall semester and December 1 for students starting spring semester.
The College may require additional health screenings before or during the semester that may be necessary for protecting and/or maintaining the health and safety of the College community. Students will be notified of any public health screenings requirements and the date by which they must comply. Failure to comply may result in the requirement to leave campus housing until such time as a student provides the information required by the screening. No refund will be made when a student fails to meet a health documentation or screening requirement.

**Health Withdrawal**

The demands of college life require that a student be able to function at their very best. A student with a serious physical or mental health condition(s) may need to withdraw from the institution in order to make their health a priority. In cases in which a student withdraws for health related concerns and is requesting special academic consideration in the withdrawal process, the student should provide documentation of their condition to Sandy McClure, smcclure@yhc.edu, in Student Counseling (located on the lower level of Rollins Campus Center). Documentation must be from a physician, physician’s assistant, nurse practitioner, or a licensed mental health professional who has treated the student within the last 30 days. Documentation should be received no later than 15 business days of the effective withdrawal date. Students who withdraw, even for health related concerns, remain responsible for financial obligations to the institution.

A student whose behavior disrupts the residential community, violates College policy, or disrupts the educational process for other students will be subject to the Student Conduct process regardless of any contributing health condition. A student who threatens the health or safety of others may be removed under the interim suspension process.

In cases of emergency, a College staff member may contact a family member or the listed emergency contact and request that a student be taken off campus on a short term basis to manage an emergent health issue. These situations do not constitute a withdrawal.

**Immunity for Victims**

Young Harris College encourages the reporting of conduct violations and crimes that occur on campus or against YHC students. A victim might be hesitant to report a crime to a college official in fear of being charged with a policy violation themselves (i.e., underage drinking at the time of a sexual assault). It is in the best interest of the YHC community that a victim of a crime report the incident to a College official. To encourage reporting, Young Harris College offers victims of crimes, and may offer those who assist victims of crimes, amnesty from College policy violations related to the incident. Such amnesty is given at the discretion of the Vice President for Student Development or their designee.
**Lactation Policy**

Young Harris College has adopted this policy in support of students and employees who breastfeed. Young Harris College supports the practice of breastfeeding and the expression of breast milk.

Under this policy, the Young Harris College shall provide students who are lactating with the accommodations necessary to ensure they have access to equal educational opportunities while breastfeeding.

Young Harris College is committed to creating and maintaining a community where all individuals enjoy freedom from discrimination, including discrimination on the basis of sex, as mandated by Title IX of the Education Amendments of 1972. Sex discrimination, which can include discrimination based on pregnancy and related medical conditions is prohibited and illegal in admissions, educational programs and activities, hiring, leave policies, and health insurance coverage.

**Scope**

This Policy applicable to all Young Harris College students.

**Definitions**

For the purposes of this policy:

a. The terms “breastfeeding students,” “nursing students,” and “lactating students” are used interchangeably and intended to include any student who expresses milk for the nourishment of their child.

b. “Medical necessity” is a determination made by a health care provider of a student’s choosing.

c. “Reasonable accommodations” for the purposes of this policy are changes in the academic environment or typical operations that enable a lactating student or student with a lactation-related condition to continue to pursue her studies and enjoy equal benefits of the College.

d. “Absence” from class includes tardiness or a break for the expression of breast milk within a class period.

**Designated Lactation Spaces**

a. Young Harris College shall provide, upon request, a clean, private room on campus that is easily accessible to nursing students. Restrooms may not be classified as designated lactation spaces.
b. A designated lactation space shall be equipped with a table or desk, chair, electrical outlet, window coverings (as needed), and lock from inside. For lactation spaces intended to be shared by multiple breastfeeding students or workers, privacy screens will be provided if there are multiple students requesting use of the space. If a sink is not is not available in the room itself, there should be one close by.

Lactation Breaks

a. Students will make reasonable efforts to breastfeed or pump between classes or outside of instruction time.
b. Breastfeeding students who must pump during a portion their class period shall inform the instructor of the need and estimated time away from class as soon as possible.
c. Instructors are prohibited from penalizing breastfeeding students for their absence needed to express breast milk on campus. Instructors may request a doctor’s note to excuse the absences if they request notes from other students who need excused absences.
d. Instructors and students shall work together to identify solutions for making up in-class work or participation credits, as well as instruction missed.
e. If problems arise, or a student must miss class for longer periods of time due to medical necessity, the student or instructor may contact Office of Disability Services for assistance establishing reasonable accommodations.

Lactation Accommodations

a. Students who need accommodations related to their lactation other than reasonable time and a clean and private place to express milk may request other reasonable accommodations by contacting the Office of Disability Services.
b. Reasonable accommodations may include avoiding certain chemicals or exposures, permission to eat or drink, postponement or adjustments to fieldwork or travel, or time off as medically necessary.
c. Exam accommodations shall be provided as necessary and may include extending the available time period for an exam to allow for the expression of breastmilk, or situating the exam room closer to a lactation space to minimize disruption.
d. Young Harris College shall accommodate any lactation-related impairments, such as serious infections, as it would other temporary medical conditions.
e. The designated office will engage in an interactive process with the student and any involved faculty to ensure the student’s educational opportunities are not diminished as a result of her lactation and breastfeeding.
**Missing Persons Policy**

In accordance with the Higher Education Opportunity Act of 2008, Young Harris College has developed a policy for notifying a student’s emergency contact on record for a student who resides in on-campus housing and who is determined to be missing.

A student may be deemed missing if it is reported to appropriate College officials (YHC Police Department, Director of Residence Life, or the Vice President for Student Development) that the student has been unreachable via personal contact, telephone, e-mail, or other means of electronic communication for 24 hours or more. Any College official that is notified of the above should immediately contact the YHC Police Department.

Upon determination by the YHC Police Department that a student is missing, the student’s designated emergency contact will be notified as soon as possible, but no later than 24 hours after that determination. The student’s custodial parent or guardian will also be notified if that person is not the designated emergency contact, and the student is under 18 years of age and not an emancipated individual. The YHC Police Department may cooperate with local law enforcement officials in any missing person investigation involving a YHC student. Students may go to the YHC Police Department to assign a confidential emergency contact to be used in the event they become missing. Once assigned, this confidential contact information will only be accessible to authorized campus officials and law enforcement, and is not disclosed outside of a missing person investigation.

**Pets**

Pets, with the exception of fish, are prohibited from being in any building on campus. Service animals accompanying disabled persons are permitted in all campus buildings and locations. Emotional Support Animals that have been approved are permitted in a resident’s room only and the shortest route to the exterior in order to relieve themselves. (See Animals on Campus Policy)

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 and addressing any damage done by the animal, including digging. Animals, even if on a leash, are not permitted on the athletic fields at any time.

**Posting**

All printed literature, posters, placards, and banners posted on College property must be approved by the Office of Student Involvement. All public notices or publicity materials must be sponsored by a recognized student organization, College department, or otherwise approved by the Office of Student Involvement. All publicity for an event
should include the name of the activity, the date and time of the activity, the location of the activity, and the name of the person and/or organization responsible for the activity.

While individuals may have the right to freedom of speech, they also have a responsibility, as members of the Young Harris College community, to review and consider the impact of their words when submitting literature for posting. YHC prohibits the use of profanity and prejudicial content in advertising. Advertising that promotes the use and/or sale of alcohol or illegal drugs, the commission of a crime, incites or promotes violence, or that discriminates against or harasses an individual or a group of individuals is also prohibited.

Approved materials may be posted on campus bulletin boards and doors only. 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; the Susan B. Harris Memorial Chapel; recycling bins; benches; campus maps; light poles; or exterior surfaces of buildings. Items posted improperly will be removed and destroyed. Persons and organizations that post items improperly may be subject to adjudication under the student conduct process and/or charged for the cost of removal and any damage to College property.

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.

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.

Approval

- Approved materials may be posted for a maximum of two weeks.
- All proposed flyers, handbills, banners and notices to be posted on the campus of Young Harris College must be submitted to the Office of Student Involvement a minimum of five (5) business days before the expected posting date for approval. The original must be approved and stamped PRIOR TO PRINTING.
- 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, is consistent 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 the flyer around campus themselves.
At no time will businesses or other organizations outside of the Young Harris College community post flyers without the consent of the Director of Student Involvement. Postings from any businesses or organizations 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 the Susan B. Harris Memorial Chapel).
- Posting on designated bulletin boards is limited to one (1) flyer per event per board and only one single layer of fliers allowed (no overlapping). Postings may go up no more than two (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. An organization or individuals using improper adhesives (i.e. clear packing tape, duct tape, etc.) will be held financially accountable for all 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.
- Space for banners is on a first-come, first-serve basis. Banners may only be moved by the sponsoring group or the Office of Student Involvement.

**Posting Procedures: Campus Housing**

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

- All flyers/notices to be posted in Young Harris College campus housing must be approved by the Director of Residence Life a **minimum of five (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.
Please consider the impact on the environment as you make decisions regarding printing and distributing flyers.

Any questions about the Young Harris College Posting Policy should be directed to the Director of Student Involvement at (706) 379-5110.

**Property Insurance**

Students are strongly encouraged to carry appropriate insurance to cover any loss and/or damage of personal property. Oftentimes, dependents are covered under a parent or guardian’s home owner’s insurance policy. Students should check with their parent or guardian’s insurance carrier for details.

The College makes every effort to safeguard the personal property of each student. However, the College does not 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, regardless of cause.

**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.
  - Board must be 30 inches or longer with wheels 60 millimeters or larger.
  - The use of a bicycle or longboard inside any campus building is prohibited.
  - Bicycle racks are provided throughout the campus for storage. A bicycle may be stored in a residential room, suite or 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 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 exceptions are the use of lightweight “whiffle” type golf balls and playing or practicing on the putting greens controlled by the Athletic Department.

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 of the Guide to Student Life. Any general questions about Residence Life should be directed to the Director of Residence Life at (706) 379-5300 or reslife@yhc.edu.

Residency Requirement and Meal Plan Policy

Young Harris College believes living on campus is an integral part of the college experience. As such, all full-time undergraduate students are required to live in campus housing. Any student who meets one or more of the following criteria with supporting documentation may apply, via the online housing system, to be exempt from the residency requirement:

• The student is 23 years of age or older on the first day of class of either fall or spring semester;
• The student has completed eight (8) semesters as a full-time student at YHC and earned 90 hours;
• The student has lived in College housing the equivalent of eight (8) fall and spring semesters and earned 90 hours;
• The student is enrolled in 11 or fewer course credit hours in either semester;
• The student is married, divorced, or have a dependent(s) for which the student has primary or joint custody of; or
• The student lives in the permanent, legal, and primary residence of a parent or guardian within a 45-minute drive or twenty-five miles of Young Harris College located in Young Harris, GA. Requests will be verified and additional information may be requested. A second home or a vacation home does not qualify.
• Young Harris College is interested in students being successful in their educational pursuits, and recognizes that there are some situations that may qualify for additional consideration that may require an exception to the policy. Any student who believes they have extenuating circumstances, should indicate that they have a reason other than the ones listed above and respond to the questions on the Request to Commute form when prompted. The information will be reviewed by the Housing Appeals Committee for a response.

Please note the following: For the 2020-2021 Academic Year, students previously granted the option to commute will be grandfathered in.
Considerations for approval of extenuating circumstances:

- Home address
- Major
- Extra/co-curricular involvement
- Internet connectivity at home
- High school or college GPA (cumulative and last term)
- Work responsibilities (hours per week, location of job)
- Family responsibilities (examples: care for family member, assist with family farm, etc.)
- Transportation
- Financial

The Housing Appeals Committee consists of representatives from the following offices on campus:

- Director of Admissions
- Executive Director of Success Center
- Registrar
- Director of Financial Aid
- VP for Student Development

The above positions represent a wide variety of viewpoints for new and continuing students.

Housing agreements are binding for one academic year. However, if a student meets one of the exemptions to the residency requirement prior to the first day of classes during the spring semester, the student may appeal in writing to the Housing Appeals Committee to cancel and be released from their agreement for the spring semester.

Any student who meets one or more of the exemptions may apply to live on campus. However, because YHC must ensure sufficient space exists to house all students who are required to live on campus, the College reserves the right to house any student who meets one or more exemptions above only after all other students have been housed. Young Harris College does not offer campus housing for spouses, partners, or families of students. Students must be 17 years of age or older on the first day of class to be eligible to reside in Young Harris College housing.

Other requests for a housing exemption may be granted on rare occasions. An appeal must be submitted in writing through the online housing system and should explain the other extenuating circumstances the student believes warrants consideration. The Housing Appeals Committee will review each appeal on a case-by-case basis.
All students are required to purchase a meal plan. First-year students must purchase an unlimited meal plan. Students living in upper-class student housing may choose among the 16 meal, 18 meal, or unlimited meal plans. Students residing in the Village apartments may choose among the 10 meal, 16 meal, 18 meal, or unlimited plans. Students approved to live off campus will be assigned a commuter meal plan, but may choose among any of the residential plans or the upgraded commuter plan.

**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. There are times when a student or group of students might hesitate to provide assistance to another for fear of one, both, or all of them being charged with a policy violation themselves (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 College prohibits retaliation against any individual who files a complaint regarding harassment (including sexual), discrimination or hazing, or is involved in the complaint or grievance process for any reason.

**Safety & Security**
The Young Harris College Police Department patrols campus and an officer is on duty 24 hours a day, seven days a week. All officers are certified by the Georgia Police Officers Standards Training Council (POST). YHC PD is charged with the duty of protecting the members of the campus community and enforcing College policies 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 YHC student organization or student wanting to engage in a money-making project on campus (including the residence halls) must first request permission from the Director of Student Involvement. Organizations seeking funds or advertisements from persons or businesses off campus may do so only with the approval of the Director of Student Involvement 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 a recognized YHC student
organization may be expended consistent with the stated purpose(s) of the
organization. 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 Vice President for Advancement 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 Director of Student Involvement.

**Sexual Misconduct**

All students are responsible for knowing, observing, and complying with the information
contained in the Sexual Misconduct Policy published on the website at
https://www.yhc.edu/titleix.

**Smoking and Use of Tobacco Products**

Smoking and the use of tobacco products is prohibited inside any building or facility
owned by the College. All entrances, breezeways, porches, patios, and balconies are
designated as smoke free and tobacco free. Students who choose to smoke or use
tobacco products must be 25 feet away from any campus building.

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

**Student Code of Conduct**

All students are responsible for knowing, observing, and complying with the information
contained in the Student Rights and Responsibilities section contained in this Guide,
including the Student Code of Conduct.

**Student Organizations**

All students are responsible for knowing, observing, and complying with the Student
Organization Policy manual provided by the Office of Student Involvement. Anyone
interested in forming a Student Organization should contact the Director of Student
Involvement at ewburton@yhc.edu.

**Specific Policies for Student Organizations:**

**Film/Movie Guidelines**

Young Harris College acknowledges and complies with the Copyright Act of 1976, as
amended, 17 U.S.C. §§ 101-1332, which 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/residence) and prohibits public performance without a license. Therefore, any student or recognized student organization wishing to show a movie in common meeting spaces (Rollins Campus Center, classrooms, residence hall lounges/lobbies 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 Student Involvement and purchasing/securing the rights to show the movie. Organizations should plan accordingly as the cost to these rights may vary. Stop by the Office of Student Involvement located on the third floor of 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 Student Involvement a **minimum of five (5) business days prior to the requested event date**. Individuals or organizations unaffiliated with the College wishing to hold an event on campus should contact the Director of Student Involvement at ewburton@yhc.edu. The Director of Student Involvement will notify the YHC Police Department of any student or student organization events on campus. Local authorities in conjunction with YHC Police monitor off campus activities. The Office of Student Involvement reserves the right to deny an event from taking place on campus that violates College policies or is in conflict with the mission and values of the institution. Events involving protests or other expressive activity are covered under the section entitled Expressive Activity and Campus Protests.

Student organizations are expected to reserve any space they use or plan to use. 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. All food items needing disposal should be taken to a dumpster. Any group that has left a reserved space in poor condition will be charged a cleaning fee and/or damage fees (if applicable).

When using an academic space (i.e., classrooms, lecture halls, seminar rooms) 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 lead to the event being discontinued and 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 may be reserved by completing the Request for Program Form located in the Office of Student Involvement on the third floor of 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 to 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. From the last day of class through the end of the semester, student organizations shall not organize and/or 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 organizations may be exempt from this policy. Study breaks, tutoring sessions, regular organization/end-of-term meetings, and members-only social gatherings are permitted. Organization presidents and advisors should ensure that meetings and/or academic-related activities of the organization do not interfere with the study time of its members. In rare cases, exceptions to this policy may be made as determined by the Director of Student Involvement.

**Conduct Policies Regarding Recognized Student Organizations**

The goals and purpose 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 misbehavior of their members when the member’s actions evolve from, or are in any way related to, their association in the group. A student organization will be held responsible for conduct violations by its members unless the violators are identified, and it can be shown that other members of the organization took reasonable steps to prevent the violation.

Any student or organization wishing to report a violation related to a recognized student organization may do so by contacting the Director of Student Involvement or the Director of Community Standards and Student Conduct.

**Shared Responsibility**

Every organization has the duty to take all reasonable steps necessary to prevent infractions of College policy as well as violations of federal, state, and local law when hosting events and/or activities. This duty is not only applicable to members of the organization who are engaging in the activity, but it is also applicable to those members not engaged in the activity.

Recognized student organizations should understand that when dealing with allegations of College policy 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, federal, and local laws, the organization’s constitution, and College polices. It is expected that every organization will exercise self-governance, which carries with it the responsibility of each member holding 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 and may be subject to disciplinary sanctions including, but not limited to, the following:

- Administrative Warning
- Restitution
- Social Probation
- Disciplinary Probation
- Loss of Privilege
- Loss of YHC Recognition/Charter

In addition, if any Greek organization is permanently or temporarily suspended (i.e., loss of YHC recognition/charter) through the YHC student conduct system, the period of suspension may include, but is not limited to, the following sanctions:

- No participation as an organization, formally or informally, in any campus activities including Recruitment Week, Greek Week, intramurals, Fall and Spring Fest, etc.
- No displaying sorority or fraternity letters anywhere on campus including, but not limited to: residence hall windows, the Rollins Campus Center, and the Recreation Center
- No formal recruitment activities of any kind.

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

For more information about Student Organization policies, please refer to the Student Organization Handbook, and/or the Greek Leadership Manual. Both documents can be found on the Young Harris College website or by request from the Director of Student Involvement.
Student Records
The Family Educational Rights and Privacy Act (FERPA) allows students to access and request amendment 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 Director of Community Standards and Student Conduct. Students may authorize the release of their educational records by signing a FERPA Release form. Such forms are kept on file in the Office of the Registrar. The full Young Harris College FERPA Policy is available in the College catalog and online at yhc.edu under Registrar.

Tuition, Fees, and Financial Aid
Tuition
Students are charged the same rate for 12 to 18 semester credit 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 in 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’s website. Private rooms may be available upon request as space permits. For more information, contact the Office of Residence Life 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

Meal 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, labs, special fees, courses dropped after the drop/add period, or 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 balance due for any semester will result in an administrative STOP being placed on the student’s 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) 379-5119.

**Housing and Meal Plan 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, or by contacting the Business Office at (706) 379-5119, or the Financial Aid Office at (706) 379-5162 or by going online to yhc.edu and clicking on the Admissions tab.

**Vehicle, Traffic, and Parking**
The following policies have been developed in an effort to maintain safe traffic conditions on campus and to ensure maximum availability of all campus parking facilities. Violations of these policies may result in fines or other action. For questions relating to traffic policies, students should contact the Office of Student Development 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. There is a per semester charge to register your vehicle. 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**

Young Harris College offers a 20% discount on vehicle registration and parking decals exclusively for students 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, 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 campus. Student vehicles are to be used only on campus roads, city streets, and in parking areas. Vehicle use on sidewalks and non-paved areas is prohibited.

**Designated Specified Times**

There is a path that runs between the two rows of Village Apartments and another that starts at the Recreation and Fitness Center and goes past Enotah Hall, The Towers and Appleby Complex. These paths are generally closed, as indicated by the gate between Rollins Hall and Enotah Hall and by the bollards by Village 100, Village 1000, the Recreation and Fitness Center and one both sides of the plaza. For safety reasons, **vehicles are not permitted on either path except during officially designated times** (at the start and end of each semester). During these designated times, use of these paths is limited to loading and unloading vehicles only. Overnight parking is not permitted. Tampering with the gate or the bollards is not permitted.

**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, entry 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 AN ACCESSIBLE PARKING ZONE.** The current parking map can be found at 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.

**Parking Policy**

All undergraduate students are charged a parking fee each semester and must either complete the online vehicle registration or the online parking waiver form by the last day of drop/add courses for the term as set by the Registrar’s Office (typically at the end of the first week of classes). Requests for parking waivers after that deadline will not be honored. Students who request a parking decal will obtain that from the YHC Police Department during the first week of classes. Decals and waivers do not carry over from year to year, but do carry over from fall to spring semester (meaning that a student who has a parking decal fall semester will keep that same decal for spring semester, and a student who has a waiver fall semester will automatically get a waiver for spring semester).

If a student initially completes the vehicle waiver by the deadline but then brings a car partway through the year, then the student must first complete the online parking permit form, pay the parking permit fee and then go to the YHC Police Department to obtain the decal. The cost of the parking permit for the balance of the semester will be prorated, as determined by the Business Office.

Online registration and waiver links will be emailed by Residence Life at appropriate times each semester.

**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. Ticket charges are $25.00 per ticket. 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, employee, contractor, or guest on campus may choose to appeal a ticket by submitting a YHC Traffic Appeal form to the Student Development Office within five (5) business days of the ticket being issued. Traffic Appeals are closed meetings and the information considered during the appeal is limited to that which is submitted in writing to the Traffic Appeals Board.
The Traffic Appeals Board membership consists of a pool of students and employees selected by each of the governmental bodies on campus. SGA selects student representatives. Staff Council selects staff representatives. Faculty Senate selects Faculty representatives.

For each meeting of the Traffic Appeals Board there will be the following voting members from the Traffic Appeals Board membership pool: Two students and two employees (one faculty member and one staff member), and is chaired by the Director of Community Standards and Student Conduct.

The Traffic Appeals Board may uphold, overturn, or modify the original decision or fine. Notice of the decision will be sent to the appellant’s YHC email address within three (3) business days of the hearing. Any decision rendered by the Traffic Appeals Board shall be considered final and binding upon all involved.
RESIDENCE LIFE

Mission & Objectives
The Office of Residence Life is committed to providing and maintaining a clean and safe living environment conducive to the intellectual and personal growth of all YHC students. The Office of Residence Life seeks to provide an environment where students can live, study, and share ideas with their peers and members of the YHC faculty and staff whose culture, lifestyle, and opinions may be very different from their own. An environment of diversity is supported and celebrated in Residence Life.

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 placement in campus housing, a housing application must be submitted along with a room deposit. Room deposits are not applied to the cost of room and board. Instead, a room deposit is a contingency deposit against possible damage to College property or for failure to follow proper check-out procedures. Deposits are collected at initial application and retained by the College throughout a student’s entire experience at Young Harris College. New incoming students are assigned campus housing based on the date of deposit and submitted housing application. The deposit shall be returned upon graduation or separation from the institution if there are no outstanding charges on a student’s account. Any student dismissed from YHC for disciplinary reasons will not receive a deposit refund.

The housing application and agreement is for residency in College housing and not for a particular room or roommate. The College will honor specific requests whenever possible, provided deadlines are met.

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 students in their building(s). Every RLC keeps regular office hours in their residential facility and can provide services such as personal and academic advice and referrals, crisis intervention, and conflict mediation. They also ensure that students maintain appropriate behavior as members of the YHC 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), and in their suite(s) and building(s). An RA can assist students with personal or academic concerns and can refer students to appropriate resources on campus. RAs are also excellent sources of information and advice about classes and ways to get involved in campus life. RAs also enforce College and Residence Life Policies. In doing so, they assist in the maintenance of a clean, healthy, 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, animals (with the exception of approved service animals, emotional support animals, or fish in an aquarium of 10 gallons or less) are not allowed in campus housing for any length of time. Any unauthorized student found to have a pet-related item (e.g., pet cage, pet food, water bowl, kitty litter or leash) in their room is subject to disciplinary action. Any student assigned to the same room or suite where an animal is found may be held responsible as well.

Students requiring a service or emotional support animal must make appropriate arrangements through Disability Services.

**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.

Scheduled YHC closings for the 2020-2021 academic year are as follows:

- For winter break, halls close Saturday, November 21 at 10 a.m. and reopen Sunday, January 10 at 1 p.m.
- At the end of the year, halls close Thursday, May 6 at 10 a.m. for any student who is not participating in Commencement and Saturday, May 8 at 6 p.m. for any student who is participating in Commencement.

On occasion, students may be approved to remain in campus housing during break periods. For the purposes of students’ safety, Residence Life may consolidate students during these break periods, closing certain residence halls. Students who are approved to
be on campus during times the residence halls are not open for general occupancy are not permitted to have any overnight guests until the residence halls reopen. They are permitted guests during the day in accordance with established guest policies. Any YHC student who has not yet been approved to be on campus during that break period is considered a guest and the guest policy shall apply to them. Residents who are found in violation of this guest policy or any other College policy will be removed from housing immediately and not permitted to return until the residence halls reopen.

**Check-In, Check-Out**

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

Upon move-out, all students must check-out of their room with an RA or RLC. A Room Condition Report form must again be completed and signed at the time of move-out. 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 minimum of a $50.00 fine and the loss of the ability to appeal or dispute charges related to room damage.

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, no trash left in the room, and no personal belongings left behind. There is a minimum charge of $45.00 per person for rooms left unclean, which may be applied in addition to an improper check-out fine. An additional walkthrough will be conducted by the 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.

**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. 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 any room. Any disassembled furniture must be reassembled prior to move out. Students will be found responsible for any damage they cause and will be charged accordingly. Nails, screws, and other such fixtures may not be used to affix items to room walls or furniture because of the excessive damage they may cause to the walls and/or woodwork. Occupants may be held responsible for any 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, Rollins Hall, and The Village Apartments.
  - 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 Apartments.
  - Be extremely careful with allowed electrical appliances such as irons, coffeepots, hot pots and electric blankets – while on, these must not be left unattended. Young Harris College strongly encourages purchasing items with automatic shut-off features.
  - 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.
o 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.

o Do not place posters or wall hangings over electrical outlets or lights.

o Students may not tamper with (including plugging anything into) the wireless access points in the residence halls.

- **Trees**
  - Live trees are prohibited in campus housing.

- **Grills**
  - Charcoal grills are only allowed in The Village Apartments. 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 and restrictors 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 alarm 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 followed during a fire alarm:

- Close all windows in your room
- Put on a coat, if necessary, and hard sole shoes
- Take your keys, close and lock your room door behind you
- Walk quietly and quickly to your exit
- Wait for the “all clear” signal from your RA or RLC 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 alarm is prohibited.

**Furniture**

All student possessions, as well as any and all College-owned furniture and equipment assigned to a room, suite or apartment must be stored in that room, suite or apartment. No additional storage space is provided. Furniture shall not be arranged in a manner
that 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.

To ensure housekeeping is able to do their jobs efficiently and effectively, no items are to be left in the hallway such as shoes, welcome mats, and various other items.

When items in a room or in common area are in need of repair, an RA or RLC 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 windows, 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 three business days. A student’s RA or RLC should be contacted with questions regarding the status of a work request.

**Keys and YHC ID Cards**

Primary responsibility for personal safety remains with the student. However, because no amount of watchfulness on the part of the College can replace the habit of consistently locking one’s door, each resident is issued and is responsible for a key and YHC ID Card which provides access to their room. Whenever a student checks out of their 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.

In order to promote community, some students choose to prop their doors open when they are present in their room and are 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.

**Student Lock-Out Policy**

Students are expected to carry and use their key(s) and/or YHC ID Card to access their room, suite or apartment. YHC recognizes that students can on occasion accidentally lock themselves out of their living space. In the event a lockout occurs, Residence Life staff members are available to assist residents.

Students will be allowed three free lockouts per year. Residents will be charged $10.00 for each subsequent lockout.

If a student abuses the lockout policy, the student will be referred to the student conduct process.

**Laundry**

Each residence hall is equipped with a laundry room, accessible with a YHC ID Card, for the 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 the residence halls are able to be bunked. Those students wishing to bunk beds are free to do so as long as bed frames meet the standard to be bunked.

**Meeting Attendance**

Campus housing meetings are an important part of living in a residential community. When possible, 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, they are held accountable for the information discussed and/or distributed at the meeting without exception.
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 from 11 p.m. – 10 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 residents of each hall to modify these hours. Quiet hours are in effect 24 hours a day starting on the last day of class 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 RLC may be contacted to further address the problem.

Personalization
Room personalization remains an important component of student development at Young Harris College. The Office of Residence Life is committed to the goal of allowing residents the freedom of expression inherent in adapting their rooms to their personal needs. In effort to promote school spirit and community, non-YHC related items may not be hung out-facing from residence hall windows. Students are welcomed to hang items such as YHC Flags, Go Mountain Lions, and their Greek letters from windows, however, anything else is to be hung inside personal suites and bedrooms.

Students may:
- Hang drapes using tension rods
- Decorate in any other way that does not permanently alter the room (e.g., posters, faux plants, throw rugs)
- Use poster putty to hang items on walls
- Hang YHC and Greek affiliated paraphernalia or items from windows

Students may NOT:
- Dismantle any College furniture (other than College-owned beds for the purpose of raising or lowering the frame)
- Prevent egress from a room (e.g., affix cardboard to a window with duct tape)
- Affix anything permanently to the walls, ceiling, or doors including lofts, TV mounts, bookcases, wallpaper, glued corkboards, etc.
- Paint anything that belongs to the College
- Cover or line the 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
• Have or use a dart board (including soft or safety darts)
• Perform any maintenance on their rooms and must report issues to staff (clogged sinks, etc.)

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 Office of Residence Life.
Residents who wish to change rooms for any reason must set up a meeting with their Residence Life Coordinator. Taking up residence (as defined by the College) in a room other than the one assigned, or in the common area for any length of time or for any reason, 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 Room Entry and Searches 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.

Roommates
Students are able to request a specific roommate. If a specific and mutual roommate request is not received by the specified deadline, the Office of Residence Life compares interests and all other information given on the housing application in an attempt to place individuals with similar interests together in the building requested when possible. Every reasonable effort is made to honor available requests and preferences.

For various reasons, students may at times be assigned to a room without a roommate. If adequate space is available on campus, students may be given the opportunity to pay an additional fee for a private room. If a student does not pay the additional fee and/or that option is not available, then the room shall be left in a condition that would allow another student to move in at any time. This means that a bed, desk, dresser, closet, etc. must remain clear for personal belongings at all times. Typically, advance notice is given to the occupant of the room if another student will be moving in; however, advance notice may not always be possible. Refusing a roommate and/or failure to keep the room “roommate ready” is prohibited.

Theft
Students should always lock the door when leaving their room, suite or apartment, keep
their YHC ID Card and room key with them at all times, and promptly report any doors or windows that do not lock properly to an RLC or 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 unattended in the laundry room
- Be careful where you leave your books in public areas

Personal belongings found in residential common rooms or laundry rooms should be turned in to the RLC or an 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. Students should obtain property insurance for protection against damaged or stolen property.

Visitation/Guests
In an effort to protect the health, safety, comfort and well-being of all students, certain restrictions exist for guests and visitors. These restrictions are outlined below.

At the beginning of each semester, RAs and RLCs assist roommates in the negotiation of a roommate agreement. Roommate agreements may also be negotiated when room changes occur. Roommate agreements help aid in setting boundaries between roommates and/or suitemates. If students residing in a given room, suite or apartment wish to further limit the access of guests and/or visitors, they may do so by indicating agreed upon changes on the roommate agreement.

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 agreement.

Visitors
A visitor is defined as any current Young Harris College student present, with permission, in a particular residential complex, room, suite or 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 or apartments, and interior hallways of same-sex buildings), the following times and conditions apply:
• Visitation is limited to the following times:
  o Residence Halls:
    ▪ 9 a.m. – 1 a.m. – Sunday through Thursday
    ▪ 9 a.m. – 2 a.m. – Friday and Saturday
  o The Village Apartments:
    ▪ 9 a.m. – 1 a.m. – Sunday through Thursday
    ▪ 24-hour visitation – Friday and Saturday
• All students are responsible for what occurs in their assigned room, suite or apartment. If a violation of the Visitation Policy occurs, all occupants of that room, suite or apartment may be held accountable.
• Residents are expected to be mindful of their roommate and their suitemates when hosting visitors.

**Guests**
A guest is defined as any person on YHC premises who is not a current Young Harris College student. In addition to the conditions outlined for visitors above, the following restrictions also apply to guests who enter a residential complex:

• Residents must register their guests with their RLC via email 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 must observe and follow all College policies, and will be asked to leave campus if found to be a disruption to the community or individual residents.
• A student may have no more than two guests at a time.
• Same-sex guests may stay overnight. Opposite-sex guests are not allowed to stay in a residence hall room or suite overnight.
• No overnight guests are permitted prior to the start of classes and after the last day of classes each semester.
• Same-sex guests may not stay for longer than two nights per visit. The Residence Life Coordinator of that complex must approve any extension. No guest is allowed to stay for an extended period of time or to visit an unreasonable number of times, as determined by the Director of Residence Life.
• Overnight guests UNDER the age of 18 must have written consent from the RLC of the complex. Permission is typically granted with parental consent.

No person may take up residence in campus common areas (public or those within a suite or 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 is prohibited except during emergency situations. Hanging anything out of windows and/or placing items outside the window on ledges, roofs or overhangs without the permission of the RLC is prohibited. Some windows on campus are equipped with restrictors, a device which prevents the window from opening to the full extent. Students may not remove this device from their window. While displaying organization letters in a window is acceptable, students will be asked to remove any item that is deemed to be offensive by the College.

At no time are students allowed to climb/scale any porch railings or balconies. Jumping from The Village Apartment porches is prohibited. Allowing or encouraging others to jump from the porch or balcony is also prohibited. Balconies may not have anything hanging on them that obstructs Residence Life’s ability to see onto the porch.
Young Harris College Sexual Misconduct Policy

Policy Statement
It is the policy of Young Harris College (“Young Harris” or the “College”) to maintain an environment that is free of all forms of discrimination and harassment, including sexual misconduct for its community members. College community members include students, faculty, administrators, staff, volunteers, vendors, contractors, visitors, and individuals regularly or temporarily employed, conducting business, studying, living, visiting, or having any official capacity with the College or on its property. The College has enacted this Sexual Misconduct Policy (the “Policy”) to reflect and maintain its institutional values and community expectations, to provide for fair and equitable procedures for determining when this Policy has been violated, and to provide recourse for individuals and the community in response to violations of this Policy.

This Policy prohibits all forms of sexual harassment and discrimination, gender-based, harassment and discrimination, and sexual assault, domestic violence, dating violence, and stalking. This Policy also prohibits retaliation against a person who reports, complains about, or who otherwise participates in good faith in any matter related to this Policy. All of the foregoing conduct shall be referred to as “Prohibited Conduct.”

Young Harris does not discriminate on the basis of sex in its educational, extracurricular, athletic, or other programs or in the context of employment. Sex discrimination is prohibited by Title IX of the Education Amendments of 1972, a federal law that provides:

No person in the United States shall, on the basis of sex, be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any education program or activity receiving Federal financial assistance.

Sexual harassment is also prohibited under Title IX and Title VII of the Civil Rights Act of 1964, and other applicable statutes. This Policy prohibits sexual harassment against Young Harris community members of any sex in the context of education or employment. This Policy also prohibits gender-based harassment that does not involve conduct of a sexual nature. Sexual harassment cases involving two employees will be handled through the Title IX process or Title VII of the Civil Rights Act (as covered in Policy 703 Sexual and other Unlawful Harassment) depending on the alleged Prohibited Conduct.

Upon receipt of a Formal Complaint, the College will take prompt and equitable action to eliminate the Prohibited Conduct (if any), prevent its recurrence, and remedy its effects. In addition, the College will fulfill its obligations under the Violence Against Women Reauthorization Act of 2013 (“VAWA”) amendments to the Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act (“Clery Act”) in
response to reported Prohibited Conduct. Students, employees, or third parties who are found to have violated this Policy may face disciplinary action up to and including expulsion (students) or termination of employment or contractual relationship (employees or third party contractors).

Young Harris College also prohibits other forms of discrimination and harassment as described in Policy 103 Equal Employment Opportunity in the Employee Handbook and in the Guide to Student Life.

To read the full policy on Sexual Misconduct, please go to https://www.yhc.edu/titleix.

**Young Harris College Title IX Coordinator is:**

Vice President of Student Development and Title IX Coordinator

Dr. Laura Whitaker Lea | Vice President of Student Development and Title IX Coordinator

Office: RCC 212  
Phone: (706) 379-5118  
Email: ldwhitakerlea@yhc.edu

**Campus Police:**

Campus Police are available to report any incident of crime or violence as well as any incident involving Prohibited Conduct. Campus Police may be reached through the following phone numbers or at their office located in Manget Hall, first floor:

- Emergency Assistance 911
- Local Dispatch (non-emergency) (706) 896-7460
- Campus Police Office (706) 379-4569
- Towns County Police (706) 896-7460/(706) 896-6388

**On Campus Confidential Reporting:**

**Counselor**  
Susan Murphy  
Phone: (706)-379-5160  
Email: samurphy@yhc.edu

**Chaplain**  
Rev. Ryan Snider  
Phone: (706) -379-5166  
Email: rcsnider@yhc.edu
Off Campus Confidential Reporting:

North GA Mountain Crisis Network – Blue Ridge | (706) 632-8400
Email: crisisshelter@etcmail.com

SAFE/Support in Abusive Family Emergencies, Inc. | Blairsville, GA
(706) 379-3000 | email: info@safeservices.org | www.safeservices.org |

Union General Clinic – Young Harris, GA | (706) 439-6683

(Revised July 2020)
STUDENT RIGHTS AND RESPONSIBILITIES

The Common Good

The privilege of being a member of the Young Harris College community carries responsibilities. Your words and actions should bring credit to you, your family, your community, and Young Harris College. One individual’s actions will have an impact on the community, positively or negatively. Whether inside or outside of class, on or off campus, as a member of a group or team or as an individual, your decisions affect those within your community. Respect, honor, and integrity should guide both your actions and words. Young Harris College is committed to teaching students to be responsible citizens and to pursue lives consistent with the core values of the institution. As a community we expect the behavior of all members of the community to be:

- Legal
- Responsible
- Respectful of persons and property
- Reflective of our institutional values

Being a responsible member of this community compels you to consider not only your actions but also the actions of others and the effects on the community. Do not simply point out problems, but help find solutions. Intervene to help someone else in need. Ask for assistance for yourself or others. Do not stand by silently, but become active and engaged. Keeping YHC a safe and enjoyable environment in which to learn, work, and live is the responsibility of every member of this community.

The Code of Conduct

Purpose

Upon admittance to Young Harris College, students are informed of the standards and expectations associated with entrance into the YHC community. The Student Code of Conduct was adopted to enhance the health and safety of individuals on campus and to promote an atmosphere that is conducive to the educational process. The Student Code of Conduct includes Standards of Conduct as well as the procedures by which allegations of violations are resolved.

Standard of Evidence

Because the YHC student conduct system is administrative in nature, is internal to the College, and is not a court of law, it is not bound by the rules of evidence in a court of
law nor does the process attempt or intend to mimic court processes and procedures. Decisions reached under the student conduct system are based on a preponderance of the evidence. A preponderance of evidence means that when a reasonable person, after evaluating all credible information available at the time of making a decision on the allegations, would conclude that it is more likely than not a violation has occurred.

An accused student or recognized student organization may consult an advisor from the College community (a full-time faculty or staff member or a full-time student), but this person may not participate in any hearing, or in any step of the disciplinary process, although they may be present as a silent observer. Attorneys and/or legal advisors, parents and/or legal guardians are not permitted in the YHC student conduct process because it is an internal administrative process. (Please note that within the Title IX process, the Advisor process may differ. Please consult the Sexual Misconduct Policy for more information.)

**Application of the Code of Conduct**

The Standards of Conduct shall apply to all Young Harris College students, whether matriculated or not, whether taking courses on-campus or off. The Code of Conduct does not apply to matters covered by the College’s Sexual Misconduct Policy. Please click here [https://www.yhc.edu/titleix](https://www.yhc.edu/titleix) to access the Sexual Misconduct Policy.

The Vice President for Student Development, as designated by the Young Harris College President, is responsible for the administration of College policies concerning student conduct. The Vice President for Student Development, in their sole discretion and on a case-by-case basis, decides whether College policies shall be applied to conduct occurring off campus.

Young Harris College student conduct proceedings may be initiated against a student alleged to be involved in conduct that potentially violates criminal law or the Standards of Conduct, independent of civil or criminal litigation in court, or criminal arrest and prosecution. Proceedings under the YHC student conduct system may be carried out prior to, simultaneously with, or following civil or criminal proceedings at the discretion of the Vice President for Student Development. Determinations made or sanctions imposed under the student conduct system shall not be subject to change on the grounds that criminal charges regarding the same incident were dismissed, reduced, or resolved in favor of or against the student.
Rights and Responsibilities of Accused Students in the Conduct Process

Students and recognized student organizations charged with violating the Standards of Conduct are entitled to the following rights under the Young Harris College student conduct system:

1) The right to be treated respectfully throughout the process and the responsibility to be respectful to others throughout the process.

2) Notice of the charge(s) and an account of the alleged misconduct involving the accused student or recognized student organization.

3) The right to a hearing: (i) before the Director of Community Standards and Student Conduct or their designee or (ii) before the Student Conduct Board.

4) Notice of a hearing for the accused student or recognized student organization.

5) Notice of the maximum allowable consequences or sanctions (i.e., expulsion).

6) The right to a hearing closed to the public.

7) The right to have an advisor from the full-time faculty, staff, or student body at Young Harris College. The advisor may not participate directly in the hearing, but may provide advice to the student. An advisor who does not adhere to the expectation of no direct participation will be removed from any meeting or hearing related to the process. Attorneys and/or legal advisors, parents and/or legal guardians are not permitted in the YHC conduct process.

8) The right to present evidence on their own behalf or remain silent in a College hearing at their option.

9) The right to present the testimony of witnesses or other evidence at a hearing.

10) The right to participate or not participate in the conduct process. However, when a student chooses not to participate, the case will continue without the input of the student or recognized student organization.

11) The right to be presumed not responsible for the alleged misconduct. Evidence must be provided of the allegations against a student or recognized student organization sufficient to satisfy a preponderance of the evidence standard (which is more likely than not to have happened).

12) A written decision specifying outcome and right to appeal.
13) The right to challenge the participation of any Student Conduct Board member for bias or conflict. The dismissal of a challenged hearing board member shall be at the sole discretion of Director of Community Standards and Student Conduct and not subject to appeal.

14) The right to have their case heard only on the misconduct specified in the written notice.

15) The right to review evidence pertaining to the individual accused student, but not evidence pertaining to other students involved. The right to challenge the admissibility of evidence.

16) The right to cross-examine all available witnesses (cross examination questions must be addressed through the hearing board chair).

17) Appeal the decision of a College disciplinary board in accordance with the “Appeals Process” as detailed herein.

**Standards of Conduct**

A student or recognized student organization may be disciplined for the following types of misconduct:

1) Acts of Dishonesty
   
a) Providing false information to a College official (verbal, written, or electronic).

b) Falsifying, distorting, misrepresenting or withholding information in connection with a College investigation or hearing.

c) Forging, altering, destroying, falsifying or misusing records, identification or documents, whether in print or electronic form.

d) Cheating, plagiarism, unauthorized academic assistance, and other forms of academic dishonesty. The Honor Council hears cases regarding academic dishonesty. Please refer to the Young Harris College Honor Code at [https://www.yhc.edu/academics/honor-code](https://www.yhc.edu/academics/honor-code)

e) Theft, misappropriation, unauthorized possession or unauthorized sale of private or public property including, but not limited to, College property.

f) Bribery; attempting influence or influencing a College process or decision for personal gain.
2) Threats, intimidation, causing physical harm to any person; endangering the health or safety of any person; engaging in conduct that causes a reasonable person to fear harm for their health or safety; or making an oral or written statement (including electronically) that a reasonable person hearing or reading the statement would interpret as a serious expression of an intent to commit an act of violence to a particular individual or group of individuals, regardless of the intent to carry out the act of violence.

3) Harassment under the Code of Conduct is defined as unwelcomed conduct that is so severe or pervasive and objectively offensive that it substantially interferes with the ability of a person to work, learn, live or participate in or benefit from the services, activities or privileges provided by the College.

4) Engaging in sexual misconduct is prohibited. Violations of the Young Harris College Sexual Misconduct Policy are governed under the procedures set forth in that policy (See https://www.yhc.edu/titleix for more information.) Sexual misconduct not specifically addressed in the Young Harris College Sexual Misconduct Policy will be addressed through the Code of Conduct.

5) Invasion of another person’s privacy when that person has a reasonable expectation of privacy. Using electronic or other means to make a video, photographic, or audio record of any person, without the person’s knowledge or consent, in a location in which the person has a reasonable expectation of privacy. The storing and/or distributing of such unauthorized recordings by any means is also prohibited.

6) Vandalizing, destroying, damaging or engaging in conduct or misuse that reasonably could cause damage to property of the College or any member, guest, contractor.

7) Participating in hazing. “Hazing” is defined as any intentional or reckless act, on or off College property, by one (1) student, acting alone or with others, which is directed against any other student that endangers the mental or physical health or safety of that student, or which induces or coerces a student to endanger their own mental or physical health or safety. Hazing includes those actions taken and situations created in connection with initiation into or affiliation with any organization, group, or team.

8) Engaging in disorderly, lewd, indecent or obscene conduct or breach of peace. “Disorderly” conduct means conduct which creates a hazardous or physically offensive condition; making noise that could unreasonably disturb others who are carrying on lawful activities, and conduct that breaches the peace. “Lewd, indecent, or obscene” conduct includes, but is not limited to, loud vocalization of profanity and expletives, public nudity, public urinating, and public sexual acts.
9) Engaging in speech, either orally or in writing that is directed to inciting or producing imminent lawless action or is likely to incite or produce such action.

10) Any act of arson; falsely reporting a fire, the presence of an explosive or incendiary device; setting off a false fire alarm; or tampering with, damaging, or removing fire extinguishers or any other safety or emergency equipment from its proper location, except when removed in a situation in which there is a reasonable belief of the need for such equipment.

11) Possessing, using or duplicating College keys, access cards or identification cards without authorization from professional staff; or possessing, using, or entering College property without authorization from professional staff.

12) Theft, misuse, or unauthorized use of information technology facilities, resources, or access codes, or conduct that violates the College’s Acceptable IT Use Policy which can be found on the Information Technology Services page on YHC Connect.

13) Possessing, using, storing, or manufacturing any weapon or any facsimile of a weapon on College property or in connection with a College-affiliated activity.

14) Alcohol
   a) Consuming, manufacturing, possessing, distributing, dispensing, selling, or being under the influence of alcoholic beverages on College property or in connection with a College-affiliated activity. (Please see Young Harris Alcohol Policy for the exceptions for students who are 21 years of age or older at special events designated by the president of the College.)

   b) Consuming, manufacturing, possessing, distributing, dispensing, selling or being under the influence of alcoholic beverages, under 21 years of age.

   c) Providing an alcoholic beverage to a person younger than twenty-one (21) years of age.

   d) Violations of local or state alcohol laws.

15) Using, manufacturing, possessing, distributing, selling, dispensing or being under the influence of drugs; displaying, distributing, dispensing, possessing, or selling drug paraphernalia; using or possessing a prescription drug, if the prescription was not issued to the student; or distributing or selling a prescription drug to a person to whom the prescription was not originally issued.

16) Failing to pay a College bill, account, or other College financial obligation.
17) Failing to respond to a request to report to a College administrative office; failing to comply with a reasonable request of a College employee or other public official acting within the scope of their duties; or failing to identify oneself to a College employee or other public official acting within the scope of their duties when requested to do so.

18) Violating the terms of conduct action or consequences imposed by the College. Failing to meet the timeframe of conduct sanctions.

19) Obstructing or disrupting teaching, learning, studying, research, public service, administration, disciplinary proceedings, emergency services or any other College-affiliated activity, or the free flow of pedestrian or vehicular traffic on College property.

20) Violating a College policy or rule including, but not limited to those published in the Guide to Student Life, the College Catalog, the College web site, the intranet (YHC Connect), email notice, posted signage, or any other written communication.

21) Committing an act that is prohibited by local, state, or federal law.

22) Attempting to commit a violation of a Standard of Conduct or being an accessory to the commission of an act or attempted act in violation of a Standard of Conduct.

**Student Conduct Process**

Once an incident report is submitted, the Director of Community Standards and Student Conduct or their designee will review the report, gather further information, if necessary, and establish appropriate charges, if any. If charges are established, the accused student or recognized student organization will be notified by the Office of Student Development and required to schedule an appointment with the Director of Community Standards and Student Conduct or with the student’s Residence Life Coordinator (if the violation is minor).

After discussing the conduct process and the pending charge(s), an accused student or recognized student organization has two available courses of action:

- **Administrative Hearing**
  The accused student or recognized student organization may accept responsibility for violating the Standard(s) of Conduct described in the Notice of Charges and accept the College’s sanction recommendation. Such disposition shall be final and there shall be no subsequent proceedings.
• Student Conduct Board Hearing
An accused student or recognized student organization may elect to have a hearing before the Student Conduct Board to contest any pending charges and/or recommended sanction(s). Those appearing before a Student Conduct Board are responsible for presenting information related to their involvement or non-involvement in the incident in which they are being charged. A representative from the Office of Student Development will provide information to the Board to support the College’s allegations against the accused student or recognized student organization.

Failure to Participate in the Student Conduct Process
All cases shall be resolved in a timely manner. Should an accused student or recognized student organization fail to cooperate, ignore, or otherwise fail to participate in the student conduct process at any stage, the conduct process will continue without the involvement of the student or recognized student organization. The accused student or recognized student organization must comply with the decisions, recommendations and/or sanctions of the decision-making body. If the accused student or recognized student organization fails to attend the Administrative Hearing and/or Conduct Board Hearing, the hearing will proceed and a finding will be reached based upon the available evidence using the preponderance of the evidence standard. If the accused student withdraws from the College or a recognized student organization disbands prior to resolution of the case, the case will still be resolved through the process outlined in the Student Rights and Responsibilities.

Interim Measures
The Vice President of Student Development or designee may impose interim measures prior to an investigation and/or prior to a hearing in a Student Code of Conduct matter.

1) Interim measures may be imposed as needed:
   a) To ensure the safety and well-being of a member or members of the College community, or to preserve College property, or
   b) To ensure the student’s own physical or emotional safety and well-being, or
   c) To prevent ongoing threat of the disruption to or interference with the normal operations of the College.
2) Interim measures could result in a student being denied access to the College campus (including classes and labs), residence halls, campus facilities, or College privileges for which the student may otherwise be eligible.
3) Interim measures (including suspension) do not replace the regular conduct process. The regular conduct process will proceed under the guidelines outlined in this section. A student will receive written notification of the interim measures.
4) Possible interim measures include, but are not limited to:
a) No Contact Directive  
b) Restrictions on access to specific buildings  
c) Restrictions on access to specific services  
d) Restrictions on access to technology resources  
e) Interim residence hall suspension  
f) Interim College suspension

Sanctions

The following sanction options may be imposed upon any student found to have violated the Standards of Conduct:

(1) **Administrative Warning.** A written notice to the student that the student is violating or has violated the Standards of Conduct.

(2) **Disciplinary Hold.** A disciplinary hold may be placed on a student’s account until the completion of the student disciplinary process and/or until the student satisfies the terms and conditions of any penalties imposed.

(3) **Loss of privilege.** Denial of specified privileges for a designated period of time. This may include denial of participation in College-sponsored activities and/or events, extracurricular activities, social activities, scholarships, and the use of certain College owned or controlled property.

(4) **Educational & Treatment Programs.** Students may be required to attend classes, at their own expense, regarding issues involving alcohol or drug use, civility, ethics, or other topics as deemed appropriate by the Director of Community Standards and Student Conduct.

(5) **Restitution.** Restitution may be required in situations that involve destruction, damage or loss of property, or unreimbursed medical expenses resulting from physical injury. Restitution may take the form of a monetary payment or appropriate services to repair the destruction, damage, or loss.

(6) **Fines.** Monetary fines may be imposed for certain violations of the Student Code of Conduct.

(7) **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 without compensation.

(8) **No-Contact Directive.** A no-contact directive may be issued to a student
instructing them to have no direct or indirect contact with another member of the campus community.

(9) **Housing Suspension.** Removal of the student from campus housing for a definite period of time, after which the student may be eligible to return. Conditions for readmission must be specified. If a student is suspended from campus housing, they will still be charged room and board during the time of suspension.

(10) **Housing Expulsion.** Permanent removal of the student from campus housing. If a student is expelled from campus housing prior to the end of the semester, they will still be charged the full amount for room and board for that semester.

(11) **Disciplinary Probation.** Disciplinary probation permits a student to remain at the College on probationary status, but with the understanding that a future violation of the Standards of Conduct may result in suspension. Probation is for a defined period. Other conditions of probation are specific to each individual case and may include a requirement of community service or other requirements or restrictions.

(12) **Suspension.** Separation of the student from YHC for a definite period of time, after which the student is eligible to return. Upon return, the student will be placed on disciplinary probation. The length of probation after the first semester of return is at the discretion of the Director of Community Standards and Student Conduct. Additional conditions for readmission may also be specified.

(13) **Expulsion.** Permanent separation of the student from YHC.

(14) **Revocation of Admission and/or Degree.** Admission to, or a degree awarded from YHC may be revoked for fraud, misrepresentation, or other violations of the Standards of Conduct committed by a student in order to obtain a degree or admittance.

(15) **Withholding Degree.** YHC may withhold awarding a degree otherwise earned until the completion of the student conduct process, including the completion of all sanctions imposed, if any.

In addition to the above list, the following sanctions may be imposed upon groups or recognized student organizations:
(1) **Social Probation.** Social probation prohibits a recognized student organization from sponsoring or participating in specified social activities. While on social probation, a recognized student organization may not host social events on or off campus or participate in College-sponsored activities. Exceptions may be made for philanthropic events but must be approved, in advance, by the Vice President for Student Development.

(2) **Work Sanction.** An organization may be required to perform work without compensation to benefit the campus community or the local community.

(3) **Disciplinary Probation.** Disciplinary probation means that a recognized student organization is permitted to retain its YHC recognition on a probationary status. As part of an organization’s disciplinary probation, the organization may be required to refrain from meeting, accepting new members, or may be asked to revise foundational documents. A violation of the Code of Conduct during the period of disciplinary probation may result in more serious penalties, including revocation of YHC recognition.

(4) **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.

A sanction imposed for any single violation may include more than one of the sanction options listed above.

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 and/or College property. Violators shall be subject to arrest for criminal trespass.

If a student fails to complete an assigned sanction within the specified timeframe, an administrative STOP may be placed on the student’s account preventing the student from registering for classes, adding or dropping classes, obtaining 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 Board**

The purpose of the Young Harris College Student Conduct Board is to hear allegations of student misconduct involving violations of the Standards of Conduct, to determine
the responsibility of the student or recognized student organization charged, and to
establish an appropriate sanction in cases where the student or recognized student
organization is found responsible.

Membership
Up to fifteen (15) full-time YHC students shall be selected each year to serve on the
Student Conduct Board by the Vice President of Student Development or their designee.
To be selected, a student must be in good academic and disciplinary standing. An
applicant may be disqualified because of previous conduct violations or not meeting the
minimum qualifications for membership. A member may be removed from the Board,
for cause, by the Vice President for Student Development or their designee.

Advisor
The Director of Community Standards and Student Conduct shall serve as advisor to the
Student Conduct Board.

Student Conduct Board Hearing
After being advised of their rights and responsibilities, the conduct process, and the
pending charge(s), an accused student or recognized student organization may elect to
have a hearing before the Student Conduct Board to contest the charge(s) and/or the
recommended sanction(s). Students appearing before the Student Conduct Board are
responsible for presenting relevant information related to their involvement or
noninvolvement in the alleged incident. A representative from the Office of Student
Development will provide information to the Board to support the College’s claim
against the accused student or recognized student organization. Student Conduct Board
Hearings are closed to the public and shall remain confidential except as provided by
law or College policy.

Composition of the Board
The Student Conduct Board shall be comprised of Student Conduct Board members.
Five members must be present in order for a hearing to proceed.

Witnesses and Exhibits
Both parties may arrange for witnesses to present relevant information at the hearing. If
a party wishes to have a witness present, it is their responsibility to supply a list of
witnesses, including contact information and a description of how the witness is relevant
to the incident, to the Director of Community Standards and Student Conduct for
approval at least three (3) business days prior to the start of the hearing. Notification of
hearing details to witnesses is the sole responsibility of the student making a request for
witnesses. Pertinent records, exhibits, and signed written statements may be accepted
for consideration by the Board at its discretion. Such documentation must be submitted
to the Director of Community Standards and Student Conduct at least three (3) business
days prior to the start of the hearing.

**Burden to Establish Responsibility**

The College has the burden to establish, by a preponderance of the evidence, that the accused student or recognized student organization is responsible for the alleged student conduct violation. All procedural questions are subject to the decision of the Chair of the Board.

**Determination of Responsibility**

During the portion of the hearing in which responsibility is determined, both parties may present relevant information in order to help the Board determine whether the accused student or recognized student organization should be found responsible for the alleged charge(s). Character evidence is **not** permitted during the responsibility portion of the hearing. The determination of the Board shall be based on a preponderance of the evidence. Board deliberations shall be closed to everyone, except board members and the Director of Community Standards & Student Conduct.

**Sanctioning Phase**

If a student or recognized student organization is found to be responsible for violating one or more of the Standards of Conduct, the hearing shall proceed to the sanctioning phase. During the sanctioning phase, the Board may consider a student or recognized student organization’s conduct history. The Board may also consider the student’s or recognized student organization’s understanding of the implications of the conduct, the nature of the offense, the severity of any damage, injury, or resulting harm, and any other relevant factors in order to determine an appropriate sanction. Character witnesses from the College community may be used during the sanctioning phase.

All hearings may be audio/video recorded by the Office of Student Development and are property of the Office. **No other recordings are permitted.** A surreptitious recording is a violation of the Standards of Conduct.

At certain times of the calendar year, hearing boards are unavailable. An administrative hearing is necessary when: 1) the Student Conduct 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. When a Student Conduct Board hearing is requested and not possible or appropriate, the respondent retains the right to appeal.


**Appeals Process**

The disciplinary action of the Student Conduct Board may be appealed. An appeal shall be addressed to the Vice President for Student Development. The Vice President for Student Development will convene an Appeals Committee of not less than three employees to make a recommendation regarding the appeal. Any decision shall be considered final and binding.

The request for appeal must be submitted in writing to the Office of Student Development **within three (3) business days of the written decision of the Student Conduct Board** and may be delivered to the Office of Student Development during normal business hours (8 a.m. – 5 p.m.) or emailed to conduct@yhc.edu. The student or recognized student organization appealing the decision must state the grounds upon which the appeal is based. All student conduct appeals are heard based on the original record made before the Student Conduct Board and are not a re-hearing of the case. Pending the outcome of an appeal, the sanction(s) specified in the original decision may not be imposed. An interim suspension may be imposed or continued if it is determined that the continued presence of a student or recognized student organization poses a threat to the health, safety, or welfare of members of the YHC community or the preservation of YHC property, or poses an ongoing threat to the disruption of, or interference with, the normal operations of the College.

The following reasons are the only valid grounds for an appeal:

1. **To determine whether a procedural error occurred** that materially influenced the hearing panel’s decision.

2. **To determine whether the sanction imposed was appropriate for the violation** of which the student or recognized student organization was found responsible.

3. **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 student or recognized student organization at the time of the original hearing, nor could have reasonably been obtained by the student or recognized student organization.

**Notification to Others**

In an effort to develop students holistically 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 members, advisors, the
College retention officer, coaches, college counselors, members of the Behavioral Intervention Team and the Residence Life Staff. Those considered “need to know” are determined by the Vice President for Student Development and Director Community Standards and Student Conduct on a case-by-case basis.

**Student Conduct Records**

Incidents involving the imposition of sanctions other than suspension, expulsion, or revocation or withholding of a degree shall be expunged from the student’s confidential disciplinary record seven (7) years from the date of the student’s last violation. Student Conduct records, including hearing outcomes and sanctions shall follow a student for their entire enrollment at Young Harris College.

**COVID-19 Addendum**

To the YHC Housing 2020-2021 Agreement and *Guide to Student Life*

Young Harris College (the “College” or “YHC”) seeks to reopen for the 2020-2021 academic year for in-person instruction and on-campus housing, but can only do so through a shared commitment among YHC students, staff, and faculty to adhere to enhanced health and safety measures to minimize the spread of COVID-19 on campus. Each member of the YHC campus community plays a critical role in promoting safety and preventing the spread of COVID-19 during our return to campus. Accordingly, the College has established the following mandatory health and safety requirements, which all members of the YHC campus community are required to follow in order to return to campus for in-person instruction and participate in on-campus housing.

I. **Acknowledgement of Risk.** The College developed these health and safety requirements through reliance on the guidance of local, state, and federal public health agencies and the Executive Orders of Governor Kemp. While these requirements were developed to mitigate the spread of COVID-19 on campus, the College acknowledges that eliminating all risk of COVID-19 infection and spread while operating in person is impossible. An inherent risk of exposure to COVID-19 exists in any public place where people are present. COVID-19 is an extremely contagious disease that can lead to severe illness and death. Certain individuals over the age of 65 and/or with pre-existing medical conditions are especially vulnerable to severe disease. By choosing to return to campus for in-person instruction and participation in on-campus housing, the student (or the student’s parent/guardian on the student’s behalf, if the student is a minor) acknowledges the inherent risk in doing so and commits to following YHC’s health and safety requirements to help make campus as safe as possible in light of the circumstances.
II. **Compliance with Laws, Regulations, and Orders.** The student agrees to follow all local, state, and federal laws, regulations, and orders, as well as all public health guidance, policies, requirements, and procedures adopted by the College regarding health, safety, and the prevention of COVID-19 on campus. This includes all requirements of each Phase of Reopening as developed and implemented by the College.

III. **Risk Mitigation Measures.** The student agrees to implement all risk mitigation measures as required by the College in the current Phase of Reopening, which may include:

   a. **Wear Face Coverings.** Cloth face coverings must cover the nose and mouth and be worn in all instructional spaces, campus common areas, campus buildings and facilities, faculty offices, common areas in residential dorms, the recreation center, and dining halls when not eating/drinking.

   b. **Social Distance:** The student must keep at least six feet of space between him/herself and other individuals on campus.

   c. **Practice Healthy Hygiene:** The student should wash his/her hands frequently, use hand sanitizer as needed, and use disinfectant wipes to wipe down any surfaces or areas used in instructional spaces, campus buildings and facilities, and all common areas prior and after use.

   d. **Maintain Up-to-date Vaccinations:** The student shall be up-to-date on all vaccinations.

   e. **Avoid Gatherings:** The student is prohibited from hosting or attending gatherings in YHC residence halls. The student also agrees to refrain from hosting or attending any social gatherings in excess of what is currently allowed by the current executive order of the Governor, or any other state and local guidelines, off campus.

   f. **Limit Unnecessary Personal Travel:** The student agrees to limit all unnecessary personal travel during the academic year.

   g. **Observe Guest Limitations:** The student is prohibited from allowing any outside guests to visit campus or his/her housing space, except for two family members during move-in and move-out. The student is prohibited from allowing more than one (1) fellow student guest in his/her housing space at a time. Parties in on-campus housing are strictly prohibited.

   h. **Follow Posted Instructions:** The student is required to follow all posted instructions at dining facilities, instructional spaces, campus buildings and facilities, the recreation center, residence halls, and any other campus common areas.
i. **Conduct Daily Self-Wellness Checks**: The student is required to conduct a daily self-wellness check to screen for any COVID-19 symptoms prior to arriving to campus or leaving their assigned housing. These include: Fever (100.4 or more) or chills, cough, shortness of breath or difficulty breathing, fatigue, muscle or body aches, headache, new loss of taste or smell, sore throat, congestion or runny nose, nausea or vomiting, and/or diarrhea. If any of these symptoms are present and are not attributable to another health condition or activity, the student should not report to class or campus and should make a report to the Campus COVID-19 Coordinator for further instructions. The students should refer to the *YHC Student Quarantine & Isolation Protocols* for more information.

j. **Submit to Temperature Checks and Questionnaires**: The student is required to submit to periodic temperature checks and truthfully answer health questionnaires issued and performed by the College and/or its designated staff. If the student has a temperature, he/she must follow the instructions given at that time per the *YHC Student Quarantine & Isolation Protocols*.

k. **Submit to COVID-19 Testing**: The student must submit to any COVID-19 testing required by the College to confirm symptoms or clear the student for return to campus.

l. **Collaborate with the College on Contact Tracing**: The student shall collaborate with the College with the guidance and direction of local and state health authorities to alert all individuals who may have come into contact with the student if the student is exhibiting COVID-19 symptoms or has a confirmed/presumptive case of COVID-19.

m. **Quarantine, Isolate, and/or Relocate**: The student must follow all College instructions and the *YHC Student Quarantine & Isolation Protocols* in the event that quarantine and/or isolation is necessitated by COVID-19 symptoms, exposure, and/or infection. In some instances, the College may change the student’s assigned housing space temporarily for quarantine/isolation purposes. Meals and check-ins will be provided to the student in the event of mandatory quarantine and/or isolation on campus.

n. **Follow All College Instructions and YHC Student Quarantine & Isolation Protocols in Event of COVID-19 Infection**: If the student has a confirmed or presumptive case of COVID-19, the student must follow all College instructions and the *YHC Student Quarantine & Isolation Protocols* before the student will be permitted to resume in-person instruction and end quarantine/isolation requirements.
IV. **Right to Update.** Due to the evolving nature of the COVID-19 pandemic, the College reserves the right to update and modify its COVID-19 health and safety requirements at any time, as it deems necessary. The student should refer to [https://www.yhc.edu/covid-19-resource-page](https://www.yhc.edu/covid-19-resource-page) for more information.